

DRAFT

**VIRGINIA BOARD OF SOCIAL WORK
SPECIAL CONFERENCE COMMITTEE
MINUTES
MARCH 4, 2011**

- CALL TO ORDER:** A Special Conference Committee (“Committee”) of the Board of Social Work (“Board”) convened on Friday, March 4, 2011, at 9:35 a.m., at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Richmond, VA.
- MEMBERS PRESENT:** Patricia Smith-Solan, Board Member
Yvonne Haynes, Board Member
- STAFF PRESENT:** Evelyn B. Brown, Executive Director
Patricia L. Larimer, Deputy Executive Director
Sarah C. Georgen, Administrative Assistant
Anne Joseph, Deputy Director, APD
- OTHERS PRESENT:** Judy Jones
Stephen Kluttz
- MATTER SCHEDULED:** Debra Kluttz
License No.: 0904006546
Case No.: 130635
- DISCUSSION:** **Debra Kluttz** appeared before the Committee in person in accordance with a Notice of the Board dated January 31, 2011 to review allegations that she may have violated portions of the laws and regulations governing the practice of Social Work in the Commonwealth of Virginia. Ms. Kluttz was not represented by counsel. The Committee fully discussed the allegations contained in the notice with Ms. Kluttz and also received statements from Judy Jones.
- CLOSED SESSION:** Upon a motion by Ms. Haynes and duly seconded by Ms. Smith-Solan, 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 Debra Kluttz, LCSW. Additionally, she moved that Ms. Larimer, Ms. Georgen, and Ms. Joseph, attend the closed meeting, because their presence in the closed meeting was deemed necessary and 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, the Committee reconvened in open session and announced its decision.

DECISION:

Upon a motion by Ms. Haynes, and duly seconded by Ms. Smith-Solan, the Committee made certain Findings of Fact and Conclusions of Law, and voted to issue Ms. Kluttz a reprimand with terms.

ADJOURNMENT:

The Committee adjourned at 12:00 p.m.

Patricia Smith-Solan, Chair

Evelyn B. Brown, Executive Director

Date

Date