

ADMINISTRATIVE COMMITTEE MEETING

MINUTES –JANUARY 14, 2003

Call to Order: Patsy McClanahan, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 1:15 p.m. on Tuesday, January 14, 2003 at the Louisiana State Board of Nursing office located at 3510 N. Causeway Blvd., Suite 601, Metairie, Louisiana.

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

Board Members Absent/Excused
Deborah Ford, MSN, RN, CAN, Vice President

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 October 22, 2002 and December 3, 2002 Minutes

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

Motion: by P. Bourgeois, seconded, that the Committee approve the minutes of the October 22, 2002 Administrative Committee meeting.

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

The Committee reviewed the December 3, 2002 Administrative Committee Meeting minutes.

Motion: by P. Bourgeois, seconded, that the Committee approve the minutes of the December 3, 2002 Administrative Committee meeting.

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

Agenda Item 4.1

Request for consideration of 1-800 number - Report on

B. Morvant reported that staff is continuing to gather information on the 1-800 number. Information from the Nevada Board of Nursing shows their

cost was considerably less than our projection. They have 20,000 licensees compared to our 43,000 licensees. Staff will continue to explore options further.

Agenda Item 4.2
Future Office Space - Report on

B. Morvant reported that she met with Division of Administration they have no problem regarding approval of the Board to purchase a building. DOA representatives felt the Board had sufficient statutory authority to buy a building. The statute reads that the Board can have an office in a principle city of Louisiana. The Board defined in its rules that the city was the metropolitan area. In discussion with Sheri Morris, attorney of Shows, Cali & Berthelot she explained the definition of principle city as incorporated municipality with a population of 5,000 or more. Metairie is not incorporated. Her opinion is that technically the Board has a problem in that before we make an offer on the building the Board needs to make some statutory language changes. B. Morvant requested S. Morris to recommended specific options on the language changes. B. Morvant discussed with the Committee financing of the building. Hibernia is prepared to lend the Board the money and issue a bond approval. The Division of Administration had no problem with the Board obtain financing. Division of Administration also said they have no problem and will not oppose any legislation to amend the act. In the meantime, the Board has also continued to work on the bid prospective for leasing space.

Agenda Item 5.1
Vice President's Report and 2nd Quarter Financial Report for October 1, 2002 - December 31, 2002

The Committee reviewed the 2nd quarter financial statement for the period of October 1, 2002 through December 31, 2002

B. Morvant reviewed the financial statement with the Committee and responded to questions. This statement will be included in the Vice-President's report to go to the full Board.

Motion: by P. Bourgeois, seconded, to accept the 2nd quarter financial statements for October 1, 2002 through December 31, 2002.

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

Agenda Item 6
Executive Director's Report

The Committee reviewed the Executive Director's Report. B. Morvant responded to questions.

Other Business

Cathryn Wright, Executive Director of Louisiana Association of Nurse Practitioners requested to make comment to the Committee.

C. Wright asked the Committee if they could set a time for all future committee meetings and if the agendas could be posted earlier on the website.

P. McClanahan explained that the committees usually meet at the same times, unless unusual circumstances. She also mentioned that these dates are posted on the website. P. McClanahan also explained that the Education and Practice Committees usually meet on the first day in the morning at 9:00 a.m. and the Administration and Compliance Committees in the afternoon at 1:00 p.m., and the second day the Credentialing Committee meets in the morning at 9:00 a.m. In some situations the committee meetings may need to be cancelled or changed.

Ms. Wright asked if the agendas could be posted on the web earlier than it is posted now.

Discussion followed.

Motion: by P. Bourgeois, seconded, that the Administration Committee recommend to the Board to adopt the policy that agendas for all committee meetings shall be posted on the website at least ten days prior to meeting dates.

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

Committee Meeting Dates

The Committee discussed the possibility of changing Committee meeting dates to give staff more time to prepare. After review of the dates the Committee recommends the January 2004 meeting be pushed back after Martin Luther King holiday and to send this to the next Board meeting.

Adjournment: The meeting adjourned at 2:10 p.m.

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