

**APPROVED**

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
SPECIAL CONFERENCE COMMITTEE  
December 10, 2013 - 1:00 PM**

---

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

---

**CALL TO ORDER:** A Special Conference Committee of the Board of Long-Term Care Administrators was called to order at 1:08 p.m.

**MEMBERS PRESENT:** Tom Orsini, NHA, Chair  
Randy Scott, NHA, ALFA

**DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
David Kazzie, Adjudication Specialist

**OTHERS PRESENT:** Margaret Hardy, Esq.

**MATTER:** **Crystal Smith, ALFA-AIT**  
**License No.: 1708-000220**  
**Case No.: 147221**

**DISCUSSION:** Ms. Smith appeared before the Committee in person in accordance with the Notice of the Board dated October 11, 2013. Ms. Smith was present and was represented by Margaret Hardy, Esq.

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

**CLOSED SESSION:** Upon a motion by Mr. Scott, and duly seconded by Mr. Orsini, 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 Crystal Smith, ALFA-AIT. Additionally, he 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 2:10 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 2:34 p.m.

**DECISION:**

Upon a motion by Mr. Scott, and duly seconded by Mr. Orsini, the Committee found there was insufficient evidence to find a violation in the laws or regulations. The motion carried.

**ADJOURNMENT:**

The Committee adjourned at 2:35 p.m.

\_\_\_\_\_  
Tom Orsini, NHA, Chair

\_\_\_\_\_  
Lisa R. Hahn, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

