

**ADMINISTRATIVE COMMITTEE MEETING**  
**MINUTES – JANUARY 25, 2005**

**Call to Order:** Patricia Bourgeois, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 5:13 p.m. on Tuesday, January 25, 2005 at the Louisiana State Board of Nursing office located at 3510 N. Causeway Blvd., Suite 601, Metairie, Louisiana.

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

Staff Present  
Barbara Morvant, MN, RN, Executive Director  
Cynthia Morris, MSN, RN, Assistant Executive Director  
Julie Comeaux, Executive Services Assistant

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

**Agenda Item 3**  
**Review of October 26, 2004 Minutes**

The Committee reviewed the October 26, 2004 Administrative Committee Meeting minutes.

P. Bourgeois reminded B. Morvant to look into CD interest rates.

F. Rosenthal inquired on status of previous motion on proposed 2005/06 budget. B. Morvant explained that the motion was to delay approval and budget was revised and then went to the Board for approval at its January Special Call meeting.

**Motion:** by D. Ford, seconded, that the Committee approves the minutes of the October 26, 2004 Administrative Committee meeting.

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

**Agenda Item 4**  
**Vice President's Report and Second Quarter Financial Report (October 1, 2004 –December 31, 2004)**

The Committee reviewed the second quarter financial statement for the period of October 1, 2004 – December 31, 2004. There were no questions.

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

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

C. Morris entered the meeting.

**Agenda Item No. 5**

**Executive Director's Report – Second Quarter (October 1, 2004-December 31, 2004)**

The Committee reviewed the Executive Director's Report for the period of October 1 – December 31, 2004. B. Morvant explained that renewals are not finalized at this time, but will be by next meeting and that data would be supplied then. She mentioned that so far, this was one of the best renewal periods the Board has had and that the two new employees in the licensing department have worked out well in keeping up with the workload on a daily basis. The Board received almost 6,000 on-line renewals to date.

P. Bourgeois asked for future Executive Director Reports to include trending data where significant.

B. Morvant asked committee to look at how the Board should utilize the RN position that will become vacant at the end of February. At this point B. Morvant has asked C. Morris to be responsible for the Practice Committee staffing. Staff is working on getting the Nurse Practice Opinions/Decision Tree on the website and enhancing the Regional Managers in this area. Committee discussed case loads.

Committee continued to review the report and B. Morvant answered questions. B. Morvant suggested the addition of trending data for renewals application yes answers.

B. Morvant reported that the Board had received a complaint by an applicant for licensure submitted to the Office of Civil Rights (OCR) Department of Health and Human Services (DHHS) regarding an Americans with Disabilities Act of 1990 (ADA) complaint regarding one of our application questions. She has directed staff to change the language on that one question wherever it appears on applications.

**Motion:** by D. Ford, seconded, to accept the Executive Director's report for the second quarter (October 1, 2004-December 31, 2004).

**Vote:** P. Bourgeois-yes, D. Ford-yes, F. Rosenthal-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 to the committee that she asked National Council State Boards of Nursing to survey other member Boards and she is awaiting receipt. Starting December 1<sup>st</sup>, management had initiated a new form entitled Investigative Cost Report. B. Morvant has directed RN disciplinary staff to submit completed copies to her. Samples of these completed forms were distributed to committee for their review and discussion. B. Morvant suggested that staff could test one or two months of every case that has been closed either by informal or brought to Board action and give the committee a flow sheet of a months worth of data on how much a certain case cost. It could be based on the outcomes of the case. B. Morvant asked the committee to choose a month they would like staff to survey.

Committee suggested that staff add to the Investigative Cost Report form the type of cases, i.e. student, RN applicant, APRN applicant, drug case, etc.

**Motion:** by D. Ford, seconded, that B. Morvant delegate to staff to continue fact finding and collection of data for the month of March and come back to committee at its next scheduled meeting in April.

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

**Adjournment:** The meeting adjourned at 6:25 p.m.

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

BLM:jcc