

**VIRGINIA BOARD OF NURSING**  
**SPECIAL CONFERENCE COMMITTEE C**  
**April 27, 2023**

TIME AND PLACE: The meeting of the Special Conference Committee of the Board of Nursing was convened at 10:30 A.M., on April 27, 2023, in Board Room 1, Suite 201, Department of Health Professions, 9960 Mayland Drive, Henrico, Virginia.

MEMBERS PRESENT: Ann Tucker Gleason, PhD, Citizen Member, *Chairperson*  
Laurie Buchwald, MSN, WHNP, FNP

STAFF PRESENT: Charlette Ridout, RN, MS, CNE, RN, Education Program Inspector

OTHERS PRESENT: Mandy Wilson, Adjudication Specialist  
Melissa Armstrong, Adjudication Specialist

CONFERENCES

SCHEDULED: **Charlotte Carter, LPN 0002-082424**  
Ms. Carter appeared, accompanied by her attorney, Margaret Hardy.

CLOSED MEETING: Ms. Buchwald 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 12:08 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Carter. Additionally, Ms. Buchwald moved that Ms. Ridout and Ms. Armstrong 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 12:46 P.M.

Ms. Buchwald 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: Ms. Buchwald moved to issue an Order of Reprimand to Charlotte Carter and require Ms. Carter within 90 days of entry of order to provide proof of completion of the following Courses in subject areas of: *“Medication Errors/Proper Handling & Documentation of Medications”*, *Professional Accountability & Legal Liability for Nurses*, and *“Ethics & Professionalism in Nursing”*. The basis of this decision will be set forth in an Order which will be mailed to Ms. Carter at her address of record with the Board. 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 to Ms. Carter unless a

written request to the Board for a formal hearing on the allegations made against her is received from to Ms. Carter 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.

RECESS: The Committee recessed at 12:47 P.M.

RECOVENTION: The Committee reconvened at 1:27 P.M.

CONFERENCES

SCHEDULED:

**Stacey Marie Wright Pettitt, LPN 0002-079691**

Ms. Pettitt appeared.

CLOSED MEETING: Ms. Buchwald 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 1:59 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Pettitt. Additionally, Ms. Buchwald moved that Ms. Ridout and Ms. Armstrong 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 2:17 P.M.

Ms. Buchwald 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: Ms. Buchwald moved to issue an Order of Reprimand to Stacey Marie Wright Pettitt and require Ms. Pettitt within 90 days of entry of order to provide proof of completion of the following Courses in subject areas of: *“Proper Documentation”* and *“Ethics & Professionalism in Nursing”*. The basis of this decision will be set forth in an Order which will be mailed to Ms. Pettitt at her address of record with the Board. 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 to Ms. Pettitt unless a written request to the Board for a formal hearing on the allegations made against her is received from to Ms. Pettitt 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:

**Brenda L. Yetter, RN 0001-175152**

Ms. Yetter appeared.

CLOSED MEETING:

Ms. Buchwald 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 2:56 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Yetter. Additionally, Ms. Buchwald moved that Ms. Ridout and Ms. Armstrong 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 3:14 P.M.

Ms. Buchwald 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:

Ms. Buchwald moved to issue an Order of Reprimand to Brenda L. Yetter and require Ms. Yetter within 90 days of entry of order to provide proof of completion of the following Courses in subject areas of: “*Ethics & Professionalism in Nursing*”, “*Critical Thinking*” and “*Scope of Practice*”. The basis of this decision will be set forth in an Order which will be mailed to Ms. Yetter at her address of record with the Board. 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 to Ms. Yetter unless a written request to the Board for a formal hearing on the allegations made against her is received from to Ms. Yetter 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:

**Melissa Sue Dent, LPN 0002-076257**

Ms. Dent appeared.

CLOSED MEETING:

Ms. Buchwald 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 4:23 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Dent. Additionally, Ms. Buchwald moved that Ms. Ridout and Ms. Wilson 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 4:54 P.M.

Ms. Buchwald 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: Ms. Buchwald moved to issue an Order to require Melissa Sue Dent within 90 days of entry of order to provide proof of completion of the following Courses in subject areas of: *“Proper Documentation”* and *“Critical Thinking”*. The basis of this decision will be set forth in an Order which will be mailed to Ms. Dent at her address of record with the Board. 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 to Ms. Dent unless a written request to the Board for a formal hearing on the allegations made against her is received from to Ms. Dent 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 4:54 P.M.



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Charlette Ridout, RN, MS, CNE  
RN Probable Cause Reviewer  
Education Program Inspector