

APPROVED

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

August 16, 2013 - 10:00 AM

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

- CALL TO ORDER:** A Special Conference Committee of the Board of Long-Term Care Administrators was called to order at 10:03 a.m.
- MEMBERS PRESENT:** Randy Scott, NHA, ALFA, Chair
Karen Stanfield, ALFA
- DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director
Kathy Petersen, Discipline Operations Manager
David Kazzie, Adjudication Specialist
- OTHERS PRESENT:** Treda Edmonds
Angela Moon
- MATTER:** **Judee Smith, ALFA**
License No.: 1706-000486
Case No.: 143837 & 149144
- DISCUSSION:** Ms. Smith appeared before the Committee in person in accordance with the Amended Notice of the Board dated July 18, 2013. Ms. Smith was present and was represented by William Tunner, Esq.
- The Committee fully discussed the allegations as outlined in the Amended Notice of Informal Conference, with Ms. Smith.
- CLOSED SESSION:** Upon a motion by Ms. Stanfield, and duly seconded by Mr. Scott, 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 Judee Smith, ALFA.

Additionally, he moved that Ms. Helmick, Ms. Petersen 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 12:37 p.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 2:18 p.m.

DECISION:

Upon a motion by Ms. Stanfield, and duly seconded by Mr. Scott, the Committee moved to place Ms. Smith on Indefinite Probation. Ms. Smith shall enroll in a 320-hour Administrator in Training course with a Board-approved preceptor within 90 days of the entry date of the Order. She shall complete the Administrator in Training course within one year of the date of entry of this Order. Ms. Smith shall inform her current employer and each future assisted living facility where she is employed that the Board has placed her on probation and shall provide each employer with a complete copy of this Order. Ms. Smith shall submit to the Board copies of any inspection reports or issued by the Department of Social Services within 15 days of her receipt of said inspection report. Ms. Smith is subject to other Terms and Conditions as outlined in the final Board Order. The motion carried.

ADJOURNMENT:

The Committee adjourned at 2:18 p.m.

Randy Scott, NHA, ALFA, Chair

Lisa R. Hahn, Executive Director

Date

Date

