

**VIRGINIA BOARD OF NURSING
SPECIAL CONFERENCE COMMITTEE**

Monday, April 6, 2026

- TIME AND PLACE: The meeting of the Special Conference Committee of the Boards of Nursing was convened at 9:05 A.M., April 6, 2026, Board Room 1, Suite 201, Department of Health Professions, 9960 Mayland Drive, Henrico, Virginia.
- MEMBERS PRESENT: Carol A. Cartte, RN, BSN, Chairperson
Lila Peake, RN
- STAFF PRESENT: Charlette Ridout, RN, MS, Board Staff
- ADMINISTRATIVE
PROCEEDINGS
STAFF PRESENT: Aaron Timberlake, Adjudication Specialist
Piero Mannino, Adjudication Specialist
Elizabeth Dorsey, Adjudication Specialist
- CONFERENCE
SCHEDULED: **Allison Wilks, RN Applicant by Endorsement**
Ms. Wilks did not appear. The Chair ruled that adequate notice was given.
- CLOSED MEETING: Ms. Peake moved that the Special Conference Committee of the Boards of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 9:06 A.M. for the purpose of deliberation to reach a decision in the matter of Ms. Wilks. Additionally, Ms. Peake moved that Ms. Ridout and Mr. Timberlake 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 9:30 A.M.
- Ms. Peake moved that the Special Conference Committee of the Boards of Nursing certify that it heard, discussed, or considered only public business matter 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. Peake moved to issue an Order to Deny Allison Wilks' Application for licensure as a registered nurse by endorsement. The basis of this decision will be set for the in a Board Order which will be mailed to Ms. Wilks at the 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 Ms. Wilks unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Wilks 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.

CONFERENCE
SCHEDULED:

Courtney Downs, RN Reinstatement Application 0001246175

Ms. Downs appeared accompanied by Danny Graves.

CLOSED MEETING:

Ms. Peake moved that the Special Conference Committee of the Boards of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 11:08 A.M. for the purpose of deliberation to reach a decision in the matter of Ms. Downs. Additionally, Ms. Peake moved that Ms. Ridout and Mr. Timberlake 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 11:32 A.M.

Ms. Peake moved that the Special Conference Committee of the Boards of Nursing certify that it heard, discussed, or considered only public business matter 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. Peake moved to offer Courtney Downs a Consent Order to Approve her Application for Reinstatement as a registered nurse, and Indefinitely Suspend her professional nursing license, with said Suspension Stayed contingent upon verification of Ms. Downs's entry into the Health Practitioner's Monitoring Program (HPMP) and remaining in compliance with HPMP. Also, within 90 days from the entry of the Consent Order, Ms. Downs must successfully complete a Board approved RN refresher course. The motion was seconded and carried unanimously.

This Consent Order shall be effective upon endorsement of its findings, conclusions, and terms of consent by both Ms. Downs and the Board.

RECESS:

The Committee recessed at 11:45 A.M.

RECONVENTION:

The Committee reconvened at 1:00 P.M.

CONFERENCE
SCHEDULED:

Claudia Guerra, RN Reinstatement Applicant 0001241773

Ms. Guerra appeared.

CLOSED MEETING:

Ms. Peake moved that the Special Conference Committee of the Boards of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 1:12 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Guerra. Additionally, Ms. Peake moved that Ms. Ridout and Mr.

Mannino 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 1:25 P.M.

Ms. Peake moved that the Special Conference Committee of the Boards of Nursing certify that it heard, discussed, or considered only public business matter 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. Peake moved to offer Claudia Guerra a Consent Order to Approve her Application for Reinstatement as a registered nurse contingent upon the successful completion of a Board approved RN refresher course, and Indefinitely Suspend her professional nursing license, with said Suspension Stayed contingent upon verification of Ms. Guerra's continued enrollment in the Health Practitioner's Monitoring Program (HPMP) and remaining in compliance with HPMP. The motion was seconded and carried unanimously.

This Consent Order shall be effective upon endorsement of its findings, conclusions, and terms of consent by both Ms. Guerra and the Board.

CONFERENCE
SCHEDULED:

Cecile Mukangarambe, RN Applicant

Ms. Mukangarambe did not appear. The Chair ruled that adequate notice was given.

CLOSED MEETING: Ms. Peake moved that the Special Conference Committee of the Boards of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 1:37 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Mukangarambe. Additionally, Ms. Peake moved that Ms. Ridout and Mr. Timberlake 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 1:45 P.M.

Ms. Peake moved that the Special Conference Committee of the Boards of Nursing certify that it heard, discussed, or considered only public business matter 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. Peake moved to issue an Order to Deny Cecile Mukangarambe's Application for licensure as a registered nurse by examination. The basis of this decision will

be set for the in a Board Order which will be mailed to Ms. Mukangarambe at the 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 Ms. Wilks unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Mukangarambe 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.

CONFERENCE
SCHEDULED:

Shawn Haley, CNA Reinstatement Applicant 1401217065

Mr. Haley did not appear. The Chair ruled that adequate notice was given.

CLOSED MEETING:

Ms. Peake moved that the Special Conference Committee of the Boards of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 2:02 P.M. for the purpose of deliberation to reach a decision in the matter of Mr. Haley. Additionally, Ms. Peake moved that Ms. Ridout and Ms. Dorsey 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 2:08 P.M.

Ms. Peake moved that the Special Conference Committee of the Boards of Nursing certify that it heard, discussed, or considered only public business matter 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. Peake moved to Issue an Order to Deny Shawn Haley's application for reinstatement as a certified nurse aide. The basis of this decision will be set forth in an Order which will be mailed to Mr. Haley's address of record. 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. Haley unless a written request to the Board for a formal hearing on the allegations made against him is received from Mr. Haley 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 Committee adjourned at 2:10 P.M.

Virginia Boards of Nursing
Special Conference Committee
April 6, 2026



Charlette Ridout, R.N., MS
Board Staff