

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

**September 20, 2016 - 2:00 p.m.**

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

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**CALL TO ORDER:** An Informal Conference Committee of the Board of Long-Term Care Administrators was called to order at 2:47 p.m.

**MEMBERS PRESENT:** Karen Stanfield, NHA, Chair  
Derrick Kendall, NHA

**DHP STAFF PRESENT:** Lynne Helmick, Deputy Executive Director  
David Kazzie, Adjudication Specialist

**MATTER:** Robert Ulrich, NHA  
License No.: 1701-002355  
Case No.: 169562

**DISCUSSION:** Mr. Ulrich did not appear in person before the Committee in accordance with the Notice of the Board dated August 19, 2016. Mr. Ulrich was not present and was not represented by counsel.

The Committee fully discussed the allegations as outlined in the Notice of Informal Conference with Mr. Ulrich.

**CLOSED SESSION:** Upon a motion by Mr. Kendall, and duly seconded by Ms. Stanfield, 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 Robert Ulrich, NHA. Additionally, he moved that Ms. Helmick 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 2:48 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 3:16 p.m.

**DECISION:**

Upon a motion by Mr. Kendall, and duly seconded by Ms. Stanfield, the Committee issued Mr. Ulrich a reprimand and ordered him to take ten hours of face to face continuing education courses in board approved quality assurance/process improvement. Motion carried.

**ADJOURNMENT:**

The Committee adjourned at 3:18 p.m.

Karen H. Stanfield  
Karen H. Stanfield, NFLA, Chair

3/27/17  
Date

Corie E. Tillman Wolf  
Corie E. Tillman Wolf, Executive Director

4/5/17  
Date

