

ADMINISTRATIVE COMMITTEE MEETING

MINUTES – JULY 16, 2002

Call to Order: Patsy McClanahan, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 1:10 p.m. on Tuesday, July 16, 2002, at the Louisiana State Board of Nursing office, 3510 N. Causeway Blvd., Suite 601, Metairie, Louisiana.

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

Staff Present
Barbara Morvant, MN, RN, Executive Director
Cynthia D. Morris, MSN, RN, Assistant Executive Director
Julie C. Comeaux, Executive Services Assistant
Barbara McGill, MSN, RN, Compliance Director

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

Agenda Item 3

Review of April 23, 2002 Minutes

The Committee reviewed the April 23, 2002 Administrative Committee Meeting minutes.

Motion: by D. Ford, seconded, that the Committee approve the minutes of the April 23, 2002 Administrative Committee meeting.

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

Agenda Item 4.1

Proposed Rules and Regulations Regarding Public Comment at Board Meetings

B. Morvant explained to the Committee that in accordance with LA RS 42:5.D the Louisiana State Board of Nursing is required to provide for public comment at open meetings and adopt rules accordingly. B. Morvant submitted draft regulations for the Committee's consideration.

Motion: by D. Ford, seconded, that the Committee accept to proceed in rulemaking for the proposed rules and regulations regarding public comment at Board Meetings.

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

Agenda Item 4.2

Appointment of RN to Louisiana State Board of Medical Examiners Advisory Committee on Midwifery

B. Morvant updated the Committee on the status of the Louisiana State Board of Nursing's appointment to the Louisiana State Board of Medical Examiners Advisory Committee on Midwifery. In the past, the Committee accepted applications for this appointment and nominated Dr. Sally Cook, RN, CNM; but Dr. Cook has never served as of yet. B. Morvant placed a call to Dr. Cook to get her desire to still serve. Dr. Cook accepted and her name has been resubmitted to the Louisiana State Board of Medical Examiners.

No other action required.

Agenda Item 5.1

Review of Financial Statement

The Committee reviewed the fourth quarter financial statement for the period of July 1, 2001 - June 30, 2002. B. Morvant responded to questions. This statement will be included in the Vice-President's report to go to the full Board.

B. Morvant pointed out to the Committee that there are no expenditures shown for equipment on page 2 of 3 of the Fourth Quarter Financial Report. The Board has changed to an accrual system of accounting; therefore equipment expenditures are not reflected because equipment is a capital expense. The fixed asset purchase for 2002 was actually \$84,296.

B. Morvant explained that this report will be revised and in the new fiscal year it will be restructured to report a capital budget and an operating budget and will be resubmitted to this committee for re-adoption

Motion: by P. Bourgeois, seconded, to accept the fourth quarter financial statements with revisions as discussed, i.e. capital budget.

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

Agenda Item 5.2

Report on Status of Disciplinary Cases

B. McGill, Compliance Director and C. Morris, Assistant Executive Director presented a status report of disciplinary cases.

Since April 1, 2001 through June 30, 2002 the Louisiana State Board of Nursing recorded 780 complaints. As of June 30, 2002, Louisiana State

Board of Nursing had 265 open investigations. C. Morris presented the administrative plan and deadline for resolving cases.
D. Ford suggested that Regional Managers be required to submit a report on status of their cases to their supervisor.

After lengthy discussion on the method for staff to report to the Board the status of complaints, the Committee request that a report on compliance activities be incorporated into the Executive Director's report.

Motion: by D. Ford, seconded, that the report on the compliance activities be accepted and presented to the Board with the Executive Director's Report.

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

Agenda Item 5.3

Discussion Regarding Feasibility of a 1-800 Telephone Number

B. Morvant asked the Committee to what extent should LSBN utilize the 1-800 number to better determine the estimate of cost.

P. McClanahan expressed that it should be accessible to the general public for filing complaints, so it would not be a financial burden. Possibly it could also be extended as a courtesy to all RNs.

P. McClanahan suggested that the estimate be shown in both aspects, but that the general public is her first preference.

B. Morvant also reported that long distance telephone calling cards are forthcoming for Board Members use for Louisiana State Board of Nursing related business.

Agenda Item 6

Executive Director's Report

B. Morvant reported that corrections are needed to page three, Licensure, B. Examination and C. Advanced Practice Registered Nurses before going to the full Board. The APRN report was not received and inadvertently half of the RN applicant permits were placed as the APRN permits.

No action needed at this time.

Adjournment: The meeting adjourned at 2:35 p.m.

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