

**Minutes  
WV Center for Nursing Board Meeting  
September 23, 2005**

**Attending:** Melissa Aguilar, Amy Campbell, Dr. Cynthia Persily  
**Attending via teleconference:** Cheryl Basham, Denise Campbell, Dr. Sheila Kyle,  
Janice Maynard, Dottie Oakes  
**Not Attending:** Pamela Alderman, Mary Beth Barr, Vickie Jones,  
Theresa Witt  
**Guests:** Alicia Tyler, Janet Caruthers

**Agenda**

I. Approval of May 26<sup>th</sup> minutes.

The meeting was called to order and chaired by Dr. Persily. Dr. Persily asked members if they had any changes for the minutes. With no changes requested by the Board, a motion was made by Dr. Kyle to approve as written; seconded by Amy Campbell. Motion passed unanimously.

II. Discussion of Membership and Appointment of New Chair for Operations Committee

Dr. Persily reviewed the current membership and updated the Board. Melissa Aguilar has returned to the Board as the ex officio member representing workforce development. Ms. Aguilar has accepted a position with the Region I WIB. Her continued participation was agreed to by her new director. Duane Napier has temporarily stepped down from participating on the Board as he has applied for the Executive Director position. The LPN Board, which he represents, has decided to delay naming a replacement until their next meeting.

Dr. Persily reminded the Subcommittee Chairs that these meetings also fall under the open meeting laws and must be noticed to the Secretary of State's office five days prior to the meeting date. Agendas for the October meeting(s) are to be submitted to Marilyn Bowe by October 14, 2005.

Duane Napier was serving as the Chair for the Operations Subcommittee; as no other member attended the meeting; the selection of a new chair was tabled.

III. Reports from Subcommittees

- A. Recruitment and Retention Initiatives. Amy Campbell, Chair, gave an overview of the discussion with UBI Healthcare Solutions and the services they offer developing employee recognition programs. The agency has identified local funding sources; employs the grant writers; and helps manage the program. Alicia Tyler has offered to review what other states offer.

- B. Planning and Research. Dottie Oakes, Chair, stated that the subcommittee started with a review of its charge. The group decided that the combination of issues was not appropriate and recommended that developing the strategic plan be separated from this subcommittee. The subcommittee also discussed recruiting community resources and looking at the skills of the other Board members to help accomplish their tasks. The P&R Subcommittee also identified the need for a statistician, marketing, IT, and a way to connect legislatively, to support the work of the committee.
- C. Operations. Dr. Cyndi Persily reported that she chaired the meeting, which was attended by Celia Vanater, HEPC Finance, and Marilyn Bowe. No other Board member attended the meeting. The draft budget was reviewed from Finance's perspective and a few minor changes were needed. The draft budget will be updated and provided to the other members for their approval, and will be on the agenda for both the Subcommittee and Board meeting agendas on October 28<sup>th</sup>. Dr. Persily also noted that funds from licensure fees from the RN Board should be transferred to HEPC in January; the LPN Board, in July.
- D. Executive Director Search. Dr. Persily stated that of the seven qualified applications; four were chosen for a telephone interview. It is projected that the subcommittee will have a recommendation for the Board at the October 28<sup>th</sup> meeting.

VI. Old Business and New Business

Old Business:None.

New Business:

- Dottie Oakes will provide a summary of model career path plans for Board's information and review.
- Operations Subcommittee will update the draft budget and supply to all subcommittee members for review; with a final budget presented to the Board at the October 28<sup>th</sup> meeting for approval.
- Operations Subcommittee will develop a format for a bio page of skills for Board members.
- Operations Subcommittee will work on draft bylaws for the next meeting.
- Agenda Item: Discussion of mission statement.

VII. Adjournment

Dr. Persily called for any further business for discussion. With no further discussion, the meeting moved to adjournment by Melissa Aguilar; seconded by Dr. Kyle, and passed unanimously.