

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

**August 30, 2016 – 1:00 p.m.**

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

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**CALL TO ORDER:** An Informal Conference Committee of the Board of Long-Term Care Administrators was called to order at 1:02 p.m.

**MEMBERS PRESENT:** Martha Hunt, ALFA, Chair  
Marj Pantone, ALFA

**DHP STAFF PRESENT:** Kathy Petersen, Discipline Operations Manager  
David Kazzie, Adjudication Specialist

**MATTER:** **Scott Smith, A.L.F.A.**  
**License No.: 1706-000484**  
**Case No.: 164392**

**DISCUSSION:** Mr. Smith appeared in person before the Committee in accordance with the Notice of the Board dated July 28, 2016. Mr. Smith was present and was not represented by counsel.

The Committee fully discussed the allegations as outlined in the Notice of Informal Conference with Mr. Smith.

**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 Scott Smith, ALFA. 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 1:42 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 2:03 p.m.

**DECISION:**

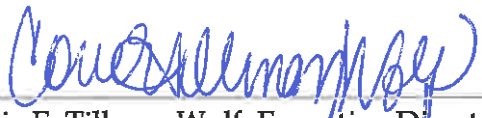
Upon a motion by Ms. Pantone, and duly seconded by Ms. Hunt, the Committee issued Mr. Smith a reprimand and ordered him to obtain twelve hours of continuing education. Motion carried.

**ADJOURNMENT:**

The Committee adjourned at 2:08 p.m.

  
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Martha Hunt, ALFA, Chair

9-20-16  
Date

  
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Corie E. Tillman Wolf, Executive Director

9/21/16  
Date

