

DRAFT

ADMINISTRATIVE COMMITTEE MEETING
MINUTES – JANUARY 22, 2008

Call to Order: Deborah Olds, President called the meeting of the Louisiana State Board of Nursing, Administrative Committee to order at 2:35p.m. on Tuesday, January 22, 2008 at the Lod Cook Alumni Center located at 3848 W. Lakeshore Drive, Baton Rouge, LA 70808.

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

Other Board Members Present
Bonnie Johnson, MSN, RN
Carllene MacMillan, RN, MN

Staff Present
Barbara Morvant, MN, RN, Executive Director
Wanda Green, Recorder
Jeff Rice, Esq., Board Attorney

Agenda Item No.3

Approval of October 23, 2007 Meeting Minutes

The Committee reviewed the October 23, 2007 Administrative Committee Meeting minutes.

Motion: by N. Steele, seconded, that the Committee approves the minutes of the October 23, 2007 Administrative Committee meeting.

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

Agenda Item No. 4

Vice President's Report and Second Quarter Financial Report (October 1, 2007 – December 31, 2007).

The Committee reviewed and had much discussion regarding the first quarter financial statement for the period of October 1, 2007 – December 31, 2007.

N. Steele reported that she unable to track financial data by utilizing the Vice President's Report. Discussion followed.

N. Steele will make an appointment with the new CPA prior to the next Board meeting in March to discuss the financial report formation.

Motion: by J. Harper seconded, to accept the Vice President's Second Quarter Financial Report (October 1, 2007 – December 31, 2007) with the exception that the Board wants to review the assets.

Motion carried

Agenda Item No. 5

Executive Director's Report – First Quarter (October 1, 2007 – December 31, 2007)

The Committee reviewed and discussed the Executive Director's Report for the period of October 1, 2007 – December 31, 2007.

B. Morvant stated that she would investigate the status of the 1 (one) pending investigation under disciplinary from 2002.

Motion: by J. Harper, seconded, to accept the Executive Director's Report for the period of October 1, 2007 – December 31, 2007.

Motion carried

Agenda Item No. 6.1

Status Update of New Building

Ms. Morvant reported that the building located on 17373 Perkins Road will be available for staff to move in on February 8th. The majority of staff will close the business day at the Essen lane location and will reopen on February 11th at the Perkins location. Public access to the building and the conference center will not be ready until February 28, 2008.

Therefore, front office staff and licensure staff for walk-in applicants will be located at the Essen Lane location until the public access is complete.

Olds reported that she had the opportunity to tour the new building and is pleased how professionally it has been done.

Agenda Item No. 7.1

Proposed 2007-2008 Fiscal Budget

The Committee reviewed and discussed revisions to the 2007-2008 Fiscal Budget and proposals as follows:

1. Increase legal council by \$50,000/00.
The contract for Wade Shows is currently at 85% of the contract expended with six (6) months remaining. The Spinal Diagnostics lawsuit was an unanticipated expenditure.
2. Increase office expenditure by \$275,000.00.
The Sparkhound consultant's have recommended reconfiguration of our IT system. On suggestion of Sparkhound, CMA Technology Solution, Inc., their IBM business partner suggested SAN (Storage Area Network) Blade Center proposal. The cost for the project is \$230,592.00 equipment expenditure. An additional \$45,000.00 is requested to offset equipment expenditures.

Discussion followed concerning the Proposed 2007-2008 budget particularly the quote for the new computer package.

Motion: by J. Harper, seconded, to accept the Proposed 2007–2008 Fiscal Budget.

Motion carried

Agenda Item No. 7.2

Policy Regarding Removal of Board Member

The Committee reviewed (RS.915) the Policy Regarding Removal of Board Members which states that any member may be removed from the Board after notice and a hearing by the Board wherein grounds for removal is recommended by the Louisiana State Nurses Association. Grounds for removal shall include but not be limited to incompetence, neglect of duty, or unprofessional or dishonorable conduct.

Motion: by J. Harper, seconded, that in the event that a letter of resignation from G. Bryant has not been received by the March Board date, the Board will call a hearing to vote for removal based on neglect of duty.

Motion carried.

Adjournment: The meeting adjourned at 3:22 p.m.

Submitted by:

Barbara L. Morvant, MN, RN, Executive Director

BLM/wg