

ADMINISTRATIVE COMMITTEE MEETING
MINUTES – JUNE 12, 2006

Call to Order: Frankie Rosenthal, President called the meeting of the Louisiana State Board of Nursing Administrative Committee to order at 9:00 a.m. on Monday, June 12, 2006 at Holiday Inn Select located at 4728 Constitution Avenue, Baton Rouge, Louisiana

Roll Call: Committee Members Present
Frankie Rosenthal, MSN, RN, CNS, CNA, President
Deborah Olds, RN, Vice President
Nora F. Steele, DNS, RN, C, PNP, Alternate

Staff Present
Barbara Morvant, MN, RN, Executive Director
Cynthia Morris, MSN, APRN, Assistant Executive Director
Kelly Bonaventure, Administrative Assistant V
Sabrita Pierre, Accountant
Carl Nagin, Information Technology Analyst

Absent
None

Agenda Item 3
Review of April 25-26, 2006 Meeting

The Committee reviewed the April 25-26, 2006 Administrative Committee Meeting minutes.

Motion: by D. Olds, seconded, that the Committee approves the minutes of the April 25-26, 2006 Administrative Committee meeting.

Vote: N. Steele-yes, F. Rosenthal-yes, D. Olds - yes
Motion carried

Agenda Item 4
Vice President's Report and Third Quarter Financial Report (January 1, 2006 – March 31, 2006)

The Committee reviewed the third quarter financial statement for the period of January 1, 2006 – March 31, 2006. As requested at the April meeting, an update on the investment plan was provided as well as a detailed listing of office miscellaneous expenditures.

Motion: by F. Rosenthal, seconded, to accept the Vice President Report and Third Quarter Financial Report and Investment Plan for the period of January 1, 2006 – March 31, 2006.

Vote: N. Steele-yes, F. Rosenthal-yes; D. Olds - yes

Motion carried

Agenda Item No. 5

Executive Director's Report –Third Quarter (January 1, 2006 – March 31, 2006)

The Committee reviewed the Executive Director's Report for the period of January 1 – March 31, 2006 to include additional statistics from the previous report submitted in April. A revised organizational chart was presented. Mrs. Morvant reported that Peggy Griener has been promoted to Director of Credentialing/Practice, which was a vacant position from Ms. Ladner's resignation. Ms. Griener currently has management responsibilities for advanced practice, practice, endorsements, licensure, and verifications. A new Practice Manager will be hired to manage practice, reinstatement, and verifications. Cathy Maher-Storm is currently over RNP and Michelle Wells is Compliance Manager at the Metairie office. Helen Forrest has accepted a voluntary demotion to a Licensing Analyst position to work at the Metairie office. Interviews will soon be conducted for a Regional Manager for investigations. Position advertisements have been being posted in the Examiner, and the National Council Newsletter to attract well-qualified applicants. Sabrita Pierre is currently interviewing for the Accountant Technician position as Mr. Florane has accepted a full-time position and plans to resign his responsibilities from the board. Mr. Florane has agreed to continue working with the Board until a replacement is found for his duties.

Motion: by N. Steele, seconded, to accept the Executive Director's report for the third quarter (January 1, 2006 – March 31, 2006).

Vote: F. Rosenthal-yes; N. Steele-yes; D. Olds - yes

Motion carried

Mrs. Morvant reported that there were 44,309 renewals this year and 31,980 renewed on-line. Mrs. Morvant asked the board to consider the option of going to mandatory on-line renewals in the future as many of the other boards have gone to paperless processes. The committee had much discussion regarding this matter to include setting up a computer workstation at the LSBN office for nurses to renew, creating an on-line option for receipt print-outs for nurses to use for reimbursement purposes, as well as a timeline for renewals.

Motion: by F. Rosenthal, seconded, to move toward mandatory on-line nursing licenses for 2008, work on eliminating the credit card fee to the licensees for 2007, and make announcements in the Examiner regarding plans for

on-line renewals. At the next meeting a timeline for renewals will be presented and discussed.

Vote: F. Rosenthal – yes; N. Steele – yes; D. Olds – yes
Motion carried

The Committee reviewed a Compliance Audit Questionnaire for Audit Engagements of Government Entities. Mrs. Morvant explained that this document attests that LSBN is in compliance with state laws.

Motion: by F. Rosenthal, seconded, to accept and sign the Compliance Audit Questionnaire and disseminate copies to the Board members.

Vote: F. Rosenthal – yes; N. Steele – yes; D. Olds – yes
Motion carried

Agenda Item 6.1

Proposed Rules Regarding Practice Privileges During Times of Disaster

The Committee reviewed a draft of revisions to Chapter 33, §3329 Temporary Permits. It was discussed that the State Board of Maryland does not issue paper licenses and licensure verification can only be verified on-line. Therefore, it was suggested that the revisions incorporate the words “*proof of*” current licensure and to also state that “*in the event the board office is out of communication or inaccessible for a period of time, notification will be given to the board office as soon as accessibility is restored*”.

Motion: by F. Rosenthal, seconded, to accept the proposed rules with suggested revisions for rulemaking and have others give us input on these guidelines until rulemaking is complete.

Vote: F. Rosenthal – yes; N. Steele – yes; D. Olds – yes
Motion carried

Agenda Item 7.1

Action Pending Regarding Purchase of Property Located at 17373 Perkins Road, Baton Rouge, Louisiana

Ms. Morvant reported that an inspection and appraisal has been completed for the property located at 17373 Perkins Road.

A signed resolution by the Board is required in order to process a request before the Bond Commission to borrow funds for the purchase of the property. This matter is on the agenda for the June 15, 2006 Bond Commission meeting.

Motion: by N. Steele, seconded, to recommend that the board accepts the Resolution and authorizes the Executive Director to use board funds as necessary and available up to the purchase price in order to purchase the building located at 17373 Perkins Road, Baton Rouge, Louisiana.

Vote: F. Rosenthal – yes; N. Steele – yes; D. Olds – yes
Motion carried

Agenda Item 7.2

Legal Counsel Proposed Contract Revisions

Mrs. Morvant reported that the current legal counsel contracts expire as of June 30, 2006. Mr. Shows has requested that we institute the fee structure allowed by the Attorney General's office for all legal counsel contracts. A copy of the Attorney General's approved fee structure was provided to the committee members.

Motion: by F. Rosenthal, seconded, to approve a fee structure for annual legal counsel contracts consistent with the fee schedule allowable by law and, further, that the 2006-2007 Budget be amended to reflect the increase cost of services.

Motion carried

Vote: F. Rosenthal – yes; N. Steele – yes; D. Olds – yes
Motion carried

Agenda Item 7.3

Proposal from Network Technology for Datacenter Virtual Services

Mrs. Morvant reported that HB 846 of the 2006 Regular Legislative Session requires a plan for business continuation and the board previously

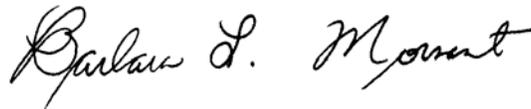
recommended that we move forward with plans for data storage in the event of a disaster. The Committee reviewed and discussed three proposals from Network Technology Group. Carl Nagin, Information Technology Analyst, was present to answer questions. Mr. Nagin recommended that we move forward with the datacenter virtual hosting services now and he will continue to research and investigate the other services provided by Network Technology Group.

Motion: by D. Olds, seconded, to approve proposal for datacenter virtual hosting services as a component to assure business continuation in the event of a disaster.

Vote: F. Rosenthal – yes; N. Steele – yes; D. Olds – yes

Motion carried

Adjournment: The meeting adjourned at 11:30 a.m.



Submitted by: _____
Barbara L. Morvant, MN, RN, Executive Director

Approved: 7/26/06

/kab