

ADMINISTRATIVE COMMITTEE MEETING

MINUTES –OCTOBER 14, 2003

Call to Order: Patsy McClanahan, President called to order the meeting of the Louisiana State Board of Nursing Administrative Committee at 4:37 p.m. on Tuesday, October 14, 2003 at the Louisiana State Board of Nursing office located at 3510 N. Causeway Blvd., Suite 601, Metairie, Louisiana.

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

Staff Present
Barbara Morvant, MN, RN, Executive Director

Guest
Frankie Rosenthal, LSBN Board Member
Deborah Olds, LSBN Board Member

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

Agenda Item 3 **Review of July 15, 2003 Minutes**

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

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

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

Agenda Item 4 **Vice President's Report and First Quarter Financial Report (July 1, 2003 - September 30, 2003)**

The Committee reviewed and discussed the first quarter financial statement for the period of July 1, 2003 – September 30, 2003. B. Morvant explained there is a slight increase in telephones due to improvements to the system. Office miscellaneous expenses are high, due to new computers.

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

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

Agenda Item No. 5

Executive Director's Report – First Quarter (July 1, 2003-September 30, 2003)

The Committee reviewed the Executive Director's Report. B. Morvant reported that we had two new hires, Peggy Griener and Leslie Rye and have had no staff turnover. B. Morvant responded to questions. (Report on file.)

Motion: by D. Ford, seconded, to accept the Executive Director's report for the first quarter (July 1, 2003-September 30, 2003) report.

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

NEW BUSINESS:

Agenda Item 6.1

Proposed Meeting Dates for 2004-2005

B. Morvant reported that the dates have been pushed back to allow staff more time to better meet deadlines for mailing out information to board members. Deadlines previously set were causing time conflicts with reports due at period endings (i.e. finances).

P. McClanahan noted that the second date on the Settlement Committee schedule was incorrect, that it should read February 17, 2003.

Motion: by D. Ford, seconded, to accept the 2004-2005 proposed meeting dates with the correction of Settlement Committee meeting date from February 16, 2003 to February 17, 2003.

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

Agenda Item No. 6.2

Proposed 2004-2005 Budget

B. Morvant reported that the format needs some revisions to show last year's final, this year's budget and next year's budget to show the whole picture before sending to the Board meeting. Committee reviewed and discussed. B. Morvant answered questions.

Motion: by D. Ford, seconded, to accept the proposed 2004-2005 budget.

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

Agenda Item No. 6.3
Disciplinary fees and fines

P. McClanahan stated to the committee that they had originally asked Compliance Committee to review and propose increases in disciplinary fees and now they are asking for more direction. B. Morvant referred to her summary of various actions taken on this so far. P. McClanahan explained the expenses and staff preparation time taken for Consent Orders. The committee discussed how they apply the fees already approved by the Board and the budget projections in this area.

Motion: by D. Ford, seconded, to instruct the Compliance Committee to review and propose increased fees for (a) practicing without a license (b) consent agreements reached after charges are filed, and to direct staff accountant to prepare report of amount charged for fines as compared to actual cost (e.g. staff time, hours or preparation, expense for witnesses, attorney fees, etc.)

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

Agenda Item No. 6.4
Attendance of NCSBN Institute of Regulatory Excellence

The Committee reviewed the information on the National Council of State Boards of Nursing Institute of Regulatory Excellence seminar being offered. B. Morvant asked the committee if they would like to send a Board member. The Committee reviewed and discussed the fellowship offer and application process. D. Ford suggested that whoever is interested should apply for the fellowship for the experience of applying and whoever is not awarded the fellowship then a decision could be made of who to send. D. Ford stated she would be interested in applying.

Adjournment: The meeting adjourned at 6:00 p.m.

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

BLM:jcc