

ADMINISTRATIVE COMMITTEE MEETING

MINUTES – APRIL 23, 2002

Call to Order: Patsy McClanahan, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 1:00 p.m. on Tuesday, April 23, 2002, at the Louisiana State Board of Nursing office, 3510 N. Causeway Blvd., Suite 501, Metairie, Louisiana.

Roll Call: Board Members Present
Patsy McClanahan, MSN, RDMS, CNP, RN, President
Deborah Ford, MSN, RN, CAN, Vice President
Patricia Bourgeois, MSN, CNS, RN, Alternate Officer

Staff Present
Barbara Morvant, MN, RN, Executive Director
Julie C. Comeaux, Executive Services Assistant

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

Agenda Item 3 **Review of January 22, 2002 Minutes**

The Committee reviewed the January 22, 2002 Administrative Committee Meeting minutes.

Motion: by D. Ford, seconded, that the Committee approve the minutes of the January 23, 2002 Administrative Committee meeting.

Vote: P. Bourgeois-yes, D. Ford, P. McClanahan-yes
Motion carried.

Agenda Item 4 **Review of Financial Statement**

The Committee reviewed the third quarter financial statement for the period of July 1, 2001 - March 31, 2002.

P. McClanahan asked B. Morvant if we anticipate doing more examinations this year. B. Morvant explained that we do anticipate more as graduates are required to submit applications sixty days in advance, so a bulk of the income comes in April from the graduates of May. B. Morvant expects to meet budget in this item.

P. McClanahan asked B. Morvant if we anticipate more charges for attorney fees. B. Morvant explained that we are doing well at this time as we have been minimizing the use, but she anticipates a big jump in the future.

P. McClanahan asked B. Morvant if we anticipate overages in Board and Committee Meetings-Travel. B. Morvant explained that we will probably have overages, but she anticipates shortages in other areas that we can move to this item.

B. Morvant informed the Committee of possible increases of cost for Witnesses to Board Meetings as we have an upcoming case that has some out of town witnesses.

B. Morvant informed the Committee that since the last committee meeting we have had a computer crash. That one of our main servers went down and we may need to replace it. We did not anticipate this and it is not included in this budget. Also, we are doing an equipment analysis and may need more equipment and will try to put in next year's budget.

B. Morvant explained to the Committee that the Board is at a point now that there is a need for more computer support staff. She also explained the importance of a back-up for when our Systems Analyst is not in the office and we have an emergency, our staff needs for trouble shooting support, and the time consuming need for computer scanning during renewals of license. She suggest that we may need a half or full-time employee. One of the Board's goals is to have web based applications and that we are falling behind due to the demand of computer support.

B. Morvant informed the Committee that we have had one termination, and two resignations consisting of two License Analyst positions and one Regional Manager. We will be recruiting for a RNP Program Manager, but to help us out of the crisis she has contracted with Maxine Johnson for three months during the summer to do investigations in the Shreveport area and Barbara McGill will continue to pick up investigations in the Northeast part of the State until we can get the back-log taken care of. After backlog complete we will either reallocate the Investigators/Regional Managers we have or we will fill the vacant position.

P. McClanahan informed the P. Bourgeois that during her absence the Board decided if we can't handle all the cases during the June Board meeting, we have set aside July 15, 2002 for an extra day of hearings if

needed. B. Morvant stated that the June Board meeting would be starting disciplinary meetings on Monday morning.

P. McClanahan asked B. Morvant if she anticipates more spending in Bank Charges or was that due to the scanning of renewal applications. B. Morvant explained that she does not anticipate more spending in bank charges as that was just at renewal time and that the ultimate goal is to include funds in next year's budget to purchase the equipment necessary to perform our scanning in-house to hold down the cost.

B. Morvant also mentioned to the Committee that the Board's office space lease will expire July 2003 and that she will be working on the bids. The Committee concurred that the Metairie location is a good one for the people we service and the cost to the Board.

Motion: by P. McClanahan, to accept the third quarter financial statements.

Vote: P. Bourgeois-yes, D. Ford, P. McClanahan-yes
Motion carried

Agenda Item 5
Executive Director's Report

B. Morvant report was covered in the discussion above.

No action needed at this time.

Agenda Item 6 - Old Business

Agenda Item 6.1
Review of Louisiana State Board of Nursing Bylaws

Agenda Item 6.1.1
Legal Counsel Opinion

B. Morvant informed the Committee of the opinion rendered from Wade Shows, Board Attorney, on our request to clarify Board member appointment and term of office. He explained his interpretation that Board members can not serve more than two consecutive terms, which is eight years and that when a Board member's term has expired and they continue until the next member has been appointed, the replacing member is filling an expiring term, so they will only have two consecutive terms even though a portion of the term may be gone. Whereas, any Board member who decided to not complete their term, a replacement member can

complete their term and then have their own two consecutive terms, because that was an un-expired term.

Agenda Item 6.1.2
Proposed Revisions

B. Morvant proposed revisions to Article I of the Bylaws to read as follows: *“The members of the Board including the ex-officio physician members of the Board shall serve for terms of four years. No person ~~may~~ shall be appointed to serve as a member for ~~more than eight years~~ more than two consecutive four-year terms. Effective date of appointment or re-appointment of a member shall coincide with the expiration date of the previous term. Each member shall serve until his successor has been appointed and confirmed.”* P. Bourgeois pointed out editorial revisions needed on page 4, paragraph 4, the sentence, *“The President shall serve as a ...”*, should read *“The President shall serve as ex-officio member and may serve as a voting member for the purpose of constituting a quorum.”* B. Morvant also noted that the word “ex-officio member” should not be capitalized.

Motion: by P. Bourgeois, seconded, that the Board accept the proposed revisions to Article I of the Bylaws and the Committee approve the editorial changes.

Vote: P. Bourgeois-yes, D. Ford, P. McClanahan-yes
Motion carried.

Agenda Item 7 - New Business:

Agenda Item 7.1
Proposed Rules and Regulations regarding public comments at Board meetings in accordance with La. R.S. 42:5.D.

The Committee reviewed the proposed rules and regulations and discussed the opinion of the attorney for the Board to include time limits for public comments and limit discussion to agenda items only.

The Committee directed B. Morvant draft proposed revisions to the rules and regulations regarding public comment limits and bring them back to the next Committee meeting.

Agenda Item 7.2

Nominations for Appointment to the Joint Administration Committee as the Advanced Practice Registered Nurse for rural areas (interviews to be conducted in Executive Session).

Due to availability of the applicants, P. McClanahan changed the order of the agenda to place this item last

Agenda Item 7.3

Appointment of Registered Nurse to Louisiana State Board of Medical Examiners' Advisory Committee on Midwifery

B. Morvant informed the Committee that the Board has received a letter from the Louisiana State Board of Medical Examiners (LSBME) asking to agree to the nominations submitted for appointment to the Louisiana Advisory Committee Midwifery as submitted to the LSBME and the Louisiana Midwives Association. B. Morvant explained that in accordance with the Midwife Practitioner Act there shall be one member of the Committee who is a registered nurse with obstetrical experience or certified nurse midwife selected from a list of names submitted by the Louisiana State Board of Nursing. B. Morvant verbally communicated to the LSBME staff that LSBN does not want to go forward with the proposed list and that LSBN will submit another list. In the past, the Committee accepted applications for this and nominated Dr. Sally Cook, RN, CNM; but Dr. Cook has never served as of yet. B. Morvant placed a call to Dr. Cook to get her desire to still serve and is awaiting her response.

Motion: by D. Ford, seconded, that the Committee resubmit Dr. Sally Cook name if she agrees to rename, if not than open call to all licensed CNMs and initiate selection process again.

Vote: P. Bourgeois-yes, D. Ford, P. McClanahan-yes
Motion carried.

Agenda Item 8.1

Special Legislative Session Tracking Report

Committee members reviewed and discussed legislative bills, which are currently being tracked by Board staff. B. Morvant highlighted Senate Bill 68, which establishes the Louisiana Health Works Commission (LHWC). The Nursing Supply and Demand Commission (NSDC) will need to present a report to this commission by September 2002. The NSDC will be meeting once a month and LSBN staff will be staffing the subcommittees at least until September 2002 while the LHWC works on its work plan.

Agenda Item 8.2

Legal Opinion Regarding Child Support Enforcement

B. Morvant informed the Committee of the communication the Board received from Department of Social Services, Child Support Enforcement asking us to submit to them a roster of all licensees, so they could identify absent parents who are RNs and enter into a memorandum of understanding between the Department of Social Services and LSBN. Legal opinion from Mr. Shows is that the memorandum supersedes the law. B. Morvant suggest that Mr. Shows communicate with the Department of Social Services. In the interim, if LSBN is notified of an absent parent, staff will check our roster and make said RN inactive until RN complies with Dept. of Social Services, Child Support Enforcement.

Agenda Item 8.3

Legal Opinion Regarding Mailing Lists

B. Morvant informed the Committee that LSBN has received complaints from individuals regarding giving out their names and address for a mailing list and would like their names taken off this list. Mr. Shows' opinion is that LSBN is required by law to supply the names and addresses.

Agenda Item 8.4

Legal Opinion Regarding Social Security Numbers on Applications

B. Morvant informed the Committee that a question regarding applicants possessing social security numbers was raised in relationship to a foreign nurse licensure credentialing issue. The questions is whether or not the Board can issue a license without the individual possessing a social security number. The Louisiana Statues requires that before an applicant is issued a license or a permit that the individual have a social security number.

Agenda Item 8.1 - Continued

Special Legislative Session Tracking Report

B. Morvant asked to report additional information on the Special Legislative Session. She explained House Bill 60-Abuse-State Agencies, that the appropriate adult protection agency procedure report sexual physical abuse and that the agency notifies the Chief Law Enforcement and the parent. Under this rule nurses have a duty to report and the Board has a duty to report cases that have been reported to the Board.

Agenda Item 7.2

Interview of Nominees for Appointment to the Joint Administration Committee as the Advanced Practice Registered Nurse for Rural Areas

The Committee adjourned for a break at 2:10 p.m. and reconvened into Executive Session at 2:30 p.m. for Item 7.2 Nominees: Susan Duhon, CNP, RN, Lynda Ann Green, C-FNP, RN, and Ginger Hunt, C-FNP, RN.

The Committee reconvened into General Session at approximately 5:30 p.m.

Motion: by P. Bourgeois, seconded, that the Committee submit Susan Duhon, CNP, RN for appointment to the Joint Administration Committee on Prescriptive Authority as the Advanced Practice Registered Nurse from a rural area.

Vote: P. Bourgeois-yes, D. Ford-yes, P. McClanahan-yes
Motion carried.

Adjournment: The meeting adjourned at 6:00 p.m.

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

/jcc