

**WV Center for Nursing**  
Operations Committee  
September 21, 2007 at 9:00 a.m.  
President's Conference Room, 9<sup>th</sup> Floor  
WV Higher Education Policy Commission

**Minutes**

Present: Mary Beth Barr, Duane Napier, Denise Campbell, Connie Cantrell

Absent: Dr. Cynthia Persily

Guests: Karen Hoschar

I. Call to order

The meeting was called to order by Mary Beth Barr, Chair.

II. Approval of minutes

Ms. Barr asked for changes or corrections to the minutes of August 17<sup>th</sup> and July 3<sup>rd</sup> meetings.

With none requested by the members, Ms. Barr asked for motion to approve. Denise Campbell moved that the minutes of August 17<sup>th</sup> and July 3<sup>rd</sup> be approved as written. Connie Cantrell seconded and the motion passed unanimously.

III. Executive Director's Report

Mr. Napier stated that he would provide information as the agenda progresses.

IV. Old Business

A. Aging Workforce Conference

1. Sponsorships
2. Attendance

Mr. Napier stated that planning is progressing and the packets are being prepared and the books will be arriving two weeks before the meeting. Have received sponsorship from several organizations and he will be doing some media spots to promote the conference. All Board and Advisory members have been invited. Discussion continued regarding other invitees and the agenda was reviewed.

B. Scholarship/Grants/Loan program 2007-08

Mr. Napier stated that the subcommittee met and drafted a proposed

scholarship and grant program and has recommended funding at \$150,000 for scholarships and grants. Breakdown: \$95,000 for scholarship program - \$4,000 RN program/ \$800 LPN program; Emergency fund at \$15,000; Faculty scholarship program at \$40,000; \$2,000 per semester up to \$4,000 a year. Criteria was reviewed; and Recruitment and retention grant program at \$20,000. Limit of \$5,000 and there are criteria to be met. The subcommittee will also serve as the review committee. Identifying information will be removed from the applications.

The Chair asked for motion to approve. Denise Campbell so moved; Connie Cantrell seconded, and the motion passed.

#### C. Internal Audit

Mr. Napier reviewed the internal report from HEPC Finance staff. Reminded members that legislation requires that 1/3 of budget is to be expended on scholarships, grants, loans; however, because of the way the funds are received it has been difficult to ascertain the correct amount that should be expended. Currently have \$65,000 that could possibly be added to the pool of funds. Members asked that this decision be made by the Board.

#### D. Revised 2007-08 Budget

Mr. Napier reviewed the budget revisions submitted for Center for FY 2007-2008, and requested equipment purchases of a laptop and an LCD projector.

Ms. Barr asked for motion to approve the revised budget. Denise Campbell so moved; Ms. Cantrell seconded; and the motion passed unanimously.

Ms. Barr asked for motion to approve the purchase of the laptop and LCD; Denise Campbell so moved; Ms. Cantrell seconded; and the motion passed unanimously.

#### E. Celebrating Nursing Excellence/RN Board Gala

Mr. Napier reviewed the event planning. Nineteen awards will be given for West Virginia Center for Nursing.

#### F. Benedum Grant

1. AssistMed
2. Interim Report

Mr. Napier stated that AssistMed has been paid for its work with Jackson General and Plateau Medical and that financially in good shape. The final grant report was due; but were given permission to submit an interim report and to continuing using the remaining funding, as project is not yet completed.

### V. New Business

#### A. Addition of new facilities to CareerPace

1. St. Joseph's, Parkersburg
2. Hospice House, Huntington

Mr. Napier reviewed information regarding contacts about participating in the project. St. Joseph's is interested in the full project; Hospice House is interested in only the career ladder piece.

**B. Purchasing Card Audit**

Mr. Napier reviewed the Purchasing Card audit completed this summer by the State Auditor's Office. The Center was cited for not following state purchasing requirements, instead followed the HEPC rules. The legislation does not state that HEPC will be the fiscal agent; therefore, the Center cannot follow their requirements.

**VI. Strategic Plan**

Mr. Napier stated that the Committee is on target with all objectives and goals.

**VII. Announcements**

None.

**VIII. Next Meeting Date and Adjournment**

The previously scheduled meeting for October 12<sup>th</sup> was cancelled. Committee decided to not meet until January, 2008. Those dates will be presented at the October Board meeting for approval.

Ms. Barr asked for motion to adjourn. Denise Campbell so moved; Connie Cantrell seconded; and the motion passed unanimously.

**Signatures:**

\_\_\_\_\_

**Chair**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Executive Director**

\_\_\_\_\_

**Date**