

ADMINISTRATIVE COMMITTEE MEETING
MINUTES – APRIL 25, 2006 – APRIL 26, 2006

Call to Order: Frankie Rosenthal, President called the meeting of the Louisiana State Board of Nursing Administrative Committee to order at 6:00 p.m. on Tuesday, April 25, 2006 at Cook Conference Center, Anderson Conference Room located at 3848 W. Lakeshore Dr., Baton Rouge, Louisiana.

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

Staff Present
Barbara Morvant, MN, RN, Executive Director
Kelly Bonaventure, Administrative Assistant V

Absent
Deborah Olds, RN, Vice President

Agenda Item 3
Review of January 24, 2006 Minutes

The Committee reviewed the January 24, 2006 Administrative Committee Meeting minutes.

Motion: by N. Steele, seconded, that the Committee approves the minutes of the January 24, 2006 Administrative Committee meeting.

Vote: N. Steele-yes, F. Rosenthal-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. Committee reviewed and discussed further. The Committee recommended that an update on the investment plan be provided at the next Board meeting. The Committee questioned the "ENEP" fees and Mrs. Morvant stated that she will provide additional clarification regarding what is included in this amount.

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

Vote: N. Steele-yes, F. Rosenthal-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. It was noted that this is a draft report as many of the numbers have not been received from staff.

B. Morvant reported that 664 investigations are currently open. Clarification will be provided on the number of new investigations opened for the quarter which is 162 in correlation to the number of investigations for 2006 currently open which is 116. Lesley Rye, RN Regional Manager resigned to accept a nursing administration position on the Northshore closer to her home.

B. Morvant reported that the total number of disaster permits issued was 467. The total number of registered nurse renewals for 2005 totaled 46,742 and for 2006 totaled 45,418, which results in a net loss of 1,324 renewals in our state from last year. There were 3,063 verifications from September 1, 2005 through the present compared to 1,439 verifications for the same time period last year. 3,419 address changes were received for Orleans Parish (660 of these address changes were within Orleans Parish, 2215 changed to other address within the state of Louisiana, 1199 changed to out-of-state locations).

B. Morvant reported that at the Louisiana State Board of Practical Nurse Examiners (LSBPNE) meeting on March 30, 2006, she expressed concerns with their proposed Emergency Rules, "Practical Nurses, Chapter 16, 1603. Delegation" as it pertains to the delegation of medication administration to certified nursing assistants. B. Morvant asked the LPBPNE to hold off on moving forward with these rules to allow collaboration with DHH, the Nursing Home Association, LSBN, and LSBPNE. The decision of the LSBPNE was to move forward with the rules. There are also 2 bills in the 2006 Regular Legislative Session related to this matter which includes SB 680 that amends the definition of "practice of practical nursing" with respect to delegation of certain activities to subordinate personnel and SB 682 that provides for certified medication attendants in licensed nursing facilities. This could perhaps put the Board of Nursing in a position to change rules regarding delegation to a LPN.

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

Vote: N. Steele-yes, F. Rosenthal-yes

Motion carried

Agenda Item 6.1
Strategic Plan

B. Morvant reported that the impact of Hurricane Katrina has warranted the need to update the strategic plan. It was agreed that a strategic planning session will be held at a future Administrative Committee meeting after the 2006 Legislative Session.

Agenda Item 7.1
Legislative Tracking Report – 2006 Regular Legislative Session

The Committee reviewed the LSBN Legislative Tracking Report depicting bills that are being monitored as low priority, medium, and high priority. The Committee reviewed the report and had much discussion.

Copies of SB 680 which amends the definition of “practice of practical nursing” with respect to delegation of certain activities to subordinate personnel and SB 682 which provides for certified medication attendants in licensed nursing facilities were disseminated to the committee members. Mrs. Morvant noted that Kyle Ardoin, Lobbyist for LSNA has asked for a meeting with Senator McPherson pertaining to SB 680 and SB 682 and he agreed to meet. The Committee recommended opposition to SB 680, recommended that a pilot study be done for SB 682 and also suggested a review of staffing plans with regards to certified nursing assistants vs. certified medication attendants.

B. Morvant reported that a request has been made to Representative Smiley to remove the Nursing Supply and Demand Commission from HB 568 which abolishes certain boards, commissions, authorities, districts and like entities.

The Committee recommended the tracking of HCR 2 as high priority which requests the legislative auditor, in auditing state agencies, to determine the relationship between fees charged and services rendered and to report excessive fees to the Legislative Audit Advisory Council and oversight committees.

Agenda Item 7.2
Proposed revisions to the 2005-2006 Budget

The Committee reviewed the proposed revisions to the 2005-2006 Budget. The Committee requested clarification of the following:

- 1) The correct fee for the sale of the rooster (it is shown as \$50.00; however, was previously shown as \$10.00).
- 2) A detailed listing of the expenses included in miscellaneous revenue
- 3) Should the travel to and from Metairie and Baton Rouge be included in the Office/Miscellaneous Expenditures of \$50,967.42 and questioned if this should be in employee travel.

Motion: by F. Rosenthal, seconded, to accept the proposed revisions to the 2005-2006 and submit for approval at the next board meeting.

Vote: N. Steele-yes, F. Rosenthal-yes

Motion carried

Agenda Item 7.3

Proposed revised organizational chart and new position request

The Committee reviewed the revised organization chart and new position requests. The Committee recommended that the organization chart needs to be integrated with the new strategic plan. It was recommended that current vacant positions be filled prior to new proposed positions. Some concern was expressed with the Licensing Analyst Supervisor position being limited to the supervision of temporary staff only and it was suggested that some consideration be given to making changes regarding that matter.

Adjournment: The Committee adjourned at 8:15 p.m. and will reconvene to finish business on Wednesday, April 26, 2006 following the Education Committee.

Call to Order: The meeting of the Louisiana State Board of Nursing, Administrative Committee was reconvened at Wednesday, April 26, 2006. Frankie Rosenthal, President called the meeting to order at 12:30 p.m. on Wednesday, April 26, 2006 at the Cook Conference Center and Hotel, Zink Conference Room located at 3848 W. Lakeshore Dr., Baton Rouge, Louisiana.

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

Absent
Deborah Olds, RN, Vice President

Other Board Members Present
Carllene MacMillan, MSN, RN
Bonnie B. Johnson, MSN, RN

Staff Present

Barbara Morvant, MN, RN, Executive Director
Kelly Bonaventure, Administrative Assistant V

Agenda Item 7.4

Proposed rules regarding practice privileges during times of disaster

B. Morvant reported that Hurricanes Katrina and Rita has made us aware that rules and regulations need to promulgated to address granting practice privileges during times of disaster. It was recommended to use the Disaster Relief Permit policy as a guide for the development of the rules and regulations for gratuitous and non-gratuitous nursing services. The LSBN board would need to be notified by the nurse within 7 days following the disaster and would be given a permit for 60 days. Issues have arisen with volunteers coming into the state for extended time periods and extensions may need to be granted after the 60 days.

B. Morvant further reported that she is looking into initiating a contract with a technology park for a secure site for the LSBN's data in the event that the LSBN office would be impacted by a disaster. This information will be submitted in the near future with the Business Continuation Plan.

Motion: by N. Steele, seconded by F. Rosenthal to bring proposed rules and regulations pertaining to credentialing and issuing disaster permits during a disaster to the June Board meeting for approval. B. Morvant will send proposed revisions to Ms. Rosenthal for her acceptance prior to sending out to the Board members.

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

Motion: by N. Steele, seconded by F. Rosenthal to extend the policy "Disaster Relief Permit" through June 30, 2006.

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

Agenda Item 7.5

NCSBN Governance and Leadership Advisory Panel Recommendations

B. Morvant reported that the NCSBN Governance and Leadership Advisory Panel have requested feedback on its proposed leadership structure. N. Steele recommended that the Board of Directors/leadership should have diversity and be a true example of the membership and nursing practices across the country. R. Rosenthal recommended that all ten directors be elected. The proposed structure includes nine elected, one appointed by the Board of Directors external to the organization. It was

also recommended that the leadership model should reflect that the membership have input on vision papers.

Agenda Item 7.6

Proposed policy regarding the recognition of 2005 continuing education for 2007 renewal

B. Morvant reported that at the October 5, 2005 Special Call Board meeting, the board enacted to waive the continuing education requirement for the 2006 renewal. Since that policy was enacted the Board has received numerous phone calls from registered nurses inquiring as to whether or not the 2005 continuing education requirements could be used for the 2007 renewal.

Motion: A motion was made by F. Rosenthal, seconded that a new policy is not needed and the 2005 continuing education requirements could not be used for the 2007 renewal.

Vote: N. Steele-yes, F. Rosenthal-yes

Motion carried

Agenda Item 7.7

Proposed revision to LAC46:XLVII.Chapter 33

Revisions to LAC46:XLVII.Chapter 33 were presented to include:

§3305. Official Office of the Board

A. The domicile of the board is Baton Rouge, Louisiana, ~~The office for administration of board work shall be in the metropolitan area of the city of New Orleans.~~ but offices for the purpose of administering the provisions of this Part may be established by the board in any of the principal cities or metropolitan areas of such principal cities in Louisiana.

§3339. Verification of Licensure

A. Registered nurses shall show their license upon the request to do so by their employer or by a consumer of their practice.

B. If there is any suspicion relative to the validity of a license, the office of the board may be called to verify current licensure. Only the correct spelling of the name of the person in question is necessary. The only information given by telephone by the office of the board is whether or not the person in question holds a current license to practice as a registered nurse and the address of the individual.

C. Before employing a person as a registered nurse, current licensure should be verified by inspection of the document and by ~~telephone~~ on-line verification. Failure to do so may result in aiding and abetting an unlicensed person to practice nursing in violation of the law.

D. Annually, on or before January 31, current licensure of registered nurses should be verified by directors of nursing or supervisors. Documentation of visual inspection of license and/or ~~telephone~~ on-line verification is necessary to ascertain that the year is current.

E. Licenses should not be photocopied. In extreme cases where a photocopy is necessary, the copy should be defaced by printing "COPY" in red ink across the copy of the seal of the board.

F. Recordation of license number is discouraged. The number in itself does not verify current licensure, only initial registration. Should the licensee be required to enter a license number on an official record, said licensee shall ascertain the security of this information.

G. Lost or stolen licenses should be immediately reported to the office of the board. Names of persons whose licenses have been lost or stolen are reported in *The Examiner*. For the remainder of the current calendar year, the valid license for the person so listed will have the word "Duplicate" on it.

Motion: A motion was made F. Rosenthal, seconded, to recommend to the Board acceptance of the proposed revisions to LAC46:XLVII.Chapter 33 for rulemaking.

Vote: N. Steele-yes, F. Rosenthal-yes

Motion carried

Other Business:

Appointment of three LSBN board members to meet with three LSBPNE board members to discuss scope of practice issues

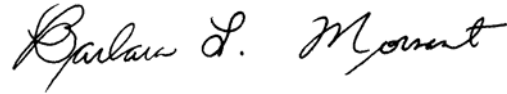
The following three LSBN board members were appointed to meet with three LSBPNE board members to discuss scope of practice issues: N. Steele, C. MacMillan, and D. Olds. It was recommended that F. Rosenthal serve as an alternate in the event one of the three appointees cannot attend. B. Morvant will appoint a LSBN staff member to attend.

Motion: A motion was made by N. Steele, seconded F. Rosenthal

Vote: N. Steele-yes, F. Rosenthal-yes

Motion carried

Adjournment: The meeting adjourned at 2:00 p.m.

A handwritten signature in cursive script that reads "Barbara L. Morvant". The signature is written in black ink and is positioned above a horizontal line. To the right of the signature, there is a vertical red line.

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

Approved: June 12, 2006

/kab