

ADMINISTRATIVE COMMITTEE MEETING
MINUTES – APRIL 25, 2007

Call to Order: Deborah Olds, President called the meeting of the Louisiana State Board of Nursing, Administrative Committee to order at 10:45 a.m. on Wednesday, April 25, 2007 at the Cook Conference Center and Hotel, Cook Conference Room located at 3848 West Lakeshore Drive, Baton Rouge, Louisiana. Dr. Steele was excused for the beginning of the meeting due to her participation at the Education Committee meeting.

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

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

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

Guests: Joni Nickens, APRN, FNP, Louisiana Association of Nurse Practitioners
Robbie C. Dugas, APRN, FNP

Agenda Item 3
Review of January 23, 2007 Meeting Minutes

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

Motion: by D. Olds, seconded, that the Committee approves the minutes of the January 23, 2007 Administrative Committee meeting.

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

Agenda Item No. 5
Executive Director's Report –Third Quarter (January 1, 2007 – March 30, 2007)

The Committee reviewed and discussed the Executive Director's Report for the period of January 1, 2007 – March 30, 2007.

Mrs. Morvant reported that she attended the DHH Board Orientation meeting on April 18, 2007. A presentation was given regarding the requirement of a Memorandum of Understanding (MOU) between the Department of Health and Hospitals and the Louisiana State Board of Nursing which describes each party's responsibilities and activities related to cooperation and coordination of licensing, certification and registration of health care professionals in the event of an emergency or disaster pursuant to Act 207 of the Regular Session of the Louisiana Legislature. A template of the MOU was received and Mrs. Morvant expressed concern regarding the requirement of housing data in a remote out-of-state location. The MOU will be presented to the Board in June or once an agreement is reached.

Motion: by D. Olds, seconded, to accept the Executive Director's Report for the period of January 1, 2007 – March 31, 2007.

Vote: D. Olds – yes; J. Harper – yes

Motion carried

Dr. Steele entered the meeting at 11:00 a.m.

Agenda Item 4

Vice President's Report and Third Quarter Financial Report (January 1, 2007 – March 31, 2007).

The Committee reviewed and had much discussion regarding the third quarter financial statement for the period of January 1, 2007 – March 31, 2007.

The committee discussed if it would be feasible to implement sending out the Examiner in an electronic format in order to reduce postage costs. It was noted that email addresses are currently retained for all nurses that renewed on-line.

Motion: by N. Steele to direct LSBN staff to distribute the Examiner in an electronic format.

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

Motion carried

Motion: by D. Olds, seconded, to accept the Vice President Report and Third Quarter Financial Report for the period of January 1, 2007-March 31, 2007.

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

Motion carried

Agenda Item No. 7.1

Budget Adjustments for Fiscal Year July 1, 2006- June 30, 2007

The Committee reviewed budget adjustments for fiscal year July 1, 2006- June 30, 2007. The Committee noted a few typographical errors to include the word “proposed” was misspelled and that the proposed amount for Social Security should be \$5,000 instead of \$500.00.

Motion: by N. Steele, seconded, to approve the budget adjustments for fiscal year July 1, 2006 – June 30, 2007 with corrections.

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

Motion carried

Agenda Item No. 7.2.

Building Update

Mrs. Morvant gave an update on the status of the new building located at 17373 Perkins Road, Baton Rouge, Louisiana. Several meetings have been held with the architects and the next phase will be bidding of contractors. Copies of the building plans were disseminated to all board members in attendance. Mrs. Morvant reported that comments were received from staff addressing that the plans do not have adequate conference space in regards to witness rooms.

Agenda Item 7.3

Organizational Changes

Mrs. Morvant reported that the position of Assistant Executive Director will not be filled at this time. A request will be sent to Civil Service for approval for an additional “unclassified” position to be used for a board attorney to assist with closing cases. The board currently has two unclassified positions and obtaining a third unclassified position would allow an opportunity to fill the Assistant Executive Director position at a later date if needed. Dr. Elaine Vallette, Director of Education, Peggy Griener, Director of Credentialing/Practice, and Thania Elliott, Director of Investigations will continue to report to Mrs. Morvant, Executive Director. A Compliance Director position will be created that will be responsible for compliance and RNP and will also report to Mrs. Morvant.

Adjournment: The meeting adjourned at 12:45 p.m.

Barbara L. Morvant

Submitted by:

Barbara L. Morvant, MN, RN, Executive Director

Approved: July 24, 2007

/kab