

WV Center for Nursing
Data Management Subcommittee Meeting Minutes
May 11, 2006
3:00 – 4:30 p.m.
WV Higher Education Policy Commission
5th Floor Conference Room

Members Present: Cyndi Persily, Cheryl Basham, Duane Napier
Members Absent: Melissa Aguilar
Guests: None

I. Call to order

The meeting was called to order by Dr. Persily

II. Approval of minutes

As this was the first meeting of a new subcommittee; there were no minutes to be approved.

III. Executive Director Report

As this was the first meeting of the new subcommittee; the Executive Director did not have a report.

IV. Old Business

None.

V. New Business

A. Tasks of the Subcommittee

The members reviewed the bylaws for the WV Center for Nursing that addresses functions for the subcommittee.

B. Review of Annual Report

The members discussed informational needs of the WVCN and information found by the Executive Director as he prepared the annual report.

Various issues arose as the discussion continued:

1. Mr. Napier stated that he wasn't sure how to obtain RN vacancy and turnover rates. Also would like to see what data the RN and

LPN Boards collect on their license renewal applications and ask about collecting a common dataset. Dr. Persily stated that the joint RN/LPN meeting will be held in June, that it might be possible to place this item on the agenda.

Action Item:

- Executive Director to contact RN and LPN Boards to request addition of agenda item at joint meeting in June.
2. Dr. Persily stated the data is missing not necessarily trends, but relating issues to data, such as age vs. full time status and what data are collected to ascertain an age of retirement. It is assumed at age 65, but no one has ever looked.
 3. Dr. Persily stated that there are models at the federal level for supply and demand to compare WV to other states. Ms. Basham asked if the Department of Labor tracked anything. Dr. Persily stated that some of the information in the annual report came from DOL. Mr. Napier added that the information on licensed staff in WIAs – both RN and LPN came from the Bureau for Employment Programs projections and growth rates.
 4. Dr. Persily stated that the recommendations should be placed in the executive summary, to change the name of the stakeholders group to “Advisory Committee” instead of “Advisory Group” and moved to the end of the list. Add that WVCN had been selected for a site visit by the RWJ grant committee.

Action Item:

- Change name of Advisory Group to Advisory Committee in annual report, as outlined in bylaws.
- Add to list of accomplishments – WVCN has been selected for a site visit by the RWJ grant committee.

Main issues and recommendations:

1. Part-time people – how to bring back to full-time?
2. Aging nursing workforce.
3. Retention of RNs in state.
4. Practice enhancements.
5. Facilitate retention initiatives and rewards.
6. Small demonstration grant projects for recruitment and retention activities.
7. Nursing salaries – make charge of Advisory Committee.

8. Differential growth in WIAs – retention of RNs to LPNs.
9. Nursing education – faculty supply, faculty salaries, and lack of clinical sites. Dr. Persily and Mr. Napier will be meeting to review an on-line system to manage clinical site rotations statewide.
10. Supply vs. demand and turnover rate – data needs to be collected and measured the same way, which isn't currently done. Good task for Advisory Committee – to come up with a standardized system that satisfies all parties that require the data.

Action Item:

- When Advisory Committee is formed, ask them to discuss supply vs. demand and turnover rate data collection that is measured the same way in all facilities and is standardized to satisfy all parties.
- Add recommendations 1-10 above to annual report.

VI. Strategic Plan

No discussion.

VII. Announcements

None.

VIII. Next Meeting Date and Adjournment

Mr. Napier will canvas for dates in June and notify all members. Meeting will be scheduled for 1 ½ hours. Meeting was adjourned by unanimous vote.

Signatures:

Chair

Date

Executive Director

Date