

**December 16, 2019**

Members of the Virginia Board of Long-Term Care Administrators convened for new board member orientation on Monday, December 16, 2019 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 2, Henrico, Virginia.

### **BOARD MEMBERS PRESENT**

Ali Faruk, Citizen Member  
Jenny Inker, ALFA  
Ashley Jackson, NHA

### **GUESTS OR PARTICIPANTS PRESENT**

Jason Graves, FSL, Member, Board of Funeral Directors and Embalmers

### **DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING**

Erin Barrett, Assistant Attorney General  
Trasean Boatwright, Licensing Specialist  
Sarah Georgen, Licensing and Operations Manager  
Kelley Palmatier, J.D., Deputy Executive Director  
Angela Pearson, Discipline Operations Manager  
Corie Tillman Wolf, J.D., Executive Director

### **INTRODUCTIONS AND ROLES**

Ms. Tillman Wolf began the meeting at 1:34 p.m. and welcomed the new members. She asked the Board members and staff to introduce themselves.

### **OVERVIEW OF THE BOARDS**

Ms. Tillman Wolf provided an overview of the Boards to include the Agency and Board structure, budget, staffing, committees, and main functions.

### **BOARD MEMBER ROLES AND RESPONSIBILITIES**

Ms. Barrett provided a presentation on the Board Member Roles and Responsibilities and Administrative Hearings and Appeals.

### **POWERS AND DUTIES OF THE BOARDS**

Ms. Barrett and Ms. Tillman Wolf provided an overview of the powers and duties of the Boards to include relevant sections of the Code of Virginia, Regulations, Administrative Process Act, Freedom of Information Act, Conflict of Interest Act, and confidentiality provisions.

### **COMPLAINT PROCESS AND DISCIPLINARY CASES**

Ms. Palmatier provided an overview of the complaint process and how disciplinary cases are managed by the Board.

### **LICENSURE ITEMS**

Ms. Georgen provided an overview of the licensure items to include applications, frequently asked questions, and staff process.

### **OPERATIONS ITEMS**

Ms. Georgen provided an overview of the operations items to include travel reimbursement and compensation, board staff contact information, and meeting materials.

### **AGENCY PROGRAMS AND POLICIES**

Ms. Tillman Wolf provided an overview on the agency programs and policies to include the Health Practitioners' Monitoring Program, Prescription Monitoring Program, Health Workforce Data Center, and Communication policy.

### **OTHER ITEMS AND REMINDERS**

Ms. Tillman Wolf provided an overview on other items and reminders included building security, electronic records, training opportunities, board member travel, and requests for presentations.

### **ADJOURNMENT**

With all business concluded, the meeting adjourned at 4:10 p.m.



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Corie Tillman Wolf, J.D., Executive Director

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September 18, 2020

Date