

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

November 18, 2025

Department of Health Professions

Perimeter Center

9960 Mayland Drive, Suite 201

CALL TO ORDER:	A Special Conference Committee of the Board was called to order at 10:02 a.m.
MEMBERS PRESENT:	Kimberly Brathwaite, ALFA, Chair Lynn Campbell, LPN, Citizen Member
DHP STAFF PRESENT:	Annette Kelley, Deputy Executive Director Florence Venable, Discipline Operations Manager Emily Tatum, Senior Adjudication Specialist
MATTER:	Richard Banks, NHA Applicant Case No.: 242544
DISCUSSION:	Mr. Banks appeared before the Committee in person in accordance with a notice of the Board dated October 16, 2025. Mr. Banks was accompanied by Ms. Katherine Susa. He was not represented by counsel. The Committee fully discussed the allegations in the Notice with Mr. Banks.
CLOSED SESSION:	Upon a motion by Ms. Campbell and duly seconded by Ms. Brathwaite, 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 on the matter of Richard Banks, NHA Applicant. Additionally, Ms. Campbell moved that Ms. Kelley attend the closed meeting because her 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 of Virginia, the Committee reconvened in open session and announced its decision.

DECISION:

Upon a motion by Ms. Campbell and duly seconded by Ms. Brathwaite, the Committee made certain findings of fact and conclusions of the law and voted to **Deny Mr. Banks Application for NHA for 3 years.**

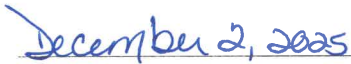
The vote was unanimous.

AJOURNMENT:

The Committee adjourned at 12:05 p.m.



Annette Kelley, Deputy Executive Director



Date