

WV Center for Nursing
Board of Directors
January 18, 2008; 9:00 a.m.
WV Higher Education Policy Commission, Charleston
Ninth Floor Conference Room

Minutes

Present: Denise Campbell, Dr. Cynthia Persily, Duane Napier, Dr. Sheila Kyle, Amy Campbell, Connie Cantrell, Dottie Oakes, Pamela Alderman, Melissa Aguilar, Theresa Witt, via teleconference.

Absent: Cheryl Basham, Theresa Witt

Guests: Judy McGill, Kay Shamblin, Karen Hoschar

I. Call to Order

Dr. Persily called the meeting to order and introductions were performed.

II. Approval of minutes, October 16, 2007

Dr. Persily asked for changes and/or corrections to the minutes.

The following changes/corrections were requested:

1. Page 1, first paragraph, second line – change “needed to the” to “needed to be”.
2. Page 2, Section V-A, second line – correct spelling from “maneurability” to “maneuverability”.
3. Page 4, Section VII-A, second line – change “meet” to “met”.
4. Page 6, Item 4, second line – add the word “of” to have sentence read “...from four of the applications” instead of “...from four the applications.”
5. Page 6, Section VIII-A, first line – change sentence to read “...stated that both..” instead of “...stated that the both.”

Dr. Persily asked for a motion to approve the minutes of October 16 with the above requested corrections. Ms. Oakes moved to approve as corrected; Amy Campbell seconded. Motion passed unanimously.

III. Executive Director's Report

Report given by Duane Napier, Executive Director

A. Robert Wood Johnson Executive Nurse Fellows Program Project

Mr. Napier informed members that he had chosen QSEN for his RWJ project and that ADDNE has given its approval for the schools in the state to work with him. Awaiting final approval of the project from RWJ.

B. Grant Writing Conference attended by Executive Director, December 2007

Mr. Napier stated that he had attended the 2007 Grantsmanship Conference, held December 3-7. This training was a goal from his first performance appraisal. Stated that the conference was good; validated some of the learning/skills he had gained. Attendees also received a one year membership and access to grants worldwide. Information provided for all lectures and guidelines on writing grants. Only drawback; felt training could have been done in two days; but was a good learning experience.

C. Presentation of nursing data at CTC and HEPC Council meetings

Mr. Napier stated that he has been requested to give presentations to both the Community & Technical College Commission and the Higher Education Policy Commission at their respective meetings on January 25th. Information requested included enrollment trends for the past 5 years; current number of students enrolled, the capacity in each program, the number of qualified applicants accepted and not accepted and the number on waiting lists, and the number of vacant faculty positions at the institutions. Mr. Napier has also requested Ms. Pamela Alderman to attend those meetings as well, as the Center is using data obtained from the WV Board of Examiners for Registered Professional Nurses, in case there are questions regarding their data.

IV. Old Business

A. Website update

Mr. Napier stated that the website is up and is in better shape, although a couple of things still need to be completed, i.e., the calendar. Also, ADDNE has requested information on several faculty vacancies be added. Mr. Napier asked that the members send to staff any suggestions, comments, or changes.

B. Appointment/Reappointment - update on progress

Mr. Napier stated he has attempted to contact Scott Cosco, as the appointments of some of the members expired June 30, 2006; and the rest are expiring June 30, 2008. Mr. Napier stated that he would get back in touch with him after the legislative session.

C. Proposed By-law Changes

Dr. Persily stated that minor changes were made to all the Committee descriptions to make them the same, and this was presented at last Board meeting. The Bylaws state that changes are to be presented for discussion and review, and then approved at the next meeting regular Board meeting.

Dr. Persily asked for motion to approve the Bylaws with the suggested changes. Dr. Kyle so moved, Ms. Oakes seconded; and the motion passed unanimously.

V. New Business

A. Board Retreat

1. Topic
2. Date
3. Location

Dr. Persily stated that in the past the West Virginia Center for Nursing has held a Board Retreat, and asked members for discussion of topics, date and location. Ms. Oakes stated she felt that such a meeting is needed. After a brief discussion, members decided to revisit this topic at the end of the meeting, as the discussion of the Board agenda may clarify topics.

B. Advisory Committee March 2008 Meeting

1. Topic
2. Date
3. Location

Dr. Persily stated that the past, West Virginia Center for Nursing has held a March Advisory Committee meeting, and asked for discussion of the format, topics, date, and location. She stated that Advisory Committee members she has spoken with liked the format of having an overview of the Center's projects and then having a discussion. Judy McGill stated that she felt information from other states for nursing and their work/projects would be helpful. Dr. Persily reminded members that the Centers for Nursing in the states of Virginia and Washington had representatives on the Advisory Committee, and that a representative from North Carolina's Center for Nursing could be invited to also attend. Mr. Napier stated that another issue that has arisen was the need for a Chair of the Committee; and he has written policies to start this process. Dr. Persily informed members that the annual report will be available and possibly the legislative review will be completed as well. Members of the Advisory Committee present also liked the facility at the University of Charleston and being able to sign up for projects to work toward the Center's goals. Mr. Napier stated that every Advisory Committee member that has signed up to work on a subcommittee has participated. One subcommittee, however, still has not yet met.

After further discussion, the date for the next Advisory Committee meeting was scheduled for Wednesday, March 12, 2008 from 12:00 to 2:00, at the University of Charleston, with lunch being provided.

VI. Committee Reports

A. Advisory – No report

B. Data

1. RN/LPN Minimum Data Set
2. Annual Report 2006-2007

Dr. Persily reminded members that the Center had asked both the RN and LPN Boards to collect the minimum dataset information. The LPN Board licensure renewal has ended and information has been received. However, the dataset

questions were not on-line, which necessitated the staff of the Center helping to enter the information in a spreadsheet. The RN licensure renewal ended December 31st, and most of the RNs dataset information was collected on-line; except for about 7,000 responses. The paper applications submitted are being entered into a spreadsheet by the RN Board staff, which should be completed by January 31st. Ms. Oakes stated that there was a problem with the on-line form, which the RN Board has been made aware. Ms. Aguilar also agreed to assist the Executive Director with obtaining median salary information, which was not collectable.

Dr. Persily reported that the Committee is still working on the 2007 annual report. Still awaiting RN data as the licensure period doesn't end until December 31st. For 2008, the RN licensure renewal deadline has been changed to October 31st, so this will allow the data to be available in a timelier manner; however, the data won't be for a full year.

C. Executive - No report

D. Nomination – No report

E. Operations

Report given by Dr. Persily, on behalf of Mary Beth Barr, Chair.

1. Budget reports
 - a. Center budget

Current cash balance of \$358,570; awaiting deposits from 2007 RN license renewal.

- b. Scholarship (student) Fall 2007

Have awarded \$45,600 of the \$95,000. Applications are still coming in; Executive Director is contacting those institutions who have not applied.

- c. Scholarship (faculty) Fall 2007

Have awarded \$31,332 of the \$40,000.

- d. Emergency Fund Fall 2007

Have awarded \$900 for the \$15,000, will be adding \$1,200 from the sponsorships of the Celebrating Nursing Excellence program. Some requests received were for tuition. The Executive Director contacted those institutions to have them award the scholarship fund before submitting applications for the emergency fund.

- e. Recruitment & Retention grant

No applications to date.

- f. Benedum grant

Grant balance is \$26,000 for program staff salary. Grant ends June 30th. Major expenses have been paid. Executive Director has contacted the Benedum Foundation and discussed the possibility of receiving additional funding.

g. Celebrating Nursing Excellence

Received \$1,200 in sponsorships; costs were \$5,390.41. The Board had allocated \$10,000 set-aside for this event; \$5,359.59 will be returned to the general revenue fund.

h. Aging Workforce conference

Received \$3,350 in sponsorships and \$5,250 in registrations. Costs were \$12,529.37 after sponsorships and registrations were subtracted. Board had set-aside \$25,000; \$12,471 will be returned to the general revenue fund.

i. Staffing proposal

Dr. Persily referred members to the draft positions descriptions, which were developed from discussion during the Executive Director's performance appraisal at the October 2007 Board meeting, in which the Board felt that the Center needed additional staff. Dr. Persily stated that the Operations Committee feels that the most important were an Executive Assistant and an Assistant Director for Recruitment & Retention projects. The other two positions, research and communications/media, could be contracted; one possibility discussed was contracting with the North Carolina Center for Nursing, which is losing part of their state funding, and would be a good fit. Dr. Persily stated that she and Mr. Napier will have a teleconference with the NC Center on January 25th to discuss. Mr. Napier stated that he had discussed with the institutions with marketing/communication programs about using college interns to do the work the Center will require.

Ms. Oakes stated that the Executive Assistant and Assistant Director positions are not unreasonable requests; given the 1.5 FTE used to date. Purchasing staff time from the North Carolina Center for Nursing would also be a good place to start; but will need a concrete understanding that the amount of staff time needed will be provided. The West Virginia Center for Nursing will benefit, however, from access to seasoned, well-trained staff.

Dr. Persily stated that the Operations Committee recommendation to the Board was to approve the requested positions, as follows: the Executive Assistant and Assistant Director for Recruitment & Retention projects will be hired as full-time state agency staff and charge the Executive Director to explore contracting with the North Carolina Center for Nursing for the research position and with a WV institution of higher education for an intern for communication/media position.

With no further discussion, motion passed unanimously.

j. Sponsorship of 6th Annual Meeting and Conference of Workforce Centers

Dr. Persily stated that the Center had received a request for sponsorship of the conference. West Virginia Center for Nursing has attended this conference and has also presented. This year's conference is in Denver, Colorado in June. The Operations Committee discussed the sponsorship issue at its last meeting, and felt that the West Virginia Center for Nursing should offer support for the conference and recommended that the Board sponsor at the organizational level.

After further discussion, Ms. Oakes moved that the West Virginia Center for Nursing provide sponsorship of \$500 for the Forum of State Nursing Workforce Centers. Ms. Alderman seconded and the motion passed unanimously.

Dr. Persily stated that the West Virginia Center for Nursing has supported the Executive Director and two Board members attendance, and asked for a motion if the Board wanted to continue to do so. Ms. Oakes moved for the West Virginia Center for Nursing to support attendance to the conference for the Executive Director and two Board members. Dr. Kyle seconded; and the motion passed unanimously.

k. Executive Director Evaluation

Dr. Persily stated that the Board recommended at the October 2007 meeting a performance salary increase for the Executive Director. However, as of July 1, 2007, all state employees received an across the board raise and no other raises are being approved by the administration. The Board has therefore decided to not pursue a merit increase at this time, and the Executive Director has agreed. The Operations Committee therefore brought a recommendation to the Board to not pursue a pay raise that this time and to revisit in October 2008. Motion passed unanimously.

F. Planning

Report given by Dottie Oakes, Chair

1. Strategic Plan review of objectives/goals assigned for 2007 and 2008

Ms. Oakes reviewed the current plan. Status of all projects has not yet been updated. Goals for 2006-08 were reviewed. Under Year 2006 - have not established a hotline; however, the Committee felt that the website fulfills this need. Under Year 2007 – last goal – evaluate capacity for expansions of nursing programs, etc., the Committee felt that the faculty scholarship has met some of this expectation. This goal needs to be moved forward to 2008 and focused on more advance educational tools, i.e., simulators, not just traditional sources. Board members discussed this issue in depth, in terms of cost, availability, resources required. Dr. Persily stated that might be a good issue to bring to the Advisory Committee; goal will be moved to 2008. Ms. Oakes asked members to provide any comments, suggestions, and changes in the strategic plan to the Committee.

G. Recruitment & Retention Initiatives

Report given by Dr. Shelia Kyle, Chair

1. Scholarship (student) survey results

Will not be available until after the funds are awarded.

2. Scholarship (faculty) program report

Received 11 applications for Fall 2007; three for Spring 2008.

3. Emergency Fund report

Two awards have been made for a total of \$900 expended.

4. Recruitment & Retention grant program report

No applications yet received; but deadline is March 1st. Was question asked at last Committee meeting; some confusion about whether a school of nursing could apply. There is no restriction; the program is not just for hospitals or long term care facilities.

5. Articulation project report

Dr. Kyle stated that the schools are at the point of joint ASN/BSN program meetings; reported that the group had found more commonalities than differences in the programs; already have an articulation plan in place; but it could work better. A couple of schools have not really been engaged enough to provide the data; but have now realized the necessity of participating.

6. CareerPACE

- a. Requests to implement at other facilities

Dr. Kyle asked Karen Hoschar, CareerPace Program Coordinator, to update the members.

Ms. Hoschar stated that she has been talking with St. Joseph's in Parkersburg about participation in the project. They were interested; but when asked to pay part of the cost; and they were unwilling to do so. Hospice Huntington also expressed interest in the project, but was only interested in the career ladder piece. Neither agency will be participating.

The four participating, Jackson General, Plateau, Elkins Convalescence and Thomas Memorial, are at different stages in implementing the program. The criteria were revised for Plateau to be more specific. Jackson General is 60% done with first run of evaluation; has visited Elkins and met with staff; Thomas Memorial orientation will take place later this month.

Dr. Kyle stated that the Committee is recommending to that the Board continue Career Pace for one additional year. Dr. Persily stated that the Operations Committee will have to review the costs; and asked for the budget information.

7. Clinical Scheduling Program-update on funding

Dr. Kyle requested Duane Napier, the Executive Director, to provide this update.

Mr. Napier reported that he had met with Jim Skidmore, Chancellor of the Community & Technical Colleges, to review the requested program and informed Mr. Skidmore that the Center was requesting \$100,000 upfront for staff. Ideally, as the program continued, the staffing demand would drop. There is no total program charge, as it was developed using federal HRSA funding, but it may need to have some changes in the programming to tailor it for use in WV. Mr. Napier stated that he has also discussed the program with Dennis Taylor, Vice Chancellor of Administration for the Higher Education Policy Commission and Mr. Taylor felt that there maybe federal funding available to begin this program.

8. Aging Workforce Conference-follow up on conference

Mr. Napier stated that sixty-five people attended. The evaluations were shared; basically positive responses.

Dr. Kyle stated there had been interest expressed in having the Celebrating Nursing Excellence Awards during Nursing Week in May 2008. Ms. Oakes and Dr. Kyle advocated for a real gala, i.e., black tie. Ms. Denise Campbell stated that she's heard that nurses would like to see this type of event every year. Dr. Persily stated that this type of event could not be planned by May 2008; and asked for volunteers to plan, and will ask the Advisory Committee to assist. Ms. Oakes volunteered to co-chair, Denise Campbell also volunteered to assist.

H. WV Workforce Development Report

1. Updates on West Virginia workforce issues

Melissa Aguilar provided information on STEM grant application. She and her staff will be participating; if Board is interested she will pursue. Dr. Persily asked if it would support schools for remedial training. Ms. Aguilar stated that might be possible but would depend upon how the grant is written. She suggested writing a narrative and asking to Department of Labor to review to see if it is something that could be funded. Ms. Aguilar also provided an overview of health related jobs and demand. Also stated that could also apply for an REG grant; just for planning – approximately \$250,000. Ms. Aguilar discussed the virtual surgery project; which was a great success. The information is posted on the agencies website at www.Region1workforce.org. Region 1 is also planning to continue the virtual surgery project in 2008.

VII. Legislative Issues

A. West Virginia Center for Nursing Performance Review

Dr. Persily stated that the Center is preparing for a legislative performance review and subcommittee members, from the Advisory Committee, have been working on the information to be presented and its format. The subcommittee decided to take the enabling legislation and break it down entry by entry. Each entry would then be a tab in the binder with documentation following. No notification of when review will be. Mr. Napier stated he was expecting comments back from subcommittee soon

and that he had met with the Vice Chair of the Government Organization Committee, Delegate Dale Martin, who is sure that center will be reviewed this year; however, Delegate Bobbie Hatfield said it would not be. Mr. Napier stated that he has contacted the attorney for the committee, who stated that the Center is not on the review schedule, but that doesn't mean that the Center won't be audited; could be added at anytime, as the review does not have to take place during the legislative session. The review usually takes 2-3 months. Dr. Persily stated that each Committee Chair needs to review the format and materials, as well as the subcommittee members. Mr. Napier stated the notebooks will be sent out as necessary.

Ms. Oakes discussed the introduced legislation regarding mandatory staff ratios. Ms. Oakes stated that WVONE has drafted a position statement that they will not support the bill as written. Dr. Persily informed members that she understood that the legislation is not supported by WVNA, either.

Ms. Denise Campbell informed members that the nurse license plate bill had been reintroduced as a hold-over bill. She has spoken with three legislators who have stated they would have no problem supporting. Dr. Persily stated that the way the bill was written previously that none of the revenues from the sale would come to Center; so she expressed the opinion that the Board should not actively pursue passage.

VIII. Strategic Plan
Reviewed under Committee reports.

IX. Announcements
A. Governor's State of State Address
B. 2008 Meeting Schedule

Dr. Persily stated that the copy of the Governor's Address in the meeting materials was given to the Board members to bring to their attention the proposed 1,000 new allied health field graduates beginning in 2010.

Dr. Persily stated that the Board's meeting schedule was provided for the Board's information. Please note that the call-in number is provided.

Melissa Aguilar informed members that the next Workforce Conference is scheduled for July 29th through August 1st at Chester, and approximately 500 people may be in attendance.

Melissa Aguilar also informed members that Workforce Day at Legislature is March 4th; Women's Day is February 6th. Mountain State University's career fair for all healthcare providers is on February 4th and goal is to have health career fairs in every region this year. If anyone would like to exhibit, to please contact her.

Ms. Oakes stated that her staff had asked if the Center had thought about lobbying the legislature for the loan forgiveness program. Dr. Persily reminded members that the Center cannot lobby and stated that HB 2782 has been introduced and the program, if passed, would be housed at the Higher Education Policy Commission. It would require demonstration of financial need; enrollment in accredited institution;

and no default of any type of loan. Members discussed drafting a statement of its position. Judy McGill stated that individually members can write a letter, and state they are members of this Board, but the Board cannot take a position.

Other legislation of interest: HB 2487 regards staffing ratios for hospitals; HB 2486 is staffing ratios for long-term care facilities. HB 3165 covers tax credits for college graduates.

Mr. Napier stated that the State Journal had contacted him. They are in the process of developing a health care issue to be released in February; wanted to know if the Center was interested in advertising. Dr. Persily stated that the current ad would not be appropriate for use.

Ms. Oakes stated that the WVONE dinner would be held on January 23rd at the Marriott in Charleston.

Mr. Napier reminded members that January 24th is Unity Day at Legislature.

Ms. Amy Campbell had a flyer on regarding recruitment & retention meeting in Boston on April 11, for anyone interested.

X. Next Meeting Date and Adjournment

The next meeting date: April 18, 2008 at 9:00 a.m. at the WV Higher Education Policy Commission, Charleston, in the 9th floor conference room.

Meeting was adjourned.

Chair

Date