

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS
INFORMAL CONFERENCE COMMITTEE**

August 17, 2017 - 12:30 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 12:37 p.m.
- MEMBERS PRESENT:** Martha Hunt, ALFA, Chair
Marj Pantone, ALFA
- DHP STAFF PRESENT:** Kathy Petersen, Discipline Operations Manager
Anne Joseph, Deputy Director, APD
- MATTER:** Frankie N. Minor, ALFA
License No.: 1706-000087
Case No.: 174180 & 176922
- DISCUSSION:** Mr. Minor appeared in person before the Committee in accordance with the Amended Notice of the Board dated August 4, 2017. Mr. Minor was present and was represented by David Harless, Esq. and Elizabeth Olcott, Esq.
- The Committee fully discussed the allegations as outlined in the Amended Notice of Informal Conference with Mr. Minor.
- CLOSED SESSION:** Upon a motion by Ms. Pantone, and duly seconded by Ms. Hunt, 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 Frankie Minor, ALFA. Additionally, she moved that Ms. Petersen and Ms. Joseph 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 2:25 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 3:47 p.m.

DECISION:

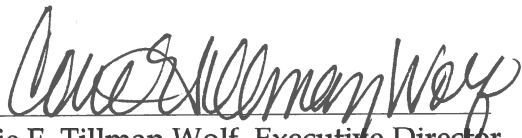
Upon a motion by Ms. Pantone, and duly seconded by Ms. Hunt, the Committee referred the matter to a formal administrative hearing. Motion carried.

ADJOURNMENT:

The Committee adjourned at 3:52 p.m.



Martha Hunt, ALFA, Chair



Corie E. Tillman Wolf, Executive Director

06/28/2018
Date

June 29, 2018
Date

