


**VIRGINIA BOARD OF SOCIAL WORK
SPECIAL CONFERENCE COMMITTEE**

**April 28, 2017
MINUTES**

- CALL TO ORDER:** A Special Conference Committee ("Committee") of the Board of Social Work ("Board") convened on April 28, 2017 at 10:27 a.m., at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Richmond, Virginia, Training Room 2.
- MEMBERS PRESENT:** John Salay, LCSW, Chairperson
Dolores Paulson, Ph.D., LCSW
- STAFF PRESENT:** Jennifer Lang, Deputy Executive Director, Board of Social Work
Anne Joseph, Deputy Executive Director, Administrative Proceedings Division
- RESPONDENT:** Cynthia Sample, LCSW
License No.: 0904-003947
Case No.: 153979
Witness(es): None
- PRELIMINARY MATTER:** The Chairperson noted that the time was 10:27 a.m. and Ms. Sample was noticed to appear before the Committee at 10:00 a.m.. He advised the Committee that the Notice was mailed to the Respondent's address of record with the Board of Social Work, and that neither the certified Notice nor the regular mail had been returned.
- The Chairperson determined that Ms. Sample had been properly noticed and the informal conference would proceed in the Respondent's absence.
- DISCUSSION:** Ms. Sample did not appear before the Committee in accordance with the Notice of the Board dated March 29, 2017, and was not represented by counsel.
- The Committee considered the information contained in the informal conference package.
- CLOSED MEETING:** Upon a motion by Dr. Paulson, and duly seconded by Mr. Salay, the Committee voted to convene in 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 Cynthia Sample, LCSW. Additionally, she moved that Jennifer Lang and Anne Joseph attend the closed meeting because their presence would aid the Committee in its deliberations.
- RECONVENE:** Having certified that the matters discussed in the preceding closed session met the requirements of § 2.2-3712 of the *Code of Virginia*, the Committee reconvened in open session and announced its decision.
- DECISION:** Upon a motion by Dr. Paulson, and duly seconded by Mr. Salay, the Committee made certain findings of facts and conclusions of law and voted to offer Ms. Sample a Consent Order for indefinite suspension of her license in lieu of a formal hearing. The motion carried.
- ADJOURN:** With all business concluded, the Committee adjourned at 10:54 a.m.

As provided by law this decision shall become a Final Order thirty (30) days after service of such Order on the respondent, unless the respondent makes a written request to the Board within such time for a formal hearing on the allegations made. If service of the Order is made by mail, three (3) additional days shall be added to that period. Upon such timely request for a formal hearing, the decision of the Special Conference Committee shall be vacated.



John Salay, LCSW, Chairperson

4-28-17

Date



Jennifer Lang, Deputy Executive Director
Virginia Board of Social Work

4/28/17

Date