

**Minutes**  
**WV Center for Nursing Board Meeting**  
**January 27, 2006**

**Attending:** Melissa Aguilar, Pamela Anderson, Denise Campbell, Amy Campbell, Dr. Shelia Kyle, Dr. Cynthia Persily.  
**Attending via teleconference:** Mary Beth Barr, Dottie Oakes, Theresa Witt  
**Not Attending:** Cheryl Basham, Vickie Jones, Janice Maynard  
**Guests:** Duane Napier, Alicia Tyler, Janet Caruthers, RN

**Agenda**

I. Call to Order and Review of Minutes

The meeting was called to order and chaired by Dr. Persily. Dr. Persily asked for any changes or clarifications needed. With no changes requested by members, Dr. Persily asked for a motion to approve the December 16, 2005 Board minutes. Dottie Oakes moved; Theresa Witt seconded; and the motion passed unanimously.

II. Discussion of Parameters of Operation for Executive Director

Dr. Persily discussed the parameters that the RN Board of Examiners has in place for their executive director. Some are specific to their work; financially the executive director is authorized to spend less than \$5,000 without the board's approval, as long as item is in budget; also can call executive committee for approvals. Duane Napier stated that the LPN Board has similar requirements. The WVNA was contacted; however, they are maintaining tight control over the budget; their guidelines were very restrictive. Dottie Oakes stated that maybe a percentage of the budget could be considered the ceiling of expenditures, without Board approval, in order to give the Executive Director some flexibility. Dr. Persily requested that the Operations Committee look at the budget in terms of fixed and discretionary funding and make a recommendation at the next Board meeting, as to a percentage that the Executive Director will be able to expend without Board approval.

In continuing the discussion on parameters, Dr. Persily then asked how the Executive Director should respond to contacts for information from the public, media, and the legislature. Does the Board need or want the Chair or Executive Director to respond to all contacts? Dr. Persily stated that the RN Board does allow their executive director to speak on data and factual information. On the position of the board on issues, the chair is the spokesperson. Dottie Oakes stated that the WVCN Executive Director should be the contact point and should know the Board's position on the issues. Ms. Oakes stated she felt that the WVCN should be a one-stop-shop and a filter for all nursing information. Ms. Tyler stated that if information is requested on issues that the WVCN has not studied; there's no problem in making that reply to legislative contacts. Mr. Napier stated that he had no problem in calling Board members and asking for their input, information, and help. He stated that an agenda item for the next meeting should be to look at legislative contacts.

## Scheduling of Quarterly Board Meetings for 2006

Dr. Persily reminded the Board members that they had decided to review meeting monthly, once it was felt the agency was up and running. Ms. Oakes stated that she felt that the Board could start to meet quarterly in 2006, with the subcommittees meeting in between. Dr. Persily said that the Board moved to quarterly meetings; that the meeting time needed to be extended to at least ½ day so that the Board would actually be able to build some work time into the meetings.

The Board agreed unanimously to schedule its meetings quarterly on the 4<sup>th</sup> Friday of the month at 8:30 a.m., with the subcommittees meeting in the months in between. However, due to scheduling conflicts, the next Board meeting is scheduled for Friday, April 21, 2006 at 8:30 a.m. in the President's conference room at the offices of the WV Higher Education Policy Commission. The Board will meet on July 28<sup>th</sup> and on October 27<sup>th</sup>, which will be the "annual" meeting in which officers will be elected. Both meetings have been scheduled in the large conference room on the 9<sup>th</sup> floor at HEPC.

### III. Executive Director's Report

As the subcommittee's reports would involve lengthy discussion; Dr. Persily asked the newly hired Executive Director to present his report.

Mr. Napier reviewed the various issues he had dealt with i.e., requesting a replacement to the WVCN from the LPN Board, submission of abstract for the 4<sup>th</sup> Annual National Conference of Nursing Workforce Leaders, development of the website, fund transfers, subcommittee meetings. The newly formed Data Subcommittee still needs one more person.

Board members discussed the development of a website for the Center, as required by statute and agreed that they preferred an extension of .org and the domain name for the WVCN be spelled out.

### IV. Reports from Subcommittee Meetings

- A. Recruitment and Retention Initiatives. Did not meet. However, Alicia Tyler presented information that she had been gathering regarding development of the required scholarship program for the WVCN. Development of a legislative rule to guide the scholarship program was discussed; however, the timeline to begin such work is short with the initial filing deadline April 29<sup>th</sup>.

Dr. Persily asked that since the Board already has legislative directive in statute to begin program; if filing the rule could be moved forward to January 2007, but going ahead an awarding some funding by fall. Dr. Persily also asked if this could qualify as an emergency rule.

Ms. Tyler stated that she didn't feel the emergency rule qualification applied in this case, but that she would discuss with Bruce Walker, Counsel for HEPC and supply his response to the Board.

Dr. Persily moved the discussion to the basics for the scholarship program. She stated that she feels the program should be used as a retention mechanism; to keep nurses in the state and that the scholarship awards be used for the best good and not to supplant other financial aid.

Duane Napier stated that he and Alicia had discussed paying for books, gas, child care, or uniforms, i.e., items that traditional scholarships do not cover.

Dr. Persily stated the WVU has an emergency fund to help students cover unexpected expenses to help keep them in school – to fill the gaps.

Melissa Aguilar stated that WIA has found a lot of overlapping in various programs that are available, i.e., WVDHHR has a program that will cover child care costs and that the WVCN should not duplicate efforts. She felt that the WVCN should consider starting classes to keep students in the state, especially those in the border counties; that once students leave for their education, they do not return.

Dr. Persily stated that it needed to be clear that the funds are for students, but that she would also like to see some funding for matching grants with employers; that might be a tool to increasing nurses in the shortage areas, i.e., rural hospitals, long-term care, and school nurses.

Dr. Persily stated that the Board would like to have recommendations at the April meeting, and that the R&RI Subcommittee might consider inviting Financial Aid staff from HEPC and Dean Martin from the WVU School of Nursing to its next meeting. Dr. Persily asked the Executive Director to make contacts and see what needs are not being met for nursing students.

Amy Campbell asked about surveying high schools students for their input on the financial needs. Ms. Aguilar stated that the RESA agencies could handle. Dr. Persily also stated that the high school guidance counselors could be a good source.

Theresa Witt stated that she felt the Board should emphasize awarding scholarships to non-traditional students; as high school students have many other avenues, especially the Promise scholarship program. Ms. Witt stated that some LPNs in her class have dropped out because they cannot afford to continue to work toward their RN. Non-traditional students will stay in the state as most already have family/community ties.

Melissa Aguilar stated that the WIAs have lists of displaced workers who want to stay in the state that with financial assistance, this maybe a source of new recruits.

Dr. Persily stated that the institutions keep a list of people who are admitted but do not register or take courses. She also suggested that a small set-aside might bring these people back to school.

The Recruitment and Retention Initiatives Subcommittee next meeting will be on Friday, February 24<sup>th</sup> at 1:30 p.m. Place to be announced.

- Agenda Item: Review draft three-year strategic plan.
- Agenda Item: Scholarship program recommendation at April Board meeting.

- B. Planning. Dottie Oakes, Chair, stated that the subcommittee held a day-long working meeting on strategic planning in Flatwoods on January 25<sup>th</sup>. Ms. Oakes and Mr. Napier were the only attendees. Ms. Oakes and Mr. Napier presented a draft, three-year, strategic plan for the Board's review.

Dr. Persily stated that upon brief review, she felt that the goals should not be so specific; maybe they needed to be collapsed. She suggested that each subcommittee put reviewing the plan on their meeting agenda, and that a full review of the plan by the WVCN Board would be placed on the April agenda.

- Agenda Item: Review draft three-year strategic plan.

- C. Operations. Mary Beth Barr, Chair, stated that the subcommittee did not meet; however, she reviewed changes made in the budget by HEPC Finance Office for the Board's information. The main changes involved line items where invoices had been paid, but no funds allocated, resulting in negative balances. Also, the rent has increased since the building was sold. The unbudgeted amount can remain listed as such until the Board decides where it needs to be spent.

Dr. Persily asked for a motion to approve the clarifications. Dr. Kyle moved; Denise Campbell seconded; and the motion passed unanimously.

Ms. Barr then stated that she had forgotten to work with Mr. Napier on developing a press release on the WVCN hiring him as the Executive Director. They will work together by telephone to write and distribute.

- Agenda Item: Spending percentage for Executive Director.
- Agenda Item: Review draft three-year strategic plan.
- Agenda Item: Press release on hiring of Executive Director.

## VI. Old Business, New Business, and Announcements

### Old Business:

- Dottie Oakes will provide a summary of model career path plans for the Board's information and review.

- Operations Subcommittee will develop a format for a bio page of skills for Board members.

#### New Business:

- Agenda Item: Financial report
- Agenda Item: Review of draft, three-year strategic plan.
- Agenda Item: Reports from subcommittee meetings.
- Agenda Item: Informational requests from public, media, legislature.
- Agenda Item: Scholarship program recommendations.
- Agenda Item: Advisory group development.

#### Announcements:

- Dr. Persily asked if any Board member was interested in attending the 4<sup>th</sup> Annual Conference of National Nursing Workforce Centers to be held in April 2006. She asked if the WVCN Board wanted to approve paying for at least three people. Dr. Kyle moved to support attendance at the conference; Pam Alderman seconded; and the motion passed unanimously. Duane Napier was approved to attend at the December meeting. Amy Campbell and Denise Campbell both expressed an interest in attending.
- Dr. Persily then discussed Unity Day at the Legislature on February 9<sup>th</sup>. WVNA asked if the WVCN Board wanted to join them in recognizing the WVU Magnet status designation. If the WVCN Board agrees, WVNA will work to do the proclamation, etc. Senator Prezioso is scheduled to read the proclamation on the Senate floor. Dr. Persily and Duane Napier will also do a presentation. Dr. Persily asked for motion for the WVCN Board to join with WVNA in recognizing the WVU Magnet status. Pam Alderman so moved; Amy Campbell seconded; and the motion passed unanimously.
- Dr. Persily reported that the American Nurses Association has asked all states to do a study of muscular/skeletal injuries as reasons for RNs leaving the workforce. Dr. Persily stated that it might be best to request a legislative study on this issue as the worker's compensation information is now controlled by a private entity. However, the information provided may be miniscule as people are reluctant to report or file a claim; might get better data from a different source, maybe as a question on the licensure form.
- Dr. Persily discussed that the statute forming the WVCN allows for an advisory committee group. Dr. Persily suggested that the Board start looking at developing this group and have people at the October meeting.

#### VI. Adjournment

With no other business, Dr. Persily asked for a motion to adjourn. Moved to adjournment by Dr. Kyle; seconded by Amy Campbell, and the motion passed unanimously.