

ADMINISTRATIVE COMMITTEE MEETING

MINUTES – JULY 15, 2003

Call to Order: Patsy McClanahan, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 2.35 p.m. on Tuesday, July 15, 2003 at the Louisiana State Board of Nursing office located at 3510 N. Causeway Blvd., Suite 501, Metairie, Louisiana.

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

Board Members Excused
Deborah Ford, MSN, RN, CNA, Vice President

Staff Present
Barbara Morvant, MN, RN, Executive Director
Sabrita Pierre, Accountant

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

Agenda Item 3

Review of April 15, 2003 Minutes

The Committee reviewed the April 15, 2003 Administrative Committee Meeting minutes.

Motion: by P. Bourgeois, seconded, that the Committee approve the minutes of the April 15, 2003 Administrative Committee meeting.

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

Agenda Item 4

Vice President's Report and Fourth Quarter Financial Report (April 1, 2003 - June 30, 2003)

The Committee reviewed the 4th quarter financial statement for the period of April 1, 2003 - May 31, 2003 and the pro forma report through June 30, 2003. B. Morvant explained that the final report will be available after the closeout of the fiscal year and will be made available at the next Board meeting.

The Committee discussed the possibility of increasing the board travel budget for professional meetings in 2003/2004 budget for networking and

education. P. McClanahan also suggested an in-house speaker for training to save cost.

Motion: by P. Bourgeois, seconded, to accept the Vice President report.

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

Agenda Item No. 5
Executive Director's Report

The Committee reviewed the Executive Director's Report. B. Morvant responded to questions. (Report on file.)

OLD BUSINESS:

Agenda Item 6.1
Request for Consideration of 1-800 number - Report on

B. Morvant suggested a consumer hotline for complaints to be posted on the website. The committee discussed. B. Morvant directed S. Pierre to determine the cost for the consumer hotline for the next Board meeting.

Motion: by P. Bourgeois, seconded, to recommend to the full Board to establish a consumer hotline.

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

Agenda Item No. 6.2
Future Office Space – Report on

B. Morvant reported that the Board has received the enabling legislation to purchase immovable property and has also renewed the Board's current lease for another three years through June 30, 2006. The Board will now start planning for a new building.

Agenda Item No. 6.3
EMS Rules – Report on

B. Morvant reported that the Emergency Medical Services department has not gone forth with adopting the rules the Board has objected to and they may have agreed to our changes, but they objected to removing delegation. At this time, they have not republished in the Louisiana Register.

Agenda Item No. 6.4

LAC 22:I Chapter 5. Administration of Medications to Children in Detention Facilities - Report on

B. Morvant reported that the Department of Public Safety and Corrections has published the Notice of Intent to adopt the rule amendment with our one correction. Comment deadline is July 30, 2003.

Agenda Item No. 6.5

LAC 46:XLVII.3503.Definitions - Report on

B. Morvant reported that the deadline for request of public hearing was July 10, 2003 and there has been no request for public hearing and no comments received. This amendment is now ready for the Board to adopt.

Agenda Item No. 6.6

2003 Legislative Session Report

B. Morvant explained that the Tracked Bills Status Report shows all the bills tracked, the Enrolled Legislation and Act Numbers report shows the bills that became law, and a copy of every bill that affected the Board is attached. The Board will have a Special Call Board meeting on House Bill 1433. HB 1393 is giving the Board authority to purchase a new building. HB 1541 regarding the Health Works Commission requires all licensing boards to submit data on their licensing fees. Health Works Commission has assigned B. Morvant to this work group. HB 1619 for a guaranteed loan program for certain nursing students and for loan forgiveness in return for service passed. HB 2010 authorized the Milne Home for Girls to operate as an adult residential care home has passed. The Milne Home is to be licensed through Department of Social Services, but the Board of Nursing will audit the medication administration. The committee continued to review and discuss this report.

NEW BUSINESS:

Agenda Item No. 7.1

2003 - 2004 Budget - Review of

The Committee reviewed and discussed the 2003-2004 budget. Discussion ensued regarding the expenses and revenues of the Board. B. Morvant reported measures have been taken to cut back on expenses. Committee discussed possible fees for processing control substance applications, board fines to include attorney preparatory time and investigators preparatory time, increase in other fines, increase renewal fees, and to include prescriptive authority renewal and audit of continued education unit fees.

Motion: by P. Bourgeois, seconded, to send to the Board with changes proposed by staff (on file), to increase the funds for Board development, and review compliance recommendations on fines for possible fees increases.

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

Agenda Item No. 7.2
Proposed Revisions to Strategic Plan

B. Morvant reported that originally the Committee requested an addition of two columns to the strategic plan, being the status and resources to complete. In meeting with the staff it was realized that the status was due to either the priority wasn't high and not necessarily that there was a need for more funds or consultation. B. Morvant directed staff to review their portion of the plan and coordinate and develop their processes and the benchmarking for their process and submit for her review and approval. The Committee further discussed proposed revisions.

Motion: by P. Bourgeois, seconded, to accept proposed revisions to the strategic plan.

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

Agenda Item No. 7.3
Executive Director's Performance Evaluation

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

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

Adjournment: The meeting adjourned at 5:00 p.m.

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

BLM:jcc