

**WV Center for Nursing**  
Operations Committee  
January 4, 2008 at 9:00 a.m.  
President's Conference Room, 9<sup>th</sup> Floor  
WV Higher Education Policy Commission

**Minutes**

Present: Mary Beth Barr, Connie Cantrell, Mary Beth Barr, Dr. Cynthia Persily,  
and Duane F. Napier  
Absent: Denise Campbell  
Guests: Karen Hoschar

I. Call to order

The meeting was called to order by Mary Beth Barr, Chair.

II. Approval of minutes

Ms. Barr asked for corrections or changes to the minutes of September 21, 2007. With none forthcoming, Dr. Persily moved to approve as written; Connie Cantrell seconded and the motion passed unanimously.

III. Executive Director's Report

The Executive Director will provide information on the agenda items as they are presented.

IV. Old Business

A. Aging Workforce Conference final report

Duane Napier gave an overview of the expenses involved in the conference. He stated that \$3,350 was received in sponsorships; \$7,050 in paid registrations; still have \$1,200 outstanding registrations to be paid; for a total \$11,600 received. Contacts have been made regarding payment of the registrations, and all expenses are in. The total cost of the event to the Center after Registrations and Sponsorships was \$12,529.37 The \$13,730 left in the line item will be returned to the general fund account.

B. Celebrating Nursing Excellence final report

Duane Napier stated that the program started with \$1,000; the Board approved \$10,000 from the general account to cover the Gala expenses. Received \$1,200 in sponsorships that will go to scholarship program and spent \$426 on a banner; \$600 for the logo and the posters; \$1,326 for the business card holders; \$3,452 for the food; for a total expenditure of \$5,390.41 for the West Virginia Center for Nursing. Unexpended funds will be returned to the general fund account, with the \$1,200 in sponsorships being moved to the Emergency fund account.

### C. Benedum Grant/CareerPace

Duane reported that currently have \$90,687 in the account with an outstanding invoice in the amount of \$50,465 for AssistMed, which was not reflected in the December budget. Only expenses left are Karen's salary and benefits, travel, cell phone. Dr. Persily asked how long Karen will be able to be supported. Duane Napier replied approximately June 30<sup>th</sup>. Dr. Persily asked about additional grant funding for Karen's position. Duane Napier stated that the Benedum Foundation would entertain a request for an extension of the project; but there is no guarantee that it would be funded.

### D. Additions of new facilities to CareerPace project

Duane Napier stated that the Committee approved the payment of licensing fees to one of the two facilities, but there has been no contact with St. Joseph's since October.

Dr. Persily stated that the Executive Director should follow up with St. Joseph's and give them a deadline to respond; then the Committee should entertain using the funds for other projects.

### E. Purchase of LCD projector and laptops

Duane Napier stated that the Committee has approved the purchases and vendors have been contacted; but has decided not to purchase at this time.

## V. New Business

### A. Review of current budget reports

Duane Napier discussed Grant #14232, the general account, and the need to move funds to cover the incremental pay and the PEIA OPEB contribution. The LPN licensure fees have been received; the RN licensure fees have not.

### B. Scholarship program report

Duane Napier reported that main scholarship program has \$95,000 budgeted, and \$73,000 has been awarded. Twenty-eight schools out of a possible 42 (RN and LPN) have applied. Only two RN programs did not apply; Mountain State and Southern; the rest are the LPN schools. The Executive Director will contact these programs to see if they are going to participate.

Duane Napier reported that the Faculty scholarship program, which had a base of \$40,000; we have awarded \$19,500 for Fall 2007; for Spring, \$4,800 has been approved.

Duane Napier reported that he had received several emergency fund requests, before the institutions had received the scholarship funding. Only one emergency fund request has been granted.

Dr. Persily questioned not granting emergency fund requests, as the scholarship funding would go directly to the school. Duane Napier stated that

he contacted the schools and found that the requests were not of an emergency status.

#### C. Recruitment & Retention Grant program report

Duane Napier stated that no applications have been received for the program, and he has sent out reminder e-mails to the WVNLI participants and the participants for the Aging Workforce conference also received this information. He stated that after the reminder went out, he was contacted by the St. Mary's School of Nursing. Mr. Napier stated that he will be contacting the Health Care Authority and the Long-term care to see if they would put out the word within their constituents. Dr. Persily asked that the information be sent out to the West Virginia Center for Nursing Board again. Dr. Persily also stated that one contact she had stated that the grant funds were not enough to prompt submitting an application. Members concurred on adding to the Recruitment & Retention agenda to discuss increasing the grant amount, if no applications are received after this second round of notification. After review of the materials, the amount offered will be moved to the front of the information and highlighted.

#### D. Sponsorship for "Taking the Long View Conference", June 12-13, 2008, Denver, Colorado

Duane Napier stated that all Executive Directors for Centers for Nursing involved in planning for this conference, and the sessions are being planned for Directors and Board members. Sponsorships were discussed as the organization hosting the conference absorbs the total cost. This information has been distributed to the Committee. There are 6 levels of sponsorship, with various attributes, i.e., free registrations, conference program recognition, etc. Duane Napier stated that the Board has typically sent 4 people to this conference, and asked for the discussion of whether the Committee would recommend a level to the Board for sponsorship. Dr. Persily stated that this is an organization which does supply assistance and information to the West Virginia Center for Nursing, but felt that anything over \$500 would be hard to support.

Ms. Barr asked for a motion. Dr. Persily moved that the Committee recommend that the Board approve a \$500 sponsorship. The motion passed unanimously.

#### E. Executive Director performance appraisal salary increase

Duane Napier stated that he received the across the board salary increase; which came with a stipulation that no other increases be granted in the six months. He stated that although the Board recommended a performance increase, he was willing to let this recommended increase to not be processed.

Dr. Persily recommended hold on any additional salary increase for the Executive Director, based on the Governor's directive. All members

concurred and this will be presented to the full Board.

#### F. Staffing Proposal

Duane Napier gave an overview of this proposal, which came out his performance review and in discussions with Dr. Persily, Board Chair. He stated that he has reviewed all of the projects and duties that are required, and contacted other Centers for Nursing, and found that the staff listed in the proposal is the minimum needed for the Center to continue to fulfill its mission and duties as outlined in the legislation, but that some could be contractual positions, instead of full-time state employees. He stated that he has drafted position descriptions.

The Committee discussed the proposal, and recommended that the Executive Director continue exploring options for staffing.

Ms. Barr stated that the her understanding from the discussion is that the Committee is recommending that an Executive Assistant and the Associate Director be hired; and that the Executive Director continue researching contracting or internships for the media and research work.

Dr. Persily moved to recommend funding up to \$50,000 for the media and research positions.

Both motions passed unanimously.

#### VI. Strategic Plan

Duane Napier stated that the Committee is on target; however, changes may need to be made once the staffing changes take place.

#### VII. Announcements

Dr. Persily requested that the Executive Director contact Board member Amy Campbell to offer assistance.

#### VIII. Next Meeting Date and Adjournment

The next meeting is scheduled for April 4, 2008 at 9:00 p.m. in the President's Conference room at the offices of the WV Higher Education Policy Commission.

The meeting was unanimously adjourned.

Signature:

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Chair

Date