

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
FORMAL ADMINISTRATIVE HEARING  
MINUTES**

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**Tuesday, June 18, 2024**

**Department of Health Professions  
Perimeter Center  
9960 Mayland Drive  
Henrico, Virginia 23233**

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**CALL TO ORDER:** The formal hearing of the Board was called to order at 3:29 p.m.

**MEMBERS PRESENT:** Lisa Kirby, NHA, Vice Chair (Hearing Chair)  
Pamela Dukes, MBA, Citizen Member  
Ann Williams, Ed. D., Citizen Member  
LaTonya Hughes, PhD, RN, NHA  
Lynn Campbell, Citizen Member  
Ashley Jackson, MBA, NHA  
Kimberly Brathwaite, ALFA

**BOARD COUNSEL:** M. Brent Saunders, Senior Assistant Attorney General

**DHP STAFF PRESENT:** Corie Tillman Wolf, Executive Director  
Melanie Pagano, Deputy Executive Director  
Annette Kelley, Deputy Executive Director  
Florence Venable, Discipline Operations Supervisor

**COURT REPORTER:** Joshua Delauter, CTR, County Court Reporters

**PARTIES ON BEHALF OF COMMONWEALTH:** Emily Tatum, Adjudication Specialist, Administrative Proceedings Division

**COMMONWEALTH'S WITNESS:** Bill Gorwood, Senior Investigator, DHP

**RESPONDENT'S WITNESS:** Michael Burns

**MATTER:** Michael Anthony Burns, NHA Reinstatement Applicant  
License #: 1701-002467  
Case Number: 231674

**ESTABLISHMENT OF A**

**QUOROM:**

With seven (7) members present, a quorum was established.

**DISCUSSION:**

Mr. Burns appeared before the Board in accordance with the Board's notice dated May 14, 2024, and was not represented by an attorney.

The Board received evidence and sworn testimony from witnesses called by the parties and Mr. Burns regarding the allegations in the Notice.

The Board heard arguments on behalf of the parties.

**CLOSED SESSION:**

Upon a motion by Kimberly Brathwaite, ALFA, and duly seconded by Ann Williams, Citizen Member, the Board 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 Michael Burns, NHA Reinstatement Applicant.

Additionally, Ms. Brathwaite moved that Mr. Saunders, Ms. Tillman Wolf, Ms. Pagano, Ms. Kelley and Ms. Venable attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board 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 Board reconvened in open session.

**DECISION:**

Upon a motion by Kimberly Brathwaite, ALFA, and duly seconded by Lynn Campbell, Citizen Member, the Board voted to deny Michael Burns' application for reinstatement as a Nursing Home Administrator.

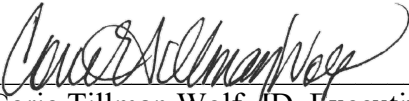
**VOTE:**

The motion carried. The vote was unanimous (7-0).

**ADJOURNMENT:**

The Board adjourned at 5:04 p.m.

For the Board:

  
\_\_\_\_\_  
Corie Tillman Wolf, JD, Executive Director

September 19, 2024  
\_\_\_\_\_  
Date

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS  
FORMAL ADMINISTRATIVE HEARING  
MINUTES**

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**Tuesday, June 18, 2024**

**Department of Health Professions  
Perimeter Center  
9960 Mayland Drive  
Henrico, Virginia 23233**

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**CALL TO ORDER:**

The formal hearing of the Board was called to order at 1:06 p.m.

**MEMBERS PRESENT:**

Ashley Jackson, MBA, NHA (Chair)  
Pamela Dukes, MBA, Citizen Member  
Ann Williams, Ed. D., Citizen Member  
LaTonya Hughes, PhD, RN, NHA  
Lynn Campbell, Citizen Member

**BOARD COUNSEL:**

M. Brent Saunders, Senior Assistant Attorney General

**DHP STAFF PRESENT:**

Corie Tillman Wolf, Executive Director  
Sarah Georgen, Licensing and Operations Manager  
Annette Kelley, Deputy Executive Director

**COURT REPORTER:**

Joshua Delauter, CTR, County Court Reporters

**PARTIES ON BEHALF OF  
COMMONWEALTH:**

Christine Corey, Adjudication Specialist, Administrative Proceedings Division

**COMMONWEALTH'S  
WITNESS:**

Kimberly Hyler, Senior Investigator, DHP

**RESPONDENT'S  
WITNESS:**

Anthony Burfoot

**MATTER:**

**Anthony Burfoot, ALF-AIT Applicant  
Case Number: 224450**

**ESTABLISHMENT OF A  
QUORUM:**

With five (5) members present, a quorum was established.

**DISCUSSION:**

Mr. Burfoot appeared before the Board in accordance with the Boards’s notice dated April 29, 2024, and was not represented by an attorney.

The Board received evidence and sworn testimony from witnesses called by the parties and Mr. Burfoot regarding the allegations in the Notice.

The Board heard arguments on behalf of the parties.

**CLOSED SESSION:**

Upon a motion by Pamela Dukes, duly seconded by Lynn Campbell, the Board 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 Anthony Burfoot.

Additionally, Ms. Dukes moved that Mr. Saunders, Ms. Tillman Wolf, Ms. Kelley and Ms. Georgen attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Board 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 Board reconvened in open session.

**DECISION:**

Upon a motion by Pamela Dukes, duly seconded by Ann Williams, Ed.D., the Board voted to deny Mr. Burfoot’s application to practice as an Assisted Living Facility Administrator-in-Training.

**VOTE:**

The motion carried. The vote was unanimous (5-0).

**ADJOURNMENT:**

The Board adjourned at 3:17 p.m.

For the Board:

  
\_\_\_\_\_  
Corie Tillman Wolf, JD, Executive Director

September 19, 2024  
\_\_\_\_\_  
Date