

ADMINISTRATIVE COMMITTEE MEETING
MINUTES – JULY 26, 2005

Call to Order: Patricia Bourgeois, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 4:45 p.m. on Tuesday, July 26, 2005 at the Louisiana State Board of Nursing office located at 3510 N. Causeway Blvd., Suite 601, Metairie, Louisiana.

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

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

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

Agenda Item 3
Review of April 26, 2005 Minutes

The Committee reviewed the April 26, 2005 Administrative Committee Meeting minutes.

Motion: by D. Ford, seconded, that the Committee approves the minutes of the April 26, 2005 Administrative Committee meeting.

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

Agenda Item 4
Vice President's Report and Fourth Quarter Financial Report (April 1, 2005 – June 30, 2005)

The Committee reviewed the fourth quarter financial statement for the period of April 1, 2005 – June 30, 2005. Committee reviewed and discussed further.

Motion: by D. Ford, seconded, to accept the Vice President Report and Fourth Quarter Financial Report for the period of April 1, 2005 – June 30, 2005.

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

Agenda Item No. 5

Executive Director's Report –Fourth Quarter (April 1, 2005-June 30, 2005)

The Committee reviewed the Executive Director's Report for the period of April 1 – June 30, 2005.

B. Morvant referred and summarized to the committee her report on the Audit for Compliance of 2004 CE/Practice Requirements for Relicensure. She also reported staff changes that Juliet Thiel, Licensing Analyst-Compliance submitted her request for retirement, Tiara Pillisi, Licensing Analyst-Compliance resigned and Lillie Rodgers, Accounting Specialist has recently been promoted within this office to Licensing Analyst-Examination. Also among the changes this quarter are that disciplinary actions are now being handled by other employees outside of Disciplinary Department, such as Education department for criminal record checks, Credentialing for APRNs, and C. Morris, Assistant Executive Director on audit/continue education issues. Another change has been the inclusion of weekly meetings with RN staff to discuss RN Practice Issues.

B. Morvant added to her report the status of the negotiations on the purchase offer on a new office building. The Board made a counteroffer of \$95 per square foot, however the building owner would not agree to the condition of seller's responsibility for inspections. The Board's realtor has been directed to broaden our search scope. Today, we have heard that the seller is now reconsidering the Board's contract offer.

Motion: by F. Rosenthal, seconded, to accept the Executive Director's report for the fourth quarter (April 1, 2005-June 30, 2005).

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

Agenda Item 6.1

Review of Disciplinary Fines and Fees

Deferred until next committee meeting.

Agenda Item 7.1

Strategic Plan

B. Morvant referred the committee to the status report column on the Strategic Plan revised September 10, 2003. In review with the committee she summarized that most of the objectives have been accomplished and that work has been ongoing for staff development. Also distributed with this report were the attachments of the Mission Statement, presentation material entitled, "Louisiana RN Board of Nursing Board Retreat dated February 23, 2005, LSBN Performance Improvement/Customer Service Plan, and notes from the Strategic Planning Day with Board and Staff

entitled, “Hopes and Expectations.” B. Morvant asked the committee for direction on revisions to be made to the Strategic Plan for 2005-2006.

D. Ford suggested subjects of disciplinary hearings debriefing and student criminal background checks. Committee discussed further.

The committee further discussed debriefing needs and how to process within the Board’s legal standards. Also, their options to minimize late hours for disciplinary hearings. It was suggested to develop a cut-off time of 10:00 p.m. and come back the next day. The committee members suggested that something be done about minimizing witnesses and attorney’s time to speak to the board and to eliminate rehashing when no witnesses are involved.

Committee suggested the evaluation of the hearing process and elimination of enhance image and visibility of the Board.

B. Morvant noted suggestions and will make revisions and return to the committee at its next meeting in October for proposed 2006 Strategic Plan.

Agenda Item 7.2

Legislative End of Session Tracking Report

B. Morvant presented to the committee the LSBN Legislative End of Session Tracking Report effective July 12, 2005 which outlines the end status of LSBN high priority and monitored bills. B. Morvant summarized the actions leading to HB 697 which provides for the performance of certain tasks by direct service workers in an individual’s residence and SCR 64 which provides for a study of the feasibility of Louisiana joining the Nurse Licensure Compact. B. Morvant also mentioned that National Council of State Boards of Nursing is conducting a study on the multi-state licensure compact. Committee reviewed the report and discussed further.

Agenda Item 7.3

Electronic Board Books

S. Pierre referred the committee to the Studio 361 presentation handout for their review and discussion. S. Pierre explained the process, tools, training, equipment needed and cost to the Board. Committee reviewed and discussed.

Motion: by D. Ford, seconded, to direct staff to discharge and implement electronic board books with the timeline 2007.

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

Agenda Item No. 7.4

Executive Director's Performance Evaluation

Motion: by P. Bourgeois, seconded, to go into executive session for the purpose of completing the Executive Director's performance evaluation.

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

Executive Session began at 6:58 p.m.

Open Session began at 7:29 p.m.

Motion: by D. Ford, seconded, that Barbara Morvant met the requirements for evaluation and for next increase and that this is effective July 1, 2005.

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

Adjournment: The meeting adjourned at 7:30 p.m.

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

BLM:jcc