

## ADMINISTRATIVE COMMITTEE MEETING

### MINUTES – JANUARY 27, 2004

**Call to Order:** Deborah Ford, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 2:55 p.m. on Tuesday, January 27, 2004 at the Louisiana State Board of Nursing office located at 3510 N. Causeway Blvd., Suite 601, Metairie, Louisiana.

**Roll Call:** Board Members Present  
Deborah Ford, MSN, RN, CNA, President  
Patricia Bourgeois, MSN, CNS, RN, Vice President  
Frankie Rosenthal, MSN, RN, CNS, CAN, Alternate Officer

Staff Present  
Barbara Morvant, MN, RN, Executive Director

Staff Absent  
Julie Comeaux, Executive Services Assistant

Guest  
Joni Nichols, President, LANP  
Cathryn Wright, Executive Director, LANP

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

#### Agenda Item 3

##### **Review of October 14, 2003 Minutes**

The Committee reviewed the October 14, 2003 Administrative Committee Meeting minutes.

**Motion:** by P. Bourgeois, seconded, that the Committee approve the minutes of the October 14, 2003 Administrative Committee meeting.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

#### Agenda Item 4

##### **Vice President's Report and First Quarter Financial Report (October 1, 2003 – December 31, 2003)**

The Committee reviewed and discussed the second quarter financial statement for the period of October 1, 2003 – December 31, 2003. P. Bourgeois discussed her findings.

B. Morvant explained revenues are low due to licensure renewals deadline is January 31, 2004. Also that she expects a large volume of late renewals due to RNs not reporting address changes before mailing of renewal forms and forms were not forwarded.

After the committee discussed the report, B. Morvant asked if the committee would like for this report to be updated before the next Board meeting in March to show revenues from licensure renewals. Committee agreed.

**Motion:** by F. Rosenthal, seconded, to accept the Vice President report.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, P. McClanahan-yes  
Motion carried

**Agenda Item No. 5**

**Executive Director's Report – Second Quarter (October 1, 2003-December 31, 2003)**

The Committee reviewed the Executive Director's Report. B. Morvant reported that the Board had one employee turnover, the receptionist Tomiko Gatlin who was recruited to another place of employment. Staff is in the process of recruiting for that position. Also, B. Morvant reported that she continues to staff the Nursing Supply and Demand Commission (NSDC) and attended the Health Works Commission on behalf of the NSDC and the Board. Both Commissions are presently working on their reports and will be submitting them to the Legislature in March. B. Morvant and Joe Ann Clark, Chairman of the NSDC have met with Jan Corder and Susan Moreland, Northern area AHEC Director, and are trying to set up a community area network to look at nursing workforce issues in the Monroe area. NSDC has pilots presently in Tangipahoa and Washington Parishes and if a pilot begins in the Monroe area than those can be a model for other parishes in other areas and give some credibility to NSDC for building these networks. B. Morvant mentioned that she raised the issue with Dr. Clark that the Board may not be able to continue to commit all the time that it takes to continue this initiative and that NSDC needs to think about how it can be staffed on a permanent basis. The need is for a full time director. Disciplinary investigations continue to grow and this information will be updated for the next Board meeting. B. Morvant responded to questions. (Report on file.)

**Motion:** by F. Rosenthal, seconded, to accept the Executive Director's report for the second quarter (October 1, 2003-December 31, 2003) report.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

**OLD BUSINESS:**

**Agenda Item 6.1**

**Charge To The Compliance Committee To Review And Propose Increases In Disciplinary Fees, Summary Of Action**

B. Morvant reported she was unable to do the written summary of action. She explained that at this point the need for time and direction for the Accountant and herself to gather the data for the actual cost of the cases. Also, she will meet with B. McGill, Director of Compliance to discuss the costing out of the investigations. She will direct the accountant to gather data from cases that went to hearings and those that were resolved by other ways and come up with how much each of those cases cost to bring back to the committee. Compliance Committee is waiting for more direction from the Administrative Committee at this point.

**Motion:** by P. Bourgeois, seconded, as per B. Morvant's direction that we continue to work in this area and that we have a summary of cost of actions for the Administrative Committee at the next meeting.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

**Agenda Item No. 6.2**

**Attendance of NCSBN Institute of Regulatory Excellence Seminar**

D. Ford congratulated Patricia Bourgeois, Board Member and Michelle Wells, Louisiana State Board of Nursing, RN Regional Manger for being accepted. P. Bourgeois reported that is was a great opportunity and that it is a 4-year commitment and that you have the opportunity to work on research projects. Her project will be to develop and enhance Board member orientation. B. Morvant reported that M. Wells project is fostering the regional manager role. Both projects will be meaningful to our Board's work.

**NEW BUSINESS:**

**Agenda Item No. 7.1**

**Nursing Supply and Demand Commission SCR 140 Mandatory Overtime**

B. Morvant is requesting the committee to provide direction to staff regarding the Louisiana State Board of Nursing's response to the Nursing Supply and Demand Commission seeking information relative to mandatory overtime. Discussion followed.

**Motion:** by D. Ford, seconded, to instruct staff to pull the National Council's statement on Mandatory Overtime and forward to Nursing Supply and Demand Commission.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

**Agenda Item No. 7.2**

**Louisiana Workforce Commission February 10, 2004 Conference**

B. Morvant is requesting the committee to provide direction regarding participation by the Louisiana State Board of Nursing members and staff. The National Organization contacted P. Bourgeois for Associate Degree Nurses regarding this. B. Morvant reported that she would be attending due to her affiliation with the Health Works Commission. P. Bourgeois said she would be happy to represent the Louisiana State Board of Nursing.

**Motion:** by D. Ford, seconded, for Barbara Morvant and Patricia Bourgeois to represent the Louisiana State Board of Nursing.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

**Agenda Item No. 7.3**

**Retention of Board Material Documents**

B. Morvant is requesting direction to determine policy regarding the retention of board hearing booklets and Board meeting materials. Legal counsel for the Board has determined that the hearing booklets and Board meeting materials are records of the Board, which must be maintained for a minimum of three years and in accordance with a record retention policy or to have an alternative records retention schedule to specifically a shorter time period.

The entire issue of retention of Board distributed materials needs to be addressed in consideration of space requirements and convenience for Board member compliance.

Committee discussed options.

**Motion:** by D. Ford, seconded, to direct staff to develop policy regarding retention of board material documents to retain as originals and to not alter the originals by writing or highlighting on them.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

**Agenda Item No. 7.4**

**Electronic Vaulting/Disaster Data Recovery Proposals**

B. Morvant request is to the Committee to send to the Board a motion for staff to begin the development of a Disaster Recovery/Business Continuity Planning Policy to include the engagement of a contract for electronic vaulting and data recovery. She explained that the Office of Information Technology had issued Policy IT-Pol-011, which guide state agencies under the Executive branch to develop and annually update a Disaster Recovery/Business Continuity Planning Policy.

B. Morvant explained a couple of initiatives are taking place at this time. One proposal is to have a central network for Boards and Department of Health and Hospitals and will be a platform for all licensure Boards. Cost will be shared by all licensure Boards for this vendor. They will supply a disaster recovery. At this point it would be almost as expensive as our initial transition to our new software program was. Time and resources may not be best spent in that area. Also, there is not sufficient information to determine if the proposed software performs as our current program does.

Committee discussed.

**Motion:** by P. Bourgeois, seconded, to direct staff to begin the development of a Disaster Recovery/Business Continuity Planning Policy to include the proposed engagement of a contract for electronic vaulting and data recovery for Board approval.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

**Agenda Item No. 7.5**

**Strategic Planning**

B. Morvant requested guidance on planning Strategic Planning day. She would like National Council of State Boards of Nursing research staff to come present the significant research over the last two years. The Committee indicated June as a preferable month.

**Adjournment:** The meeting adjourned at 5:35 p.m.

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