

WV Center for Nursing
Board of Directors
July 28, 2006
9:00 a.m. to 1:00 p.m.
WV Higher Education Policy Commission
9th Floor Conference Room

Minutes

Attending: Cheryl Basham, Cyndi Persily, Janice Maynard, Amy Campbell, Pam Alderman, Dottie Oakes, Theresa Witt
Not Attending: Melissa Aguilar, Mary Beth Barr, Denise Campbell, Vickie Jones, Shelia Kyle
Guests: Alicia Tyler

I. Call to Order

Dr. Persily called the meeting to order and established that a quorum was present.

II. Approval of Minutes for April 21, 2006

Dr. Persily asked for any changes or additions to the minutes. With no changes, asked for motion to approve. Pam Alderman moved to approve the Board minutes of April 21st as written; Cheryl Basham seconded and the motion passed unanimously.

III. Executive Director's Report

Dr. Persily asked Duane Napier to present his report.

A. Board Manual

Mr. Napier reviewed the layout of and updating the information in the manual. It will be used for new board members orientation. Mr. Napier requested that if the Board members have anything they think it would be helpful for a new member to have; to let staff know and it can be added. Also reviewed the policy and procedure manual which was developed to outline accomplishing tasks related to the operation of the Center.

B. "WV Finest" Recognition Program, honoring excellence in Nursing

Mr. Napier wished to provide his information during the Recruitment & Retention Initiatives Subcommittee report.

C. New office space; moved July 10th

Mr. Napier informed to the Board that the WVCN staff moved on July 10th. There is extra office space available if needed; invited members to tour.

D. Update appointment and reappointment of expiring terms and replacement of Board members

Mr. Napier has been in contact with the Governor's Office staff. No action has been taken yet on WVCN Board appointments since they didn't expire until June 30th. Was informed that there are lots of positions to be filled statewide, and that WVCN appointments are on the list. Dr. Persily clarified for Board members that they will continue to serve until they are reappointed or replaced.

E. Scholarship program announcement

Mr. Napier has met with ADDNE; they are excited about program. The institutions have received the scholarship application information. Sixteen have been received to date and are in various stages progressing toward payment. Have encumbered approximately \$53,000. Press release has been sent out; and is on website. Did not appear to have been published widely; was in newspapers in Eastern Panhandle. Mr. Napier suggested that WVCN might want to send out again; as it gets closer to school starting. Dr. Persily suggested that the scholarship application process be revisited and combine the application and participation agreement into one document and change the press release to announce the amount awarded. Ms. Alderman suggested sending a final press release to all of the Board members, that they could hand deliver to the newspapers in their area. Alicia Tyler suggested adding the schools who received award funding to the release as well.

F. Master calendar for scheduling of WV nursing organizations meetings

Mr. Napier stated that the calendar is on the website; not exactly the format anticipated; but due to changes in HEPC staffing; was the best start toward calendaring all meetings. He will work with the IT staff to develop further.

G. Schematic of relationship of WVCN with other stakeholders

Mr. Napier reviewed draft the schematic; and related the idea behind the development. WVCN should be the focal point; shows relationships we want to form and process to have in working with all agencies. He requested any changes or comments to be sent to him. Dr. Persily suggested a change in the tense of the items on the bottom and change "professional" to "profession".

H. Workforce Forum

Mr. Napier reviewed the membership status of WVCN to the State Nursing Workforce Centers online subscription. WVCN will be members; subscription payment has been submitted. Provided information on what the forum does, who's collecting what data and asking what questions, members can post reports and information. Membership provides 5-6 passwords to members for distribution within their agency; there is a public and members only section. Another way to bring everybody's work together.

Dr. Persily updated the Board members on the April Nursing Forum that she, Duane Napier, Amy Campbell, and Denise Campbell attended as representatives WVCN. Mr. Napier stated that he felt it was very important to make face-to-face contacts with the other Centers staff; the WVCN poster was very well received; and have sent to others who are in the process of setting up their own Center. Ms. Campbell stated that she was very impressed with the willingness to share by all who attended. Dr. Persily stated that she has always found that the people who run these Centers are very open and willing to provide information and share experiences, as a lot of their work is groundbreaking and new.

I. Clinical site scheduling

Mr. Napier wished to provide his information during the Recruitment & Retention Initiatives Subcommittee report.

J. Nursing Study Shortage Commission reports distribution

Mr. Napier provided copies to everybody of all of the report, either at the meeting or via mail. Also provided information obtained that the April Nursing Forum regarding data collection, for members information.

K. Board member pictures

Mr. Napier has received photos of all Board members for the website, except Vickie Jones and Theresa Witt.

IV. Old Business

A. Formation of Advisory Group

Mr. Napier reviewed the draft invitation list, and asked if members had any suggestions for other stakeholders to invite. The letters are written; the facility is scheduled. Meeting will be a lunch time presentation. The only slot not filled is a representative from another state nursing center. A request was sent out to all state and national nursing workforce centers and to ask for volunteers to submit a resume. The resumes were reviewed and discussed. Dr. Persily asked for a motion to approve sending invitations to Becky Lanier and Linda Tieman, and directing Operations Subcommittee to review the

budget to ensure that two people could be supported. Cheryl Basham moved; Janice Maynard seconded; and the motion passed unanimously.

Dr. Persily asked what the members what information they felt should be provided at the meeting. Consensus supported including the annual report, an agenda, board members map and list, legislation, and bylaws. It was also suggested that the meeting time be reduced to 12:00 to 2:00, since WVCN will be carrying the whole presentation.

B. Legislative Rule Making

Mr. Napier discussed the need for a subcommittee to be developed to work on writing the legislative rules for the scholarship program. Dr. Persily concurred and relayed that she has discussed with legislative staff. The WVCN has the legislative direction to develop a scholarship program without a rule; but it does give the program a little more authority and support. Dr. Persily suggested that the Recruitment & Retention Subcommittee could look at the information provided earlier by Alicia Tyler to get a feel for when to start the process. Might want to look at how this first scholarship award process proceeds and see what needs to be changed, included, deleted, or clarified. Whenever you do a rule there is a public comment period, and rule can be changed. Ms. Alderman suggested adding the rule into the RN and LPN newsletters for public comment. All agreed to refer to the R&RI Subcommittee for discussion at its next scheduled meeting.

C. Board Training and Development

Mr. Napier stated that the training is scheduled for September 15th. Two speakers have been chosen, one instate and one national. The national speaker, Dr. Sherrod will present an overview of what the WVCN role is in recruitment and retention and will help strategize on what the next steps should be taken. The instate speaker, Mr. Hazelett will discuss boardmanship.

V. New Business

Dr. Persily related that she was contacted by one college of nursing that is having a problem filling faculty position. They requested that their position be placed on the WVCN website.

After a lengthy discussion, members agreed that WVCN doesn't want or need to be the primary place to advertise positions; but support those that will alleviate the nursing shortage, and that faculty positions are of primary importance in that area.

Ms. Oakes moved that WVCN will pilot advertising selected faculty positions based on the scholarship criteria, after all other avenues have been exhausted, for six months. The Executive Director will develop the criteria and send out but will continue with posting the requested position to the WVCN website. Any

issues with the decision not to post a position will be handled by the Executive Director. Amy Campbell seconded this motion, and it passed unanimously.

Suggested criteria includes contact person and information, link to website, must provide information on how long the positions has been open and how long has it been advertised, and will contain a disclaimer that WVCN doesn't support or have info on the position.

VI. Subcommittee Reports

A. Advisory

No report.

B. Data Management

Dr. Persily presented an update of the last subcommittee meeting and gave an overview of its recommendations. The report will be published in hard copy, on CD, and will be placed on the WVCN website. Suggestions from the group included moving the establishing legislation to the end as an appendix, and changing the title from "Activities of the Board" to "Accomplishments of the Board", currently page 14.

Discussion moved to the distribution list for the report. Mr. Napier gave an overview of the current mailing list and asked for addition. Dr. Persily suggested adding the WVCNs Advisory Committee, and the Association of Licensing Boards. Mr. Napier asked if the Board was interested in sending hard copies to each hospital. Members agreed that other organizations could publish the link and allow the various organizations to supply the report to their members.

Mr. Napier discussed the information gathered from three vendors on the cost of printing the report. Dr. Persily stated that the Data Management Subcommittee recommended accepting the report, with any forthcoming changes, and that it be printed at Prison Industries. Motion passed unanimously.

Dr. Persily then asked the Board when should the report be released? Suggestions were after the October Board meeting, before the legislative session starts. Ms. Tyler asked if WVCN will be scheduled to present at legislative interims. As the audience of the report is Governor and legislators, that needs to drive the process and decision. Ms. Alderman stated that the report needs to be presented when all the legislators in Charleston.

Dr. Persily then discussed the minimum data set proposal; i.e., the employment section has been expanded and questions improved in the work hours section and added position questions. Ms. Alderman suggested adding NA to the list of answers to the question "How long do you expect to provide direct patient care?" Mr. Napier stated that certifications also need to be

added to the RN form. Dr. Persily also stated that this has been discussed with the RN Board director on whether these changes can be made for the next licensure cycle, and what cost might be incurred, that WVCN maybe able to help defray that cost.

Dr. Persily stated that the Data Management Subcommittee recommended that the Executive Director work collaboratively with the RN Board and the LPN Board for implementation in 2007. Dr. Persily called the question; motion passed unanimously.

C. Executive

No report.

D. Nomination

No report; however the Executive Director stated that this subcommittee will need to meet before October meeting to work on board officer positions.

E. Operations

Mr. Napier presented the report for Mary Beth Barr, Chair. The Subcommittee approved 2006-07 budget; gave an overview of the changes from last year's expenditures.

The Operations Subcommittee recommended that the Board approve the budget and funding items. Dr. Persily called question to approve subcommittee recommendation; motion passed unanimously.

F. Planning

Mr. Napier stated there was no report. The strategic plan is approved and accepted and is placed on all subcommittees agendas to review at each meeting.

G. Recruitment & Retention Initiatives

Ms. Amy Campbell reviewed the progress of the scholarship program and discussed a concern raised by Marshall Financial Aid Office about how the funds will be separated from other programs. Mr. Napier stated that he has discussed with them and found that it wouldn't be a problem; the issue is settled.

Mr. Napier discussed the draft recognition program and categories. He has received permission from North Carolina to use their materials from their recognition program, as well as from the Cameos for Caring.

Ms. Oakes questioned the one category with LPN, and asked if the thought is to including LPNs with RNs – or doing a separate award? Discussion

continued on how to present; because the Center receives funding from both. Mr. Napier stated that applications will be accepted from both because of that; would not be politically correct nor popular to exclude; will carve them out and give two awards.

Discussion moved to the nursing leadership criteria #2 – some people in leadership positions do not have a bachelor's degree; Subcommittee thought to let it go as it stands; but might not be popular. Dr. Persily stated that the WVCN wants to be more inclusive than exclusive; could handle in scoring. Members agreed to delete #2 and include LPNs in criteria #1 and add serving as nursing faculty; and drop full time. Under Clinical care – last one - #10 – assumes responsibility for personal growth. Delete the rest. Limiting

Amy Campbell asked for discussion on page 2 of the application, under other activities, does the Board want to limit volunteerism to just nursing? Decision was to edit to say other volunteer activities.

Board then discussed the number of awards to give – which ranged from a maximum of 100 awards to one per category and give certificates to nominees. Mr. Napier presented samples of possible awards; wants something unique to WVCN that could be used every year.

Ms. Campbell stated that it was the recommendation of the Recruitment & Retention Initiatives Subcommittee that the program be accepted in concept and that the Executive Director will make changes to the criteria as suggested and will report back at the next Board meeting. Motion passed unanimously.

Ms. Campbell then discussed the presentation by Oregon and San Francisco on their clinical scheduling and placement software programs. It is the recommendation of the Subcommittee that the Executive Director prepare a proposal of the program, its costs, what WVCN could manage, and if the hospitals, schools, etc would accept, to present at the October Board meeting for discussion. If approved, the Executive Director will give a presentation at the ADDNE meeting in October.

Ms. Campbell reviewed the three proposed advertisements for the State Journal's publication "Compass", which will be given to all junior high students as a career guide. WVCN has reserved ¼ page ad. Members choose an ad and Mr. Napier provided that the photo is \$199.95/background \$300; but WVCN will be able to use for any future project as well. The ad will also be placed on the WVCN website, along with common credit courses. Members unanimously agreed to go with placing the ad and making the addition to the website.

VII. Strategic Plan

No discussion; the Executive Director stated that the WVCN was following the plan.

VIII. Legislative Issues

Dr. Persily will contact legislative staff to obtain placement on the agenda for legislative interims.

IX. Announcements

Ms. Witt announced that she had passed her board and is now a Registered Nurse. The Board gave its congratulations and directed that the Executive Director send a letter of congratulations on behalf of the Board.

Robert Wood Johnson Grant

Dr. Persily announced that the WVCNs application for the Investing in Nursing's Education Future grant was not funded. There was concern on behalf of the RWJ Foundation about the changing the fiscal agent from Benedum to The Greater Kanawha Valley Foundation at the end of the process; but have been encouraged to submit in the next cycle. Dr. Persily stated that she and Mr. Napier have already submitted a proposal to the Benedum Foundation for approval; which is a start toward reapplying to RWJ.

X. Next Meeting Date and Adjournment

- A. Data Management Subcommittee: August 22, 2006.
- B. Recruitment & Retention Initiatives: August 25, 2006.
- C. Operations Subcommittee: August 25, 2006 at 1:00 p.m.
- D. Advisory Group: September 12, 2006.
- E. Board training and development: September 15, 2006.
- F. Board meeting: October 6, 2006.

With no further discussion, Dr. Persily asked for a motion to adjourn. Ms. Campbell moved, Cheryl Basham seconded, and the meeting was adjourned.

Signatures:

Chair

Date

Executive Director

Date