

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS
SPECIAL CONFERENCE COMMITTEE
MINUTES**

March 7, 2023

**Department of Health Professions
Perimeter Center
9960 Mayland Drive
Henrico, Virginia 23233**

CALL TO ORDER:

A Special Conference Committee of the Board was called to order at 1:01 p.m.

MEMBERS PRESENT:

Ashley Jackson, MBA, NHA, Chair
Martha H. Hunt, ALFA.

DHP STAFF PRESENT:

Corie Tillman Wolf, Executive Director
Florence Venable, Senior Discipline Manager
David Kazzie, Adjudication Consultant

MATTER:

**Kimberly Jenkins, Acting ALF-AIT Applicant
Case No.: 217740**

DISCUSSION:

Ms. Jenkins appeared in person before the Committee in accordance with the Board's Notice of Informal Conference, dated January 30, 2022, she was accompanied by Ms. Andrea Williams, and was not represented by counsel.

The Committee fully discussed the allegations as referenced in the January 30, 2022, Notice of Informal Conference.

CLOSED SESSION:

Upon a motion by Ms. Hunt and duly seconded by Ms. Jackson, 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 Kimberly Jenkins, ALF-AIT Applicant. Additionally, she moved that Ms. Tillman Wolf and Ms. Venable attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

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.

DECISION:

Upon a motion by Martha H. Hunt and duly seconded by Ashley Jackson, the Committee voted and ordered the application for Acting ALF-AIT to be **Granted** contingent upon Ms. Jenkins submitting a new application and entering HPMP within 60 days of the Order being entered. The motion carried.

ADJOURNMENT:

The Committee adjourned at 2:10 p.m.


Corie Tillman Wolf, Executive Director

Date

March 8, 2023