

WV Center for Nursing Board of Directors

April 21, 2006

Minutes

Members Present: Dr. Shelia Kyle, Pam Alderman, Cheryl Basham, Melissa Aguilar, Duane Napier, Mary Beth Barr, Amy Campbell, Dr. Cynthia Persily and Theresa Witt

Members Absent: Denise Campbell, Dottie Oakes, Vickie Jones, Janice Maynard

Guests: Alicia Tyler, Michelle Winters, Lanette Anderson

I. Call to Order

Meeting was called to order by Dr. Persily.

II. Review of Minutes for January 27, 2006 WVCN Board Meeting

Dr. Persily asked for additions or changes to the minutes of the January 27th board meeting. With no changes requested, Dr. Persily asked for a motion to approve as written. Pam Alderman so moved, Cheryl Basham seconded, and the motion passed unanimously.

III. Executive Director's Report

A. Request for Letter of Support for WVNLI Project and Presentation of proposed Leadership Project.

Mr. Napier reported that he had been chosen to be in the 2nd cohort of WVNLI. Employers have to agree to allow attendance without use of annual leave and also offer \$500 cash/in-kind for a recruitment and retention project. As this was promised by Mr. Napier's former employer, he asked for the WVCN Board support. His project would be to design a recognition program for nurses in WV – based on the success of several other states and organizations programs. The recognition project has been tentatively named "WV's Finest". Mr. Napier will develop criteria for each category of nurses for selection. The WVCN Recruitment and Retention Subcommittee would be asked to review and then present to the full board for approval before it is released to the community at large. R&RI would review the applications for "WV's Finest" and Mr. Napier will also develop the rating criteria as well. Once done, a program will be developed for use for the October 100 year gala.

Dr. Persily noted that recognition of nurses is in the law that developed the WVCN, and would be a great way to get something accomplished and get visibility without WVCN carrying full responsibility for an event.

Dr. Kyle moved that \$500 be award for use; Mary Beth Barr seconded, and the motion passed unanimously.

Action Item:

- Executive Director to move forward with proposed project, "WV's Finest".
 - i. Discussion of office space.

Mr. Napier shared information from his meeting with Mr. Dennis Taylor, Vice Chancellor for Administration at HEPC, regarding the RWJ grant, the

possibility of new staff, and need for office space. In conjunction with internal moves planned by HEPC and with the possibility of more WVNC staff, the WVCN offices will be moved to the 9th floor. The rent for the space is also increasing; but if the grant isn't received, WVCN will not be liable for any unused office space.

Action Item: None

ii. Report of presentation to WVONE

Mr. Napier reported on his presentation to the WVONE meeting April 6-7th. The audience was appreciative of his information and there was considerable interest from those attending in helping the WVCN move forward. Most in attendance didn't know anything about the Center. Dr. Persily noted that the Executive Director needed to do more meetings like this to get WVCN's message into the public arena.

Action Item: None

iii. Update of first Annual Report for WVCN.

Mr. Napier reported the first draft is basically finished, and that he had received a good response and support from those he requested information and assistance.

Action Item: None

iv. Appointment/Reappointment of WVCN Board members.

Mr. Napier reported that letters were sent to the Governor's office for those whose appointments expire. Dr. Persily noted that members need to remember that, as written in the bylaws, if you have not been reappointed or replaced, you continue to serve.

Action Item:

- Executive Director to follow-up routinely.

IV. Old Business

A. Summary model career paths for board information.

Duane Napier presented information supplied by Dottie Oakes on a clinical ladder. It is available for any one who would like a copy.

B. Bio page of skills

Duane Napier presented a format for documenting information for all members/prospective members.

After discussion, Dr. Persily asked for a motion to use the format to gather information on current board members. Dr. Kyle so moved, Theresa Witt seconded, and the motion passed unanimously. Dr. Persily also suggested that the form be placed on the WVCN website for people who would be interested in participating on the board or advisory committee to download and return.

C. Attendance at 4th Annual Conference of State Nursing Workforce Centers and Poster Presentation

Dr. Persily briefed the board about the workforce meeting next week. Dr. Persily, Duane Napier, Amy Campbell and Denise Campbell will be attending. Viewed poster developed for presentation by Duane. Duane Napier has been asked to contact the other state nursing centers that are using the federal DHHR nurse supply/demand forecast model to see if it is something WV can use.

D. Formation of Advisory Group

Dr. Persily proposed the following list of possible stakeholders for the WVCN Advisory Group:

- WV Hospital Association
- WV Health Care Association
- WVONE
- ADDNE
- WV League for Nursing
- WV Higher Education Policy Commission
- Council of Community & Technical Colleges
- Chamber of Commerce
- Another state's center for nursing
- Health Care Authority
- Brickstreet
- Bureau of Employment Programs/labor statistics (same group as Melissa)
- Consumer representative/AARP

Cheryl Basham added that Raleigh General has a group, Senior Friends, who may be interested in being included. Ms. Basham also informed the group that union job sites, with ten or more employees, require someone on-site who could provide emergency care, and that maybe those people would be interested. Melissa Aguilar suggested a representative from the AFL-CIO; possibly Roy Smith. She will ascertain the appropriate person and provide the contact information. Duane Napier added that he had recently talked with the President of the WV Student Nurses Association – and suggested they be added to the list and also suggested WVNA, nurse practitioners, nurse midwives, nurse anesthetists.

The Advisory Group will meet on September 12, 2006 from 12:00 to 3:00 p.m. at The Summit Center in Charleston.

Action Item:

- Executive Director will gather contact information for these groups and send out invitation letter to participate on the Advisory Group.
- Reserve meeting space at The Summit Center for September 12th, and make arrangements for lunch and LCD projector.

E. Recruiting members for Data Management Subcommittee

Dr. Persily reviewed the current members of the subcommittee which consisted of Cheryl Basham and Dr. Persily. Duane Napier was added as a member, and Melissa Aguilar agreed to meet with the group. The subcommittee will set up a meeting to review the draft of annual report.

V. New Business

A. Reports from Subcommittees

i. Advisory

1. No report. Subcommittee will be formed at annual meeting.

ii. Data Management

1. No report. Formation of Subcommittee in progress.

iii. Executive – Cyndi Persily

1. No report, as no action has been required by Subcommittee.

iv. Operations

Mary Beth Barr, Chair, reported from the subcommittee's March 29th meeting. The subcommittee looked at the current status of the budget and is working with HEPC to develop the 2006-07 budget, as well as preparing budget documents in case the grant is received. All will be sent out for review as soon as completed.

The subcommittee also:

- reviewed parameters for signatory authority for the Executive Director and unanimously agreed upon \$1,000.
- reviewed the proposed Emergency Fund and unanimously agreed on \$10,000, as proposed by the Recruitment & Retention Initiatives Subcommittee.
- reviewed the draft strategic plan and had no changes.
- completed and disseminated the press release announcing Mr. Napier's employment.

Mr. Napier reported that WVCN will not be asked to pay for the computer equipment purchased for his use. HEPC will retain ownership of that equipment. Any new equipment, however, will have to be paid for by WVCN.

Dr. Persily asked for a motion to approve February 28th monthly report of the budget. Dr. Kyle moved, Amy Campbell seconded, and the motion passed unanimously.

As the recommendation came from the subcommittee to give the Executive Director signatory authority for up to \$1,000, no second required; motion passed unanimously.

Action Item:

- Proceed with budget draft for 2006-2007.

v. Planning

Duane Napier presented information on behalf of Dottie Oakes, Chair.

1. Strategic plan review recommendations. There is a need to ascertain the dollar impact on the budget for the Action Plan items. Objectives were vague and new ones were developed and need to be approved by the board.

Cheryl moved for approval with the approved changes; Amy Campbell seconded. Motion passed unanimously.

Action Item:

- Strategic plan to be revised as directed.

2. Informational requests from public, media, legislature.

Ms. Oakes asked if there had been a decision made regarding the change of responsibility for responding to media requests. The members agreed that nothing had been decided and placed into the record.

After discussion, the group agreed that the chain of contact should be the Board Chair, a Member of the Executive Committee, then the Executive Director. All agreed that the subcommittee should prepare and submit an official recommendation for direction for information requests.

Action Item

- Policy and procedure to be added and included in Board Orientation Manual.

vi. Recruitment and Retention Initiatives

Amy Campbell, Chair, presented the following:

1. The R&RI Subcommittee, in reviewing the strategic plan, suggested taking out the percentage on page three, goals – 5th bullet. Motion passed unanimously.
2. Implementation plan for scholarship program. Ms. Campbell reviewed the materials and asked for comments.

Several changes were requested on the application form, under the selection criteria:

- a. Change selection criteria #4 to “completing 50% of their nursing curriculum”.
- b. Add a statement at beginning, that the student has been accepted as a student in an LPN, ASN, BSN, MSN, or doctoral degree granting nursing program. Then remove these criteria from the additionally targeted list.
- c. Add RN preparing for a school nurse or public health nurse position to second targeted list
- d. Add that funding is for 2006.
- e. In purpose statement, change “applicants” to “nursing students”.

Action Item

- Changes are to be made to documents.

3. Emergency fund. Amy Campbell informed the Board that the subcommittee voted to put \$10,000 in emergency fund; that the funds will be administered by the schools, and the maximum amount possible

per student, per year is \$500, with a letter of documentation. Funds are available for all RN/LPN institutions. After discussion, the following changes/additions were requested:

- a. A statement added “until the funding is exhausted” with the \$500/per year, etc.,
- b. The documentation for the request is from the student.
- c. Added definition of emergency, “Short-term events that would prohibit the student from continuing their education.”
- d. Add that funding is for 2006.
- e. In purpose statement, change “applicants” to “nursing students”.

Action Item:

Changes to be made to document.

4. Matching grants with employers. Tabled; main focus is getting the scholarship program in place by Fall 2006.
5. Set aside fund. Was determined by the subcommittee to be the same as emergency fund. Will be removed from the agenda.

B. Legislative Issues

Dr. Persily stated that Senator Prezioso will be scheduling a presentation by the WVCN for one of the upcoming interim committee meetings. The board may need to have an interim vote on the annual report so it can be presented. At the last board meeting, discussed the request for study resolution of muscular/skeletal injuries. That study resolution didn't pass out of committee in the last legislative session; however, that doesn't preclude WVCN from doing a study, anyway, but a legislative mandate would have helped in getting information.

Also, the Board and the R&RI Subcommittee needs to start working on legislative rules for the scholarship program to have in place by next year.

Action Item:

- Distribute information regarding legislative rules to Recruitment and Retention Initiatives Subcommittee members.
- Place as agenda item until complete.

C. Policy and Procedures Manual

Mr. Napier previewed the manual he had developed for use by the current and future staff of the WVCN. He requested members send him any suggestions, additions, or changes. He is also writing a new policy on budget development.

D. Board Orientation Manual – Duane Napier

Mr. Napier distributed a one page draft table of contents and requested members send him any suggestions, additions, or changes. Copies will be provided to all members once completed.

E. Board Training and Development – Duane Napier

Mr. Napier reviewed suggestions he received for board training. Dr. Persily asked for other ideas from members that they'd like to have training. Suggested were meeting staff from other state's boards for nursing; one-half day training on boardmanship and one-half day from board of nursing. Dr. Persily and Mr. Napier will pull together ideas and dates - one meeting for this summer and one for fall - and present to the group.

Action Item:

- Dr. Persily and Mr. Napier to discuss.

VI. Announcements

1. Member expressed interest in developing a master calendar of meetings for nursing and suggested it be placed on WVCN's website. Mr. Napier informed the board that a calendar function is in development; just not live yet. All of the subcommittee meeting dates and board meetings are already reflected on the website. Members want it to be comprehensive list, i.e., include the RN Board meetings, LPN Board meetings, the WVONE, etc., with a short description of each group.
2. Staff asked if the meeting minutes reflected what the member wanted, or if they were too long. After discussion, it was decided that during this initial phase of development, the detailed information was appropriate.
3. After discussion, it was decided that the strategic plan and legislative issues will always be placed on agenda.
4. Mr. Napier has copies of all of the nursing shortage reports. If members want a set, let him know.
5. Changing the date of the October Board meeting - due to conflicts with other large meetings.

Action Item:

- Executive Director to contact nursing organizations to suggest comprehensive calendar.

VII. Meeting Dates

A. Board

- i. July 28, 2006 at 8:30 a.m., 9th floor conference room at HEPC. Changed time to 9:00 a.m.
- ii. Changed date to October 6th at 9:00 a.m., 9th floor conference room at HEPC.

B. Advisory Group

Meeting scheduled for September 12, 2006 from 12:00 to 3:00 p.m. at The Summit Conference Center in Charleston, WV.

C. Data Management Subcommittee - May 11th at 3:00 via conference call in the 5th floor conference room at HEPC.

D. Executive Subcommittee. No meeting set.

E. Operations Subcommittee - May 19th

F. Nominations Subcommittee.

Subcommittee needs to meet before October Board meeting. Amy Campbell, Dr. Sheila Kyle, Mary Beth Barr volunteered to be on the subcommittee. Dr. Kyle will

chair. Dr. Persily asked for motion to approve these members. Moved by Pam Alderman, second by Cheryl Basham, and passed unanimously. First charge for the committee is a slate of candidates for the offices of the board, by the Board's annual meeting on October 6th.

Action Item:

- Executive Director to work with Chair in preparation of annual meeting.

G. Planning Subcommittee – Dottie Oakes will schedule.

H. Recruitment and Retention Initiatives Subcommittee – May 19th at 1:00 via conference call.

VIII. Adjourn

With no further business, Dr. Persily asked for motion to adjourn; moved by Pam Alderman, seconded by Mary Beth Barr, and the motion passed unanimously.

Signatures:

Chair

Date

Executive Director

Date