

West Virginia Center for Nursing  
Board of Directors Meeting  
January 15, 2010 @ 10:00 AM  
Minutes

Attendance: Dr. Shelia Kyle, Connie Cantrell, Dr. Cynthia Persily, Amy Campbell, Duane F. Napier, Pam Alderman, Denise Campbell, Mary Beth Barr (phone) and Dottie Oakes (phone)  
Absent: Melissa Aguilar, Cheryl Basham and Janice Maynard  
Guests: Steve McElroy, Jerry Yoho (phone), Lanette Anderson (phone), and Rue Hairston (phone)

Agenda Item	Discussion	Action
I. Call to Order		The meeting was called to order by Dr. Cynthia Persily
II. Approval of Minutes for October 16, 2009		Motion made by Dr. Shelia Kyle to accept the minutes as written. Second: D. Campbell. Motion approved.
III. Discussion of the recent Legislative Performance Review of the Center	<p>In conjunction with the recommendation made by Delegate Hatfield during the review, the Center will seek legislative authority to collect demand data from employers of nurses.</p> <p>The Center has heard concerns about retaliation/liability issues should facilities report on sensitive information. The Center has reviewed legislation written in Texas that addresses these issues and ensures confidentiality. This specific piece of legislation also describes how the data will be collected and utilized.</p>	<p>Motion to move forward with the protection language and suggestions for the legislative authority. Will provide the written legislative language to Delegate Hatfield (S. Kyle). Second: P. Alderman. Motion approved.</p>

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	<p>A second issue of concern in the review was the disbursement of the scholarship monies. The Legislative Auditors would like the development of more ways to track the recipients and addressing the specific areas of most need in the State.</p> <p>Center staff will continue to investigate ways to be more effective in these matters and formulate suggestions to improve the tracking information of award recipients.</p> <p>It was noted through the Centers records that 53 of the 55 counties have had award recipients since the start of the program in 2006. Approximately 80% of the recipients currently do have their WV nursing license (although some may have not been eligible to apply yet due to still being in school).</p>	
<p>IV. Old Business</p>		
<p>A. Appointment/Reappointment of Board of Directors from June 2006 Update and Progress</p>	<p>No Report.</p>	
<p>B. Appointment/Reappointment of Board of Directors from June 2008 Update and Progress</p>	<p>No Report.</p>	

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C. Appointment of LPN staff nurse Board Member	A letter of receipt was received from the Governor's Office informing the Center that they did receive the applications for this vacancy.	
D. Appointment of LPN Board Member Representative	No Report.	
E. 2010 Meeting Dates	The dates for all committee and board meetings can be found in the information packet and will be posted to the Center website. Also, meeting dates will be posted via the Secretary of State's website as well. As a reminder, all committee meetings now meet a month before the Board of Directors meetings.	
V. New Business		
A. Purchasing Card Reports		Motion to accept the reports as presented (D. Oakes) Second: S. Kyle- Motion Passes.
B. 2010 Celebrating Nursing Excellence Awards	There was a debriefing meeting held in Flatwoods, WV with the 2009 Gala Committee and the Center. The purpose was to discuss how to be even more effective for the 2010 gala and what lessons were learned in planning the gala.	

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	Deborah Falconi and Dottie Oakes will chair the committee for 2010. It was also decided that it will be held at the Waterfront Hotel in Morgantown, WV on September 25, 2010.	
C. Filling vacant Associate Directors position	The costs to advertise for the position costs approximately \$2,500 previously. The Center will run the same advertisement as previous for this search.	Recommendation that the staff begin the search for the Associate Director of Recruitment and Retention (S. Kyle). Second: A. Campbell
D. Sponsorship of the Annual Nursing Workforce Meeting, Detroit, June 9-11, 2010	The staff will continue to investigate the costs for attending the annual meeting. As of now the registration costs would be \$375 and lodging would be \$119 a night. The staff will look into airfare costs as well.	Motion to sponsor \$250 for the meeting (P. Alderman) Second: A. Campbell- Motion Passes.  Motion to approve the sponsorship of two Board of Director members and the staff to attend the meeting (S. Kyle). Second: A. Campbell- Motion Passes.
F. Bylaws revisions for Board meetings; Page 6, Article VI, Section 1, Regular meetings, (We hold our Board meeting on the 3 <sup>rd</sup> Friday)	As written in the bylaws, the Board of Directors introduced this information in order to be voted on in the next Board of Directors meeting.	

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<p>G. Future of Nursing Meeting (IOM/RWJF) Houston, TX, February 22, 2010</p>	<p>The costs for airfare to attend this meeting would be \$700-900 and hotels are within walking distance of the meeting location. As a reminder, webinar is also an option to attend the conference.</p>	
<p>VI. Committee Reports</p>		
<p>A. Advisory</p>	<p>Topic for discussion for March 9<sup>th</sup> meeting</p> <p>It was decided that the topic of the Advisory Board Meeting would be a discussion of the legislative audit, the action steps suggested and updates on the progress made towards achieving these goals.</p> <p>Due to scheduling conflicts, the meeting date will be moved to March 23, 2010. The announcement of the location will soon follow.</p>	
<p>B. Planning</p>	<p>Next meeting scheduled for March 9<sup>th</sup></p> <p>Due to scheduling conflicts, the meeting date will be moved to March 23, 2010. The announcement of the location</p>	

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	will soon follow.	
C. Research & Data	<p><b>Employer survey 2009</b></p> <p>This year's focus was on Hospice, Public Health, Home Health and School Nurses. As of the meeting there were 24 responses collected from the 126 pool of potential candidates.</p> <p><b>Supply and demand of Advanced Practice Nurses</b></p> <p>The staff is currently contacting a person who has studied this topic previously to obtain more information.</p>	
D. Executive	No report.	
E. Nominations	As a reminder, nominations will be taken next meeting for positions.	
F. Recruitment and Retention Initiatives		
1. Current R&R projects		
a. Nurse Residency Program	Staff has met with CAMC who may decide to use this model as a WVNLI project. As of date, approximately seven facilities have shown interest in this	

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	program.	
b. Junior Nurse Academy	The module is ready. The recruitment phase for schools and facilities will begin this month.	
c. Scholarship Programs – 2009 – 2010	There are still a few schools with incomplete paperwork at this time. The staff is currently working on follow-up information collection for those who receive awards from the Center.	
d. Clinical Scheduling Program	Staff met with the schools on October 28, 2009 to finalize the schedule for Spring 2010. The program is expected to move to the Southern part of the state later this year. Also, the Center will continue to work with Statewide Educational Planning on creating a uniform HIPPA form.	
e. Celebrating Nursing Excellence	The staff will continue to work on creating a steering committee. The Gala Committee decided that the Recruitment and Retention Committee Chair will be over the nominations for the 2010 year. The Gala Committee also decided to continue with a	

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	<p>maximum of 50 award winners for this year's gala. The committee also suggested that the Center investigate having their own personal award created and also that previous winners be able to obtain a Nursing Excellence Award for other categories in the future.</p> <p>It was noted that the Staff needs to contact all facilities to let them know that the Center is grateful for their applications and inform them of the common problems seen in the 2009 applications. A model application will be posted to the website soon.</p>	
<p>f. "Passion for Nursing" Video Contest</p>	<p>As of today's date there are still no applicants.</p>	
<p>g. 2009 – 2010 Small grants program</p>	<p>There will need to be a subcommittee to form in order to organize the conference and speaker aspects of this program. Beth Baldwin from WVNA and Dr. Kyle will co-chair this committee.</p>	
<p>h. MSN Scholarship Program</p>	<p>Discussion was held on the pros and cons of forming this scholarship program. It was</p>	



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	<p>decided to continue to look into this program, while promoting the programs offered by the West Virginia Higher Education Policy Commission and the SEARCH Program.</p>	
<p>G. Operations</p>		
<p>1. Scholarship Program</p>	<p>Some schools still have not completed their paperwork. The LPN teaching certification fund is completed for this year. All other scholarships are moving along quiet well. The staff has begun to work on the concerns addressed by the Legislative Audit.</p>	
<p>2. October and November 2009 Budget Reports</p>	<p>The annual increment was the one error in the budget, but has since been corrected in the budget reports to reflect that \$120. It was also noted that the WVOPEB went from \$102.29 to \$761.20 per full-time staff member as of this November.</p> <p>It was decided by the committee that the Center again, move \$5,000 into the Celebrating Nursing Excellence Gala to start the 2010 funding. This would</p>	

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	come from the remaining monies collected for the 2009 fund. All remaining monies from the 2009 account will now be moved to the Scholarship program after all bills have been paid.	
H. Statewide Educational Planning Committee		
1. Articulation	The articulation for the associate degree programs is almost complete. The articulation for the bachelor programs has just begun to formulate.	
2. Education Capacity Summit committee	The committee is currently addressing increasing the capacity and the expansion of the Clinical Scheduling program.	
3. Nursing School Information sheet	The staff has created this information sheet and presented it to the committee. It was shared with the Board of Directors for continued suggestions and comments.	
4. Development of a repository of potential nursing faculty	The staff has created a letter to be sent to all those who are eligible for the repository. A PDF document is being developed so that those interested may submit their information in a timely fashion.	
I. WV WorkForce Development Report	No report.	

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<p>VII. Legislative Issues</p>		
<p>A. Faculty Tax Credit Legislation</p>	<p>S. McElroy reported that WVNA will assist on this matter. He commented that the name would most likely have to be changed in order to move forward. It was suggested changing the title to Faculty incentive program.</p>	
<p>VIII. Strategic Plan</p>	<p>No report.</p>	
<p>IX. Announcements</p>	<p>It was announced that WVU Hospitals has been recertified as a magnet hospital.</p> <p>The Center has been asked to host the Annual Nursing Workforce Meeting, in 2011. The staff will investigate researching the costs if it is decided to do so.</p> <p>Dr. Persily announced that she will be stepping down as Chairperson of the Board of Directors due to responsibilities and commitments that have arisen in other organizations. Pam Alderman will now serve as the Chairperson through the election period.</p>	

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	Denise Campbell has filed to run for a seat in the House of Delegates for the 2010 election.	
X. Next Meeting Date and Adjournment	The next meeting is scheduled for Friday, April 16, 2010 at 9:00 AM.	Motion to adjourn made by S. Kyle Second: A. Campbell- Motion approved.

DRAFT