

**VIRGINIA BOARD OF NURSING
BUSINESS MEETING MINUTES
September 13, 2022**

TIME AND PLACE: The business meeting of the Board of Nursing was called to order at 9:00 A.M. on September 13, 2022, in Board Room 2, Department of Health Professions, 9960 Mayland Drive, Suite 201, Henrico, Virginia.

PRESIDING: Brandon A. Jones, MSN, RN, CEN, NEA-BC; President

BOARD MEMBERS PRESENT:
Cynthia M. Swineford, RN, MSN, CNE; First Vice-President
Felisa A. Smith, PhD, MSA, RN, CNE; Second Vice-President
Laurie Buchwald, MSN, WHNP, FNP
Yvette L. Dorsey, DNP, RN
Margaret J. Friedenberg, Citizen Member
Ann Tucker Gleason, PhD, Citizen Member
James L. Hermansen-Parker, MSN, RN, PCCN-K
Dixie L. McElfresh, LPN
Mark D. Monson, Citizen Member
Helen Parke, DNP, FNP-BC
Jennifer Phelps, BS, LPN, QMHP-A, CSAC
Meenakshi Shah, BA, RN

MEMBERS ABSENT: Carol Cartte, RN, BSN

STAFF PRESENT: Jay P. Douglas, MSM, RN, CSAC, FRE; Executive Director
Lelia Claire Morris, RN, LNHA; Deputy Executive Director
Robin L. Hills, DNP, RN, WHNP; Deputy Executive Director for Advanced Practice
Christina Bargdill, BSN, MHS, RN; Deputy Executive Director
Jacquelyn Wilmoth; Deputy Executive Director for Education
Stephanie Willinger; Deputy Executive Director for Licensing
Christine Smith, RN, MSN; Nurse Aide/RMA Education Program Manager
Randall Mangrum, DNP, RN; Nursing Education Program Manager
Patricia Dewey, RN, BSN, Discipline Case Manager
Francesca Iyengar, MSN, RN, Discipline Case Manager
Huong Vu, Operations Manager
Ann Hardy, MSN, RN, Compliance and Case Adjudication Manager
Tamika Claiborne, BS, Senior Licensing/Discipline Specialist

OTHERS PRESENT: Charis Mitchell, Assistant Attorney General, Board Counsel
David Brown, DC, DHP Director – **joined at 9:04 A.M.**
Erin Barrett, JD, DHP Policy Analyst
Kaitlynn Ward, NCSBN Director of Federal Affairs

IN THE AUDIENCE: Janet Wall, MS, Chief Executive Officer (CEO) Virginia Nurses Association (VNA)/Virginia Nurses Foundation (VNF)
Brittany Anderson Whitley, VNA
Christopher Fleury, Medical Society of Virginia (MSV)
Michelle Duesberry-Woody, Nurse Aide Education Program Inspector

ESTABLISHMENT OF A QUORUM:

Mr. Jones asked Board Members and Staff to introduce themselves. With 13 members present, a quorum was established.

Mr. Jones welcomed Dr. Parke to the Board. Ms. Douglas noted that Ms. Cartte was not available to attend today due to planned commitment but she will be attending in November. Ms. Douglas added that no additional information is available regarding the replacement for Mr. Monson, Citizen Member.

Ms. Douglas stated that Ms. Ward, NCSBN Director of Federal Affairs, will present an overview of federal legislation impacting the regulation of nursing and to observe formal hearings tomorrow.

ANNOUNCEMENTS:

Mr. Jones acknowledged the following:

Board Member Update:

- **Carol Cartte, RN, BSN, of Glen Allen** was appointed by the Governor on August 1, 2022 to replace Teri Crawford Brown, RNC, MSN to serve from July 1, 2022 to June 30, 2026
- **Helen M. Parke, DNP, FNP-BC of Lynchburg** was appointed by the Governor on August 2, 2022 to replace Marie Gerardo, MS, RN, ANP-PC to serve from July 1, 2022 to June 30, 2026

Staff Update:

- **Rebecca Coffin** accepted the Nursing Education Program Inspector position and started on May 23, 2022
- **Michelle Duesberry-Woody** accepted the Nurse Aide Education Program Inspector position and started on May 23, 2022
- **Sherry Allen** accepted the Nurse Aide Education Program Inspector position and started on June 21, 2022
- **Tamika Claiborne** accepted the Senior Licensing Discipline Specialist position for the License Certified Midwife and started on August 10, 2022.

UPCOMING MEETINGS: The upcoming meetings listed on the agenda:

- The NCSBN Board of Directors (BOD) is scheduled for September 27-28, 2022 in Chicago, IL. Ms. Douglas will attend as the President of

NCSBN BOD.

- The NCSBN Tri-Regulator Symposium is scheduled for October 13-14, 2022 in Washington, DC. Ms. Douglas will attend as the President of NCSBN BOD.
- The Committee of Joint Boards of Nursing and Medicine meeting is scheduled for October 12, 2022, at 9 am in Board Room 2.
- The NCSBN BOD Strategic Planning is scheduled for October 24-25, 2022 in Boston, MA. Ms. Douglas will attend as the President of NCSBN BOD.
- The Education Informal Conference Committee is scheduled for Tuesday, November 1, 2022 at 9:00 am in Board Room 3.
- The NCSBN Leadership & Public Policy Conference is scheduled for November 2-4, 2022 in St. Augustine, FL.
- The Massage Therapy Advisory Board meeting is scheduled for November 9, 2022, at 10 am in Board Room 3.
- The NCSBN BOD is scheduled for December 6-7, 2022 in Chicago, IL. Ms. Douglas will attend as the President of NCSBN BOD.

Dr. Brown joined the meeting at 9:04 A.M.

ORDERING OF AGENDA: Mr. Jones asked staff if there were additional updates to the Agenda.

Ms. Morris noted the following:

- ❖ The formal hearing of Stacey Lynn Roux, LPN on Wednesday, 9/14, Panel B, at 1 pm was continued

Mr. Jones moved the Appointment of Regulatory Review Committee item under Other Matters to the Regulations/Legislation discussion.

CONSENT AGENDA: Ms. Douglas removed C3 Executive Director Report from the consent agenda.

Mr. Jones removed the NCSBN Annual Meeting Reports from the consent agenda

- **C8a** - Dr. Smith's report
- **C8b** - Ms. Willinger's report
- **C8c** - Dr. Mangrum's report

Mr. Monson moved to accept the items on consent agenda listed below as presented. The motion was seconded by Dr. Smith and carried unanimously.

Consent Agenda

- | | |
|----------------------------|--|
| B1 May 16, 2022 | Formal Hearings |
| B2 May 17, 2022 | Business Meeting |
| B3 May 17, 2022 | Consideration of Modification of Board Order |
| B4 May 17, 2022 | Discipline Committee Meeting |
| B5 May 18, 2022 | Panel A – Formal Hearings |
| B6 May 18, 2022 | Panel B – Formal Hearings |
| B7 May 19, 2022 | Formal Hearings |
| B8 May 25, 2022 | Telephone Conference Call |
| B9 June 2, 2022 | Telephone Conference Call |
| B10 June 7, 2022 | Telephone Conference Call |
| B11 July 19, 2022 | Business Meeting |
| B12 July 19, 2022 | Panel A – Formal Hearings |
| B13 July 19, 2022 | Panel B – Formal Hearings |
| B14 July 20, 2022 | Disciplinary Committee Meeting |
| B15 July 20, 2022 | Panel A - Agency Subordinate
Recommendations and Consent Orders |
| B16 July 20, 2022 | Panel A – Formal Hearings |
| B17 July 20, 2022 | Panel B – Agency Subordinate
Recommendations |
| B18 July 20, 2022 | Panel B – Formal Hearings |
| B19 July 21, 2022 | Business Meeting |
| B20 July 21, 2022 | Telephone Conference Call |
| B21 July 21, 2022 | Formal Hearings |
| B22 August 10, 2022 | Telephone Conference Call |
| B23 August 22, 2022 | Telephone Conference Call |
| C1 | Board of Nursing Monthly Tracking Log as of August 31, 2022 |
| C2 | Agency Subordinate Recommendations Tracking Log |
| C5 | Dates for 2023 Board Meetings and Formal Hearings |
| C6 | Dates for 2023 Education Informal Conference Committee |
| C7 | NCLEX Item Review Subcommittee (NIRSC) July 2022 Meeting Report |

Discussion of item pulled from Consent Agenda

C4 – Executive Director Report

Ms. Douglas added the following information to her report:

- Ms. Douglas and Ms. Mitchell, Board Counsel, participated in national meetings regarding the fraudulent transcript issue across the

country. Ms. Douglas reminded Board Members that if they are contacted by Media regarding this issue, please refer the Media to Ms. Douglas.

- Tri-Regulator Collaborative Leadership meeting – Ms. Douglas participated as President of the NCSBN Board of Directors, Caroline Juran, BSPharm, DPh, Executive Director for the Board of Pharmacy, as President of the National Association of Boards of Pharmacy and also participated was the Federation of State Medical Boards (FSMB). Topics of discussion were:
 - Opioid Epidemic;
 - Prescriber Compounding and Dispensing; and
 - IV Hydration Clinics – The Food and Drug Administration (FDA) has received a number of inquiries from practitioners and individual state regulatory boards about product quality concerns and risk of adverse events of the IV hydration clinics. FDA is convening a group to determine the extent of the problem regarding clinics compliance with the federal regulations.
- Digital Case Management – Ms. Bargdill and Ms. Morris are the lead staff for the Board of Nursing on this project. As of May 1, 2022, Enforcement started digitalizing discipline cases.
- Nurse Aide transition – As of February 2022, Credentia is the new testing vendor for nurse aides. Nurse Aides apply to an external source not through the Board. Nurse aides have to complete both written and skills portions of the national exam.
- TNA2CNA process – there are still issues with accessing to test which impacts the workforce. Ms. Bargdill and Ms. Wilmoth are in constant communication with Credentia to resolve this issue.

NCSBN Annual Meeting on August 17-19, 2022 Reports

C8a – Dr. Smith’s report

Dr. Smith noted that it was a wonderful experience. Dr. Smith became the voting Delegate and got to meet with Candidates prior to voting. Dr. Smith stated that from the Keynote Speakers, it is critical that the Board asks the right questions because perspective is important. Dr. Smith stated that she has a better understanding of the role of board staff and encouraged Board Members and staff to get involved with NCSBN.

Ms. Wall joined that meeting at 9:20 A.M.

Mr. Jones thanked Dr. Smith for her participation.

C8b – Ms. Willinger’s report

Ms. Willinger noted that there were dynamic speakers and appreciated closer interaction with the NCSBN staff. Ms. Willinger added that it was obvious to her that Virginia is at the helm of nursing regulation

C8c – Dr. Mangrum’s report

Dr. Mangrum appreciated the opportunity to attend and reported that there were many excellent presentations. Dr. Mangrum added that the number of nurses retiring is greater the number entering the workforce and Virginia is not alone in experiencing this crisis.

Ms. Buchwald thanked attendees for the written reports and additional comments.

Mr. Monson moved to accept the **C4, C8a, C8b** and **C8c** reports as presented and amended. The motion was seconded by Mr. Hermansen-Parker and carried unanimously.

**DIALOGUE WITH DHP
DIRECTOR OFFICE:**

Dr. Brown welcomed Dr. Parke to the Board of Nursing and reported the following:

- The NCSBN organization has the deserved reputation as being thorough and innovative. National involvement is critical for bigger picture and shared sense of purpose.
- DHP has been involved in the Day 1 Initiative from Governor Youngkin to decrease the number of regulations by 25%. All Boards have started the process toward achieving this goal.
- Conference Center update – supply chain limitations are still the issue in obtaining audio visual equipment.

Ms. Buchwald commented that 25% in the number of regulations is significant. Dr. Brown replied that the reduction is toward non-mandated regulations only and DHP is starting with Board of Medicine’s regulations.

Ms. Douglas added that DHP is also taking into consideration the opportunity to examine issues that arose during COVID.

Dr. Brown noted that DHP reviews regulations every four years as required by the Code of Virginia.

Mr. Jones thanked Dr. Brown for his leadership and support.

**DISPOSITION OF
MINUTES:**

None

REPORTS:

The VNA Fall Conference and VNF Gala on September 9-10, 2022

Ms. Douglas stated that the conference was innovative, positive and evidenced the breadth of contemporary practice across Virginia. Ms. Douglas added that one take-away was the 5 minute rapid fire presentations in lieu of poster presentations was effective.

The Virginia Board of Nursing RN Deputies were awarded the Leadership Excellence Award in the category of State/Public Government Service. Ms. Morris, Ms. Wilmoth, Dr. Hills, and Ms. Bargdill publicly shared the award with Ms. Willinger, Deputy for Licensing, for all of her hard work.

Mr. Jones thanked VNA for the award.

OTHER MATTERS:

Board Counsel Update:

Ms. Mitchell reported that M. Brent Saunders is a new Assistant Attorney General who will be Board Counsel to Board of Medicine, Board of Pharmacy, and Boards of Funeral Directors and Embalmers, Physical Therapy and Long-Term Care Administrators. Ms. Mitchell added that Mr. Saunders will be attending nursing formal hearings this week for training purposes.

D1 – HPMP Quarterly Report and Update

Ms. Douglas reported the following:

- Dr. Brown and Christina Buisset, HPMP Manager for DHP, met with VCU to review internal processes on improvements.
- The daily “test line” is now being referred to as the “check-in” for all participants.
- The daily check-in for mental health cases (without a secondary substance abuse diagnosis) has been reduced in duration from 12 months to a minimum of 6 months, as long as the participant is compliant and there is no concern from the mental health treatment provider.
- Mental health case contracts will now be issued on a 1-year, 2-year or 3-year cycle (no longer going up to 5 years).
- Contracts are now being issued electronically to allow for electronic signatures which will shorten the time of the records release process and in turn reduce the out of practice/work time for the initial assessment period.
- All reports have been reformatted for content and style to provide for a better informational report for ease of reading
- The stay/vacate stay process is also currently under review

Dr. Brown noted that HPMP is now fully staffed.

PUBLIC COMMENT:

Janet Wall, MS, Chief Executive Officer (CEO) for Virginia Nurses Association (VNA) and Virginia Nurses Foundation (VNF) provided the following:

- Positive feedback received from VNA Fall Conference and Gala attendees
- Public Policy Summit planning is being finalized to include APRN policy development
- Nurse Leadership Academy (NLA) begins a new cohort on January 2023. This year there are 38 fellows who will graduate
- SafeHaven program for nurses in participating hospitals – legislation was introduced by the Medical Society of Virginia (MSV) and passed to ensure practitioners (physicians, PAs, nurses and pharmacists) can seek support such as peer coaching and counseling wellbeing program.
- Augusta University in GA is collecting data regarding new grant funding for pathway from LPN to RN by asking “Does diversity in nursing really improve health outcomes?” or “How are pathways to BSN utilized?”

Ms. Swineford stated that the nursing education programs in NC have a similar pathway where students complete the practical nurse program first, take a break then complete 2 semesters of the registered nurse program. Ms. Swineford added that students are better prepared to sit for the NCLEX.

Mr. Monson commented that a devaluation of the LPN role may occur due to the emphasis of RN pathway. Mr. Monson added that it is important to remember that PN is the most common pathway chosen by marginalized populations.

Mr. Hermansen-Parker stated that LPNs are utilized more in hospitals. Dr. Dorsey added that hospitals are recognizing the LPN scope of practice. Ms. Douglas suggested that public inquiries provide a forum for educating the public regarding the LPN scope of practice.

RECESS:

The Board recessed at 10:17 A.M.

RECONVENTION:

The Board reconvened at 10:30 A.M.

OTHER MATTER (cont.):

**Special Conference Committee (SCC) Composition
D2a – January – June 2023 SCC Composition**

Mr. Jones stated that the SCC composition is provided in D2a and effective from January through June 2023.

Mr. Jones added that Ms. Swineford is the mentor for Dr. Parke and Mr. Hermansen-Parker is the mentor for Ms. Cartte.

Scheduling of Informal Conferences (IFC) for the first half of 2023
D2b – Memo for SCC February, April and June 2023 Dates
D2c – Planning sheet for SCC February, April and June 2023

Ms. Morris thanked the Board Members for volunteering to fill the current SCCs for the remaining of 2022.

Ms. Morris stated that SCC Members should get together to provide her with dates of availability for the first half of 2023, which includes February, April and June. For the SCC Committee that does not have a partner yet, go ahead and provide Ms. Morris with your available dates.

Student Attendance at Board Meetings

Ms. Wilmoth stated that prior to COVID, students were allowed to attend nursing formal hearings. Ms. Wilmoth noted that she has received an increasing number of inquiries from education programs asking when students can resume attending formal hearings.

Dr. Dorsey stated that she is open to the idea of letting students attend hearings because it is a great teaching opportunity for nursing students. The rest of the Board members are in support of the idea. The Board asked that the setup for hearings are still spaced and a reasonable number of students can resume attending hearings starting with November 2022 hearings.

Ms. Vu reminded the Board that she needed to make sure there is a waiting room available for students during the closed sessions. Ms. Vu will inform Ms. Wilmoth if there is waiting room available for November prior to authorizing student attendance.

Status of Revised Sanctioning Reference Points (SRP) Manual

Dr. Hills noted that the SRP Manual is still in the public comment period and will be available for initial use on October 13, 2022 provided there are no public comments to consider.

EDUCATION:

Education Update:

Ms. Wilmoth reported the following:

Nursing Education Program Updates

- ❖ Aggregate data from the 2020 NCSBN Annual Survey is anticipated to be distributed in June
- ❖ 2021 NSCBN Annual Survey data for Virginia will be provided soon.

- ❖ Mary Marshall Scholarship application period is open May 1 – June 30. VHD has met to select recipients for this year
- ❖ NCSBN Virtual NCLEX conference will be on September 22nd
- ❖ 2nd quarter NCLEX update:
 - PN: There were 49 program codes that have had first time test takers – 16 with first time pass rates below 80%. 5 of the 16 are associated with closed programs.
 - RN: There were 74 program codes with first time test takers - 23 with first time pass rates below 80%.
- ❖ Many of the Virginia Community College System (VCCS) programs have changed names effective July 1.
- ❖ VASSA UPDATE: Ms. Wilmoth attended the VASSA conference in early August. While attendance was down overall, the content was refreshing. Presentations included innovative approaches programs are taking to utilize simulation as clinical hours as well as for additional learning opportunities. Some of the topics included: the opportunity for students to participate in simulation and experience “telehealth” when home sick/quarantine, use of simulation in the classroom as a teaching modality, and the use of QR codes in simulation to increase interaction and assist with providing students additional information. There was also a presentation regarding the counting of simulation 2:1 for clinical hours for high intensity simulations only. As a reminder, regulations are silent regarding to how simulation hours are counted.
- ❖ The Board regulatory required annual report is on track to go out mid-October to all RN/PN programs for completion.

Nurse Aide Education Programs Update

- ❖ NNAAP: Credentia - Due to concerns primarily regarding the high school program population, paper/pencil testing was resumed September 1. In addition, there will be one paper/pencil test offered each month at each RTS. The skills portion of the exam will occur in the morning and the written test in the afternoon. Cancelled test dates continue to be a concern of programs. Credentia is onboarding new evaluators to increase testing availability. Credentia TownHall meetings with programs will be held after September 15, 2022.

Medication Aide Program Updates

- ❖ A workgroup was created to review the test to ensure alignment with the revised curriculum. Current questions were reviewed and updated/deleted as necessary. A new committee will be created to write additional items for the test. Board staff continue to work closely with the testing

company to evaluate test difficulty and integrity. The revised curriculum was sent to all programs for immediate implementation late July.

Mr. Monson asked if there is a minimum grade students must have in order to receive Mary Marshall Scholarship. Ms. Wilmoth replied that she is not certain but will check and provide at the November meeting.

Dr. Smith raised concerns about what is considered simulation versus role play as there needs to be consistency in simulation.

Ms. Wilmoth noted that that RMA Curriculum was approved by the Board in May 2022 and programs have 90 days to revise their curriculum. Ms. Wilmoth added that the tests for repeat test takers are in process.

Ms. Wilmoth reminded Board members to let her know about their availability to serve on the Education Informal Conference in 2023 and the revised dates are provided in C6 on the Agenda.

LEGISLATION/
REGULATION:

Ms. Barrett reported the following:

F1 Chart of Regulatory Actions

Ms. Barrett provided an overview of the regulatory actions found in the chart.

F2 Consideration of Periodic Reviews of Chapter 19 & 21 and Recommendation to refer Amendments to a Committee

Ms. Barrett reviewed the information provided and asked for actions.

Mr. Monson moved to retain and amend Chapters 19 & 21. The motion was seconded by Ms. Shah and carried unanimously.

Mr. Monson moved to send Chapters 19 & 21 to committee for review and recommendation of amendments to the full Board. The motion was seconded by Dr. Smith and carried unanimously.

F3 Consideration of Fast-Track Regulatory Action related to Clinical Nurse Specialists (CNSs)

Ms. Barrett reviewed the action needed from the Board regarding CNSs.

Mr. Hermansen-Parker moved to adopt the fast-track regulatory changes regarding the practice agreement requirement for CNSs. The motion was seconded by Dr. Smith and carried unanimously.

F4 Guidance Document (GD) 90-62 Medication Administration Training Curriculum

Ms. Barrett reviewed the revised GD 90-62 with inclusion of the newly approved-program and asked for action by the Board.

Ms. Douglas added that the intension is for all programs to be in the same GD.

Dr. Smith moved to revise GD 90-62 as presented. The motion was seconded by Mr. Hermansen-Parker and carried unanimously.

F5 – GD Library Review and Recommendation to Refer Review to a Committee

Ms. Barrett noted that Initiative from Governor Youngkin to reduce regulations by 25% will also include GDs

Dr. Smith moved to have a committee review all GDs for the Board and recommend changes to the full Board. The motion was seconded by Mr. Monson and carried unanimously.

Appointment of Regulatory Review Committee

Ms. Douglas advised that the committee, will consist of 2-3 Board members, will meet in person with staff support.

Mr. Jones asked Board Members to inform him if they are interest in serving on the Committee.

**OVERVIEW OF FEDERAL LEGISLATION IMPACTING THE REGULATION OF NURSING –
Kaitlyn Ward, NCSBN Director of Federal Affairs**

Ms. Ward thanked the Board for the opportunity to speak and provided the following:

- ❖ NCSBN works on a variety of issues at the federal level while developing strong relations with various federal agencies, and members of both chambers of Congress
- ❖ Ms. Ward serves on the steering committee for the Nursing Community Coalition, a coalition of 63 national nursing organizations who work together to advance various nursing policies
- ❖ Currently, NCSBN is workings with Centers for Medicare & Medicaid Services (CMS) on support workers as well as working with members of the House and Senate Veterans Affairs Committees to pass the Department of Veterans Affairs Provider Accountability Act. While the Federal Code establishes the minimum standards for nurse aides, states have the opportunity to expand the standards in their state. The role of regulating support workers varies among states with some Boards of Nursing regulating support workers while other states

regulate support workers through the Department of Health or Department of State. States also range in the number of hours required to complete their training, with the average number of hours being 100.

- ❖ NCSBN has long encouraged the Veterans Health Administration (VHA), in consultation with SLBs, to revise and update the *VHA Handbook 1100.18 – Reporting and Responding to SLBs*, which outlines procedures that VHA facilities must follow when reporting providers to and interacting with SLBs. This section of the Handbook was originally drafted in 2005 and was scheduled for recertification in 2010. On January 28, 2021, a new VHA directive “Reporting and Responding to State Licensing Boards” updated the procedures for VHA facilities while reporting licensed healthcare providers to the respective SLBs and NPDB.
- ❖ NCSBN is also monitoring other issues related to telehealth, opioids, scope of practice issues and education issues.

Ms. Ward noted that NCSBN is always happy to look into a bill or issue that the Board is hearing about at the state level and looks forward to the opportunity to work with the Board.

Mr. Jones asked if there has been discussion with Senators about self-reporting and how the Department of Veterans Affairs Provider Accountability Act will impact the self-reporting culture already in place.

Ms. Ward replied that she was not aware but will bring it to the Senators’ attention.

Mr. Jones thanked Ms. Ward for the information provided.

RECESS:

The Board recessed at 11:47 A.M.

RECONVENTION:

The Board reconvened at 2:00 P.M.

E1 September 1, 2022 Education Informal Conference Committee DRAFT minutes

Mr. Monson moved to accept the September 1, 2022 Education Informal Conference Committee DRAFT minutes and the continued faculty exception recommendation regarding Radford University as presented. The motion was seconded by Dr. Smith and carried unanimously.

Mr. Jones reminded Board Members to keep C5 – Dates for 2023 Board Meetings and Formal Hearings.

MEETING DEBRIEF:

Board Members listed the following positive aspects of the meeting:

- Thanked all staff who contribute to the success of the Board
- Changing the Education Informal Conference dates is helpful and will increase participation
- Board Staff are friendly to interact with and the Board website is easy to navigate
- Appreciated the perspective of the federal level provided by Ms. Ward
- Impressed with how robust in-person meetings are

Board Members made the following suggestions for improvement:

- Consideration of Agency Subordinate and Education Informal Conference Recommendations should be moved to an earlier time
- A conversation is needed regarding appropriate Media engagement for Board members
- Sharing what Board members do outside of the Board
- Current Board member contact information is needed

RECESS:

The Board recessed at 2:22 P.M.

RECONVENTION:

The Board reconvened at 2:30 P.M.

CONSIDERATION OF AGENCY SUBORDINATE RECOMMENDATIONS:

#12 – Cheryl Getties, CNA

0014-142878

Ms. Getties appeared and addressed the Board.

CLOSED MEETING:

Dr. Smith moved that the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 2:36 P.M. for the purpose of considering the agency subordinate recommendation regarding **Cheryl Getties**. Additionally, Dr. Smith moved that Ms. Douglas, Dr. Hills, Ms. Morris, Ms. Bargdill, Ms. Claiborne, Ms. Vu, and Ms. Mitchell attend the closed meeting because their presence in the closed meeting is deemed necessary and their presence will aid the Board in its deliberations. The motion was properly seconded by Mr. Monson and carried unanimously.

RECONVENTION:

The Board reconvened in open session at 2:47 P.M.

Dr. Smith moved that 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 properly seconded by Ms. Shah and carried unanimously.

Mr. Monson moved that the Board of Nursing accept the recommendation of the agency subordinate to revoke the certificate of **Cheryl Getties** to practice as a nurse aide in the Commonwealth of Virginia and enter a Finding of Abuse against her in the Virginia Nurse Aide Registry. The motion was seconded by Ms. McElfresh and carried unanimously.

#24 – Jennifer Ann Apple, LPN

0002-082255

Ms. Apple appeared and addressed the Board.

CLOSED MEETING:

Dr. Smith moved that the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 2:55 P.M. for the purpose of considering the agency subordinate recommendation regarding **Jennifer Ann Apple**. Additionally, Dr. Smith moved that Ms. Douglas, Dr. Hills, Ms. Bargdill, Ms. Claiborne, Ms. Vu, and Ms. Mitchell attend the closed meeting because their presence in the closed meeting is deemed necessary and their presence will aid the Board in its deliberations. The motion was properly seconded by Mr. Monson and carried unanimously.

RECONVENTION:

The Board reconvened in open session at 3:05 P.M.

Dr. Smith moved that 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 properly seconded by Ms. Shah and carried unanimously.

Mr. Monson moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Jennifer Ann Apple** and to suspend her license practice practical nursing in the Commonwealth of Virginia with suspension stayed upon proof of Ms. Apple's entry into a contract with the Virginia Health Practitioners' Monitoring Program (HPMP) and remain in compliance with all terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Ms. McElfresh and carried unanimously.

RECESS:

The Board recessed at 2:44 P.M.

RECONVENTION:

The Board reconvened at 2:50 P.M.

#2 – Ashley Hansford, LPN

0002-087154

Ms. Handford did not appear.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Ashley Hansford** and to indefinitely suspend her license to practice practical nursing in the Commonwealth of Virginia for a period of not less than two years from the date of entry of the Order. The motion was seconded by Ms. Shah and carried unanimously.

#4 – Keisha Nakesha Manning, RN

0001-279741

Ms. Manning did not appear.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to revoke the right of **Keisha Nakesha Manning** to renew her license to practice professional nursing in the Commonwealth of Virginia. The motion was seconded by Ms. Shah and carried unanimously.

#9 – Kyzah M. Harris, CNA

1401-210344

Ms. Harris did not appear.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to revoke the certificate of **Kyzah M. Harris** to practice as a nurse aide in the Commonwealth of Virginia and enter a Finding of Misappropriation of Patient Property against her in the Virginia Nurse Aide Registry. The motion was seconded by Ms. Shah and carried unanimously.

#13 – Crystal Dawn Stocks Kasper, CNA

1401-105393

Ms. Kasper did not appear but submitted a written response.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to revoke the certificate of **Crystal Dawn Stocks Kasper** to practice as a nurse aide in the Commonwealth of Virginia and enter a Finding of Misappropriation of Patient Property against her in the Virginia Nurse Aide Registry. The motion was seconded by Ms. Shah and carried unanimously.

#14 – Jane Griffin, CNA

1401-102208

Ms. Griffin did not appear.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Jane Griffin**. The motion was seconded by Ms. Shah and carried unanimously.

#17 – Christy Rice Southall, RN

0001-187440

Mr. Southall did not appear but submitted a written response.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to indefinitely suspend the license of **Christy Rice Southall** to practice professional nursing in the Commonwealth of Virginia with suspension stayed upon proof of Ms. Southall's entry into a contract with the Virginia Health Practitioners' Monitoring Program (HPMP) and remain in compliance with all terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Ms. Shah and carried unanimously.

#19 – Wendy Harrison Waugh, LPN

0002-060074

Mr. Waugh did not appear.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Wendy Harrison Waugh** and within 60 days from the entry of the Board Order, Ms. Waugh shall provide proof satisfactory to the Board of successful completion of a Board-approved nursing refresher course. The motion was seconded by Ms. Shah and carried unanimously.

#22 – Betty Elizabeth Fisher, CNA

1401-104886

Ms. Fisher did not appear.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Betty Elizabeth Fisher** and within 60 days from the date of entry of the Order, Ms. Fisher shall provide written proof of satisfactory to the Board of successful completion of Board-approved course of at least 3 credit hours in the subject of ethics and professionalism. The motion was seconded by Ms. Shah and carried unanimously.

#26 – Jason L. Howard, LPN

0002-096290

Mr. Howard did not appear.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to indefinitely suspend the license of **Jason L. Howard** to practice practical nursing in the Commonwealth of Virginia with suspension stayed upon proof of Mr. Howard's entry into a contract with the Virginia Health Practitioners' Monitoring Program (HPMP) within 90 days of the date of entry of the Order and remain in compliance with all terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Ms. Shah and carried unanimously.

#27 – Sherrine Kay Swan, RN

0001-229878

Ms. Swan did not appear but submitted a written response.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Sherrine Kay Swan** and to indefinitely suspend her license to practice professional nursing in the Commonwealth of Virginia. The motion was seconded by Ms. Shah and carried unanimously.

#29 – Letitia A. Bradbury, RN

0001-213749

Ms. Bradbury did not appear but submitted a written response.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Letitia A. Bradbury** and indefinitely suspend her license to practice professional nursing in the Commonwealth of Virginia. The motion was seconded by Ms. Shah and carried unanimously.

#31 – Danielle France Cote, RN

0001-212311

Ms. Cote did not appear.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Danielle France Cote**. The motion was seconded by Ms. Shah and carried unanimously.

#32 – Sheri Robyn Doggett, RN

0001-219680

Ms. Doggett did not appear.

Dr. Smith moved that the Board of Nursing accept the recommended decision of the agency subordinate to indefinitely suspend the license of **Sheri Robyn Doggett** to practice professional nursing in the Commonwealth of Virginia with suspension stayed upon proof of Ms. Doggett's entry into a contract the Virginia Health Practitioners' Monitoring Program (HPMP) and remain in compliance with all terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Ms. Shah and carried unanimously.

CLOSED MEETING:

Dr. Smith moved that the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 3:31 P.M. for the purpose of considering agency subordinate recommendations number 1, 3, 5, 6, 7, 8, 10, 11, 15, 16, 18, 20, 21, 23, 25, 28 and 30. Additionally, Mr. Monson moved that Ms. Douglas, Ms. Morris, Dr. Hills, Ms. Bargdill, Ms. Claiborne, Ms. Vu and Ms. Mitchell, Board Counsel, attend the closed meeting because their presence in the closed meeting is deemed necessary and their presence will aid the Board in its deliberations. The motion was properly seconded by Ms. Shah and carried unanimously.

Ms. Claiborne left the meeting at 4:30 P.M.

RECONVENTION:

The Board reconvened in open session at 4:55 P.M.

Dr. Smith moved that 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 properly seconded by Mr. Monson and carried unanimously.

#1 – Nathellia Elizabeth Gordon, LPN

0002-083654

Ms. Gordon did not appear.

Mr. Monson moved that the Board of Nursing modify the recommended decision of the agency subordinate to indefinitely suspend the license of **Nathellia Elizabeth Gordon** to practice practical nursing in the Commonwealth of Virginia. The motion was seconded by Dr. Smith and carried unanimously.

#3 – Sarah Elizabeth Radford, RN

0001-220448

Ms. Radford did not appear.

Mr. Monson moved that the Board of Nursing modify the recommended decision of the agency subordinate to indefinitely suspend the license of **Sarah Elizabeth Radford** to practice practical nursing in the Commonwealth of Virginia with suspension stayed contingent upon Ms. Radford's entry into a contract with the Virginia Health Practitioners' Monitoring Program (HPMP) within 60 days of the date of the Order and remain in compliance with all terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Ms. Shah and carried with seven votes in favor of the motion. Ms. Buchwald, Dr. Gleason, Mr. Hermansen-Parker, Dr. Park, Ms. Phelps and Dr. Smith opposed the motion.

#5 – Rachel Marie-Louise Bratsveen, LPN

0002-097831

Ms. Bratsveen did not appear.

Mr. Monson moved that the Board of Nursing accept the recommended decision of the agency subordinate to suspend the license of **Rachel Marie-Louise Bratsveen** to practice practical nursing in the Commonwealth with suspension stayed upon proof of Ms. Bratsveen's entry into a contract with the Virginia Health Practitioners' Monitoring Program (HPMP) and remain in compliance with all terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Ms. Shah and carried unanimously.

#6 – Susan Carolyn Simon, CNA

1401-135499

Ms. Simon did not appear.

Ms. Phelps moved that the Board of Nursing modify the recommended decision of the agency subordinate to add §54.1-3007(8) in Findings of Fact and Conclusion of Law # 2, to revoke the certificate of **Susan Carolyn Simon** to practice as a nurse aide in the Commonwealth of Virginia and enter a Finding of Abuse against her in the Virginia Nurse Aide Registry. The motion was seconded by Ms. Swineford and carried with 12 votes in favor. Mr. Monson opposed the motion.

#7 – Octovia S. Carter, CNA

1401-167430

Ms. Carter did not appear.

Ms. Buchwald moved that the Board of Nursing accept the recommended decision of the agency subordinate to revoke the certificate of **Octovia S. Carter** to practice as a nurse aide in the Commonwealth of Virginia and enter a Finding of Abuse against her in the Virginia Nurse Aide Registry. The motion was seconded by Mr. Hermansen-Parker and carried unanimously.

#8 – Carolyn D. Mills, CNA

1401-208672

Ms. Mills did not appear.

Ms. Buchwald moved that the Board of Nursing accept the recommended decision of the agency subordinate to revoke the certificate of **Carolyn D. Mills** to practice as a nurse aide in the Commonwealth of Virginia and enter a Finding of Abuse against her in the Virginia Nurse Aide Registry. The motion was seconded by Mr. Hermansen-Parker and carried unanimously.

#10 – Anthony Dwight Little, CNA

1401-204022

Mr. Little did not appear.

Mr. Hermansen-Parker moved that the Board of Nursing modify the recommended decision of the agency subordinate to add §54.1-3007(8) in Findings of Fact and Conclusion of Law # 2, to revoke the certificate of **Anthony Dwight Little** to practice as a nurse aide in the Commonwealth of Virginia and enter a Finding of Abuse against him in the Virginia Nurse Aide Registry. The motion was seconded by Ms. Buchwald and carried with 12 votes in favor. Mr. Monson opposed the motion.

#11 – Celestia Louise Blagmon, RMA

0031-002483

Ms. Blagmon did not appear.

Mr. Monson moved that the Board of Nursing accept the recommended decision of the agency subordinate to suspend the right of **Celestia Louise**

Blagmon to renew her registration to practice as a medication aide in the Commonwealth of Virginia and to amend Findings of Fact and Conclusion of Law # 2 by placing colon (:) after “*physical illness*” and delete the remainder through “*Specifically:*”. The motion was seconded by Dr. Smith and carried unanimously.

#15 – Tammie Lasharn Puryear, CNA

1401-155930

Ms. Puryear did not appear.

Dr. Gleason moved that the Board of Nursing accept the recommended decision of the agency subordinate to revoke the certificate of **Tammie Lasharn Puryear** to practice as a nurse aide in the Commonwealth of Virginia, enter a Finding of Abuse against her in the Virginia Nurse Aide Registry and to correct the numbering in the Findings of Fact and Conclusion of Law. The motion was seconded by Dr. Smith and carried unanimously.

#16 – Jennifer Perry, CNA

1401-176929

Ms. Perry did not appear.

Mr. Hermansen-Parker moved that the Board of Nursing modify the recommended decision of the agency subordinate to delete Findings of Fact and Conclusion of Law #3 to revoke the certificate of **Jennifer Perry** to practice as a nurse aide in the Commonwealth of Virginia and enter a Finding of Abuse against her in the Virginia Nurse Aide Registry. The motion was seconded by Mr. Monson and carried unanimously.

#18 – Kimberly Ann Anderson, RN

0001-242376

Ms. Anderson did not appear.

Dr. Gleason moved that the Board of Nursing modify the recommended decision of the agency subordinate to reprimand **Kimberly Ann Anderson** and grant her petition for release from probation. The motion was seconded by Ms. Swineford and carried unanimously.

#20 – Brooke Juliette Reamer, RN

0001-265076

Ms. Reamer did not appear.

Dr. Dorsey moved that the Board of Nursing reject the recommended decision of the agency subordinate regarding **Brooke Juliette Reamer** and refer Ms. Reamer’s matter to a formal hearing. The motion was seconded by Dr. Smith and carried unanimously.

Ms. McElfresh left the meeting.

#21 – Ashley Marie Cool, RN

0001-245919

Ms. Cool did not appear.

Dr. Gleason moved that the Board of Nursing accept the recommended decision of the agency subordinate to suspend the license of **Ashley Marie Cool** to practice professional nursing in the Commonwealth of Virginia with suspension stayed upon proof of Ms. Cool's entry into a contract with the Virginia Health Practitioners' Monitoring Program (HPMP) and remain in compliance with terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Mr. Monson and carried unanimously.

#23 – Heather Seva Jungbluth Lewis, RMA **0031-005844**
Ms. Lewis did not appear.

Mr. Hermansen-Parker moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Heather Seva Jungbluth Lewis** and to indefinitely suspend her right to renew her registration to practice as a medication aide in the Commonwealth of Virginia. The motion was seconded by Ms. Buchwald and carried unanimously.

#25 – Carla Murphy Showalter, LPN **0002-044584**
Ms. Showalter did not appear.

Mr. Monson moved that the Board of Nursing accept the recommended decision of the agency subordinate to indefinitely suspend the license of **Carla Myrphy Showalter** to practice practical nursing in the Commonwealth of Virginia with suspension stayed upon proof of Ms. Showalter's entry into a contract with the Virginia Health Practitioners' Monitoring Program (HPMP) and remain in compliance with terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Ms. Shah and carried unanimously.

#28 – Anna Christine Gemerek, RN **0001-221755**
Ms. Gemerek did not appear.

Dr. Gleason moved that the Board of Nursing accept the recommended decision of the agency subordinate to indefinitely suspend the license of **Anna Christine Gemerek** to practice professional nursing in the Commonwealth of Virginia, and delete "*and attending Alcoholics Anonymous meetings*" in Findings of Fact and Conclusion of Law # 4. The motion was seconded by Mr. Monson and carried unanimously.

#30 – Kathy Sue Luttrell, RN **0001-129454**
Ms. Luttrell did not appear.

Mr. Monson moved that the Board of Nursing accept the recommended decision of the agency subordinate to reprimand **Kathy Sue Luttrell** and to indefinitely suspend her license to practice professional nursing in the Commonwealth of Virginia with suspension stayed upon proof of Ms. Luttrell's entry into a contract with the Virginia Health Practitioners' Monitoring Program (HPMP) and remain in compliance with terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Dr. Smith and carried unanimously.

Mr. Hermansen-Parker and Ms. Phelps left the meeting at 4:56 P.M.

Ms. McElfresh re-joined the meeting at 4:56 P.M.

September 1, 2022 Education Informal Conference Committee Recommendation regarding:

Career Nursing Academy, Locust Grove, Nurse Aide, 1414100813

Mr. Monson moved that the Board of Nursing accept the recommended decision of the September 1, 2022 Education Informal Conference Committee to place Career Nursing Academy Nurse Aide Education Program on conditional approval with terms and conditions. The motion was seconded by Dr. Smith and carried unanimously.

Mr. Hermansen-Parker and Ms. Phelps rejoined the meeting at 4:58 P.M.

CONSIDERATION OF CONSENT ORDERS:

G1 Qun Shen, LMT

0019-017413

Mr. Monson moved that the Board of Nursing accept the consent order to reprimand **Qun Shen** and to indefinitely suspend the right of Ms. Shen to renew her license to practice massage therapy in the Commonwealth of Virginia. The motion was seconded by Shah and carried unanimously.

G2 Basil Robert Asay, RN

0001-225368

Mr. Monson moved that the Board of Nursing accept the consent order to indefinitely suspend the license of **Basil Robert Asay** to practice professional nursing in the Commonwealth of Virginia with suspension stayed upon proof of Mr. Asay's entry into a contract with the Virginia Health Practitioners' Monitoring Program (HPMP) and remain in compliance with terms and conditions of the HPMP for the period specified by the HPMP. The motion was seconded by Ms. Shah and carried unanimously.

G3 Emily F. Marshman, RN

0001-194744

Mr. Monson moved that the Board of Nursing accept the consent order to reprimand **Emily F. Marshman** and indefinitely suspend her license to practice professional nursing in the Commonwealth of Virginia with suspension stayed contingent upon Ms. Marshman's continued compliance with all terms and conditions of the Virginia Health Practitioners' Monitoring Program (HPMP) for the period specified by the HPMP. The motion was seconded by Shah and carried unanimously.

ADJOURNMENT: The Board adjourned at 3:49 P.M.

Brandon A. Jones, MSN, RN, CEN, NEA-BC
President

Virginia Board of Nursing
DISCIPLINE COMMITTEE MEETING

September 14, 2022 Minutes

- Time and Place:** The Board of Nursing Discipline Committee meeting was convened at 12:42 P.M. on September 14, 2022 in Board Room 3, Department of Health Professions, 9960 Mayland Drive, Suite 201, Henrico, Virginia.
- Board Members Present:** James L. Hermansen-Parker, MSN, RN, PCCN-K, Chairperson
Cynthia Swineford, RN, MSN, SNE; First Vice-President
Helen M. Parke, DNP, RN, FNP-BC
- Staff Members Present:** Robin L. Hills, DNP, RN, WHNP; Deputy Executive Director for Advanced Practice
Claire Morris, RN, LNHA; Deputy Executive Director for RN and LPN Discipline
Ann Hardy, Compliance and Case Adjudication Manager
Tonya James, Compliance Case Manager
Melvina Baylor, Compliance Specialist

Guidance Document 90-12 revised version was reviewed. The Committee recommends sending to the full Board for final approval during the November 2022 business meeting.

Probation order process was discussed utilizing examples of past probation orders.

With the goals of decreasing unnecessary burden on Compliance staff and increasing the likelihood of successful compliance by the Board's licensees, the following recommendations regarding terms of probationary orders were made:

- Ensure probation orders contain measurable terms utilizing the SMART method – **Specific, Measurable, Attainable, Realistic, Time-bound**
- Order proof of supervised practice in employment setting for X amount of time in lieu of ordering a refresher course with a clinical component
- Cease ordering a refresher course prior to active practice. Instead, when ordering probation for a reinstatement applicant, either:
 - utilize the indefinite suspension stayed option making the stay contingent upon completion of the refresher course OR
 - utilize approval of reinstatement contingent upon providing proof of completion of refresher course in “x” amount of time
- Change maximum duration of probationary period to complete a nursing refresher course from 5 years to 2 years
- When reinstating a respondent who is dually licensed as both an RMA and CNA, reframe the term to require practice as an RMA and/or a CNA as a requiring practice as both creates an unnecessary obstacle to compliance.
- When continuing a licensee on probation, avoid including due dates for initial reports. Compliance already has a schedule in place for the individual based on the initial Order, so including due dates creates a gap in report submission.

Virginia Board of Nursing
Discipline Committee Meeting
September 14, 2022

Mr. Hermansen-Parker suggested that Compliance with Board Orders be considered as a topic for Board member education and training.

Topic for November Discipline Committee agenda:

- Review Probation Crosswalk and Suggested Changes

The next meeting will be scheduled during November 2022 Board week – November 14-17, 2022. Date/time TBD.

The meeting was adjourned at 1:45 P.M.

**Virginia Board of Nursing
Nominating Committee
September 14, 2022
Minutes**

Time and Place: The Board of Nursing Officer meeting was convened at 2:13 P.M. on September 14, 2022 in Board Room 4, Department of Health Professions, 9960 Mayland Drive, Suite 201, Henrico, Virginia.

Board Members Present: Margaret Friedenberg, Citizen Member- Chairperson
Laurie Buchwald, MSN, WHNP, FNP
Felisa Smith, PhD, MSA, RN, CNE

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

Ms. Friedenberg shared with the committee a historical perspective of the nominating process to date and made reference to requirements in the Bylaws.

Ms. Douglas shared that the nomination form shared with the committee was modified by one used by other boards at DHP. The Board President has reviewed the form and provided some input for the final draft.

The officer roles and responsibilities document was shared with the Committee followed by a discussion regarding the commitment and skill set necessary particularly in regards to Presiding over formal hearings.

The Committee decided on the following process to ascertain in officer positions:

- Ms. Douglas will send a message to all board members on Ms. Friedenberg's behalf. The message will invite Board Members to express interest in a position. Documents will include: Bylaws, Officer Roles and Responsibilities and the nomination form.
- The deadline for nomination form submission will be two weeks from date message is sent to board members.
- Ms. Friedenberg will review forms, contact board members individually as necessary and consult with other members of the committee individually regarding the final slate.
- Ms. Friedenberg will consult with Ms. Douglas and ask her

Virginia Board of Nursing
Nominating Committee Minutes
September 14, 2022

to prepare the final slate.

- The final slate will be distributed approximately thirty days in advance of the November Board Meeting.

The meeting was adjourned at 3:15 P.M.

Jay P. Douglas, MSM, RN, CSAC, FRE
Executive Director