

**APPROVED**

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
SPECIAL CONFERENCE COMMITTEE  
March 12, 2013 - 2:00 PM**

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

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- CALL TO ORDER:** A Special Conference Committee of the Board of Long-Term Care Administrators was called to order at 3:50 p.m.
- MEMBERS PRESENT:** Martha Hunt, ALFA, Chair  
Karen Stanfield
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
David Kazzie, Adjudication Specialist
- MATTER:** **Regina Herndon, ALFA  
a.k.a. Regina Hubbard  
License No.: 1706-000499  
Case No.: 145574**
- DISCUSSION:** Ms. Hubbard appeared before the Committee in person in accordance with the Notice of the Board dated February 11, 2013. Ms. Hubbard was present and was not represented by counsel.
- The Committee fully discussed Ms. Hubbard's reinstatement application as outlined in the Notice of Informal Conference, with Ms. Hubbard.
- CLOSED SESSION:** Upon a motion by Ms. Stanfield, 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 Regina Hubbard, ALFA Reinstatement Applicant. Additionally, she moved that Ms. Helmick, 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 4:25 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 4:54 p.m.

**DECISION:**

Upon a motion by Ms. Stanfield, and duly seconded by Ms. Hunt, the Committee made certain findings of fact and conclusions of law and approved Ms. Hubbard's reinstatement application with certain terms and conditions. The motion carried.

**ADJOURNMENT:**

The Committee adjourned at 5:02 p.m.

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Martha Hunt, ALFA, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date

