

**VIRGINIA BOARD OF NURSING  
SPECIAL CONFERENCE COMMITTEE  
August 13, 2019**

- TIME AND PLACE:** The meeting of the Special Conference Committee of the Board of Nursing was convened at 9:14 A.M., on August 13, 2019 in Training Room 2, Suite 201, Department of Health Professions, 9960 Mayland Drive, Henrico, Virginia.
- MEMBERS PRESENT:** Mark Monson, Citizen Member – Chairperson  
Ethlyn McQueen-Gibson, DNP, MSN, RN, BC
- STAFF PRESENT:** Robin L. Hills, DNP, RN, WHNP-BC
- OTHERS PRESENT:** Tammie Jones, Adjudication Specialist
- CONFERENCES SCHEDULED:** **Matthew Moen, RN 0028-000298**  
Mr. Moen appeared accompanied by Jenna Warren, RN.
- CLOSED MEETING:** Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 9:57 A.M. for the purpose of deliberation to reach a decision in the matter of Mr. Moen. Additionally, Dr. McQueen-Gibson moved that Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations.  
The motion was seconded and carried unanimously.
- RECONVENTION:** The Committee reconvened in open session at 10:49 A.M.  
  
Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing 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:** Dr. McQueen-Gibson moved to issue an Order of Reprimand to Matthew Moen and require he provide proof of completion of the following NCSBN courses within 60 days of entry or order: “*Documentation: A Critical Aspect of Client Care*”, and “*Medication Errors: Causes and Prevention*”.  
The motion was seconded and carried unanimously.  
  
An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Mr. Moen unless a written request to the Board for a formal hearing on the allegations made against him is received from Mr. Moen within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

CONFERENCES  
SCHEDULED:

**Kimberly Huffman, RN 0001-128625**

Ms. Huffman appeared accompanied by Mark Huffman, Scott Pompper, Cynthia Branham and Helene Ngo Mbiga.

CLOSED MEETING:

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 12:32 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Huffman. Additionally, Dr. McQueen-Gibson moved that Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations.

The motion was seconded and carried unanimously.

RECONVENTION:

The Committee reconvened in open session at 12:41 P.M.

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing 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:

Dr. McQueen-Gibson moved to issue an Order to Dismiss the case against Kimberly Huffman and Impose No Sanction due to insufficient evidence of a violation of law and regulations governing practice.

The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Ms. Huffman unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Huffman within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

CONFERENCES  
SCHEDULED:

**Susan Bernard, RN 0001-110813**

Ms. Bernard did not appear.

CLOSED MEETING:

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 12:45 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Bernard. Additionally, Dr. McQueen-Gibson moved that Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations.

The motion was seconded and carried unanimously.

RECONVENTION:

The Committee reconvened in open session at 12:50 P.M.

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing 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:

Dr. McQueen-Gibson moved to issue an Order of Reprimand to Susan Bernard. The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Ms. Bernard unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Bernard within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

CONFERENCES  
SCHEDULED:

**Tina Battad, LPN 0002-085969**  
Ms. Battad did not appear.

CLOSED MEETING:

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 12:52 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Battad. Additionally, Dr. McQueen-Gibson moved that Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations. The motion was seconded and carried unanimously.

RECONVENTION:

The Committee reconvened in open session at 1:00 P.M.

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing 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:

Dr. McQueen-Gibson moved to refer the matter regarding Tina Battad to a Formal Hearing of the Board of Nursing or a panel thereof. The motion was seconded and carried unanimously.

RECESS:

The committee recessed at 1:03 P.M.

RECONVENTION:

The committee reconvened at 1:33 P.M.

CONFERENCES  
SCHEDULED:

**Tracy Martin, LPN 0002-074189**  
Ms. Martin appeared.

CLOSED MEETING:

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 2:11 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Martin. Additionally, Dr. McQueen-Gibson moved that Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations.

The motion was seconded and carried unanimously.

RECONVENTION:

The Committee reconvened in open session at 2:35 P.M.

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing 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:

Dr. McQueen-Gibson moved to issue an Order to require Tracy Martin provide proof of completion of the following NCSBN courses within 60 days of entry or order: "*Documentation: A Critical Aspect of Client Care*", and "*Medication Errors: Causes and Prevention*".

The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Ms. Martin unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Martin within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

CONFERENCES  
SCHEDULED:

**Brandy Stevens, RN 0001-261576**  
Ms. Stevens appeared.

CLOSED MEETING:

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 3:40 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Stevens. Additionally, Dr. McQueen-Gibson moved that Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations.

The motion was seconded and carried unanimously.

RECONVENTION:

The Committee reconvened in open session at 4:06 P.M.

Dr. McQueen-Gibson moved that the Special Conference Committee of the Board of Nursing 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:

Dr. McQueen-Gibson moved to issue an Order to Dismiss the case against Brandy Stevens and Impose No Sanction due to insufficient evidence of a violation of law and regulations governing practice. The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Ms. Stevens unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Stevens within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

ADJOURNMENT:

The Board adjourned at 4:10 P.M.



Robin L. Hills, DNP, RN, WHNP-BC  
Deputy Executive Director