

# Virginia Board of Nursing OFFICER MEETING

July 19, 2023

**Time and Place:** The Board of Nursing Officer meeting was convened at 8:00 A.M. on July 19, 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. Meeting Debrief:

- Discussion regarding importance of future development of Informal Conferences and Formal Hearing training.
- Proceed with September training regarding administrative proceedings with new Board Members in attendance.

## 2. Recommendation that new Board Members be asked to complete the following NCSBN foundations of regulations courses:

- NCSBN 101
- Principles Nurse Board Governance
- Role of Regulators/Board Members

## 3. Board Member Development:

- Mr. Jones recommends to the incoming President that familiarization with Roberts Rule will be helpful.
- Discussion regarding the majority of new Board will not be as experienced, so staff attention to materials distributed at the Business meetings will be necessary
- Full explanations and background materials will need to be provided to Board.
- Discussion regarding the need for replacement of First Vice-President and Second Vice-President at the September meetings, staff will send to all Board Members officer role and responsibilities.

The meeting was adjourned at 9:00 A.M.