

**VIRGINIA BOARD OF PHYSICAL THERAPY  
SPECIAL CONFERENCE COMMITTEE MINUTES**

**July 23, 2024**

*Department of Health Professions  
Perimeter Center  
9960 Mayland Drive, Suite 201  
Henrico, VA*

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**CALL TO ORDER:** A Special Conference Committee of the Board was called to order at 10:00 a.m.

**MEMBERS PRESENT:** Melissa Fox, PT, DPT, Chair  
Susan Szasz Palmer, MLS

**STAFF PRESENT:** Melanie Pagano, Deputy Executive Director, Discipline  
Annette Kelley, Deputy Executive Director, Discipline  
Christine Corey, Adjudication Specialist/Consultant

**OTHERS PRESENT:**

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**MATTER:** **Gregory Todd, PTA** License No.: 2306604863  
Case No.: 212884

**PRELIMINARY MATTER:** The Chair noted that the time was 10:19 a.m. and Gregory Todd was noticed to appear before the Committee at 10:00 a.m. and was not present.

Christine Corey advised that the Notice had been sent to Gregory Todd's address of record with the Board by certified and first class mail.

**RULING:** Based on the information provided by Christine Corey, the Chair determined that proper notice had been provided to Gregory Todd, therefore, the informal conference would proceed in his absence.

**DISCUSSION:** Gregory Todd did not appear before the Committee in person in accordance with the Board's Notice of Informal Conference dated March 11, 2024, nor was he represented by legal counsel.

The Committee fully considered the evidence before it and received information from Christine Corey regarding the allegations in the Notice.

**CLOSED SESSION:** Upon a motion by Susan Szasz Palmer, and duly seconded by Melissa Fox, 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 Gregory Todd, PTA. Additionally, Dr. Fox moved that Ms. Pagano attend the closed meeting because her presence in the closed meeting was deemed necessary and would aid the Committee in its discussion.

**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 deliberations.

**DECISION:** Upon a motion by Ms. Szasz Palmer, and duly seconded by Dr. Fox the Committee voted to adopt the findings of facts and conclusions of law and voted to issue Mr. Todd a reprimand and place him on indefinite probation for a period of not less than 24 months, subject to terms and conditions. The motion carried. The vote was unanimous.

**ADJOURNMENT:** The Committee adjourned at 10:43 a.m.

**MATTER:** Nancy Smith, PTA License No.: 2306603440  
Case No.: 234151

**DISCUSSION:** Ms. Smith appeared before the Committee in person in accordance with the Board's Notice of Informal Conference dated May 30, 2024 with an amended notice dated June 14, 2024. Ms. Smith was not represented by counsel.

The Committee fully discussed the allegations in the Notice with Ms. Smith.

**CLOSED SESSION:** Upon a motion by Susan Szasz Palmer, and duly seconded by Melissa Fox, 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 Nancy Smith, PTA. Additionally, Dr. Fox moved that Ms. Pagano and Ms. Kelley attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee 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 Ms. Szasz Palmer, and duly seconded by Dr. Fox the Committee made certain findings of fact and conclusions of law and voted to issue Ms. Smith a reprimand. The motion carried. The vote was unanimous.

**ADJOURNMENT:**

The Committee adjourned at 11:25 a.m.

  
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Deputy Executive Director

  
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Date