

## WV Center for Nursing

Board of Directors Meeting

April 20, 2007

9:00 a.m. – 1:00 p.m.

WV Higher Education Policy Commission, Charleston, WV

### Minutes

Present: Duane Napier, Cyndi Persily, Denise Campbell, Cheryl Basham, Karen Hoschar, Mary Beth Barr, Amy Campbell,

Present via teleconference: Theresa Witt, Melissa Aguilar, Dr. Shelia Kyle

Absent: Dottie Oakes, Connie Cantrell, Pam Alderman

Guests: Kelli Kirk, Laura Rhodes, Sue Painter, Jennifer Nunley, Danielle Arthur, Heather Saulino, Melissa Newhouse, Jerry Yoho, Judy McGill

#### I. Call to Order

Dr. Persily called the meeting to order and conducted introductions.

#### II. Approval of minutes for January 12<sup>th</sup> and February 1<sup>st</sup> meetings

Dr. Persily asked for corrections or changes to the minutes of the January 12, 2007 Board meeting, and the February 1<sup>st</sup> Board call. Amy Campbell, Board Secretary, provided detailed changes for the January 12<sup>th</sup> minutes. There were no changes for the February 1<sup>st</sup> minutes.

Dr. Persily then asked for a motion to approve the January 12<sup>th</sup> minutes with corrections. Cheryl Basham moved, Amy Campbell seconded and the motion passed unanimously.

Dr. Persily then asked for a motion to approve the February 1<sup>st</sup> minutes as written. Mary Beth Barr so moved, Cheryl Basham seconded, and the motion passed unanimously.

#### III. Executive Director's Report

Duane Napier provided each a board member an update for their manual. Also informed members and guests he had received word from the RWJ Foundation that he is a finalist in the fellowship program.

#### IV. Old Business

##### A. Website

Duane Napier reminded members that at the last meeting in October 2006

that he had been working with contractor to update the software in which the website was developed. As the work was not completed by the original vendor, that contract was terminated and the website development is now being completed by Dream Catchers. This company had bid originally and they did not change their price from original quote; but Center will now pay minimal monthly maintenance fee. The website is up; will be adding employer survey.

#### B. Appointments and Reappointments

Duane Napier stated that he had spoken with Scott Cosco in the Governor's Office; everything in place for the appointments/reappointments to take place. Mr. Cosco stated he was waiting until the legislative session was over and that there shouldn't be any problems because the current Governor appointed this Board.

#### C. Annual Workforce Meeting, San Francisco

Duane Napier reviewed information for the annual Nursing Workforce conference in San Francisco, June 7-8. Last year, the West Virginia Center for Nursing supported the Executive Director and two board members' attendance. Dr. Persily asked for motion that the West Virginia Center for Nursing Board support the attendance of the Executive Director and three board members. Cheryl Basham so moved, Amy Campbell seconded and the motion passed unanimously.

### V. New Business

#### A. Aging Workforce Conference

Duane Napier gave an overview of the topic. After discussion, members agreed it was germane to the mission of the West Virginia Center for Nursing. Mr. Napier reviewed the conference format, cost, and invitation list. Tentative date is October 17<sup>th</sup>. Mr. Napier has been in contact with the local AARP chapter about partnering. He will also work with Jim Kranz and Jesse Samples to get invitation list for their members. Mary Beth Barr asked about WVONE to help sponsor; Jerry Yoho will discuss with the Executive Director. Dr. Persily asked the Operations Committee Chair to check budgeting; and if this type of conference would fit with any of the new subcommittees of the Advisory Committee. Mr. Napier reminded members that there was a new workforce subcommittee.

Dr. Persily asked for motion for the Executive Director to pursue planning the Aging Workforce Conference, including site selection and securing the speaker. Cheryl Basham so moved, Denise Campbell seconded; and the motion passed unanimously.

#### B. Attendance at Advisory Committee Meetings

Dr. Persily asked if members or guests had any feedback from the April

3<sup>rd</sup> Advisory Committee meeting. Mr. Napier stated that people liked the displays and getting to meet the West Virginia Center for Nursing Board members. Judy McGill concurred that the displays were great. Dr. Persily reminded the Board members, that they should attend as it is important that the Advisory members meet them.

C. Links to Website, e.g., Rewarding Quarterly Performance and the Role of Nursing

Mr. Napier stated the he received numerous articles that are interesting that he thinks Board members would enjoy. Asked members if they would still like to receive via e-mail or should they just be added to the website? Members requested that both be done.

D. State Journal

1. Compass Ad

Mr. Napier stated that he had been contacted to place an ad for this year's publication. The Compass, published by the State Journal, target audience is junior and senior high school students. He stated he didn't get any feedback last year about the ad. Also the price has increased to \$700 for a quarter-page ad. Asked members if want to purchase advertising space and use the same ad?

The ad placed last year was reviewed, and members agreed that it did not stand out. Members wanted the ad to be placed on bottom right of page, not left, and to consider full color. Cheryl Basham stated that the ad needed to put emphasis on the website; most nurses of her acquaintance don't know about the Center. After continued discussion, Mr. Napier reminded members that the ad and designer charges are two separate costs.

Dr. Persily asked for a motion for the Executive Director to pursue purchase of ad in this year's Compass publication and to work with a designer to improve the placement and design of the ad. Denise Campbell so moved; Cheryl Basham seconded, and the motion passed unanimously.

E. 2007 Annual Report

Mr. Napier stated that he has developed an outline for the 2007-08 report. He hopes to have new data from employer survey and asked if the Board wanted to address Advanced Practice nurses, public health, and school nurses. Dr. Persily stated that it needs to be addressed, and there will be new licensure data to include in the next report.

F. Board Retreat, Fall 2007

Dr. Persily asked members if they felt the Board needed a retreat, and if

so, on what purpose/topic? Dr. Persily suggested that it could be done in conjunction with proposed workforce meeting; possible on October 16<sup>th</sup> from 1:00 to 4:00. It was also suggested doing meeting in spring, if members felt one was needed. No decision was made.

G. Advisory Meeting, Fall 2007

Dr. Persily led the discussion of dates for the Fall 2007 Advisory Committee; as it only meets twice per year. The meeting was scheduled for September 11, 2007 from 11:30 to 1:30; site to be determined.

VI. Sub-Committee Reports

A. Advisory

1. Spring 2007 Meeting

In addition to the discussion above, Duane Napier informed members that some of the new subcommittees under the Advisory Committee still need participants. Two committees need a co-chair from the Board, the Web-based Clinical Scheduling Program and the Aging Workforce Initiatives. No member of the Advisory Committee has signed up for the Web-based clinical scheduling program or the Scholarship/Grants/Loans Initiatives. Board members will chair.

2. Committee assignments

Duane Napier stated that in conjunction with the earlier discussion, that he has asked Matt Sheppard, who has a media background with Charles Ryan, and Patty Ross, CNO, from Mildred Mitchell Bateman to join the Advisory Committee and both have agreed to do so.

B. Data

1. Demand Survey

Mr. Napier stated that the survey will be on the website later this month.

C. Executive

No report.

D. Nomination

No report.

E. Operations

Mary Beth Barr, Chair of the Operations Committee, stated that the Committee has monitored the expenditures for the monthly budget

reports and made appropriate recommendations for the movement of funds to cover shortfalls from not budgeting sufficiently in some line items. The Committee increased the printing and binding line item to reflect charges for the annual report, panel display boards, and the Compass advertisement. Also the computer usage charges and postal were increased, and funds moved to cover the expected costs for the Celebrating Nursing Excellence event. The Board will have to meet via conference call to approve budget for 2007-2008 as expenditure schedules are due May 1<sup>st</sup>.

## F. Planning

### 1. Strategic Plan – Action Plan

Mr. Napier stated he and Dottie Oakes, Chair, had reviewed and revised the action plan piece of the strategic plan. A format was developed, headings used to ensure a clear understanding of the actions taken and planned by the Center. A draft was sent to each committee to review and the revisions are included the Board material for comment today. Dr. Persily stated that the Planning Committee needs to meet and finalize the plan.

## G. Recruitment & Retention Initiatives

Dr. Shelia Kyle, Chair, asked Karen Hoschar to give the update on the next agenda item

### 1. Career Pace

Karen Hoschar, Program Coordinator, informed members that the project is moving forward, and currently four health care agencies are partnering: Jackson General Hospital in Ripley, with 82 RNs and 16 LPN; Plateau Medical Center in Oak Hill with 50 RNs and 13 LPNs; Elkins Regional Convalescent and Rehabilitation Center in Elkins with 14 RNs and 18 LPNs; and Thomas Memorial Hospital in Charleston with 409 RNs and 47 LPNs, for a total of 555 RNs and 94 LPNs. In addition Elkins Regional will be the first facility participating in the CareerPace project to include nursing assistants. Ms. Hoschar stated that all participating agencies have received the on-line demonstration and questions answered in preparation for this project. She also provided the agencies with a hard copy of the criteria and evaluation for the Performance Appraisal application which will allow the agencies to decide if they want to use their own criteria, CareerPace criteria, or a combination. The contractor, AssistMed, plans to rollout the second software revision May 1<sup>st</sup>. Jackson General will be the first facility on-line. Mr. Napier stated that he has discussed the project with Hospice House in Huntington and they might be interested in participating. There is funding in the grant for 4 facilities and up to 750 nurses; contractor promised that anything over 750 they would support; but might have to pay for licenses. Mr. Napier stated that he

and Karen are working on interim report to Benedum, and the annual report is due October.

## 2. Celebrating Nursing Excellence

Dr. Kyle stated that the Executive Director has been working with Laura Rhodes on the planning; poor return on nominations – only received 50; the deadline was extended. The next step is to send applications to Advisory members for scoring. Mr. Napier stated that the certificate is finished and will be available this evening. He will bring it to all meetings. Laura Rhodes, Executive Director of the RN Board, updated members on the planning for the whole event, which is scheduled to be held at Cultural Center on October 18, 2007. Ms. Rhodes stated that once we have final number of people receiving awards, will be able to make program more definite. Right now, the plan is to meet and greet 5:30- 6:30; heavy hors d'oeuvres; no alcohol; invited government people, hopefully have address by governor. The RN Board has awards to give out as well. Reenactment of Florence Nightingale; with CEU certificate; break with birthday cake – then do WVCN awards, with the event ending about 9:30 p.m. There will be no cost to attend, but the building only holds 450 people seated. Dr. Persily asked if invitations would be sent out. Ms. Rhodes stated that right now information would be placed in newsletters and website; will send invitations to specific people to RSVP, and will also include information on WVNA event. Ms. Rhodes is working with Nursing Magazine to get bios of awardees published.

## 3. Clinical scheduling program

Dr. Kyle stated that the proposal has been submitted to Chancellor Skidmore; to date; no response. Also submitted grant application to Verizon for \$25,000 to support; their established response timeframe is 60-90 days from submission. Duane Napier and Kelli Kirk, WVNL, will be working to submitting grant application to Intelos; trying to find other sources.

## 4. Scholarship program

Dr. Kyle stated that questionnaires were sent to all institutions to gather final information on the amount of the awards given as well as information from the students, so a press release can be prepared. Mr. Napier shared a thank you note from one student who had received scholarship funds. Also, the Committee voted at its last meeting to transfer \$10,000 to emergency fund. Dr. Persily stated that she attended meeting in Morgantown where WVU gave out 10 awards to 2<sup>nd</sup> degree students and thought that if the West Virginia Center for Nursing continues the scholarship program, that perhaps a Board member could be there to give out. Dr. Kyle stated that St. Marys is working on their pinning program and she might be able to

recognize the students that received the scholarship award at that time.

## 5. Articulation

Dr. Kyle stated that both the ADN and BSN Articulation groups have met. Both groups are trying to get more criteria; however, there are more similarities than differences between the programs. Graduate programs haven't been reviewed. The BSN articulation group will be meeting on April 24<sup>th</sup>; the ADN on May 22. Dr. Kyle stated that this is something that ADDNE has tried to do; but they only meet twice a year; and have no staff; hopefully now this goal can be accomplished. Denise Campbell stated that at her facility there are several CNAs who have gone into LPN program and that they feel somewhat separated or isolated from the group as a whole because they haven't had to attend every class. They do appreciate not having to re-take courses; however, we need to remember to try to help figure how to socialize all groups.

## H. WV Workforce Development

Duane Napier stated that he was invited to speak to the Region I WIA. They have asked that he continue to attend their meetings. Mr. Napier informed members that the WIA is working on a virtual surgery project. Becky Davis of the Department of Education had brought about information on this type of program. Region I has taken on developing curriculum and education models, however, they need some funding.

Also, Mr. Napier informed members that there's a new a publication for the Beckley area, called "Thrive" which addresses health care issues. All articles are written by WV professionals, and the first issue was published in February 2007. He has been asked to submit an article. The Region 1 WIA is also working on a career fair with workshops on health care careers and looking at career ladders in institutions. They also discussed the Bridge program CAMC/WVU Tech experiment, and are trying to figure out how can they do this type of program and who can they partner with. Their next meeting is April 27<sup>th</sup>.

## VII. Legislative Issues

### A. License Plate

Denise Campbell informed members that the RN license plate bill did not make it out of committee in the 2007 legislative session. She contacted several legislators during the session about its importance and she still feels it's a good idea. Ms. Campbell stated that there was enrolled legislation that did not allow for the transferring of any funds from the purchase of any of the specialty license plates to go to any other agency except the Department of Transportation. The West Virginia Center for Nursing needs to ensure that it will receive the funding - which she felt would help with the general

budget but also recognition for the Center. She will continue to work on if Board feels this is worthwhile to do. Previous suggestion was to do a front license plate. Will request copy of North Carolina's licensure.

**B. Sunset Legislation.**

Mr. Napier stated that he had read the new bill; no state agency technically sunsets anymore. He has discussed with General Counsel of the Government Organization Committee, as nothing in the bill addresses the West Virginia Center for Nursing. He was informed that the Center could wait until the auditors get to the Center; however, Counsel suggested contacting legislative supporters to get placed on the review list and get a presentation scheduled. Mr. Napier stated that the new legislation outlines what information would be reviewed and feels that the Center is in basically good shape. Mr. Napier asked which legislators should be contacted to request placement on the review list. Dr. Persily stated that staff should review office file and procedures, then have the group meet and decide when to request.

**VIII. Strategic Plan**

Discussed under Planning Committee report.

**IX. Announcements**

None.

**X. Next Meeting Date and Adjournment**

Next meeting is scheduled for July 13, 2007 at 9:00 a.m. at the offices of the WV Higher Education Policy Commission, 1018 Kanawha Boulevard, East, in Charleston, WV.

Ms. Rhodes suggested adding notation on the agenda about moving through; without restricting to listed meeting time. She will provide language to the Executive Director.

Dr. Persily asked for motion to adjourn. Dr. Kyle so moved; Amy Campbell seconded; motion passed unanimously.

**Signatures:**

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**Board Secretary**

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**Date**

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**Executive Director**

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**Date**