

## ADMINISTRATIVE COMMITTEE MEETING

### MINUTES –APRIL 27, 2004

**Call to Order:** Deborah Ford, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 1:25 p.m. on Tuesday, April 27, 2004 at the Louisiana State Board of Nursing office located at 3510 N. Causeway Blvd., Suite 601, Metairie, Louisiana.

**Roll Call:** Board Members Present  
Deborah Ford, MSN, RN, CNA, President  
Patricia Bourgeois, MSN, CNS, RN, Vice President  
Frankie Rosenthal, MSN, RN, CNS, CAN, Alternate Officer

Staff Present  
Barbara Morvant, MN, RN, Executive Director  
Cynthia Morris, MSN, RN, Assistant Executive Director  
Julie Comeaux, Executive Services Assistant

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

#### Agenda Item 3

##### **Review of January 27, 2004 Minutes**

The Committee reviewed the January 27, 2004 Administrative Committee Meeting minutes.

P. Bourgeois pointed out two corrections to be made. One on page 2, Agenda Item No. 5, line 6, take out the word “have”, and one on page 4, Agenda Item No. 7.3, paragraph two, line 2, change address to “addressed”.

**Motion:** by P. Bourgeois, seconded, that the Committee approve the minutes with correction made as noted of the January 27, 2004 Administrative Committee meeting.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

#### Agenda Item 4

##### **Vice President’s Report and Third Quarter Financial Report (January 1, 2004 – March 31, 2004)**

The Committee reviewed and discussed the third quarter financial statement for the period of January 1, 2004 – March 31, 2004. B. Morvant reviewed with the committee. She pointed out the Office/Miscellaneous Expenses overage was possibly due to office supplies in the incorrect

category and the purchase of emergency servers, due to crashes. Also purchases of new computers. She also pointed out the temporary workers funds have not all been used, but the Board may still need to use more for miscellaneous professional services.

The committee asked about the overage in FICA expenses. B. Morvant explained the Board had hired temporary workers and rehired retired state employees, and that she would look into this more to assure accuracy.

B. Morvant and the committee continued to discuss.

**Motion:** by P. Bourgeois, seconded, to accept the Vice President report.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, P. McClanahan-yes  
Motion carried

**Agenda Item No. 5**

**Executive Director's Report – Third Quarter (January 1, 2004-March 31, 2004)**

The Committee reviewed the Executive Director's Report. B. Morvant reported that the Board had a lot of staff activity, presentations, meetings, etc. The numbers of new investigations are higher for this quarter; due to self-disclosed reports upon renewal.

Discussion followed regarding the number of cases pending for 2001 and 2002. P. Bourgeois requested additional information regarding if cases are still pending from 2001. D. Ford suggested that staff compile a report of open cases for 2001 for the committee to review with a projected timeline for completion.

P. Bourgeois indicated that it is difficult to see the progress being made with case resolution without past years data.

The Executive Director Reports from past periods of 2003 and March 2004 were pulled for review of the open cases. In March of 2003 there were 370 open cases with 6 in 2000 and 24 in 2001 as compared to March 2004, there were 538 open cases.

The committee suggested to B. Morvant to add another column to the report to include the prior year calculations.

(Report on file.)

**Motion:** by F. Rosenthal, seconded, to accept the Executive Director's report for the third quarter (January 1, 2004-March 31, 2004).

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

B. Morvant and D. Ford excused themselves from the meeting at this time, due to emergency legislative issues needing their attention. C. Morris staffed meeting in B. Morvant's absence and P. Bourgeois chaired the committee in D. Ford's absence.

**OLD BUSINESS:**

**Agenda Item 6.1**

**Charge to the Compliance Committee to Review and Propose Increases in Disciplinary Fees, Summary of Action**

C. Morris explained to the committee the data report collected from the Board's Accountant, George Florane. After discussion the committee suggested that the accountant compile another data report of the direct cost in all the different areas related to cases, so the committee can get a better picture to decide what part to recoup and to establish a per hour or percentage and/or type case to charge.

**Agenda Item No. 6.2**

**Retention of Board Material Documents**

B. Morvant has not received the draft proposed policy from the Board attorney. This item is tabled until draft proposed policy has been received from attorney.

D. Ford returned to the meeting at this time.

**Agenda Item No. 6.3**

**Electronic Vaulting/Disaster Data Recovery Proposals**

C. Morris called Carl Nagin, the Board's Information Systems Analyst into this meeting to highlight the electronic vaulting process. He explained that the cost stated is strictly for vaulting only and it does not include the office space, imaging/scanning retrieval of paper documents.

D. Ford expressed concern for scanning and finding documents after electronic installation complete. She explained that her employer has recently completed electronic records and are experiencing difficulties in locating their files even though they did plan and develop a filing system.

C. Nagin also mentioned that the proposed cost for scanning is \$2,200 month.

**Motion:**

by P. Bourgeois, seconded, to accept report on the development of a Disaster Recovery/Business Continuity Planning Policy to include the engagement of a contract for electronic vaulting and data recovery and;

to approve the proposed electronic vaulting proposal to begin July 1, 2004 and to bring amendment to the Board.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes, D. Ford-yes  
Motion carried

D. Ford excused herself from the meeting to meet with B. Morvant on the legislative issues needing their attention.

**NEW BUSINESS:**

**Agenda Item No. 7.1**  
**Nursing Practice Opinions on the Website**

Committee attempted to review the material, but decided without having additional information they were unable to make a decision. Table this item until the next meeting.

**Agenda Item No. 7.2**  
**2004 Legislative Session – Report on**

The committee reviewed the report of bills tracked and high priority bills in legislation and discussed.

**Agenda Item No. 7.3**  
**Strategic Planning Day Plans**

C. Morris reported that the new tentative dates for strategic planning day are November 17 and 18, 2004. She also mentioned that staff would ask Linda Crawford from NCSBN, Research Department to speak to attendees. Further discussion at next committee meeting.

**Agenda Item No. 7.4**  
**Study of Nurse Verification Occurrence**

Staff is requesting the committee to approve to conduct the study and review and give input to survey form. Committee discussed.

**Motion:** by F. Rosenthal, seconded, to approve staff to conduct the study of verification occurrence.

**Vote:** P. Bourgeois-yes, F. Rosenthal-yes  
Motion carried

**Adjournment:** The meeting adjourned at 3:58 p.m.

**Submitted by:** \_\_\_\_\_  
Barbara L. Morvant, MN, RN, Executive Director