

**OFFICE OF PROFESSIONAL REGULATION  
89 MAIN STREET, 3<sup>RD</sup> FLOOR, MONTPELIER, VT  
BOARD OF NURSING  
APPROVED MINUTES  
June 13, 2016**

**1. Call to Order:**

The meeting was called to order at 9:00 a.m. by Jeanine Carr – Chair at Office of Professional Regulation, 89 Main Street, 3<sup>rd</sup> Floor, Montpelier, VT; Board members present: Jennifer Laurent, Douglas Sutton, Deborah Swartz, John Welch, Ellen Watson, William White, Virginia Hudson, Luanna Tredwell and Kelly Sinclair. Staff members present: Larry Novins– Board Attorney, Jennifer Silverwood - Administrative Assistant; Prosecuting Attorneys; Lauren Hibbert, Elizabeth Jarvis, and Rachel Allen; George Belcher – Hearing Officer; Others present; Attorney L. Brooke Dingleline, Eric Landry, Lucy Uttero, and Grace Winters; Present by telephone – Alison McMahon, Ann Marie Munnerlin, and Phyllis Mitchell.

**2. Changes and Additions to the Agenda: None**

**3. Approval of Minutes:**

D. Sutton moved to approve the minutes of May 2, 2016 with changes **Pass**

**4. Disciplinary Proceedings:**

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| 2011-94  | Rodney Hicks was not present. Attorney L. Brook Dingleline was present. W. White moved to accept the stipulation and <b>WARN</b> and <b>CONDITION</b> the license of Registered Nurse <b>Rodney Hicks</b> . <b>Pass</b>                                    |
| 2015-311 | Susan Morale was not present. Lucy Uttero and Grace Winters were present. Alison McMahon and Ann Marie Munnerlin were present by telephone. J. Carr moved to <b>INDEFINITELY SUSPEND</b> the license of Registered Nurse <b>Susan Morale</b> . <b>Pass</b> |
| 2016-182 | Eric Landry and Attorney L. Brooke Dingleline were present. J. Welch moved to accept the stipulation to <b>VOLUNTARILY SURRENDER</b> the license of Licensed Nursing Assistant <b>Eric Landry</b> . <b>Pass</b>  |
| 2016-213 | Colleen Herrity was not present. J. Carr moved to <b>SUMMARILY SUSPEND</b> the license of Registered Nurse <b>Colleen Herrity</b> . <b>Pass</b>  |
| 2016-101 | Melissa Kilburn was not present. D. Sutton moved to accept the stipulation to <b>VOLUNTARILY SURRENDER</b> the license of Registered Nurse <b>Melissa Kilburn</b> . <b>Pass</b>  |

- M2014-2 (2012-533) Jay Hutchins was not present. D. Swartz moved to accept the Stipulation to **VOLUNTARILY SURRENDER** the license of Licensed Practical Nurse **Jay Hutchins**. **Pass**
- 2015-142 Lindsay Haas was not present. E. Watson moved to **WARN and CONDITION** the license of Licensed Nursing Assistant **Lindsay Haas**. **Pass**
- M2013-57 (2011-501) Sarah Stanley was not present. J. Welch moved to accept the reinstatement stipulation and **CONDITION** the license of Registered Nurse **Sarah Stanley**. **Pass**
- 2014-658 Dennise Demers was not present. J. Welch moved to approve the **MODIFICATION STIPULATION** on the license of Registered Nurse Dennise Demers. **Pass**
- 2014-526 Jennifer Muchler was not present. J. Welch moved to **CONDITION** the license of Registered Nurse **Jennifer Muchler**. **Pass**
- 2015-96 Thomas Middleton was not present. D. Sutton moved to **CONDITION** the license of Registered Nurse **Thomas Middleton**. **Pass**
- 2015-70 Sheri Gordon was not present. J. Carr moved to accept the Findings of Fact and **WARN** the license of Registered Nurse **Sheri Gordon**. **Pass**
- 2015-544 Lauren Hopper was not present. J. Welch moved to accept the Default Order and **INDEFINITELY SUSPEND** the license of Registered Nurse **Lauren Hopper**. **Pass**
- 2015-402 Keeley Lebo was not present. D. Swartz moved to accept the **DENIAL of DEFAULT** order on Licensed Practical Nurse **Keeley Lebo**. **Pass**

Jane Whitney was not present. E. Watson moved to accept the **PRELIMINARY DENIAL** on the application for Registered Nurse submitted by **Jane Whitney**.

Rebecca Harrington was present by telephone. The Board went into deliberative session at 12:15. The meeting resumed at 12:22. The Board will issue a written decision.

#### **CLOSING REPORTS:**

E. Watson moved to recommend that the following complaints be concluded without charges.

- 2016-183 V. Hudson recused
- 2016-68 V. Hudson recused
- 2016-29 V. Hudson recused
- 2016-131 J. Carr recused
- 2015-543 J. Laurent recused
- 2016-12 E. Watson recused
- 2016-17 J. Laurent recused
- 2015-365 V. Hudson recused
- 2016-37 D. Swartz recused

**Pass**

#### **OTHER DISCIPLINARY ITEMS:**

- Current Discipline Report – May 31, 2016 – The Board received and reviewed the current discipline cases and quarterly statistics with L. Hibbert.

## 5. Administration, Education, Practice, Licensure:

**Executive Director's Report:** P. Mitchell reviewed the Executive Director's report with the Board by telephone.

**Board of Nursing Retreat Synopsis:** P. Mitchell reviewed the Board of Nursing retreat synopsis by telephone with the Board.

**APRN Subcommittee:** P. Mitchell reviewed the APRN Subcommittee meeting minutes with the Board by telephone.

**Center for Technology LNA Program Update:** Skill Tech Director, Robin Lane presented the current program at the Center for Technology and how they are working with ESL learners.

**Public Comments:** There were no public comments

## 6. Education:

**Education Committee:** The Education Committee has not met since the last Board meeting.

**Nursing Assistant Education and Practice Committee:** The Nursing Assistant Education and Practice Committee has not met since the last Board meeting.

### LNA Programs:

- Birchwood Terrace New Program Approval – J. Welch moved to **APPROVE** the new program for Birchwood Terrace with a review in one year. **Pass**
- Rowan Court New Program Approval – J. Welch moved to **APPROVE** the new program for Rowan Court with a review in one year. **Pass**
- Lyndon Institute Tech Ed. Adult Program – Biennial Approval – V. Hudson moved to **APPROVE** the biennial approval for **Lyndon Institute Tech Ed. Adult Program**. **Pass**
- Lyndon Institute Tech Ed. Day Program – Biennial Approval – D. Swartz moved to **APPROVE** the biennial approval for **Lyndon Institute Tech Ed. Day Program**. **Pass**
- Cold Hollow Career Center Plan for Correction for LNA Program – J. Welch moved to **APPROVE** the plan for correction for **Cold Hollow Career Center**. **Pass**
- Hartford Area Career and Technology Center Annual Report and Plan for Correction – J. Welch moved to **REJECT** the plan for correction for **Hartford Area Career and Technology Center**. **Pass**
- Annual NAEP Reports 2015 – K. Husher reviewed the Annual Reports for NAEP programs in Vermont with the Nursing Board.
- Medication Nursing Assistant Nursing Student Skills and Knowledge Checklist – K. Husher reviewed the draft of the medication nursing assistant nursing student skills and knowledge checklist with the Board of Nursing. The Board requested that the

Medication Nursing Assistant Nursing Student Skills and Knowledge checklist mimic the Licensed Nursing Assistant nursing student checklist.

- The Board decided that a statement should be written and published in the next Vermont Health Connect regarding nursing delegation as it applies to Medication Nursing Assistants in Vermont.
- Vermont Nurse Aide Quarterly Newsletter – K. Husher reviewed the Vermont Nurse Aide Quarterly Newsletter with the Board.
- Nursing Program Manager Report – K. Husher reviewed the Nurse Manager's Report with the Board.
- NAEP Development Day – K. Husher discussed the upcoming NAEP Development Day with the Board.

## **7. Practice**

**Practice Committee:** Has not met since last Board meeting.

## **8. Adjournment:** E. Watson moved to adjourn the meeting at 3:20 PM.

Minutes recorded by: Jennifer Silverwood, Licensing Board Specialist  
Draft minutes reviewed by: Phyllis Mitchell, Executive Director  
Draft minutes approved by Vermont Board of Nursing: 07/11/2016