

ADMINISTRATIVE COMMITTEE MEETING
MINUTES – October 20, 2010

Call to Order: Patricia Johnson, Vice-President called the meeting of the Louisiana State Board of Nursing, Administrative Committee to order at 12:30 p.m. on Wednesday, October 20, 2010 at the Louisiana State Board of Nursing, 17373 Perkins Road, Baton Rouge, LA 70810.

Roll Call: Committee Members Present
Deborah Olds, MS, RN (Excused)
Patricia Johnson, MN, RN Vice-President
Lucie Agosta, PhD, RNC

Other Board Members Present
Carllene Macmillan, MN, RN
Larry Haley, MSN, CRNA

Staff Present
Barbara Morvant, MN, RN, Executive Director
Sabrita Pierre, Administrative Director II
Wanda Green, Administrative Assistant, (Recorder)

Agenda Item No. 3

Approval of July 21, 2010 Meeting Minutes

The Committee reviewed the July 21, 2010 Administrative Committee Minutes.

Motion: by L. Agosta, seconded, that the Committee approves the minutes of the July 21, 2010 Administrative Committee.

Voice Vote: P. Johnson-yes; L. Agosta-yes

Motion carried.

Agenda Item No. 4

Vice President's Report & First Quarter Financial Report (July 1, 2010 - September 30, 2010)

B. Morvant directed committee to the Louisiana State Board of Nursing Department of Health and Hospitals State of Louisiana's Basic Financial Statements and Independent Auditor's Report. She stated that the bottom-line of this report was LSBN received a clean audit. The audit covers July 1, 2010 through September 30, 2010; however, the Vice-President's Report covers July 1, 2010 through September 30, 2010. When the 2011-2016 Strategic Plan is devised, one of the objectives reviewed will be if funds from fees and fines are being generated to the fullest and exactly when a change in fee schedule can be projected.

Motion: by P. Johnson, seconded, for LSBN to approve the First Quarter Vice-President's report and to forward the financial variances in percentages by next week.

Voice Vote: P. Johnson-yes; L. Agosta-yes

Motion carried.

Agenda Item No. 5

Executive Director's Report – First Quarter (July 1, 2010 – September 30, 2010)

B. Morvant reported that the current status of the Executive Director's Report. This quarter LSBN has closed out a lot of renewals; working on perfecting the hearings process; continued revisions taking place with the policy and procedure manual; enhancing the Examiner and revising the LSBN Website. The Examiner should be completed this week. LSBN continues to see an increase in the number of complaints received especially among students. A block has been placed on those that did respond to criminal background check letters.

Motion: by P. Johnson to accept the Executive Director's Fourth Quarter Report.

Voice Vote: P. Johnson-yes; L. Agosta-yes

Motion carried.

Agenda Item No. 6

Old Business

6.1 Update on the status of initiating Rulemaking for LAC 46:XLVII.§3705 Perineural Catheter.

B. Morvant advised the committee of the status of initiating rulemaking for LAC 46:XLVII.3705 Perineural Catheter. No action required.

6.2 2010 Centennial Celebration

B. Morvant gave an update on the status of initiating plans for the 2012 Centennial Celebration.

Motion: by L. Agosta that the LSBN authorize the Executive Director to seek a Professional Service Contract (PSA) with a public relations company to plan and provide public education programs in conjunction with 2012 and that the LSBN request that LSNA acknowledges the anniversary of the

100 year celebration of 2012 at the Nightingale Celebration.

Voice Vote: P. Johnson-yes; L. Agosta-yes

Motion carried

6.3 LSBN Strategic Plan

A copy of the revised Strategic Plan goals was distributed to the committee. B. Morvant reported that there will be a 4-hour session with the Staff and SSA to develop strategies for implementing the following revised goals:

- **Goal I:** Insure that LSBN remains at the forefront of national trends.
- **Goal II:** Enhance the image and visibility of LSBN
- **Goal III:** Promote regulatory effectiveness through evidence-based distributed decision making.

- **Goal IV:** Forecast registered nurse resource needs for Louisiana
- **Goal V:** Ensure financial sustainability for LSBN.

Motion: by P. Johnson that LSBN accepts the revised 2011-2016 goals.

Voice Vote: P. Johnson-yes; L. Agosta-yes

Motion carried.

Agenda Item No.7

New Business

7.1 2011-2012 Proposed Budget

S. Pierre reported the key assumptions and planned future activities of the Board. Close attention was given to calculation inclusion of all pertinent numbers. She discussed the workforce plans, building renovation and nursing centennial plans in detail.

P. Johnson stated that she would like to see the percent variances and where there is a significant variance change. She stated that it was obvious that there was a significant change in attorney's fee but she would prefer to view in percentage.

Motion: by L. Agosta that LSBN adopts the 2011-2012 Proposed Budget with the

addition of percentage variances.

Voice Vote: P. Johnson-yes; L. Agosta-yes

Motion carried

7.2 Proposed LSBN 2011 Meeting Dates

B. Morvant distributed two (2) sets of meeting dates proposal. One set with the traditional 27 meeting dates and another proposal that included implementing ten (10) dates annually with a five (5) board member hearing panels one of which must be a board officer and every other month board meeting dates will be held. She explained that other boards utilize this process but there is no documentation in their rules. Therefore, she has instructed W. Shows and C. Cangelosi, the board attorneys, have been charged with designing revisions to Chapter 45 to institute the authority of the new hearing panels.

(Discussion ensued.)

L. Haley suggested having dialogue with the attorneys in regards to establishing some type of time limitation guidelines for board hearing cases.

B. Morvant stated she would revisit the matter with board attorneys.

B. Morvant stated that she would draft a proposal for hearing panels to present to the full board in December. No motion required.

7.3 Development of Rules and Regulations Relative to Hearing Procedural Process House Bill 1262/Act 943.

B. Morvant reported that she has charged the attorneys to work with her in implementing rules and regulations for governing hearing panels. This is still an ongoing work in progress.

7.4 Louisiana Emergency Response Network (LERN): Appointment to Board Position

B. Morvant reported that this recruiting announcement has been place on the LSBN website and the Examiner. The deadline for interested candidates to apply is November 15, 2010. She will let the board president decide on which four (4) candidates to submit to the Governor Jindal's office.

7.5

Application for states to participate in NCSBN Transition to Practice Study

B. Morvant reported that we do not have a pool of hospitals large enough to participate in this study. The deadline is November 30, 2010 to identify 30 hospitals to sign on that they are interested in participating in this very extensive Transition to Practice Study.

(Discussion ensued.)

There being no further business this meeting adjourned at 1:45 p.m.

Barbara L. Morvant

Submitted by:

Barbara L. Morvant, MN, RN, Executive Director

BLM/wg