

WV Center for Nursing  
Data Management Subcommittee  
January 17, 2007  
3:00 p.m.  
WV Higher Education Policy Commission  
President's Conference Room; 9<sup>th</sup> Floor

**Minutes**

Members Present: Cheryl Basham, Duane Napier, Melissa Aguilar,  
Dr. Cynthia Persily  
Members Absent: None  
Guests: None

I. Call to Order

Dr. Persily called meeting to order.

II. Approval of minutes from meeting on September 26, 2006

Dr. Persily asked for any corrections or changes for the minutes, or motion to approve as written. Cheryl Basham so moved, Melissa Aguilar seconded, and the motion passed unanimously.

III. Executive Director's Report

No report.

IV. Old Business

A. Employment survey

Dr. Persily asked Duane Napier to update the group on the status of the final draft. Mr. Napier stated that he has included all suggestions and changes and that the website developer is working to put on the WVCN website and working on the Excel spreadsheet link. He will ascertain date this work will be completed. Mr. Napier related that the Hospital Association and Primary Care Association are sending out a news release to all their members about the survey. Mr. Napier stated that it will also be sent to all of the home health organizations that are listed on the OFLAC website. Mr. Napier stated that he is still working to find other places to send the survey. Ms. Aguilar stated he should contact Theresa McCourt to find out how to contact the correctional facilities. Mr. Napier stated the facilities will be given thirty days to complete and return.

Action Items:

1. Executive Director to notify WVHA and WVHCA when access to survey placed on website.
2. Executive Director to send notification of survey and request participation to Corrections, home health agencies, primary care facilities, VA hospitals.
3. Executive Director to contact Theresa McCourt for contact information to correctional facilities.

B. Annual report

Mr. Napier stated that all of the reports have been sent out. All have been sent out; except for legislators. Per discussion at the Board meeting, he is canvassing for dates that Board members would be available to help hand deliver since the legislature is in session. Cheryl Basham has already supplied her dates; Dr. Persily suggested Mr. Napier send out those dates as a place to start.

Action Item:

1. Executive Director to send suggested dates to board members to get assistance in distributing the annual report to the legislators.

C. Minimum dataset for LPN/RN renewals

Mr. Napier stated that these have been sent to both Boards which has approved for use in 2007. LPNs will use in the spring; RNs by October; will have same data for each.

V. New Business

A. Benedum grant

Mr. Napier stated that the sole source justification was hand delivered to the State's Purchasing Division on January 16<sup>th</sup>, where he spoke to Ron Price, Buyer. Mr. Price said should wait 10 days to hear about approval. This is the last step in approval process; then can begin the contract. AssetMed would have to sign the WV-48 to get paid. Dr. Persily asked what is needed from the Data Management Subcommittee for the grant. Mr. Napier stated that he has to make sure that participating facilities give their information; vacancy rates, turnover rates, so they can be plugged into the database; once up and running; need to decide timeframe for evaluating the data.

Action Item:

1. Executive Director to request data from participating facilities prior to

implementation.

## B. Scholarship program first quarterly report

Mr. Napier stated that of January 17<sup>th</sup>, 114 students received funding. Some schools haven't given money out yet; will do this semester; and others applied late. In requesting the first data, asked that they supply any application forms they developed for their own use. Several complied, so if we decide to do scholarship program next year; will be able to use to develop a comprehensive application.

Schools have awarded \$63,000 to students out of the \$160,000 given to the institutions.

Dr. Persily asked what does this subcommittee need to be thinking about for end of cycle data. Mr. Napier stated that the members had originally discussed obtaining raw data; contact information on each student awarded; do you know if the student is going to stay in WV. If get e-mails on the students, may be able to get a testimonial from the students.

Members decided to ask for name, address, and contact information; amount of award received and for which semester; their anticipated graduation date; place of employment or where they will be working after graduation. If request by early April, this information should be available. Also, ask for an impact statement. Dr. Persily suggested making up a questionnaire and have the schools give to the students. Melissa Aguilar suggested asking if they combined the WVCN award with other financial aid, if so; what and how much.

Mr. Napier suggested asking what the funds were used for, i.e., tuition, books, etc. Cheryl Basham suggested including general categories, i.e., tuition, equipment, uniforms, other.

Dr. Persily asked Mr. Napier to draft a questionnaire and send to the members for review, and also to add to institution final report request list name of student and amount awarded and which semester. May want to follow up on the emergency fund awards as well, and see how/what they did. Dr. Persily also suggested that Mr. Napier for agenda time at the June ADDNE meeting – to prep them for next fall's cycle.

### Action Items:

1. Executive Director to draft questionnaire for institutional data collection and submit to Data Management Subcommittee for approval.
2. Executive Director to ask ADDNE President for time on agenda for all meeting to discuss scholarship program

#### D. Press Release

Data Management Subcommittee was assigned by the WVCN Board of Directors at its January 12<sup>th</sup> meeting to do a to do a press release of the annual report – releasing sections of the report at a time. Dr. Persily suggested the first notice could be that the report is out; then tie the release of the other sections to other events during the year. Cheryl Basham asked if anybody has contacted the newspapers to see about having information in special sections. Duane Napier will check with the big statewide papers, but would also send out to the Board members to work with their local papers.

Dr. Persily asked Mr. Napier to do an executive summary now; and in March – do number of qualified people who were not admitted to nursing programs, which would coincide with the schools application date. In April, release on information on practice patterns and career ladder; etc. Also do press release on nursing wages, etc., then as they are ready release as appropriate with what is going on at large.

Dr. Persily also suggested a press release on the scholarship program, impact, amount, etc.

#### Action Items:

1. Executive Director to develop press releases for annual report information.
2. Executive Director to call large newspapers for information on health sections in respective newspapers.
3. Executive Director to prepare release in March for qualified applicants not accepted into programs.
4. Executive Director to prepare press release in April on practice patterns and career ladders.
5. Executive Director to prepare additional press releases regarding wages and other topics covered in the annual report.
6. Executive Director to prepare press release on scholarship program.

#### C. Meeting schedule

Members decided to meet the third Wednesday of the months opposite the Recruitment & Retention Initiative Subcommittee meetings.

The meetings will be held at 3:00 p.m., the location will be announced once space is reserved, and the dates are as follows:

- ◆ February 21, 2007
- ◆ April 18, 2007
- ◆ June 20, 2007
- ◆ August 15, 2007
- ◆ October 17, 2007

VI. Strategic Plan

Dr. Persily asked if there was any discussion for the good of the group. Mr. Napier stated that the changes were supposed to be made from the Board meeting and sent out for discussion. Dr. Persily requested this be on the agenda for the next meeting.

VII. Announcements

None.

VIII. Next Meeting Date and Adjournment

The next meeting will be held on February 21, 2007.

Dr. Persily reviewed agenda items for the next meeting: the CareerPace/Benedum project, strategic plan, hospital survey, press release(s), scholarship recipient survey; distribution of annual report.

Meeting was adjourned unanimously.

**Signatures:**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**