

DRAFT UNAPPROVED

**VIRGINIA BOARD OF MEDICINE
SPECIAL CONFERENCE COMMITTEE
MINUTES**

Thursday, March 29, 2007

Courtyard Marriott

Roanoke, Virginia

- CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 10:05 a.m.
- MEMBERS PRESENT:** Valerie Hoffman, D.C., Chair
Claudette Dalton, M.D.
General Clara Adams-Ender, R.N.
- STAFF PRESENT:** William L. Harp, M.D., Executive Director of the Board
Barbara Matusiak, M.D., Medical Review Coordinator
Carolyn McKann, Adjudication Specialist
- MATTER SCHEDULED:** **Vincent Keith Jones, M.D.** **License No.: 0101-231063**
Case No.: 99988, 101002
- DISCUSSION:** Dr. Jones appeared before the Committee in person in accordance with a Notice of the Board dated February 16, 2007. Dr. Jones was represented by Ward L. Armstrong, Esquire. The Committee fully discussed the allegations in the Notice with Dr. Jones.
- CLOSED SESSION:** Upon a motion by Dr. Dalton, and duly seconded by Gen. Adams-Ender, the Committee voted to convene a closed meeting pursuant to §2.2-3711.A(28) of the Code of Virginia, for the purpose of deliberation to reach a decision in the matter of Dr. Jones. Additionally, she moved that Dr. Harp attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board in its deliberations.
- 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 and announced its decision.
- DECISION:** Upon a motion by Gen. Adams-Ender, and duly seconded by Dr. Dalton, the Committee made certain Findings of Fact and voted to continue the matter subject to certain terms and conditions.

VOTE: The vote was unanimous.

ADJOURNMENT: The Committee adjourned at 2:08 p.m.

As provided by law this decision shall become a Final Order thirty (30) days after service of such Order on Dr. Jones unless a written request to the Board for a formal hearing on the allegations made against him is received from Dr. Jones, within such time. If service of the Order is made by mail three (3) additional days shall be added to that period. Upon such timely request for a formal hearing, the decision of the Special Conference Committee shall be vacated.

Valerie Hoffman, D.C., Chair

William L. Harp, M.D., Executive Director

Date

Date

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CALL TO ORDER: A Special Conference Committee of the Board was called to order at 2:12 p.m.

MEMBERS PRESENT: Claudette Dalton, M.D., Chair
Valerie Hoffman, D.C.
General Clara Adams-Ender, R.N.

STAFF PRESENT: William L. Harp, M.D., Executive Director of the Board
Barbara Matusiak, M.D., Medical Review Coordinator
Carolyn McKann, Adjudication Specialist

MATTER SCHEDULED: **John Marshall Butler, MD. License No.: 0101-042329**
Case No.: 99252

PRELIMINARY MATTERS: The Chair noted that the time was 2:13 p.m. and Dr. Butler was scheduled to appear at 11:00 a.m. Ms. McKann advised that no communication had been received and the Notice had been sent to Dr.'s Butler's address of record with the Board.

RULING: The Chair ruled that proper notice had been provided to Dr. Butler, therefore, the informal conference would proceed in his absence.

DISCUSSION: Dr. Butler did not appear before the Committee in person in accordance with a Notice of the Board dated February 27, 2007, nor was he represented by counsel. The Committee received information regarding the allegations from Ms. McKann.

DECISION:

Upon a motion by Dr. Hoffman, and duly seconded by Gen. Adams-Ender, the Committee voted to refer the matter to a formal hearing since the Committee was unable to dispose of this matter pursuant to its authority.

VOTE:

The vote unanimous.

ADJOURNMENT:

The Committee adjourned at 2:28 p.m.

A formal hearing will be scheduled for a future date.

Claudette Dalton, M.D., Chair

William L. Harp, M.D., Executive Director

Date

Date