

## ADMINISTRATIVE COMMITTEE MEETING

### MINUTES – JANUARY 22, 2002

**Call to Order** The meeting of the Louisiana State Board of Nursing Administrative Committee was called to order by Patsy McClanahan, President, at 1:15 p.m. on January 22, 2002, in the Board meeting room located at 3510 N. Causeway Blvd., Suite 601, Metairie, Louisiana.

**Roll Call** Board Members Present  
Patsy McClanahan, MSN, RDMS, CNP, RN, President  
Deborah Ford, MSN, RN, CAN, Vice President  
Oswald Ferry, EdD, CRNA, Board Member (for Patricia Bourgeois)

Board Members Absent/Excused  
Patricia Bourgeois, MSN, CNS, RN, Alternate Officer

Staff Present  
Barbara Morvant, MN, RN, Executive Director  
Cynthia Morris, MSN, RN, Assistant Executive Director  
Julie C. Comeaux, Executive Services Assistant  
Charlann Kable, Licensing Analyst Supervisor

**Note** According to the bylaws, the President serves as Chair for the Administrative Committee.

### **3. Review of October 23, 2002 Minutes**

The Committee reviewed the October 23, 2001 Administrative Committee Meeting minutes. O. Ferry pointed out to the Committee that his credentials noted under “Roll Call” needed the addition of “EdD”.

**Motion** by D. Ford, seconded, that the Committee approve the minutes of the October 23, 2001 Administrative Committee meeting with the correction of O. Ferry’s credentials.

**Vote** P. McClanahan-yes, O. Ferry-yes, Motion carried.

### **4.1. Review of LSBN By-Laws**

B. Morvant informed the Committee that she sent a letter to the Board’s attorney, Wade Shows requesting his legal opinion regarding appointment terms. Awaiting his response.

No action needed at this time.

#### 4.2

##### **Review of the 2002-2004 Strategic Plan**

The Committee reviewed the 2002-2004 Strategic Plan with the staff assignments. No action needed at this time.

#### 5.1

##### **Review of**

##### **Financial Statement**

The Committee reviewed the second quarter financial statement for the period of July 1, 2001 – December 31, 2001.

The Committee discussed the upcoming NCSBN Mid-Year Conference and decided that due to budget constraints, only three members of the Board would be able to attend. P. McClanahan and B. Morvant would decide which three members would attend after inquiring of interest and availability.

B. Morvant also informed the Committee of possible overages of the bank charges due to the scanning of renewal license applications.

B. Morvant requested authority from the Committee to make general adjustments to the budget to keep within the required 10% variance and submit to the Board for approval in accordance with state regulations.

##### **Motion**

by O. Ferry, seconded that D. Ford and B. Morvant review the budget and propose adjustments in accordance with the state regulations to the Board at the March 2002 Board meeting.

##### **Vote**

P. McClanahan-yes, D. Ford-yes, Motion carried.

#### 6.

##### **Executive Director's Report**

B. Morvant informed the Committee that the Board's new voice activated phone system would soon be ready to be utilized. B. Morvant suggested that she send a memo to all the Board members informing them of this and to give them the phone number, so they may call to listen to the prerecorded system and give her their comments.

B. Morvant informed the Committee of a new law passed which will be effective February 2, 2002. The law will be for the Department of Social Services to revoke licenses of parents who do not pay child support. LSBN agreed to supply DSS with the database of licensed nurses after renewals, but there are still issues that need to be resolved in regards to procedures.

No action needed at this time.

**Adjournment**            The Committee adjourned at 2:14 p.m.

**Submitted by:**            \_\_\_\_\_  
Barbara L. Morvant, MN, RN, Executive Director

/jcc