

WV Center for Nursing  
Operations Subcommittee  
September 29, 2006  
9:00 to 10:00 a.m.  
WV Higher Education Policy Commission  
9<sup>th</sup> Floor Conference Room

**Minutes**

Members Present: Mary Beth Barr, Cynthia Persily, Duane F. Napier  
Members Absent: Denise Campbell, Vickie Parlier Jones

I. Call to order

Meeting was called to order by Mary Beth Barr, Chair.

II. Approval of minutes from meeting August 25, 2006

Ms. Barr asked for any change to the minutes. With none requested by the members, Dr. Persily moved to approve the minutes as written; Ms. Barr seconded; and the motion passed.

III. Executive Director Report

Mr. Napier had no specific report; will share his information as the agenda progresses.

IV. Old Business

A. "WV Finest" Recognition program

1. No funds have been expended to date.
2. Waiting on media consultant to complete solicitation letters for individual facilities and general solicitation of interested parties.
3. Project has been given its own separate budget report as requested by HEPC Finance Department.

B. Advertisement in State Journal publication "COMPASS"

1. Cost is \$600 for advertisement.
2. Cost is \$938.69 for media consultant, photo and background pictures. In addition, no funds have been budgeted for advertising and promotional. Will need to address this at next months meeting.

### C. Advisory Committee

1. We have not received statement for this meeting – will discuss at next subcommittee meeting.

#### Action Items:

- Await media consultant statement of services for recognition program.
- Allocate funds in advertising and promotional line item 035 in budget.
- Discuss cost of Advisory Committee meeting.

### V. New Business

#### A. August 2006 Financial Monthly Report

1. Reviewed current report. Mr. Napier discussed changes in benefit costs – a mathematical error was identified and corrected; minimal impact.
2. Rental expenses – 022; under the impression only paying for Executive Director's office. When contacted Administration for additional office space for new hire for grant, actually had been paying for that space as well since the July 2006 move. Also, when notified of increase in rent to occur in November, amount budgeted covers that additional expense.

#### B. Benedum Grant

Finance has set up separate account. Explanations show costs WVCN will bear, but no funds will be moved to Benedum Grant. Expenses for grant will be shown on monthly WVCN statement. Insufficient funds from grant to pay for 0.2 FTE of Executive Director to work on grant as submitted; however, with payment of indirect cost reimbursement, amounts will offset the time the Executive Director spends on the grant.

#### C. WVNLI Grant

Separate grant established for recognition program expenditures.

### VI. Strategic Plan

Costs for projects to date have not been added to the Action Plan but will do so for next meeting.

#### Action Item:

- Show costs on Action Plan

VII. Announcements

None.

VIII. Next Meeting Date and Adjournment

Next meeting date to be set at Board meeting on October 6<sup>th</sup>. The meeting was adjourned.

**Signatures:**

\_\_\_\_\_  
**Chair**

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

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

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