

**VIRGINIA BOARD OF NURSING
SPECIAL CONFERENCE COMMITTEE D
VIRTUAL INFORMAL CONFERENCES
April 5, 2021**

TIME AND PLACE: The virtual WebEx meeting of the Special Conference Committee of the Board of Nursing was convened at 9:18 A.M., on April 5, 2021.

Due to COVID-19 declared state of emergency and consistent with Amendment 28 to HB29 (Budget Bill for 2018-2020) and the applicable provision of §2.2-3708.2 in the Freedom of Information Act, the Board convened a virtual meeting to consider such regulatory and business matters as was presented on the agenda for the Board to discharge its lawful purposes, duties, and responsibilities.

MEMBERS PRESENT: A. Tucker Gleason, PhD, Citizen Member, Chairperson
Felisa Smith, RN, BSN, MSA, MSN/Ed, CNE

STAFF PRESENT: Claire Morris, RN, LNHA, Deputy Executive Director

ADMINISTRATIVE
PROCEEDINGS
STAFF PRESENT: Cynthia E. Gaines, Adjudication Specialist
Grace Stewart, Adjudication Specialist
Rebecca Ribley, Adjudication Specialist

OTHERS PRESENT: Amanda Padula-Wilson, Administrative Proceedings Division
Patricia L. Dewey, RN, BSN, Discipline Case Manager
Mykl Egan, Board of Pharmacy
Benjamin Barnard
Cathy M. Hanchey, Board of Nursing
Sally R. Ragsdale, Board of Nursing

CONFERENCE
SCHEDULED: **Melanie Denise Rutledge, L.P.N. Reinstatement Applicant** **0002-053426**
Ms. Rutledge appeared.

CLOSED MEETING: Ms. Smith moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to 2.2-3711(A)(27) of the *Code of Virginia* at 9:37 A.M. for the purpose of deliberation to reach a decision in the matter of Ms. Rutledge. Additionally, Ms. Smith moved that Ms. Gaines, Ms. Morris, Ms. Dewey, Ms. Hanchey, and Ms. Ragsdale 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 10:05 A.M.

Ms. Smith 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. Smith moved to Issue an Order to Approve Melanie Denise Rutledge's Application for Reinstatement for licensure as a Licensed Practical Nurse, Valid Virginia Only. 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. Rutledge, unless a written request to the Board for a formal hearing on the allegations made against him is received from Ms. Rutledge 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:**

Caryanna Cosgrove, R.M.A. Applicant
Ms. Cosgrove appeared.

CLOSED MEETING:

Ms. Smith moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to 2.2-3711(A)(27) of the *Code of Virginia* at 10:42 A.M. for the purpose of deliberation to reach a decision in the matter of Ms. Cosgrove. Additionally, Ms. Smith moved that Ms. Gaines, Ms. Morris, Ms. Dewey, Ms. Hanchey, and Ms. Ragsdale 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 10:59 A.M.

Ms. Smith 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. Smith moved to Issue an Order to Approve Caryanna Cosgrove's Application for registration as a Medication Aide contingent upon successful completion of the state exam. 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. Cosgrove, unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Cosgrove 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:

Angela Yvette Neely Thompson, C.N.A. Reinstatement Applicant
1401-079084

Ms. Thompson appeared.

CLOSED MEETING:

Ms. Smith moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to 2.2-3711(A)(27) of the *Code of Virginia* at 11:47 A.M. for the purpose of deliberation to reach a decision in the matter of Ms. Rutledge. Additionally, Ms. Smith moved that Ms. Stewart, Ms. Morris, Ms. Dewey, Ms. Hanchey, and Ms. Ragsdale 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 11:56 A.M.

Ms. Smith 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. Smith moved to Issue an Order to Approve Angela Yvette Neely Thompson's Application for Reinstatement for certification as a Nurse Aide. 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. Thompson, unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Thompson 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 11:59 A.M.

RECONVENTION:

The committee reconvened at 1:18 P.M.

CONFERENCE
SCHEDULED:

Angela Lewis Trotter, R.N. Reinstatement Applicant **0001-160434**
Ms. Trotter appeared.

CLOSED MEETING:

Ms. Smith moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to 2.2-3711(A)(27) of the *Code of Virginia* at 1:57 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Trotter. Additionally, Ms. Smith moved that Ms. Stewart, Ms. Morris, Ms. Dewey, Ms. Hanchey, and Ms. Ragsdale 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 2:20 P.M.

Ms. Smith 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. Smith moved to Issue an Order to Approve Angela Lewis Trotter's Application for Reinstatement for licensure as a professional nurse contingent upon providing proof of completion of the following NCSBN Courses: *Professional Accountability & Legal Liability* and *Medication Errors: Causes & Prevention*. The motion was seconded and carried unanimously.

CONFERENCE
SCHEDULED: **Lynnette Burrell Jones, C.N.A. Reinstatement Applicant** **1401-063501**
Ms. Jones appeared.

CLOSED MEETING: Ms. Smith moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to 2.2-3711(A)(27) of the *Code of Virginia* at 3:04 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Jones. Additionally, Ms. Smith moved that Ms. Ribley, Ms. Morris, Ms. Dewey, Ms. Hanchey, and Ms. Ragsdale 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 3:17 P.M.

Ms. Smith 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. Smith moved to Issue an Order to Approve Lynnette Burrell Jones' Application for Reinstatement for certification as a Nurse Aide contingent upon successful completion of the state exam. 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. Jones, unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Jones 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 3:18 P.M.

A handwritten signature in cursive script that reads "Claire Morris". The signature is written in black ink and is positioned above a horizontal line.

Claire Morris, R.N., L.N.H.A.
Deputy Executive Director