

Virginia Board of Nursing OFFICER MEETING

May 24, 2023

Time and Place: The Board of Nursing Officer meeting was convened at 8:00 A.M. on May 24, 2023 at Department of Health Professions – Perimeter Center, 9960 Mayland Drive, Suite 201 – Hearing Room 6, Henrico, Virginia.

Board Members Present: Brandon Jones, MSN, RN, CNE, NEA-BC; President, Chairperson
Cynthia Swineford, RN, MSN, SNE; First Vice-President
Felisa Smith, PhD, MSA, RN, CNE; Second Vice-President

Staff Members Present: Jay P. Douglas, RN, MSM, CSAC, FRE

1. **May Board Week Debrief:**

- Business meeting went well with good time management.
- It was very helpful to have Mr. Silny presented in person. The key things learned were how his business functions and the clarification that the business transaction related to receipt and review of international transcripts and fees is between applicant and Mr. Silny not with the Board.
- The officers discussed alternate ways to handle Agency Subordinate Recommendations more efficiently. There was a suggestion to divide into panels.
- The opportunity to discuss educational program trends was missed. However, the future solution is for the Chair of Education Special Conference Committee to bring out any trends when minutes are discussed.
- The officers are pleased about the BOX pilot for Business meeting materials. Dr. Smith offered to pilot BOX with Mr. Jones.

2. **Additional Topics:**

- Mr. Jones suggested as best practices related to Board Governance, to implement an annual Board Member orientation to include new and continuing members. The decision made to offer this in July of every year. However, July 2023, the plan is to focus on Board Member conduct during proceedings and how to ask questions.

3. **Onboarding for Panel and Informal Conference Chairs**

Officers agreed that more formalized training is needed. Officers volunteered to work on this with staff. The desired outcome is a document that could be shared with Panel Chairs and Informal Conference Chairs to include education Informal Conferences.

The meeting was adjourned at 8:45 A.M.