

ADMINISTRATIVE COMMITTEE MEETING

MINUTES – OCTOBER 26, 2004

Call to Order: Deborah Ford, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 1:55 p.m. on Tuesday, October 26, 2004 at the Louisiana State Board of Nursing office located at 3510 N. Causeway Blvd., Suite 601, Metairie, Louisiana.

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

Staff Present
Barbara Morvant, MN, RN, Executive Director
Julie Comeaux, Executive Services Assistant

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

Agenda Item 3

Review of July 27, 2004 Minutes

The Committee reviewed the July 27, 2004 Administrative Committee Meeting minutes.

Motion: by P. Bourgeois, seconded, that the Committee approves the minutes of the July 27, 2004 Administrative Committee meeting.

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

Agenda Item 4

Vice President's Report and First Quarter Financial Report (July 1, 2004 – September 30, 2004)

The Committee reviewed and discussed the first quarter financial statement for the period of July 1, 2004 – September 30, 2004. B. Morvant reviewed with the committee. P. Bourgeois pointed out there has been an increase in interest rates on CDs. Committee discussed possibility of increasing interest earned on CDs. Committee asked for explanation on expenditures on Educational Conferences/RNP Training. B. Morvant stated she believes this may be an error and that she will check into this. B. Morvant continued to review and discuss the higher expenditures with the Committee.

Motion: by P. Bourgeois, seconded, to accept the Vice President report with the stipulation that staff research interest rates and terms now available on CDs.

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

Agenda Item No. 5

Executive Director's Report – First Quarter (July 1, 2004-September 30, 2004)

The Committee reviewed the Executive Director's Report. B. Morvant reported that staff is negotiating a professional services contract with a physician to replace an existing contract with a physician who is no longer located in the state. D. Ford suggested that staff check rates via website on Medicare rates and also to request the physician's charge rates for certain CPT codes. B. Morvant further mentioned the number of open investigations and committee discussed concerns on percent of 2002 not completed. Committee asked B. Morvant to bring back to this committee at its next scheduled meeting, a detailed report of pending cases for 2002 and proposed action to bring current. Committee further reviewed this report and discussed nurse practice calls. B. Morvant reported that renewal application forms have been mailed to RNs and that on-line renewal has been delayed. Delay is due to problem contacting to the Louisiana payment gateway.

Motion: by P. Bourgeois, seconded, to accept the Executive Director's report for the first quarter (July 1, 2004-September 30, 2004).

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

OLD BUSINESS:

Agenda Item 6.1

Charge to the Compliance Committee to Review and Propose Increases in Disciplinary Fees, Summary of Action

Committee reviewed and discussed Department Cost Comparisons gathered by the Board's Accountant, George Florane. Also, B. Morvant explained that staff is now tracking attorney cost and time spent for each individual case, so cost may be determined when needed. D. Ford suggested the need to track percent of time spent on a case for payroll related benefits and she recommended a short term study to determine average.

Motion: by P. Bourgeois, seconded, for staff to conduct a short-term, approximately one week study by logging the actual time spent on cases, and for B. Morvant to survey other Boards and return to this committee at its next meeting with the study results and survey data of other Boards.

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

Agenda Item No. 6.2
Strategic Planning Day Plans

B. Morvant reported the dates last discussed for January 26 and 27, 2004 was not good for other Board members. Committee discussed other possible dates.

Motion: by P. Bourgeois, seconded, to approve proposed strategic planning dates as February 22 and 23, 2005.

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

NEW BUSINESS:

Agenda Item No. 7.1
Proposed 2005/06 Budget

Committee reviewed 2005/06 proposed budget projections and discussed revenue, possibility of raising fees, expenditures and deficit. Committee further discussed in detail expenditures and possible cutbacks.

Motion: by P. Bourgeois, seconded, to delay approval of proposed 2004/05 budget and for staff to reduce expenditures by approximately \$60,000 and return to committee at its next meeting.

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

Motion: by P. Bourgeois, seconded, to include a proposed fee increase in the 2005/06 budget and Administrative Committee will hold a special call meeting prior to December 8, 2004 Board meeting to review and approve the proposed 2005/06 budget to go to the Board.

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

Agenda Item No. 7.2
Proposed 2005 Meeting Dates

Committee reviewed proposed 2005 Board meeting dates and suggested a change for settlement committee dates of Tuesday, February 22, 2005 to Monday, February 21, 2005 and to have strategic planning dates in conjunction with this meeting. Also, committee suggested changing the settlement committee date of Monday, April 18, 2005 to April 25, 2005, so it may be in conjunction with other committee dates of April 26-27, 2005.

Motion: by P. Bourgeois, seconded, to approve proposed meeting dates with the above changes to be submitted to the Board at its December meeting.

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

Item No. 7.3

Executive Director's Evaluation

Committee went into Executive Session to conduct Executive Director's performance evaluation.

Executive Session: 5:25 p.m.

Adjournment: The meeting adjourned at 5:55 p.m.

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

BLM:jcc