

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
MINUTES**

**Monday, October 17, 2016**

**9:00 A.M.**

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

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**DATE, TIME & PLACE:** On October 17, 2016, at 9:08 a.m., the Board of Long-Term Care Administrators convened by telephone conference call to consider whether a practitioner's ability to practice nursing home administration constituted a substantial danger to public health and safety pursuant to Va. Code §54.1-2408.1. A quorum of the Board was present, with Derrick Kendall, Board Chair, presiding.

**MEMBERS PRESENT:** Derrick Kendall, NHA, Chair  
Karen Stanfield, NHA  
Marj Pantone, ALFA  
Mary Brydon  
Shervonne Banks  
Basil Acey

**MEMBERS ABSENT:** Doug Nevitt, ALFA  
Martha Hunt, ALFA  
Mitchell Davis, NHA

**BOARD COUNSEL:** Erin Barrett, Assistant Attorney General

**DHP STAFF PRESENT:** Corie Tillman Wolf, Executive Director  
Missy Currier, Deputy Executive Director  
Kathy Petersen, Discipline Operations Manager  
Lynne Helmick, Deputy Executive Director

**PARTIES ON BEHALF OF COMMONWEALTH:** Wayne Halbleib, Senior Assistant Attorney General

**MATTER CONSIDERED:** Sharon Mae Bartlett, NHA  
License No.: 1701-000973  
Case No.: 174286

The Board received information from Senior Assistant Attorney General, Wayne Halbleib in order to determine whether Ms. Bartlett's ability to practice as a nursing home

administrator constituted a substantial danger to public health and safety. Mr. Halbleib provided details of the case to the Board for its consideration.

**CLOSED SESSION:**

Upon a motion by Karen Stanfield, and duly seconded by Marj Pantone, the Board voted to convene a closed meeting at 9:36 a.m., 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 Sharon M. Bartlett, NHA. Additionally, she moved that Ms. Tillman Wolf, Ms. Currier, Ms. Petersen, Ms. Helmick and Ms. Barrett attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board in its deliberations.

**RECONVENE:**

Upon a motion by Ms. Stanfield, and duly seconded by Ms. Pantone, the Board voted to reconvene at 9:10 a.m.

**CERTIFICATION:**

Ms. Stanfield certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the Code of Virginia and the Board reconvened in open session.

**DECISION:**

Upon a motion by Ms. Banks, and duly seconded by Ms. Pantone, the Board determined that Ms. Bartlett's ability to practice constituted a substantial danger to the public health and safety. The Board voted to summarily suspend her license to practice as a nursing home administrator, simultaneous with the institution of proceedings for a formal administrative hearing pursuant to §54.1-2408.1 of the Code of Virginia.

**VOTE:**

The vote was unanimous.

**DECISION:**


Upon a motion by Ms. Stanfield, and duly seconded by Ms. Banks, the Board voted to offer Ms. Bartlett a consent order in lieu of a formal administrative hearing.

**VOTE:**

The vote was unanimous.

**ADJOURNMENT:**

The Board adjourned at 10:11 a.m.

  
Derrick Kendall, NHA, Chair

  
Corie Tillman Wolf, Executive Director

3/23/17  
Date

March 23, 2017  
Date