

**VIRGINIA BOARD OF NURSING
WEBEX TRAINING SESSION
MINUTES
September 29, 2020**

- TIME AND PLACE:** The Virginia Board of Nursing Webex Training meeting was called to order virtually at 4:04 P.M. on September 29, 2020.
- PRESIDING:** Jennifer Phelps, BS, LPN, QMHP-A, CSAC; President
- BOARD MEMBERS PRESENT:**
Marie Gerardo, MS, RN, ANP-BC; First Vice President
Mark D. Monson, Citizen Member; Second Vice President
Yvette L. Dorsey, DNP, RN
Margaret J. Friedenberg, Citizen Member
Ann Tucker Gleason, PhD, Citizen Member
Louise Hershkowitz, CRNA, MSHA
Brandon A. Jones, MSN, RN, CEN, NEA-BC
Dixie L. McElfresh, LPN
Meenakshi Shah, BA, RN
Felisa A. Smith, RN, MSA, MSN/Ed, CNE
Cynthia M. Swineford, RN, MSN, CNE
- MEMBERS ABSENT:** James L. Hermansen-Parker, MSN, RN, PCCN-K
Ethlyn McQueen-Gibson, DNP, MSN, RN, BC
- STAFF PRESENT:** Jay P. Douglas, MSM, RN, CSAC, FRE; Executive Director
Claire Morris, RN, LNHA; Deputy Executive Director
Robin L. Hills, DNP, RN, WHNP; Deputy Executive Director for Advance Practice
Charlette Ridout, RN, MS, CNE; Deputy Executive Director
Stephanie Willinger; Deputy Executive Director for Licensing
Jacquelyn Wilmoth, RN, MSN; Nursing Education Program Manager
Patricia Dewey, RN, BSN; Discipline Case Manager
Francesca Iyengar, MSN, RN; Discipline Case Manager
Ann Tiller, Compliance Manager
Huong Vu, Executive Assistant
Sally Ragsdale, Discipline Specialist
Beth Yates, Nursing and Nurse Aide Education Coordinator
- OTHERS PRESENT:** Matt Treacy, DHP Media Production Specialist
- ESTABLISHMENT OF A QUORUM:** Ms. Phelps welcomed Board Members and Staff and asked Ms. Vu to take roll call. With 12 members present, a quorum was established.
- TRAINING SESSION:** Ms. Douglas and Mr. Treacy went over the expectations and procedures for the upcoming virtual board meeting to be conducted on October 14, 2020.

Board Members raised questions regarding certain function of the Webex.

The Board decided the following:

- The chat function would be disabled during the public meetings
- Meeting materials would only be shared on the screen if they are not included in the packet or they were related to special presentations
- Ms. Vu and Ms. Ragsdale will serve as meeting co-hosts. All agenda materials will be managed by Ms. Vu
- The audio recording of the meeting will be retained for posting
- Board Members and Staff will be required to identify themselves by full name upon signing in and will appear by video during the meeting

ADJOURNMENT:

The Board adjourned at 10:00 A.M.

Jennifer Phelps, BS, LPN, QMHP-A, CSAC
President