

APPROVED

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

Tuesday, March 15, 2011 Department of Health Professions Henrico, Virginia
Perimeter Center
9960 Mayland Drive, Suite #300

CALL TO ORDER: A Special Conference Committee of the Board was called to order at 1:08 p.m.

MEMBERS PRESENT: Martha Hunt, ALFA, Chair
Kathy Fletcher, MSN

DHP STAFF PRESENT: Missy Currier, Board Operations Manager
Anne Joseph, Deputy Director, APD

OTHERS PRESENT: Clarence Baker, Westhaven Manor
Deborah Lawyer, Westhaven Manor

MATTER: **Ramallah B. Mann, ALFA**
License No.: 1706-000098
Case No.: 129402

DISCUSSION: Ms. Mann appeared before the Committee in person in accordance with a Notice of the Board dated February 15, 2011. Ms. Mann was not represented by counsel.

 The Committee fully discussed the allegations in the Notice with Ms. Mann.

CLOSED SESSION: Upon a motion by Ms. Fletcher, and duly seconded by Ms. Hunt, 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 Ramallah Mann, ALFA. Additionally, she moved that Ms. Currier and Ms. Joseph attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its discussions.

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.

DECISION: Upon a motion by Ms. Fletcher, and duly seconded by Ms. Hunt, the Committee made certain Findings of Fact and voted

to impose a reprimand against Ms. Mann's license. Ms. Mann will also need to provide to the Board within six months from Order entry evidence that she has successfully completed a Board-approved medication aide training course.

VOTE:

The vote was unanimous.

ADJOURNMENT:

The Committee adjourned at 2:45 p.m.

As provided by law this decision shall become a Final Order thirty (30) days after service of such Order on Ms. Mann, unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Mann, 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.

Martha H. Hunt, ALFA, Chair

Lisa R. Hahn, Executive Director

Date

Date