

WV Center for Nursing  
Data Management Subcommittee  
September 26, 2006  
2:00 to 3:00 p.m.  
WV Higher Education Policy Commission  
President's Conference Room 9<sup>th</sup> Floor

**Minutes**

Present: Duane Napier, Cynthia Persily, Cheryl Basham (via teleconference)  
Absent: Melissa Aguilar  
Guests: None

I. Call to Order

Dr. Persily called the meeting to order.

II. Approval of minutes from meeting on August 22, 2006

Dr. Persily asked for any changes or corrections. With no changes requested, the minutes were unanimously approved as written.

III. Executive Director's Report

Duane Napier stated that last month he was asked to talk to the WVCN Recruitment & Retention Initiatives Subcommittee about the scholarship program at its September 22<sup>nd</sup> meeting. As there was not a quorum for R&RI Subcommittee meeting; this item will be placed as old business on the agenda for Data Management's next meeting.

Mr. Napier also informed members that the draft of minimum data sets for RN and LPN renewals has been provided to those Boards and both have placed on the agenda for their October board meetings.

IV. Old Business

A. Employment Survey (North Carolina)

Duane Napier stated that he had met with Jim Kranz of the Hospital Association. They are interested in participating in the survey, as it will collect information they currently do not. Mr. Kranz volunteered to use the Hospital Association's survey tool. Mr. Napier stated that he had also met with nursing officers of several of the smaller, rural hospitals that Mr. Kranz had shared the proposed survey with. Those participants had a few changes, but are willing to participate. Dr. Persily and Mr. Napier also met with Jesse Samples, of the Health Care Authority, and got a positive response. Mr. Napier stated that now that we have draft, and have

incorporated the changes suggested, including a comments section on the bottom of page 2, and adding public health to the categories, that now the draft needs to be shared again with Mr. Kranz and Mr. Samples to see what they need. There was a question posed if the survey tool needed to be adjusted for each population to be surveyed, i.e., a different version for home health, public health. Dr. Persily stated that typically people add a question at the end of survey, such as "Is there any information about your experiences in R&R nursing staff that you would like to share?" Mr. Napier said that another question that has arisen is if WVCN is interested in surveying physician offices or insurance offices in the state. Dr. Persily and Ms. Basham concurred that there isn't a way to access them, and it was decided not to pursue at this time. Mr. Napier then asked if the Hospital Association is willing to put the survey on its website, do we want to place it also on the WVCN website? Also, do we want to send a cover letter and paper survey out to everybody? Dr. Persily stated that if WVCN can do the survey on the web so that the information inputs directly into a database – best way to go. Also, her experience has been that there is little difference in the completion rate shown whether on line or paper. Dr. Persily felt that a letter should be sent out to announce the survey and ask that they complete it, and that Mr. Napier should talk to Linda about how the survey/database works; and talk to HEPC IT people. Mr. Napier stated that if the Hospital Association does the survey, then their URL needs to be placed in the cover letter.

Cheryl Basham asked whether outside placement agencies and prisons will be covered in this survey. Dr. Persily stated that the survey will capture that information.

Action Item:

- Mr. Napier will work to get the survey on line – and the subcommittee will discuss at the next meeting.

## B. Annual Report (Institutions)

Dr. Persily asked if the last details had been completed and if the report was ready to be printed. Mr. Napier stated that he had received a question from Linda Tieman, on the Advisory Board – on page 19; how can admissions be higher than available seats. Dr. Persily will check the data and forward to Mr. Napier for inclusion in the report.

Dr. Persily asked if there was a plan for dissemination of annual report. The method of binding (glued) was confirmed, the report will be printed by Prison Industries, and the mailing list was reviewed. Mr. Napier stated that WVCN staff can make the CDs at a less expensive cost. Mr. Napier asked if the members wanted to add receiving the Benedum grant to the Annual Report – under accomplishments. Members concurred. Mr. Napier asked when the report should be dated? The members agreed on October 2006.

V. New Business

A. Benedum Grant

Mr. Napier informed the members that WVCN has received a \$200,000 grant from the Benedum Foundation to start work on the CareerPace program. He stated that the Data Management Subcommittee will have to develop evaluation tool. Dr. Persily stated that this information needs to be shared with the Board at its next meeting.

VI. Strategic Plan

No discussion; subcommittee is proceeding according to published direction.

VII. Announcements

None

VIII. Next Meeting Date and Adjournment

The next meeting will be scheduled after the October 6<sup>th</sup> WVCN Board meeting.

The meeting was adjourned.

**Signatures:**

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**Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**