



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/>

MINUTES

August 14, 2023
Remote Meeting

1. **Call to Order:** The meeting was called to order at 9:01 a.m. by the Chair, Jennifer Laurent.

Board members present: Jennifer Laurent, Kelly Sinclair, Jennifer Lyon, Luana Tredwell, Ginger Gillette-Kent, Daniel Coane, and Matthew Choate.

Ad Hoc member: Douglas Sutton

Absent: Krystal Bernier, William “Jamie” Floyd, and Deb Belcher

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, Judge George Belcher, 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, Kelsi Alger, Administrative Services Coordinator, Laticia Garcia, Enforcement Licensing Administrator; Kris Bowdish, OPR Deputy Chief Investigator; Michael Desjardins, Investigator; and Matthew Knisley, Investigator.

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

Guests: Kacie Diedrich, Leah Henderson, Lisa Turpin, Rachel Stebbins-Navy, and Tracy Dolan.

2. Approval of Minutes from July 10, 2023

Daniel Coane moved to approve the minutes of July 10, 2023. Jennifer Lyon seconded. The motion passed unanimously. Douglas Sutton and Matthew Choate abstained. Jennifer Laurent advised of a spelling error; Jessican Burke should be Jess Burke. This was corrected.

3. Executive Officer Report

Shiela Boni:

- Update on OPR office renovations: delayed due to flooding. In person meetings will resume once renovations are completed in late fall/early winter.
- Senate Health, Education, Labor and Pension Committee said that VT has a reasonable solution with LNA clinical competency evaluations being done with schools. Conflicting advice was obtained from the Vermont CMS representative. More clarity is being sought directly from CMS.
- DAIL sent an RFP out for LNA testing. Excel Testing was selected for the LNA testing contract starting in the fall.

4. Discipline Hearings

- 2023-105 – *In re: Jacqueline Holcomb Contested Hearing: Summary Suspension*
 - The matter was heard on the record. Matthew Choate made the motion to accept the charges as written, Douglas Sutton seconded. The motion passed unanimously.
- 2009-98 – *In re: Rachel Stebbins-Navy, Contested Hearing: Request to Expunge Record*
 - The matter was heard on the record. Daniel Coane moved to deny the request, Matthew Choate seconded. The motion passed unanimously.
- 2023-39 – *In re: Holly Switser, Uncontested Hearing: Stipulation and Consent Order*
 - After review Matthew Choate made the motion to accept the request, Douglas Sutton seconded. The motion passed unanimously.
- 2022-171 & 172 – *In re: Jessica Jawidzik, Uncontested Hearing: Stipulation and Consent Order*
 - After review Daniel Coane made the motion to accept the request, Luana Tredwell seconded. The motion passed unanimously.
- 2022-63 – *In re: Carri Deforge, Uncontested Hearing: Request to Remove Conditions*
 - After review Matthew Choate made the motion to accept the request, Jennifer Lyon seconded. The motion passed unanimously.
- 2022-257 – *In re: Tonya Salomaa, Uncontested Hearing: Proposed Default Order*
 - After review Douglas Sutton moved to accept the request, Daniel Coane seconded. The motion passed unanimously. Ginger Gillette-Kent recused from the hearing and vote.
- 2023-29 & 30 – *In re: Monica Jones, Uncontested Hearing: Proposed Default Order*
 - After review Matthew Choate moved to accept the request, Luana Tredwell seconded. The motion passed unanimously.
- 2023-33 – *In re: Kathryn Peterson, Uncontested Hearing: Proposed Default Order*
 - After review Douglas Sutton moved to accept the request, Luana Tredwell seconded. The motion passed unanimously. Jennifer Lyon recused from the hearing and vote.
- 2023-68 – *In re: Lillie Biddle, Uncontested Hearing: Proposed Default Order*
 - After review Daniel Coane moved to deny the request, Luana Tredwell seconded. The motion did not pass. A second motion to approve the request was moved by Daniel Coane and seconded by Matthew Choate. The second motion passed unanimously.
- 2023-80 & 81 – *In re: Jacqueline McLaren, Uncontested Hearing: Proposed Default Order*
 - After review Douglas Sutton moved to accept the request, Daniel Coane seconded. The motion passed unanimously.

5. Other Business

- Resignation of Krystal Bernier. Shiela Boni advised she received notice that morning of Kystal's resignation. Shiela will follow up with the Governor's Office to notify of two openings for RN & LPN board seats.
- Shiela Boni requested the board review Lisa Turpin's request for reinstatement of LNA licensure.
 - Lisa explained her experience and history within the nursing field.
 - Documents shared with board members: Cathedral Square: Resident Assistant job description, email request from Lisa Turpin 5/18/23 and hours worked at Cathedral Square.
 - After review Douglas Sutton moved to approve the reinstatement of Vermont LNA licensure, Matthew Choate seconded. The motion passed unanimously.
- Reminder to put Elections on the September agenda.

6. Public Comment

- Tracy Dolan, Director of State Refugee Office with AHS discussed how her office works with Afghans and Ukrainians to facilitate joining the work force. These individuals would like to work in the nursing profession. There are a couple of barriers: translation of & transportation to proctored licensing exams. She would like to propose LNA testing provider provide interpreter/translation services for those who English is their second language.
 - Lauren Layman discussed that this in keeping with the SOV language access plan. The Nursing Board is obligated to provide language access for LNA exams. Now that DAIL has Excel Testing as the LNA provider they are familiar with providing interrupter access. It is on the test provider to use SOV interpreter services for any tester who needs it.
 - Shiela informed the Board that DAIL currently has interpreter services available through a State contract enabling interpretation for a variety of languages.

7. Adjournment

There being no additional business, Jennnifer Laurent adjourned the meeting at 11:53 a.m.

Next Scheduled Meeting – September 11, 2023 at 9:00 am
Please check the office [website](#) for updates.