

**WV Center for Nursing**  
Data Management Committee  
November 14, 2007 at 3:00 p.m.  
WV Higher Education Policy Commission  
President's Conference Room; 9<sup>th</sup> Floor

**Minutes**

Present: Duane Napier, Dr. Cynthia Persily, Cheryl Basham

Absent: Melissa Aguilar

I. Call to Order

Dr. Persily, Chair, called the meeting to order and ascertained that a quorum was present.

II. Approval of Minutes

Dr. Persily asked for any changes or corrections. With none, Dr. Persily asked for motion to approve. Cheryl Basham so moved and the motion passed unanimously.

III. Executive Director's Report

Mr. Napier stated that he is still working with the webmaster to have a link for information for the Board members.

IV. Old Business

A. Employer survey

Mr. Napier stated that the deadline for submission of the survey was September 30<sup>th</sup>. Dream Catchers has completed the Excel spreadsheet so data can be entered for use in the annual report. Mr. Napier stated that the Center received 94 surveys out of about 500 mailed; a 22-23% return.

B. Minimum Data Set results from RN/LPN Boards

Mr. Napier stated that the RN data will not be available until after their licensure deadline of December 31<sup>st</sup>. All the LPN data has been entered and is ready to be analyzed. Will take a look at the questions in the survey; make a chart for each question; and will combine RN and LPN answers.

C. Aging Workforce Research Grant

Mr. Napier stated that he thought that instead of applying for the grant; might be better to offer participants assistance to do their own initiatives - then decide to pursue follow-up grant funding for those projects.

D. Annual Report 2006 – 2007

Mr. Napier stated that as discussed in the Board meeting; will be following same format as last year; template set-up; have begun entering the new data. Hope to have finished for 2008 legislative session. Will complete all information possible; then enter the minimum dataset information after it is received; deadline is December 31st.

V. New Business

Members had no new business to discuss.

VI. Strategic Plan

Dr. Persily asked if there was anything the Data Committee had not addressed. Mr. Napier stated the Committee is where it should be.

VII. Announcements

Members had no announcements.

VIII. Next Meeting Date and Adjournment

The next meeting of the Data Committee has been scheduled for December 12<sup>th</sup> at 3:00. Agenda items include: reviewing annual report, employer survey data, and LPN minimum data set.

Dr. Persily asked for motion to adjourn. Cheryl Basham so moved and the motion passed unanimously.

**Signatures:**

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**Chair**

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

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

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