

## ADMINISTRATIVE COMMITTEE MEETING

### MINUTES – OCTOBER 22, 2002

**Call to Order:** Patsy McClanahan, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 1:00 p.m. on Tuesday, October 22, 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  
Julie C. Comeaux, Executive Services Assistant  
Sabrita Pierre, Accountant  
Patricia Ladner, RN Consultant for Practice  
Sister Lucie Leonard, Consultant

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

**Reorder of Agenda** P. McClanahan moved to reorder the agenda to allow report on proposed independent study continued education course, item 6.1.

### Agenda Item 3 **Review of July 16, 2002 Minutes**

The Committee reviewed the July 16, 2002 Administrative Committee Meeting minutes.

**Motion:** by D. Ford, seconded, that the Committee approve the minutes of the July 16, 2002 Administrative Committee meeting.

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

### Agenda Item 6.1 **Report on Proposed Independent Study Continued Education Course**

B. Morvant explained to the Committee that at this time she is not asking for the Committee to act on this proposal, but for the report to show the intent to the Committee and have the Committee advise on the plan for review.

Sister Lucie Leonard and Patricia Ladner joined the meeting to present the proposed independent study continued education course entitled, "Most

Frequently Asked Questions". Sister Lucie guided the Committee through the packet showing the outline of the course. Ms. Ladner pointed out that this course will answer questions for most who go on-line to look for answers and will decrease the amount of phone calls.

Mrs. Morvant asked if some of this material duplicates the Nurse Practice Act (NPA). Sister Lucie acknowledged that some of it is text from the NPA and the Rules. Sister Lucie pointed out the advantage of the hyperlinks in navigating through the text.

The Committee discussed and pointed out some points of interest and confusion and suggested some minor changes.

B. Morvant suggested to the Committee that the packet be distributed to the staff for critical review and then have the changes incorporated into the packet before sending out to the Board for December meeting

**Motion:** by D. Ford, seconded, that the Committee remand back to Board staff for further review and then send out to the Board members for review for the December meeting.

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

#### **Agenda Item 5.1**

#### **Vice President's Report and 1<sup>st</sup> Quarter Financial Report for July 1, 2002 - September 30, 2002**

The Committee reviewed the first quarter financial statement for the period of July 1, 2002 - September 30, 2002.

B. Morvant explained to the Committee that the report reflects the GASB accounting standard. S. Pierre explained that the GASB 34 has to do with the fixed assets and what is capitalized and what isn't. In the past government agencies did not depreciate assets. GASB 34 requires depreciation of assets over \$5,000. As for inventory, the state has been inventorying and capitalizing equipment at \$1,000. Following practice pre-GASB 34 everything under \$1,000 was an expense, everything \$1,000 and above was capitalized on the financial statements. When GASB 34 came into effect the capitalization threshold changed from \$1,000 to \$5,000.

B. Morvant responded to questions. This statement will be included in the Vice-President's report to go to the full Board.

**Motion:** by P. Bourgeois, seconded, to accept the first quarter financial statements for July 1, 2002 - September 30, 2002.

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

**Agenda Item 5.3**  
**Proposed Budget Adjustments 2002-2003**

The Committee reviewed the proposed budget adjustments for 2002-2003. The proposed budget revision if adopted would result in a deficit budget for 2002-2003. B. Morvant explained the changes and responded to questions.

Committee recommended before submitting the proposed budget to the Board to include assumptions and update projected revenue. Staff was charged with revising the budget proposal to present a balanced budget.

**Agenda Item 5.4**  
**Proposed 2003-2004 Budget**

The Committee reviewed the proposed 2003-2004 budget. B. Morvant explained the changes and responded to questions

Committee recommended before submitting the proposed budget to the Board include assumptions and to update projected revenue. Committee discussed cost for disciplinary matters and various options to increase revenue other than increasing renewal fees, such as increasing fines, monetary fees for RNP participants, and how to assign disciplinary cost based on time of investigations.

Committee directed B. Morvant to make adjustments to the proposed budget and before the Board meeting the Administrative Committee will meet to vote on submittal to the Board.

**Motion:** by D. Ford, seconded, to remand the budget back to staff for additional adjustment and to direct staff to determine hours of investigations or time limits to go to the Board at the March Board meeting.

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

**Agenda Item 5.2**  
**Legislative Audit Report**

B. Morvant reported that on page two of the audit report, the auditor made a statement of error. S. Pierre explained the error was due to GASB 34 rule and that clarification has been made.

B. Morvant informed the Committee that a report of explanation will be sent to the Legislative Auditor and a copy will be sent to all the Board

members. B. Morvant stated is considering annual audits instead of every two year audits. Committee felt that B. Morvant could make that decision.

**Agenda Item 5.5**  
**Future Office Space Proposal**

B. Morvant reported that the Board has been notified that it is time to go out for bid of office space. B. Morvant explained that the need for space has increased from 7,400 sq. ft. to 8,600 sq. ft. The increase is due to more space needed for file cabinets, a larger Board Room to include room for 50 attendees, an additional conference room needed for settlement hearings, and for staff. B. Morvant also mentioned the Board's options as one to buy our own building, two to move staff all to the same floor in the existing leased space, or three to move to another leased location. B. Morvant requested the Committee to give her direction on their priorities.

Committee recommended their priorities to be the Board Room as their first priority, space for staff and to stay within budget limits.

**Agenda Item 5.6**  
**Proposed Policy Regarding Executive Director's Authority to Sign Contracts on Behalf of the Board**

B. Morvant requested the Board adopt a specific policy authorizing her to sign contracts on behalf of the Board. Such authorization is required of the Office of Contract Review.

**Motion:** by P. Bourgeois, seconded, to give to Barbara L. Morvant, Executive Director the authority to sign contracts on behalf of the Board and to assign a designee as the Executive Director so chooses.

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

**Agenda Item 5.7**

Proposed 2003 meeting dates were presented to the Committee for review. The Committee recommended a change to the December 2003 Board meeting dates to December 1, 2 and 3, 2003.

**Agenda Item 5.8**  
**Attendance at Workshops**

The Committee reviewed the upcoming workshops and discussed budget limits for attendance.

Committee recommended four to five Board members and two staff members attend the 27<sup>th</sup> Annual FARB 2003 Forum. The Board members

include N. Steele, T. Ashby, S. Crapanzano, K. Moody, and P. Bourgeois. Staff to include B. Morvant and one other staff member.

The Committee recommended P. McClanahan and B. Morvant to attend the Citizen Advocacy Center 2002 Annual meeting.

The Committee recommended B. Morvant to attend the NCSBN Patient Safety Summit.

**Agenda Item 4.1**

**Request for Consideration of 1-800 number**

The Committee reviewed the cost projection for the 1-800 number. In discussion with B. Morvant the Committee recommended to compare cost of DHH complaint line and to explore other cost effective options.

**Agenda Item 6**

**Executive Director's Report**

The Committee reviewed and accepted the new format of the Executive Director's Report.

B. Morvant reported to the Committee that the Nursing Supply and Demand Commission Annual Report 2002 is nearly complete and ready to go to the Louisiana Health Works Commission.

No action needed at this time.

**Agenda Item 5.9**

**Executive Director's Evaluation**

The Committee entered into Executive Session to conduct the Executive Director's annual evaluation.

**Adjournment:** The meeting adjourned at 4:30 p.m.

**Submitted by:**

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Barbara L. Morvant, MN, RN, Executive Director

BLM/JCC