



Board of Nursing

Office of Professional Regulation, Vermont Secretary of State

89 Main Street, 3rd Floor • Montpelier, VT 05620-3402

<https://sos.vermont.gov/opr/>

APPROVED MINUTES

September 11, 2023

Remote Meeting

1. **Call to Order:** The meeting was called to order at 9:00 a.m. by the Chair, Jennifer Laurent.

Board members present: Jennifer Laurent, Kelly Sinclair, Jennifer Lyon, Luana Tredwell, Ginger Gillette-Kent, Daniel Coane, Deb Belcher, William “Jamie” Floyd and Matthew Choate.

Staff members present: Shiela Boni, Nursing Board Executive Officer; Carrie Phillips, Pharmacy Executive Officer; Lauren Layman, Board Counsel; Noura Eltabbakh, General Counsel; Emily Trudeau, General Counsel, Kacie Diederich, Administrative Law Officer; Kristin Donnelly, Case Manager; Elizabeth Kneen, Case Manager, Julie Bowen, Docket Clerk; Danielle Rubalcaba, Business Project Manager, Corrine Reynolds, Licensing Administrator; Kamanie Sweet, Licensing Administrator; Michelle Lavoie, Licensing Administrator, Laticia Garcia, Enforcement Licensing Administrator; Kris Bowdish, OPR Deputy Chief Investigator; Dennis Menard, Investigator; and Matthew Knisley, Investigator.

Prosecuting Attorneys: Jennifer Colin, Rachel Heath, Ultan Doyle and George Hasselback.

Guests: Mark Oettinger, Moz St. Pierre, Trisha Nash, Sarah Stanley, and Melissa Brookman.

2. **A Moment of Silence for 9/11**

3. **Approval of Minutes from August 14, 2023**

William “Jamie” Floyd moved to approve the minutes of August 14, 2023. Daniel Coane seconded. The motion passed unanimously. Deb Belcher abstained.

4. **Board Counsel:** Lauren Layman, Board Counsel advised the board to avoid confusion, normally we do not share the allegation of charges.

5. **Executive Officer Report**

Shiela Boni:

- Update on pursuing relief for LNA's in the State of Vermont.
- OPR office renovations: will be starting 9/25/23 and will last about 3 months. Project was delayed due to flooding. In person & hybrid meetings will resume once renovations are completed after the holidays.
- Attended NLC & NSBN annual meetings.
- Shared the September 2023 Executive Officer Report with Board members. It shows a uptick in LPN's, otherwise things have stayed the same.

6. Discipline Hearings

- 2020-31 – *In re: Sarah Stanley, Contested Hearing: Update on Reinstatement*
 - The matter was heard on the record. Matthew Choate made the motion, seconded by Jennifer Lyon, to move to deliberative session. Upon return, Matthew Choate moved to reinstate with conditions, William “Jamie” Floyd seconded. The motion passed unanimously.
- 2018-21 – *In re: Trisha Nash, Contested Hearing: Opposition to Remove Conditions*
 - The matter was heard on the record. Matthew Choate made the motion, seconded by Daniel Coane, to move to deliberative session. Upon return, William “Jamie” Floyd made the motion to deny removing conditions, Jennifer Lyon seconded. Daniel Coane and Luana Tredwell abstained from the hearing and vote. The motion passed unanimously.
- 2023-2 – *In re: Robert Kuyon, Uncontested Hearing: Proposed Order to Remove Conditions*
 - After review, Daniel Coane made the motion to remove conditions, Matthew Choate seconded. William “Jamie” Floyd abstained from the hearing and vote. The motion passed unanimously.
- 2023-118 & 119 – *In re: Deslyn Wilson, Uncontested Hearing: Stipulation and Consent Order*
 - After review, Matthew Choate made the motion to accept the request, Jennifer Lyon seconded. The motion passed unanimously.
- 2023-37 – *In re: Justin Offerman, Uncontested Hearing: Stipulation and Consent Order*
 - After review, Jennifer Lyon made the motion to accept the request, Matthew Choate seconded. The motion passed unanimously.
- 2023-28 – *In re: Kimberly Ruel, Uncontested Hearing: Stipulation and Consent Order*
 - After review, Matthew Choate made a motion to move to deliberative session. Upon return, William “Jamie” Floyd made the motion to reject the order, Daniel Coane seconded. The motion passed unanimously. The Board advised Rachel Heath, Prosecutor, that they would like to see direct supervision included as a condition on Respondent’s license.

7. Other Business

- Election of Officers: Noura Eltabbakh, General Counsel discussed the voting procedures:
 - There are 2 ways to solicit nominations: The Board Meeting or email which is more confidential.
 - The member agrees to do it at the Board Meeting.
 - By statute, annual elections are held in September for all positions.
 - Daniel Coane proposed the following officers: Jennifer Laurent for Chair, William “Jamie” Floyd for Vice Chair and Matthew Choate for Secretary. Each member accepted their nomination.
 - Daniel Coane made the motion to elect Jennifer Laurent to Chair, William “Jamie” Floyd to Vice Chair and Matthew Choate to Secretary. Jennifer Lyon seconded the motion. The motion passed unanimously.

- APRN Independent Refresher Course for Melissa Brookman:
 - As the Board's APRN representative, Ginger Gillette-Kent reviewed the documentation that was submitted by Melissa Brookman for an independent refresher course. It included NAPNAP courses, AANP course, Phoenix One Graduate level course, and Independent Study, and 400 clinic hours.
 - William "Jamie" Floyd made a motion to accept the Independent Refresher Course for Melissa Brookman for her APRN license, Jennifer Lyon seconded the motion. Jennifer Laurent abstained.

Medical Marijuana Position from VT Nursing Association:

- Jessilyn Dolan was having technical difficulties joining the meeting. Shiela will reach out to her to reschedule for another board meeting.
 - The Board would like to be able to hear from Ms. Dolan regarding the matter.
 - The Board is not obligated to endorse or adopt anything.
- **Retreat discussion:** Is there a date for the retreat? Is the retreat for all boards or just the Nursing Board? Shiela thought it was tentatively scheduled for early November. She will reach out with more details.

8. Adjournment

There being no additional business, Jennifer Laurent adjourned the meeting at 11:48 a.m.

Next Scheduled Meeting – October 9, 2023 at 9:00 am
Please check the office [website](#) for updates.