

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

August 20, 2024

Department of Health Professions

Perimeter Center

9960 Mayland Drive, Suite 201

Henrico, VA

CALL TO ORDER: A Special Conference Committee of the Board was called to order at 10:13 a.m.

MEMBERS PRESENT: Lisa Kirby, NHA, Chair
Kimberly Brathwaite, ALFA

STAFF PRESENT: Annette Kelley, Deputy Executive Director
Florence Venable, Discipline Operations Manager
Emily Tatum, Adjudication Specialist

MATTER: **Patricia Laneese Pierce** ALFA License Applicant
Case No.: 231393

PRELIMINARY MATTER: The Chair noted that the time was 10:17 a.m. and Ms. Pierce was noticed to appear before the Committee at 10:00 a.m. and was not present.

Ms. Tatum advised that the Notice had been sent to Ms. Pierce address of record with the Board by Certified and First-class mail.

RULING: Based on the information provided by Ms. Tatum, the Chair determined that proper notice had been provided to Ms. Pierce therefore, the informal conference would proceed in her absence.

DISCUSSION: Ms. Pierce did not appear before the Committee in accordance with the Board's Notice of Informal Conference dated June 6, 2024, nor was she represented at the conference by legal counsel. Additionally, Ms. Pierce contacted the Board at 8:58 a.m. leaving a voicemail stating that she no longer wished to proceed with the Assisted Living Facility Administrator application.

The Committee fully considered the evidence before it and received information from Ms. Tatum regarding the allegations in the Notice.

CLOSED SESSION:

Upon a motion by Ms. Brathwaite, and duly seconded by Ms. Kirby, 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 Ms. Pierce. Additionally, she moved that Ms. Kelley attend the closed meeting because her 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 re-convened in open session and announced its decision.

DECISION:

Upon a motion by Ms. Brathwaite, and duly seconded by Ms. Kirby, the Committee made certain findings of fact and conclusions of law and voted to Deny Ms. Pierce's application for an ALFA license.

The vote was unanimous.

VOTE:

The Committee adjourned at 10:43 a.m.

ADJOURNMENT:

As provided by law this decision shall become a Final Order thirty (30) days after service of such Order on Ms. Pierce, unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Pierce, within such time. If service of the Order is made by mail three (3) additional days shall be added to that period. Upon such timely request for a formal hearing, the decision of the Special Conference Committee shall be vacated.

Corie Tillman Wolf, JD
Executive Director

Date