

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

The Special Conference Committee of the Virginia Board of Long-Term Care Administrators convened on April 20, 2010, at the Department of Health Professions, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Hearing Room 2, Henrico, Virginia.

**MEMBERS** Randy Scott, NHA, Chair  
**PRESENT:** Martha Hunt, ALFA, Board Member

**STAFF PRESENT:** Lisa R. Hahn, Executive Director  
Kathy Truesdale, Acting Discipline Case Manager  
Anne Joseph, Deputy Director, Administrative Proceedings Division

**PUBLIC PRESENT:** Elizabeth Hudnall, Office of the Attorney General  
Horace T. Croxton, Office of the Attorney General  
Lauri Lester, Office of the Attorney General  
Wayne T. Halbleib, Office of the Attorney General  
Lloyd Emmons, Large and Morris, PLLC  
Mike Owens, Bristol Herald Courier  
Milton Lietzke  
Teresa Lietzke

**CONFERENCE SCHEDULED:** **Charlotte Wilson, NHA**  
**License Number: 1701-001367 Case Number: 125932**

**CALL TO ORDER:** Mr. Scott called the conference to order at 10:08 a.m.

**DISCUSSION:** Ms. Wilson appeared before the Committee in person in accordance with the amended notice of the Board dated February 2, 2010. Ms. Wilson was represented by Michael Goodman, William Moffett and Kristi Vanderlaan of PennStuart Law Firm.

The Committee reviewed the allegations in the notice of informal hearing with Ms. Wilson in that she may have violated the laws and/or regulations governing the practice of Nursing Home Administrators.

The Committee took a short recess at 12:28 p.m. and resumed the conference at 1:08 p.m.

**CLOSED SESSION:** Ms. Hunt moved that the Special Conference Committee of the Board of Long-Term Care Administrators convene a closed meeting pursuant to §2.2-3711(A)(28) of the *Code of Virginia* for the purpose of deliberation to reach a decision in the matter of Charlotte Wilson,

NHA. Additionally, Ms. Hunt moved that Ms. Hahn, Ms. Truesdale, and Ms. Joseph attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its deliberations. The motion was seconded and carried unanimously.

**OPEN SESSION:** The Committee reconvened in open session at 1:31 p.m.

Ms. Hunt moved that the Special Conference Committee of the Board of Long-Term Care Administrators certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened. The motion was seconded and carried unanimously.

**ACTION:** Ms. Hunt presented the decision adopted by the Committee. The motion was seconded and carried unanimously.

On the basis of the foregoing, the Virginia Board of Long-Term Care Administrators, rules that case #125932, with respondent Charlotte Wilson, NHA, proceed to a formal administrative hearing before the full board of the Board of Long-Term Care Administrators.

**ADJOURNMENT:** The Committee adjourn this case at 1:35 p.m.

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Randy Scott, NHA, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date