

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS
INFORMAL CONFERENCE COMMITTEE**

October 7, 2015 - 11:00 a.m.

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

- CALL TO ORDER:** An Informal Conference Committee of the Board of Long-Term Care Administrators was called to order at 11:26 a.m.
- MEMBERS PRESENT:** Karen Stanfield, NHA, Chair
Martha Hunt, ALFA
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
David Kazzie, Adjudication Specialist
- MATTER:** **Sandra Minton, A.L.F.A.**
License No.: 1706-000020
Case No.: 164225
- DISCUSSION:** Ms. Minton appeared in person before the Committee in accordance with the Notice of the Board dated September 9, 2015. Ms. Minton was present and was not represented by counsel.
- The Committee fully discussed the allegations as outlined in the Notice of Informal Conference with Ms. Minton.
- CLOSED SESSION:** Upon a motion by Ms. Hunt, and duly seconded by Ms. Stanfield, 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 Sandra Minton, ALFA. Additionally, she moved that Ms. Helmick 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 11:38 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 12:00 p.m.

DECISION:

Upon a motion by Ms. Hunt, and duly seconded by Ms. Stanfield, the Committee continued Ms. Minton's probation with certain terms and conditions. The Committee also issued a Reprimand to Ms. Minton. Motion carried.

ADJOURNMENT:

The Committee adjourned at 12:04 p.m.

Karen Stanfield, NHA, Chair

Lisa R. Hahn, Executive Director

Date

Date

