

WV Center for Nursing
Board of Directors Meeting
July 18, 2008
President's Conference room, 9th Floor
WV Higher Education Policy Commission

Minutes

Present: Dottie Oakes, Linda Tieman, Mary Beth Barr, Connie Cantrell, Cheryl Basham, Melissa Aguilar, Pamela Alderman, Cynthia Persily, Denise Campbell, Amy Campbell, Sheila Kyle

Absent:

Guests: Duane Napier, Rose Anne Michaels

I. Call to Order

Dr. Persily called the meeting to order at 9:04 am.

II. Approval of Minutes. April 18, 2008

Minor punctuation and spelling errors were found in the previous minutes.

MOTION: Alderman moved to accept the minutes with the corrections,

Basham second the motion and it passed unanimously.

III. Executive Director Report

A. The Executive Director gave the board the proper codes and numbers to obtain access to the workforce website (www.nursingcenters.org) where there is much information that can be utilized. This link will also be posted to the Center's webpage in the near future.

B. Dottie Oakes, Mary Beth Barr and the Executive Director all attended The Sixth Annual 'Taking the Long View' workforce conference in Denver, Colorado. It was reported that the conference had informative speakers and materials, with the only negative item being that not many outcomes were presented from the research that was conducted.

- C. The Executive Director reported that he is now conducting staff meetings. At the most recent meeting, each staff member was asked to submit their long and short term goals to the Executive Director. Also, during this meeting the staff was offered the opportunity to implement a four-day work week due to the rising cost of gasoline.
- D. The Center also has an article published this month in the Stateline, a publication that is sent out to all government employees in the State of West Virginia.
- E. The Executive Director also reported that in a recent CTC/HEPC meeting a retired Army Colonel suggested exploring the concept of Troops to Teachers, but for nurses. The Colonel stated he would support and aid the Center in getting a program like this up and running. Karen Hoschar will be exploring this matter further and it was reported that all parties have made initial contact with one another.
- F. It was noted that West Virginia is one of the only states that will allow military medics to become RNs by taking The NCLEX. Suggestions were made to promote this were made: hold training sessions to ensure passing, contact Sharon Peters (who puts out newsletters), and have the Executive Director to continue researching this topic.

RECOMMENDED ACTION: Executive Director to contact Sharon Peters and continue researching this topic. M. Aguilar will furnish the contact information.

IV. Old Business

A. Appointment/Reappointment of Board of Directors from June 2006 Update and Progress

Those Board members to be reappointed in 2006 yet to be reappointed. Scott Cosco at the Governor's Office has been contacted about this matter and the Center has not heard a response to the appointment/reappointment issues regarding the Board of Directors. It was noted that from 2006: D. Campbell, P. Alderman, C. Basham, and D. Oakes were all waiting for reappointment

B. Appointment/Reappointment of Board of Directors from June 2008 Update and Progress

Those Board members to be reappointed in 2008 have yet to be reappointed. Scott Cosco at the Governor's Office has been contacted about this matter and the Center has not heard a response to the appointment/reappointment issues regarding the Board of Directors. It was noted that from 2008: S. Kyle, C. Persily, A. Campbell, M. Agular, J. Maynard and M.B. Barr were all awaiting reappointment.

Theresa Witt, who represented LPNs engaged in direct patient care, will not be able to be reappointed to the Board due to a change in her professional status. The Center has received two applications for the now vacant position.

It was noted that all reappointments will be for four years.

V. New Business

No New Business

VI. Committee Reports

A. Advisory and Planning (Joint Report)

1. Report on Strategic Planning Meeting on 17 July 2008

It was noted that Becky King did an extraordinary job facilitating the Strategic Planning Meeting held the previous day. During this meeting the participants in the facilitation took the concepts of: sustainability of the Center, Recruitment, Retention, Public Image/identification, and Data to build ideas to what are the key points to each concept and how to create actions towards achieving the Center's plan.

RECOMMENDED ACTION: The strategic planning group will regroup to develop a formal plan.

B. Data

No meeting was held due to lack of quorum.

1. Annual Report 2006 – 2007

The Executive Director has been diligently working on the annual report, but it is currently not ready for Board approval. Dr. Persily would like to have the Annual Report ready by the August Data Committee Meeting.

It was also suggested that the Center start publishing 'mini' papers and press releases rather than one large Annual Report.

Any comments or questions about the Annual Report should be sent to the Executive Director.

RECOMMENDED ACTION: Executive Director to continue to revise report

2. Nurse Employer Survey Data is included in Annual Report

This information will be presented as a beginning/start to try and target certain areas. This upcoming year will focus on hospitals and long term care facilities.

RECOMMENDED ACTION: Surveys will be developed for acute care and long term care facilities. The committee will partner with WVHA and WVHCA to ensure a greater return of surveys.

3. RN Faculty Survey 2008

The RN Faculty Surveys are still ongoing. The Center is still waiting to hear from several RN schools. The RN survey was also taken to the most recent ADDNE meeting for review and revisions.

4. LPN Faculty Survey 2008

The LPN Faculty Surveys are still ongoing. LPN surveys are a new addition to the data collection this year.

C. Executive

No report given.

D. Nominations

1. Board officer nominations

A ballot will have to be formed shortly for all terms ending in 2008. A. Campbell noted that she would like to be placed on the ballot to continue as acting secretary.

A ballot must be made available one month before elections at the annual meeting to be held in October.

Request to be placed on the ballot should be sent to S. Kyle or the Executive Director.

E. Operations

1. Budget report for June 2007 – 2008

Line items were missing that covered the Executive Assistant.

RECOMENDATION FROM COMMITTEE:

Executive Director should write accounting about this matter and have it addressed accordingly.

2. Scholarship award report for 2007 – 2008 academic year

RECOMMENDATION FROM COMMITTEE:

Move all remaining balances to the new year's scholarship program.

Second by D. Oakes- Passed unanimously.

3. Scholarship Proposal 2008 – 2009 academic year

4. Grants Program report and proposal

5. Benedum – careerPACE report and proposal

Thomas Memorial has now left the CareerPACE program. There are still two hospitals participating.

RECOMMENDATION FROM COMMITTEE:

Pay fees for license and per nurse fees to allow for the Center to apply for more funding through Benedum.

RECOMMENDED ACTION: The Executive Committee will meet to discuss this situation before October.

6. Center Office Space report

Due to the growth of the staff, the Center has outgrown the current space. It is more than likely that the Center will have to move and there could be an increase in costs/rent than originally budgeted.

RECOMMENDED ACTION: The Executive Director will provide the Operations Committee with costs analysis when move has been decided by HEPC.

7. Clinical Scheduling Program report and proposal

RECOMMENDED ACTION: The Center to contact University of Charleston and the schools to inform them that the Center will be taking over these responsibilities.

8. Linda Lacey and Annual Conference

Both items came in under budget.

F. Recruitment and Retention

1. Scholarship Program Report 2007 – 2008

The attachments showed the reports of the funding for the past school year. Suggestions were made to make this report stronger in the future: break the Emergency Funding Report down by RN/LPN recipients, requests for funding.

It was noted that the Faculty Doctoral Scholarship is very well received program. The handout/report for this scholarship did need a few corrections made to it regarding the specific programs the recipients are engaged in.

The Center reported that this year there have been issues in receiving information from the schools in regards to completing their reports. It was suggested that the Center send a letter to those schools that have not sent in their report. A copy of the suggested letter was made available via the meeting packet. An amendment was made to the letter for effectiveness by the Board. The letter now states that “those who do not complete their reports will not receive funds for the next academic year.”

It was suggested by the Board that a copy of the letter to be send to the faculty contact person and the Dean/Director of the programs as well.

RECOMMENDED ACTION:

- A. The Executive Director to send letters to these persons that have not submitted the reports.

B. The Executive Director may also attend a meeting through Workforce West Virginia concerning scholarship programs. This may aid in future effectiveness

2. Scholarship Program Proposal 2008 – 2009

One third of the budget must be spent on scholarship funding. The committee submitted recommendations for the next academic year.

RECOMMENDATION FROM COMMITTEE:

The West Virginia Center for Nursing will use \$114,000 for academic year 2008-2009 to fund scholarship programs. The awards will be as follows:

Each RN Program will receive \$2,400 with an award maximum of \$500 per student. Each LPN Program will receive \$500 with an award maximum of \$250 per student. \$39,014 will be allotted for the Faculty Doctorial Scholarship with an award maximum of \$1,600 per student. The LPN Teaching Certification Scholarship will be given \$7,000 with a \$1,000 maximum per student. The Emergency Funding will receive \$11,500 with a \$500 award maximum per student.

3. Current R&R Projects

a. Nurse Residency Program

A generic program is currently being developed to aid hospitals who may lack resources to develop their own program.

b. CareerPACE

There are currently two hospitals still continuing careerPACE, Plateau and Elkins. Both are reportedly doing well with this program and see great value with this program.

c. Nurse Camp is a new concept that the staff is working on. This program would give an opportunity to middle school aged children who are interested in nursing a chance to get a hands-on approach to the nursing field.

d. Articulation

The articulation plan was approved by ADDNE at the most recent meeting in May 2008. The next ADDNE meeting will be in October when the group plans to work on transfer and scheduling issues in Higher Education.

4. Clinical Scheduling Program proposal

The Center facilitated the last scheduling session last time at The University of Charleston. Currently, there still is no sponsor for funding a program, but the committee does have recommendations.

RECOMMENDATION FROM COMMITTEE:

The West Virginia Center for Nursing will assume the responsibility of the Clinical Scheduling in the Kanawha Valley. The Executive Director will start accepting bids for the exact costs for funding a program like this and also look into salaries and benefits needed for additional staff (while it was noted these positions will not be full-time).

5. Celebrating Nursing Excellence

This committee will meet later to discuss the following matters: where to have meetings, to have outside board participation, and whether or not to have this celebration during nurses week or not.

6. Career Manual

There are currently no strong resources like this for our area. Sensing the need for such a source, the Center has started working on this project. This will be an all encompassing manual of the nursing field for the state.

7. Magnet

The staff will start working on ways to develop the program using the principles of magnet so that local hospitals will be able to be more effective at a lesser cost. It was also suggested to consider having a summit on this topic for the spring of 2009.

G. WV WorkForce Development Report

The West Virginia Department of Commerce has a new website (www.wvopenforbusiness.com). Those who visit the

website can sign-up to send post-cards to 'come home' to West Virginia. On this website people can submit job openings and success stories. It was suggested that the Center start asking agencies to start using this website and also work on having more nursing success stories posted on the website.

Another website that was shared was www.careervoyages.com allows a person to plan for a career and see what they would need (in terms of skills, training and education) to be successful. It was suggested that both links be linked to the Center's website.

The workforce conference is in the last week of July.

Work keys is still being finalized, as well as the profile for LPNs and RNs. Work Keys tells a person where you are and the skills you need for a specific position.

RECOMMENDATION:

Work to get a more accurate profile of LPNs and RNs by bringing in six to eight people in each profession and meet with Dr. Robin Ashberry.

RECOMMENDATION for ACTION: both to be added to the Center's contacts

Moved by D. Oakes, second by S. Kyle- passes

VII. Legislative Issues

A. WV Center for Nursing Performance Review

Still awaiting to be scheduled.

VIII. Strategic Plan

A discussion on the license plates was held again. It was suggested that the Center continue work in this area.

RECOMMENDED ACTION:

A discussion was held about forming a committee to look at educational issues. The name of the committee could be Education and Research Committee which can be voted on in October's meeting.

The Board took into consideration the amended Vision and Mission which now states:

Vision

The WV Center for Nursing will be a national leader in the development and implementation of strategies to support the education, recruitment and retention of qualified nurse professionals for and in the State of West Virginia.

Mission

The West Virginia Center for Nursing enhances and strengthens nursing excellence to optimize the health and healthcare of all West Virginias, through strategic workforce planning, education, research, and nurse practice development.

MOTION:

To accept the newly phrased vision and mission by Kyle, second by A. Campbell. Motion passes unanimously.

RECOMMEDED ACTION:

Update website and all documents with Mission & Vision updates.

IX. Announcements

Travel reimbursement forms are located at the end of the table.

Thank you to Linda Tieman for coming to our meeting.

X. Next Meeting Date and Adjournment

Friday, October 17, 2008 @ 9:00 AM

MOTION:

To adjourn by D. Oakes, second by S. Basham. Motion passes unanimously.

Signature

Secretary

Date