

**LOUISIANA STATE BOARD OF NURSING
17373 PERKINS ROAD
BATON ROUGE, LOUISIANA 70810**

MINUTES OF THE JUNE 17, 2021 BOARD MEETING

Call to Order: The regular meeting of the Louisiana State Board of Nursing was called to order at 9:03 a.m. by T. Kindall, President, on Thursday, June 17, 2021, at the Louisiana State Board of Nursing, 17373 Perkins Road, Baton Rouge, Louisiana 70810.

Roll Call: The following Board members were in attendance:
Tavell Kindall, PhD, DNP, APRN, FNP, President
Tracey Moffatt, MHA, BSN, RN, Vice President
Jamie Wiggins, PhD-c, MBA, RN, NEA- BC, FACHE, Alternate Officer
Tim Cotita, RN, BSN, MSHCE
Jennifer Manning, DNS, APRN, CNS, CNE
Jennifer Couvillon, PhD, RN- BC, CNE
Ann Carruth, DNS, RN
Wendi Palermo, PhD, RN
Frederick Pinkney, EdD
Mimi Primeaux, MS, BSN, CRNA

The following Board member was not in attendance:
Kenneth Alexander, MS, RRT

The following staff members were in attendance:
Karen C. Lyon, PhD, MBA, APRN-CNS-BC , NEA-BC, Executive Director/Chief Executive Officer
Isonel Brown, MS, MBA, Chief Administrative Officer
Wanda Matthews, MPA, Chief Compliance Officer
Jennifer Wright, DNP, APRN, FNP- BC, Chief Nursing Officer
Carrie LeBlanc Jones, JD, MBA, Chief Legal Officer/General Counsel
Monique Calmes, DNP, APRN, FNP-C, Licensure and Practice Director
Patricia Dufrene, PhD, RN, Education and Examination Director
Geneva Carter, MSN, APRN, FNP, RNCO Team Leader
Urhonda Beckwith, MSN, APRN, FNP- BC, RNP Director
Marcia Carter, Administrative Assistant to CEO
Suzanne C. Armand, CCR-CVR, Court Reporter

Dr. Lyon stated there was a quorum.

Motion: by J. Wiggins, seconded, to adopt the Agenda as presented with the ability to rearrange the Agenda items for efficiency.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes; M. Primeaux-yes;
J. Wiggins-yes

Motion Carried

Approval of Minutes:

Motion: by J. Couvillon, seconded, to approve the minutes of the April 15, 2021 Board Meeting.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes; M. Primeaux-yes;
J. Wiggins-yes

Motion Carried

1. Consent Agenda Motions

1. LSBN Staff Program Status Reports
 1. NCLEX Report
 2. Accreditation Reports
2. Approved Program Requests
 1. Southern University at Shreveport
 2. Fletcher Technical Community College
3. Continuing Education Renewal Request
 1. Nicholls State University
4. Education Announcements

Motion: by J Couvillon, seconded, to accept the Consent Agenda Motions.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes; M. Primeaux-yes;
J. Wiggins-yes

Motion Carried

2. Division Reports

Agenda Item 2.1

Division of Nursing Practice

Agenda Item 2.1.1

Chief Nursing Officer

Dr. Wright presented an update to the Board regarding the Task Force (Pre-graduation RN Workforce in a PHE) that was created at the February 11, 2021 Board meeting. The Task Force was created and comprised of nurse educators and operators/employers to evaluate pre-graduation RN workforce

capabilities in a public health emergency crisis. They have met on three occasions. Task Force members advised that it would be beneficial for the Board to provide further guidance regarding the requested purpose and outcomes of the taskforce to ensure that these are in alignment with the mission, vision, purview, and resources of LSBN.

Dr. Wright asked the Board for discussion regarding the next steps for the Task Force.

Discussion ensued. The Board is interested in and will await the report/study from LaCANE regarding educator experiences during the pandemic.

After the Board's discussion, board members clarified that they would like to address three issues: memorialize/document what LSBN did (related to nursing practice and workforce) in response to the pandemic, develop a playbook or protocol for future use, disseminate what LSBN accomplished. Dr. Wright stated that Board staff can address these matters and further, that the Task Force can be dissolved.

Agenda Item 2.1.2
Education and Examination

Agenda Item 2.1.2.1
Request for New Nursing Programs in Louisiana

Agenda Item 2.1.2.1.1
Southern University at New Orleans

Summary/Background presented by Dr. Dufrene. Recommended acceptance.

Motion: by J. Wiggins, that the Board accept the letter of intent and feasibility study from Southern University at New Orleans and approve Step I to establish a baccalaureate of science in nursing education degree program.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes; M. Primeaux-yes;
J. Wiggins-yes

Motion Carried

Agenda Item 2.1.2.2
William Carey University – Change of Nurse Administrator.

Summary/Background presented by Dr. Dufrene. Recommended acceptance.

Motion: by T. Cotita, seconded, that the Board accept the report of non-compliance and correction of non-compliance regarding the Chief Nurse Administrator at William Carey University at Baton Rouge General.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes; M. Primeaux-yes;

J. Wiggins-yes

Motion Carried

Agenda Item 2.1.2.3

Excelsior College

Summary/Background presented by Dr. Dufrene. Recommended acceptance.

Motion: by W. Palermo, seconded, that the Board accept the updated report of currently enrolled Louisiana students in the Excelsior College LPN-ASN program.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes; M. Primeaux-yes; J. Wiggins-yes

Motion Carried

Agenda Item 2.1.2.4

Major Substantive Changes

Agenda Item 2.1.2.4.1

Baton Rouge Community College

Summary/Background presented by Dr. Dufrene. Recommended approval.

Board Staff have received a list of 94 applicants for enrollment in the Fall of 2021 and 30 in the Spring of 2022. ACEN (Accreditation Commission for Education in Nursing) approval is not expected until after the enrollment date. Dr. Dufrene requested guidance from the Board.

Dr. Michelle Dennis, Dean of Nursing Allied Health at Baton Rouge Community College, and Dr. Sarah Barlow, Chancellor of Academic and Student Affairs at Baton Rouge Community College, were present to provide information and answer questions by Board members.

Motion: by T. Cotita, seconded, that the Board approve the proposed increase enrollment of the Associate of Science in Nursing program of study at Baton Rouge Community College pending approval by the Accreditation Commission for Education in Nursing.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes; M. Primeaux-yes; J. Wiggins-yes

Motion Carried

Dr. Dufrene stated there was an inquiry regarding how to verify a new graduate temporary permit. Dr. Dufrene assisted Board members in how to navigate through the website to verify a temporary permit for a new graduate.

(Break)

(Dr. Kindall called the meeting back to order.)

Agenda Item 2.1.3
Licensure and Practice

Nothing presented.

Agenda Item 2.2
Compliance Division

Agenda Item 2.2.1
Chief Compliance Officer

Ms. Matthews reported the Compliance Department currently has 27 open Priority 1 investigations. A total of 10 investigations are out of compliance with a 37% out-of-compliance rate. The 10 out-of-compliance investigations have been out of compliance from one to three months.

Last month the Compliance Department had 35 open Priority 1 investigations with 11 investigations out of compliance and a 31% out of compliance rate.

Agenda Item 2.2.2
RNP/Monitoring

Dr. Lyon reported that RNP is finalizing the Opioid to Action Grant. The video and graphics are being completed. Dr. Lyon stated she is very impressed with the audio/visual work that has been done and is hoping it will be completed in time for the August Board meeting so Board members can view it.

Agenda Item 2.2.3
Compliance

See Agenda Item 2.2.1

Agenda Item 2.3
Division of Administration

Agenda Item 2.3.1
Chief Administrative Officer

Ms. Brown reported that since the last Board meeting, the LA State Police/FBI conducted an audit regarding the management, use and security around Criminal Background Checks (CBCs). As a result

of that audit, LSBN's CBC policy has been updated to memorialize security processes that have been in place for LSBN's physical media and the IT component. New language and processes were added as required by the FBI. A hundred percent (100%) of staff have participated in a mandatory online training offered and produced by the FBI and LA state police. The audit will be conducted every three years.

Ms. Brown reported that the rollout of the new computers was influenced by the FBI audit and the development of the telework policy. Because a larger portion of their equipment was moving into a movable equipment category, LSBN has greater risk exposure to loss or theft. Ms. Brown reached out to the Office of Risk Management and LA State Property to get guidance around their coverages and the responsibility of staff when taking possession of the equipment. A new movable equipment policy was created and once employees have read and signed this policy, computers are being distributed. About 40 percent of the computers have been rolled out to date.

Agenda Item 2.3.1.1
Request for Capital Expenditure

The LSBN has been notified that the current telephone system will no longer be supported and that certain services that are vital to the current telephone system's continued operation will be taken offline at the end of October of this year. This will result in the current telephone system being inoperable.

The LSBN Office of Information Technology is seeking approval to replace and upgrade the current telephone system. The new telephone system will provide the capability to answer office calls from the new laptop while working remotely or in the office. The new telephone system will also provide the ability to log into phone queues in the desktop software to continue to provide the customer service that the public is accustomed to.

The anticipated installation and configuration period will be from late-July to mid-September. The vendor will provide on-site training to all staff, including training documentation. The goal is to have all staff trained and using the system prior to the start of the renewal period.

This new telephone system will be in the amount of \$28,891.58. The USB headsets will be an additional \$3,348.66.

Discussion ensued.

Ms. Brown was available for questions.

Motion: by W. Palermo, seconded, that the Board approve the Request for IT Capital Expenditure.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes;
M. Primeaux-yes; J. Wiggins-yes

Motion Carried

Agenda Item 2.3.2
Information Technology

Nothing presented.

Agenda Item 2.3.3
Human Resources

Nothing presented.

Agenda Item 2.3.4
Financial Records Management

Nothing presented.

Agenda Item 2.4
Division of Legal Affairs

Agenda Item 2.4.1
Chief Legal Officer

Agenda Item 2.4.2
Hearings

Ms. Jones presented a proposed modification to the 2022 Board Hearing Panel schedule to the Board. The modification would be that Board hearing panels meet every other month. The Board would meet for the hearings on the months that the Board is not meeting for its regularly scheduled Board meetings. On the months where there is a Board meeting, following the Board meeting there will be a short board panel meeting to ratify automatic suspensions, consent orders, delay/denial letters and the multiple actions.

Discussion ensued regarding the proposed modification.

Ms. Jones stated she will get back to the Board with additional information regarding any backlog of hearings and what plans she has to move those hearings forward.

3. Office of the Executive Director

Agenda Item 3.1
Center for Nursing

Agenda Item 3.1.1
2020 Nurse Supply Report

Dr. Lyon presented the 2020 Nurse Supply Report to the Board. Dr. Lyon gave accolades to Ms. Sarah Luneau for her hard work on the Report and getting all the information ready for the Board meeting. Dr. Lyon reviewed the Report with Board members. Report Attached.

Discussion ensued.

Motion: by W. Palermo, seconded, to accept the 2020 Nurse Supply Report.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes;
M. Primeaux-yes; J. Wiggins-yes

Motion Carried

Agenda Item 3.1.2
2020 Nursing Education Capacity Report

The 2020 Nursing Education Capacity Report was presented to the Board by Dr. Lyon.
Report Attached.

Motion: by W. Palermo, seconded, to accept the 2020 Nursing Education Capacity Report.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes;
M. Primeaux-yes; J. Wiggins-yes

Motion Carried

Agenda Item 3.2
2021 Legislative Update

For the Board's information, Dr. Lyon updated the Board on the House and Senate Bills that LSBN has been tracking. The bills that have made it through all processes of the Legislative system include: HB 149, HB 181, HB 187, HB 197, HB 270, HB 398, HB 495, HB 498, SB 136, SB 229. Dr. Lyon provided a handout to Board members and reviewed the outcome of the legislative process for each bill.

Agenda Item 3.3
Resolution to Recognize and Honor Thelma Lobdell Fink

Mrs. Fink was present via Microsoft TEAMS along with her caregiver, Mrs. Sandra Culpepper

Dr. Lyon stated that she had become aware of Ms. Fink through Mrs. Sandra Culpepper, who sent an autobiography of Ms. Fink's life as well as a book on Forensic and Psychiatric Nursing. Mrs. Fink is 99 years old.

Dr. Lyon presented a Resolution to Recognize and Honor Thelma Lobdell Fink for her Meritorious Service as a Professional Registered Nurse and was read into the record as follows:

A RESOLUTION to Recognize and Honor Thelma Lobdell Fink for her Meritorious Service as a Professional Registered Nurse.

“**WHEREAS** it is appropriate that the Louisiana State Board of Nursing honor and commend those citizens who, through their progressive and pioneering nursing career, have performed admirably in service to patients across Louisiana; and

“**WHEREAS** Mrs. Thelma Fink is one such amazing person, having served in many different nursing capacities throughout her twenty-five-year career and continues to promote the profession as an unparalleled nursing historian. Mrs. Fink has rendered groundbreaking service in the area of Psychiatric and Forensic Nursing; and

“**WHEREAS** she, along with Dr. Lawson and Dr. King published the first “Manual for Psychiatric Aides of Central State Hospital” located in Nashville, TN. Over time, this guide was accepted and utilized by all hospitals in the state of Tennessee; and

“**WHEREAS** Mrs. Fink attended Our Lady of the Lake School of Nursing in Baton Rouge from 1940-1943 and was awarded a diploma. She continued her education endeavors by attending Louisiana State University, where she was awarded a certificate of Advanced Psychiatric Nursing. She also attended Southeastern University where she received a certificate in Forensic Nursing; and

“**WHEREAS** she served in the leadership capacity as the Nursing Director at the Central State Hospital in Nashville, TN, and the East Feliciana State Hospital in Jackson, La; and

“**WHEREAS**, in the 1980’s she gave back to her fellow nursing colleagues by hosting a Nurse’s Christmas Luncheon at her home. Over a ten-year span, she began her luncheon with ten participants and during the last year of hosting luncheons, there were over sixty-five nurses in attendance; and

“**WHEREAS** Mrs. Fink wrote a book that consists of two volumes. The title of the book is “*History of Medicine and Nursing in Baton Rouge*”. The book is housed at the East Baton Rouge Parish Library located in Baton Rouge, La.; and

“**WHEREAS** it is fitting that the Louisiana State Board of Nursing should honor her for her efforts; now, therefore,

“**BE IT RESOLVED BY THE LOUISIANA STATE BOARD OF NURSING** that we honor Mrs. Thelma Lobdell Fink for her years of service in the field of Nursing with particular emphasis on Forensic Nursing and Psychiatric Nursing, salute her commitment to professional excellence, and wish her the best in making a difference in the lives of others.”

Signed June 17, 2021 by Tavell Kindall, LSBN President.

Mrs. Fink expressed her appreciation to Dr. Lyon and the Board for their special recognition.

4. Reports

Agenda Item 4.1
Report of the President

Report Posted.

Agenda Item 4.2
Report of the Vice President

Report Posted

Agenda Item 4.3
Report of the Executive Director

Report Posted.

Motion: by T. Cotita, seconded, to accept the report of the President, Vice President, and the CEO/Executive Director as submitted.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;
J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes; M. Primeaux-yes; J.
Wiggins-yes

Motion Carried

5. Professional Development

Nothing Presented

6. National Council State Boards of Nursing

Nothing presented.

7. Public Comments

There were no public comments.

Dr. Lyon recognized and thanked Ms. Marcia Carter, Executive Assistant to Dr. Lyon, for her researching and pulling information from Ms. Fink's autobiography.

8. Executive Session

Motion: by W. Palermo, seconded, to go into Executive Session for the purposes of hearing the Report on Litigation and Personnel Issues.

Voice Vote: T. Cotita-yes; A. Carruth-yes; J. Couvillon-yes; T. Kindall-yes;

J. Manning-yes; T. Moffatt-yes; W. Palermo-yes; F. Pinkney-yes; M. Primeaux-yes; J. Wiggins-yes

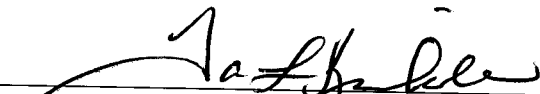
Motion Carried

ADJOURNMENT:

After returning from Executive Session, the Board Meeting was adjourned.

Motion: by W. Palermo seconded, to adjourn.

The meeting adjourned at 12:25 p.m.



T. KINDALL, PRESIDENT
LOUISIANA STATE BOARD OF NURSING