

**WV Center for Nursing
Operations Subcommittee Meeting Minutes
May 19, 2006
9:00 a.m. – 10:00 a.m.
WV Higher Education Policy Commission
5th Floor Conference Room**

Members Present: Duane Napier, Dr. Cynthia Persily, Denise Campbell and Mary Beth Barr, via telephone
Members Absent: Vickie Parlier Jones
Guests: Connie L. Cantrell, DHHR

I. Call to order

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

II. Approval of minutes from meeting (March 29, 2006)

Ms. Barr asked for any changes or comments for the previous meeting minutes. With no requests by the members, Ms. Barr asked for a motion to approve as written. Dr. Persily moved; Denise Campbell seconded, and the motion passed unanimously.

III. Executive Director Report

Ms. Barr asked Mr. Napier if he had anything for the group. Mr. Napier stated that the check had been received from WVLNI for the leadership project and will be reflected in the May budget report.

IV. Old Business

A. Board Training.

Mr. Napier stated that he and Dr. Persily hadn't yet been able to meet to develop a list of topics or speakers, but that they will schedule to get this accomplished.

V. New Business

A. Approval of Budget and Projected 2007 Budget

Mr. Napier reviewed the March 31st report and stated that all expenses for that time were correct and he reviewed the various categories in the FY 2007 budget projection estimation and discussed the version with and without the RWJ grant.

Ms. Barr stated that as far as she could see the only real issue is to correct the salary for the Administrative Assistant – line appears to be overspent.

Mr. Napier stated that he would work with Finance on this. Ms. Barr asked for motion to approve both budgets with the expected correction. Dr. Persily moved; Denise Campbell seconded, and the motion passed unanimously.

Action Item:

- Executive Director to work with Finance to correct administrative assistant's salary.

VI. Strategic Plan

After discussion, members agreed that they still needed to look at the costs associated with the strategic plan.

VII. Announcements

Dr. Persily announced that the RWJ site visit would be Monday, May 22nd. There was a problem with the proposed fiscal agent; Benedum Foundation unable, due to IRS status, to accept funds. The Greater Kanawha Valley Foundation agreed to be the fiscal agent and has provided the financial documentation requested by RWJ/NWF.

VII. Next Meeting Date and Adjournment

The next meeting of the Operations Subcommittee will be on July 14, 2006 at 9:00 a.m. With no further business, Ms. Barr asked for motion to adjourn. Dr. Persily moved; Denise Campbell seconded, and the motion passed unanimously.

Signatures:

Chair

Date

Executive Director

Date