

ADMINISTRATIVE COMMITTEE MEETING
MINUTES – APRIL 21, 2009

Call to Order: Nora Steele, President called the meeting of the Louisiana State Board of Nursing, Administrative Committee to order at 11:10 a.m. on Wednesday, April 21, 2009 at the Louisiana State Board of Nursing, 17373 Perkins Road, Baton Rouge, LA 70810.

Roll Call: Committee Members Present
Nora Steele, DNS, APRN, PNP President
Carlene MacMillan, RN, Vice-President

Other Board Members Present
Bonnie Johnson, RN, MN

Staff Present
Barbara Morvant, MN, RN, Executive Director
Sabrita Pierre, Administrative Program Director
Wanda Green, Recorder

Guests: None

Agenda Item No.3

Approval of January 21, 2009 Meeting Minutes

The Committee reviewed the January 21, 2009 Administrative Committee Meeting minutes.

Motion: by C. MacMillan, seconded, that the Committee approves the minutes of the October 22, 2008 Administrative Committee meeting.

Vote: N. Steele – yes; C. MacMillan-yes
Motion carried.

Agenda Item No. 4

Vice President's Report and Third Quarter Financial Report (January 1, 2009 – March 31, 2009).

The Committee reviewed and had much discussion regarding the Third Quarter Financial Statement for the period of January 1, 2009 – March 31, 2009.

The Vice President's Report and Third Quarter Financial Report for the period of January 1, 2009 – March 31, 2009 were distributed to the committee.

B. Morvant explained the delay in receiving the Vice President's Report and Quarterly Financial Report is due to the untimely receipt of the monthly financial statement that conflicts with the time that the quarterly committee meetings are held. It is mid-month before the accountant can

complete this report and this month was also tax season which made the accountant unavailable until April 16, 2009.

B. Morvant reported that the committee will review the need for budget revisions and paying off the mortgage for the Louisiana State Board of Nursing (LSBN) facility.

S. Pierre explained to the committee that one reason to consider paying off the mortgage is the fact that currently, (LSBN) is paying 5% interest on the current mortgage and earning 2% interest on investments.

N. Steele questioned the advantage of paying half of the mortgage expense now and the other half over a period of a year.

B. Morvant stated that it is her recommendation to the Board to pay off the mortgage expense in increments over a one-year-time period. A 2009-2010 budget has already been adopted by the Board; however, there will need to be a revision to the 2009-2010 budget reflecting paying off the building over a one-year-period of time.

N. Steele noted other pending accounts that will mature on May 5th and June 9th of 2009 – and questioned if these funds could be rolled over to operating expenses.

B. Morvant and S. Pierre agreed that the committee would need to make the recommendation to the full board for a budget revision approval.

N. Steele noted the need for this committee to review in the future the concept of maintaining office space for the remote nurses in their domicile locations in order to reduce travel expenses.

The committee continued to review and discuss each line item.

Motion: by C. MacMillan seconded, to accept the Vice President's Report and Third Quarter Financial Report (January 1, 2009 – March 31, 2009).

Vote: N. Steele – yes; C. MacMillan - yes

Motion carried.

Motion: by C. MacMillan seconded, to pay off existing mortgage in one year.

Vote: N. Steele – yes; C. MacMillan – yes

Motion carried.

Motion: by C. MacMillan to accept 2009 – 2010 proposed budget adjustments that will include:

- paying off of mortgage over a one year period;
- adding additional funds to the contract for E. Wade Shows, Esq. the LSBN Board attorney for services rendered to the Board;
- adding additional funds to staff travel to cover remote nurses' travel.

Vote: N. Steele – yes; C. MacMillan - yes

Motion carried.

Agenda Item No. 5

Executive Director's Report – Third Quarter (January 1, 2009 – March 31, 2009)

The Committee reviewed and discussed the Executive Director's Report for the period of January 1, 2009 – March 31, 2009.

Discussion ensued.

B. Morvant and the committee noted conflicting data that needed further review prior to submission to the June 2009 Board meeting as follows:

- number of new investigations
- Education – number of candidates requesting special testing accommodations
- Monitoring – quarter and year-to-date figures
- Continuing Education – number of applications received

Motion: by C. MacMillan, seconded, to accept the Executive Director's Third Quarter Report with corrections for the period of January 1, 2009 through March 31, 2009.

Vote: N. Steele –yes; C. MacMillan - yes

Motion carried

Agenda Item No. 6 None.
Old Business

Agenda Item No. 7.1

NCSBN – Commitment to Ongoing Regulatory Excellence (CORE)

The committee reviewed and discussed the (CORE) data provided in their committee materials.

Discussion ensued.

B. Morvant reported that issues surrounding answering of the telephones continue to be LSBN's biggest problem.

B. Morvant stated that the best way to utilize (CORE) data will be to assist with future strategic planning.

N. Steele stated that the LSBN Strategic Planning will be rescheduled for June 10, 2009.

Motion: by C. MacMillan, seconded, to accept the (CORE) data.

Vote: N. Steele – yes; C. MacMillan - yes

Motion carried

Agenda Item No. 7.2

Senior Health Insurance Information Program

The committee reviewed and discussed the information pertaining to the Senior Health Insurance Program.

N. Steele noted that the time for recruitment for this program ended March 30, 2009.

Motion: by C. MacMillan seconded, to refer the Department of Insurance to the Louisiana State Nurses Association and the Louisiana Association of Nursing Organization for assistance.

Vote: N. Steele – yes; C. MacMillan – yes.

Motion carried.

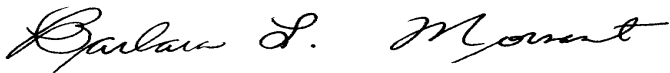
Agenda Item No. 7.3

Report on Library Services

The committee reviewed and discussed the information pertaining to Library Services.

B. Morvant discussed the services currently provided by the library which includes the purchase of an electronic database, the new leadership manuals and other pertinent literature as noted in the committee material. Board members will have the ability to access this database from home.

Adjournment: The meeting adjourned at 1:10 p.m.

Submitted by: 

Barbara L. Morvant, MN, RN, Executive Director

BLM/wg