

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS
INFORMAL CONFERENCE COMMITTEE
October 21, 2016 - 1:00 p.m.**

**Department of Health Professions
9960 Mayland Drive, Suite #300
Henrico, Virginia 23233**

- CALL TO ORDER:** An Informal Conference Committee of the Board of Long-Term Care Administrators was called to order at 2:00 p.m.
- MEMBERS PRESENT:** Marj Pantone, ALFA, Chair
Martha Hunt, ALFA
- DHP STAFF PRESENT:** Kathy Petersen, Discipline Operations Manager
David Kazzie, Adjudication Specialist
- MATTER:** **Melissa Sullivan, NHA**
License No.: 1701-002575
Case No.: 175540
- DISCUSSION:** Ms. Sullivan did not appear in person before the Committee in accordance with the Amended Notice of the Board dated October 12, 2016. Ms. Sullivan was not present and was not represented by counsel.
- The Committee fully discussed the allegations as outlined in the Notice of Informal Conference.
- CLOSED SESSION:** Upon a motion by Ms. Hunt, and duly seconded by Ms. Pantone, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A(27) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Melissa Sullivan, NHA. Additionally, she moved that Ms. Petersen and Mr. Kazzie attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions. The Committee entered into closed session at 2:17 p.m.

RECONVENE:

Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code, the Committee re-convened in open session at 2:25 p.m.

DECISION:

Upon a motion by Ms. Hunt, and duly seconded by Ms. Pantone, the Committee issued a reprimand, ordered a monetary penalty and ordered terms and conditions. Motion carried.

ADJOURNMENT:

The Committee adjourned at 2:28 p.m.

Marj Pantone, ALFA, Chair

Corie E. Tillman Wolf, Executive Director

Date

Date

