

ADMINISTRATIVE COMMITTEE MEETING
MINUTES – JANUARY 23, 2007

Call to Order: Deborah Olds, President called the meeting of the Louisiana State Board of Nursing, Administrative Committee to order at 2:45 p.m. on Tuesday, January 23, 2007 at the Cook Conference Center and Hotel, Cook Conference Room located at 3848 West Lakeshore Drive, Baton Rouge, Louisiana.

Roll Call: Committee Members Present
Deborah Olds, RN, President
Nora F. Steele, DNS, RN, C, PNP, Vice President
James Harper, MSN, RN, CFNP, Alternate Officer

Other Board Members Present
Carlene MacMillan, MSN, RN

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

Guests: None

Agenda Item 3
Review of October 24, 2006 Meeting Minutes

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

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

Vote: D. Olds – yes; J. Harper – yes; N. Steele - yes
Motion carried

Agenda Item 4
Vice President's Report and First Quarter Financial Report (October 1, 2006 – December 31, 2006)

The Committee reviewed and had much discussion regarding the first quarter financial statement for the period of October 1, 2006 – December 31, 2006.

Mrs. Morvant noted that there has been an issue with licenses renewed and processed on December 13-14, 2006. A large volume of calls are being received from nurses indicating that they have not received their license; however, the LSBN system indicates that the licenses were processed and mailed during this time period. Mrs. Morvant reported that the duplicate

fee is currently being waived for 2007 renewals when the nurses report that they have not received their license in the mail and requested the committee to ratify this action.

Motion: by N. Steele, seconded, to ratify staff's action to waive the \$10.00 duplicate fee for 2007 renewals in which the license was not received via mail.

Vote: D. Olds – yes; J. Harper – yes; N. Steele - yes

Motion carried

Motion: by N. Steele, seconded, to accept the Vice President Report and Second Quarter Financial Report for the period of July 1, 2006 – September 30, 2006.

Vote: D. Olds – yes; J. Harper – yes; N. Steele - yes

Motion carried

Agenda Item No. 5

Executive Director's Report –Second Quarter (October 1, 2006 – December 31, 2006)

The Committee reviewed and discussed the Executive Director's Report for the period of October 1, 2006 to December 31, 2006.

Mrs. Morvant reported that a policy and procedure is currently being developed by Ms. Cynthia Morris on how "yes" answers from renewals are processed to provide consistency in all areas.

Mrs. Morvant reported that a joint meeting of the Louisiana State Board of Nursing and Louisiana State Board of Practical Nurse Examiners was held on January 10, 2007. The LPN Board had four members participate and the meeting went very well. Mrs. Morvant recommended that an equivalent of four RN Board members participate in future meetings.

Mrs. Morvant reported that an architect firm has been selected by the Louisiana Office of Facility Planning, Architect Selection board. Robert Lunsford/Kiper Architect, a joint venture was selected and a tour of building was done on January 3, 2007. The architects will begin further plans as soon as a contract is issued. As of this date, a contract has not been issued.

Mrs. Morvant reported that Melodie Knippers has joined the staff as a Regional Manager. Dr. Elaine Valette has joined the staff as Director of Education. Three employment offers were made to Licensing Analyst

applicants. Westaff temporary agency is currently being utilized for Licensing Assistant positions.

Agenda Item No. 7.1

Fees for Public Document Requests

Mrs. Morvant reported that since the on-line verification system was enhanced to include reporting of past disciplinary action, there has been an increase in public document requests. The committee had much discussion regarding this matter.

Motion: by N. Steele, seconded, to recommend charging the verification fee of \$25.00 for public document requests.

Vote: D. Olds – yes; J. Harper – yes; N. Steele - yes

Motion carried

Agenda Item No. 7.2.

Executive Director's Authority to Sign Contracts on Behalf of the Board Policy Reapproval

This item was discussed and approved at the Special Call Board meeting held at 8:30 a.m.; therefore, additional committee action does not need to be taken.

Agenda Item 7.3

Imagenow Document Management/Imaging System Proposal

Mrs. Morvant reported that the LSBN has been seeking a vendor to develop and implement a document management /imaging system. Mrs. Morvant reported that every application that is received by the LSBN office will be scanned. The committee reviewed the executive summary of a confidential proposal from "Imagenow". It was reported that this vendor has a successful relationship with the Kansas Board of Nursing.

Motion: by N. Steele to approve "Imagenow" proposal and recommend further negotiations for the implementation of document management, imaging, and workflow technology for LSBN.

Vote: D. Olds – yes; J. Harper – yes; N. Steele - yes

Motion carried

Agenda Item 7.4

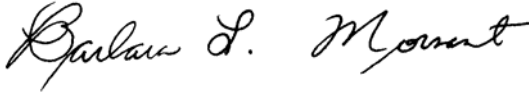
NCSBN Input for New Strategic Direction

Mrs. Morvant reported that the Board of Directors for the National Council of State Boards of Nursing (NCSBN) is seeking input into the discussion of developing new strategic directions for NCSBN which will be discussed at the mid-year meeting in April. The committee members suggested licensure compact issues and criminal background checks as key initiatives.

Other Discussion:

Mr. Harper reported that he will be out of town for the March 12, 2007 Board disciplinary hearings and requested to be excused. He will be present for the March 13, 2007 disciplinary hearings and the General Board meeting on March 14, 2007.

Adjournment: The meeting adjourned at 4:00 p.m.



Submitted by:

Barbara L. Morvant, MN, RN, Executive Director

Approved: 4/25/07

/kab