

**ADMINISTRATIVE COMMITTEE MEETING**  
**MINUTES – April 21, 2010**

**Call to Order:** Deborah Olds, President called the meeting of the Louisiana State Board of Nursing, Administrative Committee to order at 11:00 a.m. on Wednesday, April 21, 2010 at the Louisiana State Board of Nursing, 17373 Perkins Road, Baton Rouge, LA 70810.

**Roll Call:** Committee Members Present  
Deborah Olds, MS, RN, President  
Patricia Johnson, MN, RN Vice-President  
Lucie Agosta, PhD, RNC

Staff Present  
Barbara Morvant, MN, RN, Executive Director  
Sabrita Pierre, Administrative Director II  
Wanda Green, Administrative Assistant, (Recorder)

**Guests:** None

**Agenda Item No. 3**

**Approval of January 20, 2010 Meeting Minutes**

The Committee reviewed the January 20, 2010 Administrative Committee minutes.

**Motion:** by L. Agosta, seconded, that the Committee approves the minutes of the January 20, 2010 Administrative Committee meeting.

**Voice Vote:** D. Olds - yes; P. Johnson-yes; L. Agosta - yes

**Motion carried.**

**Agenda Item No. 4**

**Vice President's Report & Third Quarter Financial Report (January 1, 2010 – March 31, 2010)**

The Committee reviewed and discussed the Third Quarter Financial Statement for the period of (January 1, 2010 – March 31, 2010).

B. Morvant deferred explanation of the budget to S. Pierre.

S. Pierre reported that the previously approved budget was a forecast of what budget expenditures would be for the upcoming fiscal year. State regulations require that if an agency's projections are within five (5%), that entity does not have to report the variances; however, for anything over five (5%), a BA-7 Form - (Program Level Request for Year-End Budget Adjustment Form) must be approved by the board and submitted.

S. Pierre continued by noting four specific areas of variances which occurred in Revenue (2) and Expenses (2) . A copy of the BA-7 Form is attached.

(Discussion ensued.)

B. Morvant stated that at the end of June 2010, board members will receive the Legislative Fiscal audit.

**Motion:** by P. Johnson, seconded, to approve the proposed revisions to the 2009-2010 budget.

**Voice Vote:** D. Olds– yes; P. Johnson-yes; L. Agosta-yes

**Motion carried.**

B. Morvant stated that the accountant will be providing monthly statements for the Executive Director and Vice-President to review.

B. Morvant reported that the only area needing monitoring at this time would be Travel Expenditure in Compliance. Some adjustments may need to be developed. Currently, that expense covers the travel of the Remote Regional Nurse Managers to hospitals in their regions, to the LSBN office as necessary and for board meetings.

B. Morvant stated that LSBN projected 50% more than actual budget for disciplinary fines and fees.

**Motion:** by P. Johnson, seconded, to accept the Vice-President’s Report and Third Quarter Financial Report (January 1, 2010 – March 31, 2010).

**Voice Vote:** D. Olds– yes; P. Johnson-yes; L. Agosta-yes

**Motion carried.**

**Agenda Item No. 5**  
**Executive Director’s Report – Third Quarter (January 1, 2010 – March 31, 2010)**

B. Morvant reported the following:

C. Bienemy has been reworking the data for the Annual Report to create a more readable format and the target date of April 30, 2010 has been tentatively set for completion.

R. Callegan has been appointed as the new Director of Investigations on a permanent basis.

C. York has been hired to fill R. Callegan's old position as Regional Manager.

E. Kliebert has also been hired as a Regional Manager.

A candidate has been hired to file the APRN Credentialing Manager position. He will begin July 1, 2010.

B. Morvant updated the committee on the potential of LSBN for acquiring available property.

The committee was presented with the following options:

**Option 1:** Purchasing the parking segment of the property, placing an addition to current property and adding parking to existing lot. (*approximately 1.5 million for 7000sqf addition*)

**Option 2:** Not purchasing property but adding two-story addition to property on right side of existing building, allowing additional parking on side of board room (*approximately 1 million for 5000sqf addition*)

**Option 3:** Not purchasing property but adding new two-story building to the left side of existing board room, to allow parking under building? (*approximately 1.75 million for 7000sqf addition*)

**Option 4:** Purchase property and use existing building with small changes. (*approximately 2.1 million*)

(Discussion ensued.)

P. Johnson inquired as to the necessity for additional space.

B. Morvant and S. Pierre listed the following reasons for the need of additional space:

Flexibility to open up bathrooms

Additional meeting spaces for board hearings

Additional conference rooms to conduct confidential interviews

Need additional space for the Center for Nursing staff growth

Additional space for potential staff expansion, currently every seating position is occupied.

**Motion:** by P. Johnson, seconded, to authorize the Director to pursue **Option 1.** Purchasing the parking segment of the property, placing an addition to current property and adding parking to existing lot. (approximately 1.5 million for 7000sqf addition)

**Voice Vote:** D. Olds– yes; P. Johnson-yes; L. Agosta-yes

**Motion carried.**

**Motion:** by L. Agosta, seconded, to accept the Executive Director's Report.

**Voice Vote:** D. Olds– yes; P. Johnson-yes; L. Agosta-yes

**Motion carried**

**Agenda Item No. 6**  
**Old Business**

B. Morvant noted that there have been no adverse public comments for any of the rules and that the Board would be able to adopt these rules at their June 2010 meeting.

**6.1 Update on the status of initiating rulemaking for LAC 46:XLVII.§3341 Fees for Registration and Licensure**

**Motion:** by P. Johnson to adopt proposed revisions to LAC46:XLVII.§3341 Fees for Registration and License at the June 2010 board meeting.

**6.2 Update on the Status of Initiating Rulemaking for LAC46:XLVII. §3419 Alternative to Disciplinary Proceedings.**

**Motion:** by P. Johnson to adopt proposed revisions to LAC46:XLVII.§3419 Alternative to Disciplinary Proceedings at the June 2010 board meeting.

**6.3 Update on the Status of Initiating Rulemaking for LAC46:XLVII. §3515 Faculty and Faculty Organizations.**

**Motion:** by P. Johnson to adopt proposed revisions to LAC46:XLVII.§3515 Faculty and Faculty Organizations at the June 2010 board meeting.

**Voice Vote:** D. Olds– yes; P. Johnson-yes; L. Agosta-yes

**Motion carried**

**6.4 Update on Strategic Planning**

B. Morvant reported that during the December 2009 Board meeting, the Board acted to accept SSA Consultant's proposal to facilitate their strategic planning process. The next stage of conducting telephone interviews has been completed and this agenda item is presented to determine who should attend the retreat for strategic planning development.

**Motion:** by P. Johnson for LSBN directors to attend retreat with consultant and present their objectives and goals for their department to the board and come before the board again after a year to be held accountable for maintaining their objectives.

**Voice Vote:** D. Olds– yes; P. Johnson-yes; L. Agosta-yes

**Motion carried**

P. Johnson stated that she would like the Executive Director to discuss with the consultant reducing the scope and perhaps using the remaining portion of the contract for a consultant to help rewrite Chapter 45 or other purposes.

**6.5 Update Electronic Meeting Process**

B. Morvant reviewed the history of the electronic meeting process with this committee to determine preference.

P. Johnson stated that Board members did not want the bulky information that they receive from Education. The criteria can be determined by the committee in order for staff to handle.

B. Morvant suggested resuming the board binder mail-out system and any data more than 50-pages would be scanned and sent electronically.

B. Morvant stated that she and W. Green, Administrative Assistant, will develop a policy so board members and staff could review process for handling board materials.

**6.6 Initiate Planning for 2012 Centennial Celebration**

B. Morvant reported that she is waiting on an opinion letter from Wade Shows who states that there are restrictions involved in the use of state funds. She will proceed with this matter after hearing from the board's attorney. In the meantime, she has initiated a discussion for the need of a public relations consultant.

B. Morvant stated that her intent is to use the LSBN Advisory Committee as the Steering Committee for initial planning. The members of the LSBN Advisory Committee expressed an overwhelming interest in assisting with this project.

Agenda Item No.7  
New Business

7.1 2010 Legislative Session

A complete tracking report of the 2010 Legislative Session was distributed to the committee for review.

B. Morvant highlighted some of the pertinent bills to nursing and how the board conducts its business. The list was as follows:

**HB193**-by Lopinto authorizes the use of administrative subpoenas when investigating sex offenses. This is the governor's bill which allows law enforcement agencies to subpoena phone records and computer records from internet providers of sex offenders but does not allow the information subpoenaed to be released to anyone else. She has been in dialogue with the author to see if he would amend this bill to provide for LSBN to get the records from the police.

**HB343**- by Willmott provides authority for registered nurses to administer anesthetic doses through perineural catheters. This is LSBN's bill. Once HB343 is passed, (LSBN) will draft rules to implement.

**HB361**- by Willmott which creates the crime of battery of a health care provider, to provide for related definitions and penalties.

**HB610**- by Katz extends public records exemption to all practitioners licensed by the Louisiana State Board of Medical Examiners.(LSBME) (LSBN) will track this legislation.

**HB626** – by Barrow replaces the composition and membership of boards, commissions with five (5) members. Two members shall be selected by the House of Representatives, two members shall be selected by the Senate, and one member shall be appointed by the governor. B. Morvant stated she would discuss this bill with the author.

**HB872** – by Mills allows pharmacist to administer influenza immunizations. (LSBN) will track this legislation.

**HB939** – by Katz would allow agencies responsible for licensing Healthcare professionals to hold deliberation in executive session. This bill is proposed by (LSBME) and the (LSBPNE).

**HB1046** – by Willmott authorizes a nurse practitioner to provide healthcare to a minor without the consent of the minor's spouse, parent, or guardian. (LSBN) will track.

**HB1085** – by Waddell provides relative to certain definitions regarding nursing education programs. This bill specifically amends the Nurse Practice Act and the authority of the Louisiana State Board of Nursing (LSBN) to define administrative control of educational purposes.

**HB1227** – by Smiley is relative to surplus funds of licensing boards and commissions. To review licensing fees charged by licensing boards and to require reductions in such fees under circumstances related to fund balances held by these boards.

**SB560** – Donahue requires all state boards and commissions in the Executive Branch to file annually with the commissioner of Administration, the speaker of the House, and the president of the Senate, a financial statement revealing all surpluses.

**7.2 Request by LONE regarding distribution of workforce surveys via emails**

B. Morvant reported that the board had been requested by the Louisiana Organization for Nurse Administrators (LONE) to distribute two (2) surveys through email addresses held by LSBN; one to Nurse Administrators and one to staff Nurse/Nurse Manager Survey.

Discussion ensued.

**Motion:** by D. Olds to deny approval to distribute any survey through LSBN email list server until LSBN can add a question to the Licensure/Examination applications that will ask the nurse if he/she would like their email addresses given out for research purposes.

**Voice Vote:** D. Olds– yes; P. Johnson-yes; L. Agosta-yes

**Motion carried**

**Adjournment:** The meeting adjourned at 12:47 p.m.



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

BLM/wg