

WV Center for Nursing  
March 29, 2006  
Operations Subcommittee Meeting Minutes

Members Present: Mary Beth Barr, Denise Campbell, Cyndi Persily, Duane Napier  
Members Absent: Vickie Jones  
Guests: None

I. Call to Order

Mary Beth Barr, Chair, called the meeting to order.

II. Approval of minutes from meeting on November 17, 2005.

Ms. Barr then requested a review of the previous meeting's minutes and asked for any changes. With none presented by the members, Ms. Barr asked for a motion to approve as written. Denise Campbell moved to approve; Dr. Persily seconded, and the motion passed unanimously.

III. Old Business

None.

IV. New Business

Review of Financial Statement

Ms. Barr then asked Duane Napier to review the status of the current budget for WVCN. Mr. Napier updated members on the status of several items, with the following:

- Line Item 024: Not being charged for usage of telephone, just conference calls. HEPC Finance is trying to determine why. Ms. Barr asked if it was included in the rent; Mr. Napier responded as saying that the Finance staff said no.
- Line Item 027: Being charged \$22.50 a month for computer services by HEPC; works out to be approximately 30 cents/hour.
- Line Item 035: Used to pay for advertisements for Executive Director position. Not enough allocated; need to move some funds from the unbudgeted line to increase.
- General information: fiscal year ends June 30. Have begun working on next year's (2007) budget.

Ms. Barr asked for a motion regarding increasing the advertising line item. Dr. Persily moved that \$1,000 be reallocated to Line item 035/Advertising, so there is no negative balance on the budget document. Denise Campbell seconded; and the motion passed unanimously.

Dr. Persily questioned why none of the funds in the line item for computer equipment had been spent. Mr. Napier said he would try to ascertain from either Finance or the Office of Technology.

Dr. Persily also noted that \$5,000 has been allocated in Training and Development that is unspent; and that maybe needed to hold Board training.

It was noted that all funds will roll-over to the next fiscal year.

Mr. Napier informed the members that expenditure schedules will start being prepared by HECF Finance the first of May. Ms. Barr stated that the Operations Subcommittee should meet then in May. In the meantime, she and Mr. Napier will work on developing a draft 2007 budget.

Action Items:

- Executive Director to contact Finance to move \$1,000 to line item 035 to cover negative balance.
- Executive Director to contact Tech services regarding computer in office and Center's cost.
- Executive Director to explore training options for the Board.
- Schedule meeting/call between Executive Director and Chair or the Operations Subcommittee.

V. Spending parameters for Executive Director

Ms. Barr stated that at the last Board meeting, it was decided that a percentage would be decided that the Board would allow the Executive Director to be signatory. Mr. Napier was asked if there was level at which he'd be comfortable being signatory for. Mr. Napier responded that any level the Subcommittee recommended he could work with. Ms. Barr stated that she had seen other agencies use 10% of the budget total, or \$1,000.

Dr. Persily noted that in the Recruitment & Retention Initiatives Subcommittee meeting, it will be recommended to the Board that an emergency fund of \$10,000 developed; and that the Executive Director would have signature authority; in that the subcommittee decided that having an extensive internal signature process would delay the expending of those funds. The emergency fund was capped at \$500/request/student.

It was noted that the Executive Director signs the purchasing card log and that the WVCN has a \$6,000/month limit for purchased; each purchase it limited to \$1,000 for a single item.

Dr. Persily moved that \$1,000 per item for spending parameter. Denise Campbell seconded; and the motion passed unanimously.

Action Item:

- Executive Director to have signature authority.

VI. Strategic Plan

Ms. Barr asked for any discussion or changes to the Strategic Plan. Dr. Persily noted that there is nothing related directly to the Operations Subcommittee; however, when it is reviewed at the full WVCN Board meeting, need to discuss anticipated costs in the Action Plan section.

VII. Announcements

- A. Dr. Persily reviewed the RWJ Grant. WVCN was selected to submit a full proposal, which is due April 14<sup>th</sup>. Benedum is the community-foundation partner, and will be matching \$1 for \$2 received from grant. Also partnering is the WVNLI and UBI. Project, CareerPace, is a career ladder and career development web-based

management/evaluation program. Dr. Persily is working on the budget; however, if grant is received, will receive \$350,000 for two year project; \$250,000 from RWJ and \$125,000 from Benedum. Included in the budget will be 1 day a week of Duane Napier's salary; will hire a ¾ FTE MSN project coordinator; and ¼ FTE staff support. WVCN will also contribute rent, telephone, and computer. WVNLI will contribute evaluation piece. Also included in the budget will be a management fee to help offset any additional expenses to WVCN. The highest amount to WVCN to support the project is \$20,000 over two years, maximum. Dr. Persily stated that the grant will pay for UBI participation and it is a good way to get started on the nurse retention piece, as listed in the legislation that created the WVCN.

Denise Campbell moved that the Operations Subcommittee support the RWJ project and allocate \$10,000/year for two years to cover WVCN's participation. Mary Beth Barr seconded and the motion passed unanimously.

- B. Duane Napier shared information from the Recruitment & Retention Initiatives Subcommittee meeting on March 29<sup>th</sup>. The R&RI Subcommittee has budgeted the full amount of \$192,000 for scholarships. An emergency fund, held by WVCN in the amount of \$10,000 will be established, with the remaining \$182,000 divided among the RN and LPN programs. This action will be recommended to the full WVCN Board at its meeting in April.

Action Item:

- Executive Director to ensure accurate records for scholarship and emergency fund.

VIII. Next Meeting Date and Adjournment

With no other business, Ms. Barr asked for motion to adjourn. Moved by Denise Campbell, second by Dr. Persily, and the meeting adjourned.

**Signatures:**

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**Chair**

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**Date**

\_\_\_\_\_

**Executive Director**

\_\_\_\_\_

**Date**