

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
INFORMAL CONFERENCE COMMITTEE  
November 15, 2017 – 9:30 a.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 9:41 a.m.
- MEMBERS PRESENT:** Martha Hunt, ALFA, Chair  
Marj Pantone, ALFA
- DHP STAFF PRESENT:** Kathy Petersen, Discipline Operations Manager  
David Kazzie, Adjudication Specialist, APD
- MATTER:** Chad Williams, NHA  
License No.: 1701-002297  
Case No.: 172535
- DISCUSSION:** Mr. Williams appeared in person before the Committee in accordance with the Amended Notice of the Board dated October 16, 2017. Mr. Williams was present and was represented by Ramon Rodriquez, III, M.D., Esquire.
- The Committee fully discussed the allegations as outlined in the Amended Notice of Informal Conference with Mr. Williams.
- 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 Chad Williams, NHA. 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 10:24 a.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 11:14 a.m.

**DECISION:**

Upon a motion by Ms. Pantone, and duly seconded by Ms. Hunt, the Committee issued a Reprimand to Mr. Williams and ordered him to complete six hours of continuing education in mandatory reporting and quality assurance. Motion carried.

**ADJOURNMENT:**

The Committee adjourned at 11:18 a.m.

Martha Hunt  
Martha Hunt, ALFA, Chair

06/28/2018  
Date

Corie E. Tillman Wolf  
Corie E. Tillman Wolf, Executive Director

June 29, 2018  
Date

