

**ADMINISTRATIVE COMMITTEE MEETING**  
**MINUTES – JULY 26, 2006**

**Call to Order:** Frankie Rosenthal, President called the meeting of the Louisiana State Board of Nursing Administrative Committee to order at 9:14 a.m. on Wednesday, July 26, 2006 at the Cook Conference Center and Hotel, Zink Conference Room located at 3848 West Lakeshore Drive, Baton Rouge, Louisiana.

**Roll Call:** Committee Members Present  
Frankie Rosenthal, MSN, RN, CNS, CNA, President  
Deborah Olds, RN, Vice President  
Nora F. Steele, DNS, RN, C, PNP, Alternate

Other Board Members Present  
Carllene MacMillan, MSN, RN

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

Absent  
None

**Guests:** Kyra Hayes, RNC, Woman's Hospital  
Danielle Coursey, RNC, Woman's Hospital  
Antiqua Smart, RNC, Woman's Hospital  
G. Juneau, RNC, Woman's Hospital

**Agenda Item 3**  
**Review of June 12, 2006 Meeting Minutes**

The Committee reviewed the June 12, 2006 Administrative Committee Meeting minutes.

**Motion:** by N. Steele, seconded, that the Committee approves the minutes of the June 12, 2006 Administrative Committee meeting.

**Vote:** N. Steele-yes, F. Rosenthal-yes, D. Olds - yes  
Motion carried

**Agenda Item 4**

**Vice President’s Report and Fourth Quarter Financial Report (April 1 – June 30, 2006)**

The Committee reviewed the fourth quarter financial statement for the period of April 1, 2006 – June 30, 2006.

**Motion:** by D. Olds, seconded, to accept the Vice President Report and Third Quarter Financial Report and Investment Plan for the period of April 1, 2006 – June 30, 2006.

**Vote:** N. Steele-yes, F. Rosenthal-yes; D. Olds - yes  
Motion carried

**Agenda Item No. 5**

**Executive Director’s Report –Fourth Quarter (April 1, 2006 – June 30, 2006)**

The Committee reviewed the Executive Director’s Report for the period of April 1 – June 30, 2006. Mrs. Morvant reported that she has been involved with the Legislative Session and a report would be given during the latter part of the meeting. Mrs. Morvant reported that older cases are continually being resolved and nurses currently under investigation agreements will be moved from investigations to monitoring. There is currently a vacancy for a Regional Manager and we are currently seeking qualified candidates. The 2005 Annual Report draft is completed and will be published. Mrs. Morris is currently working on the statistics to the “yes” answers to arrests, malpractice, etc. for the last renewal period and this information will be provided at the next meeting.

**Motion:** by F. Rosenthal, seconded, to accept the Executive Director’s report for the fourth quarter (April 1, 2006- June 30, 2006).

**Vote:** F. Rosenthal-yes; N. Steele-yes; D. Olds - yes  
Motion carried

**Agenda Item 6.1**

**Budget Revisions 2006-2007**

The Committee reviewed budget revisions for 2006-2007. The major changes included the following:

- The revenue projection for Endorsement Permits was added.
- The revenue project for student clinical fees was added.
- The on-line renewal processing fees were removed (approval has been received from the State Treasurer to remove \$3.00 convenience fee from licensees).
- The salaries were increased to reflect the additional proposed positions.
- Travel for board members/board development was increased.

- Office expenditures were increased to reflect upgrade of equipment to coincide with new building occupancy.

Mrs. Morvant distributed a new organizational chart with proposed positions and noted that the salaries for these positions are included in the budget revisions. An organizational chart of current staff and titles was also distributed. Mrs. Morvant also reported that Mr. George Florane, the part-time Accounting Technician has resigned and a full-time person will be hired soon. Mrs. Morvant noted that the expenses associated with the Board's approval of the datacenter virtual hosting services as part of the business continuation plan in the event of a disaster to be provided by Network Technology Group was not included with the revisions. Therefore, the monthly fee of \$2,100 will need to be added to expenses.

Mrs. Morvant gave an update on the new building located at 17373 Perkins Road, Baton Rouge, Louisiana. Bids will be solicited to potential architects to make repairs and redesign to meet LSBN needs. The current tenants may vacate the building by the end of September and a closing date will be scheduled.

Mrs. Olds expressed appreciation and high regard to the LSBN staff with the accomplishments during the past year of moving to temporary space in Baton Rouge while experiencing personal losses due to Hurricane Katrina and also acquiring the new office building. Mrs. Morvant stated that she will share this information with the staff.

**Motion:** by F. Rosenthal, seconded, to approve the budget revisions for 2006-2007 and add the \$2,100 monthly fee for datacenter virtual hosting services.

**Vote:** F. Rosenthal – yes; N. Steele – yes; D. Olds – yes  
Motion carried

### **Agenda Item 6.2**

#### **On-Line Renewal Process**

At the previous meeting, the committee requested that staff prepare an on-line renewal process for policy review and procedure. A proposed timeline was presented to the committee in which all RNs with on-line accounts with LSBN will receive postcard notices to update profiles and renew on-line or notify the LSBN office if they would like a hard copy application. All RNs without an on-line account with LSBN will receive the postcard and also a hard copy application. It was noted that there are currently 33,000 on-line accounts. Positive feedback with regards to on-line renewals was expressed by the guests in attendance. Board members also stated that they have received positive feedback from the RN staff members. It was suggested by Mrs. MacMillan that LSBN promote the privacy and security of the website in the Examiner and on the postcards.

**Motion:** by F. Rosenthal **to** accept the on-line renewal timeline.

**Vote:** F. Rosenthal – yes; N. Steele – yes; D. Olds – yes  
Motion carried

**Agenda Item 6.3**

**Update to Proposed Rules Regarding Practice Privileges during Times of Disaster**

At the July Board meeting, the Board approved to initiate rulemaking of the proposed draft. Since that time, LSBN staff developed a disaster permit affidavit form and a copy of the rulemaking draft to Chapter 33, 3329 Temporary Permits with consolidated revisions was sent to Legal Counsel for review. The fiscal notes and draft will be submitted to the Louisiana Register to meet the August deadline. The Committee reviewed the draft Disaster Permit Affidavit form and made a couple of editorial changes.

**Motion:** by F. Rosenthal, seconded, to accept the Disaster Permit Affidavit form with revisions.

**Vote:** F. Rosenthal – yes; N. Steele – yes; D. Olds – yes  
Motion carried

**Order of Agenda**

**Motion:** by F. Rosenthal, seconded, to rearrange the order of the agenda.

**Vote:** F. Rosenthal – yes; N. Steele – yes; D. Olds – yes  
Motion carried

**Agenda Item 7.2**

**Extension of Disaster Permits for DHH Volunteers**

Mrs. Morvant received a phone call from Claire Millet, Chief Public Health Nurse, Office of Public Health, Louisiana Department of Health and Hospitals, along with a formal written request received on June 30, 2006, requesting that LSBN extend the existing disaster relief permit process. The need for assistance still exists in the New Orleans area for out-of-state volunteer nurses/health care professionals to offer gratuitous services to evacuees and displaced citizens.

**Motion:** by N. Steele, seconded, to ratify LSBN Staff's recommendation to extend time period of LSBN's Administrative Policy 5.96 "Disaster Relief Permit" from June 30, 2006 through October 31, 2006.

**Vote:** F. Rosenthal – yes; N. Steele – yes; D. Olds – yes  
Motion carried

**Agenda Item 7.4**

**Legislative Report – 2006 Regular Legislative Session**

A summary of all bills tracked by LSBN during the 2006 Legislative Session was provided to the committee members. In addition, a listing of all bills tracked by LSBN that have been signed or vetoed by the Governor was also provided in addition to copies of SCR 134, HCR 127, HB 70, HB 846, HB 153, SB 135, SB 139, SB 482, and SB 624. Mrs. Morvant reported that The Louisiana State Nurses' Association defeated Senate Bill 680 which amends the definition of "practice of practical nursing" with respect to delegation of certain activities to subordinate personnel and SB 682 Provides for certified medication attendants in licensed nursing facilities and also provided a brief synopsis of these two bills to the guests in attendance. The Committee has much discussion regarding SCR 134, which requests the Board of Regents and the nursing boards to work together and study the feasibility of expanding nursing programs in order to alleviate the nursing shortage crisis that exists in Louisiana, and this will be addressed in the Strategic Plan.

**Motion:** by F. Rosenthal, seconded, to accept the Legislative Report from the 2006 Regular Legislative Session.

**Vote:** F. Rosenthal – yes; N. Steele – yes; D. Olds – yes  
Motion carried

**Agenda Item 7.3**

**2006-2008 Strategic Planning**

Mrs. Morvant distributed copies of the 2002-2005 Strategic Plan in addition to a handout entitled "What Type of Board Do You Want To Be". The Committee had much discussion and it was decided that the following new initiatives should be added to the Strategic Plan:

- Establish permanent headquarters in Baton Rouge to meet staff and board requirements/Transition to new building
- Recruiting/Training and Staff development
- LPN/RN Collaboration regarding SCR134
- Schools/ Criminal Background checks
- On-line Renewals in 2008
- Business Continuation Plan in the event of a disaster

The Committee reviewed each of the initiatives in the 2002 – 2005 Strategic and recommended removal of the items that have been completed and selected initiatives to retain for 2006-2008 Strategic Plan.

**Motion:** by F. Rosenthal, seconded, to revise the strategic plan with the changes as proposed.

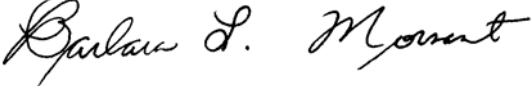
**Vote:** F. Rosenthal – yes; N. Steele – yes; D. Olds – yes  
Motion carried

**Agenda Item 7.1**  
**Executive Director's Evaluation**

**Motion:** by F. Rosenthal, seconded, for the Committee to enter into Executive Session to complete the performance evaluation of Barbara L. Morvant, Executive Director.

**Vote:** F. Rosenthal – yes; N. Steele – yes; D. Olds – yes  
Motion carried

**Adjournment:** The meeting adjourned at 1:05 p.m.



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

**Approved: 10/24/06**

**/kab**