

**APPROVED**  
**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS**  
**TELEPHONIC CONFERENCE**  
**MEETING MINUTES**

The Virginia Board of Long-Term Care Administrators convened a telephone conference for consideration of a possible summary suspension on Thursday, September 13, 2012, at 11:10 a.m.

**MEMBERS PRESENT VIA TELEPHONE:**

Tom Orsini, NHA, Chair	Ted LeNeave, NHA
Kathy Fletcher, MSN	Amanda Gannon, NHA
Martha Hunt, ALFA	Doug Nevitt, ALFA
Randy Scott, NHA, ALFA	Karen Stanfield, Citizen Member

**MEMBERS ABSENT:**

Gracie Bowers, Citizen Member

**DHP STAFF PRESENT:**

Lisa R. Hahn, Executive Director  
Lynne Helmick, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
Missy Currier, Board Operations Manager  
David Kazzie, Adjudication Specialist, Administrative Proceedings Division

**MEMBERS FROM THE ATTORNEY GENERAL'S OFFICE PRESENT:**

Erin Barrett, Assistant Attorney General, OAG Board Counsel  
Frank Pedrotty, Senior Assistant Attorney General, OAG  
Corie Tillman Wolf, Assistant Attorney General, OAG  
Betty Hudnall, OAG, Nurse Investigator  
David Ridsen, OAG, Nurse Investigator

**MATTER SCHEDULED**

**Respondent: Donna Norvell, ALFA**  
**License No: 1706-000593**  
**Registration No.: 1707-000189**  
**Case Number: 145349**

**INTRODUCTION**

Ms. Hahn opened the meeting by thanking everyone for their time and summarized the topic for consideration in today's telephone conference.

**CALLED TO ORDER**

Mr. Orsini called the meeting to order at 11:10 a.m.

**ROLL CALL**

Ms. Kathy Petersen took a roll call and with eight (8) members of the Board participating, a quorum was established. Mr. Orsini noted that due to the urgency of this matter and the inability for all Board

members to assemble in person, we must hold this conference telephonically pursuant to 54.1-2400(13) of the Code of Virginia.

**MEETING**

Ms. Tillman Wolf presented evidence that the continued practice of assisted living facility administration by Donna Norvell, presents a substantial danger to the health, safety and well being of the residents and public.

**CLOSED SESSION**

Upon a motion by Ms. Amanda Gannon, and duly seconded by Ms. Kathy Fletcher, Ms. Martha Hunt entered the Board into closed session at 11:17 a.m. 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 Donna Norvell, ALFA. Additionally, she moved that Ms. Hahn, Ms. Helmick, Ms. Petersen, Ms. Currier, Ms. Barrett and Mr. Pedrotti attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

**RECONVENE**

Upon a motion by Ms. Gannon and duly seconded by Ms. Fletcher, the committee re-convened in open session at 11:25 a.m.

Ms. Hunt certified that the matters discussed in the closed session met the requirements of §2.2-3712 of the Code of Virginia.

**ACTION**

Upon a motion by Mr. Randy Scott to summarily suspend the ALFA license and registration of Ms. Donna Norvell, and duly seconded by Ms. Hunt, the motion carried unanimously.

**ADJOURNMENT**

With no further business, the meeting adjourned at 11:27 a.m.

  
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Thomas Orsini, NHA, Chair

12/11/12  
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Date

  
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Lisa R. Hahn, Executive Director

12/11/12  
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Date