



Wyoming State Board of Nursing
Regular Meeting Minutes
January 9, 2018

In accordance with the State of Wyoming Public Records Act, supporting documentation to the meeting minutes is a public record and is available upon a written request. Voting numbers on all decisions and motions are as follows: In Favor – Opposed – Abstaining – Absent.

The Board reserves the right to vary from the times and order of matters presented depending upon the need and necessity of facilitating the flow of business.

The following were present or presented reports during the one day meeting:

<p><u>Board Members</u> Donna Nurss APRN, President (DN) Marjory Christiansen RN, Vice President (MC) Charlotte Mather RN, Secretary (CM) Susan Howard RN (SH) Stephen Delger, Public (SD) Helen Byrd RN (HB) Kathy Cromer LPN (KC)</p>	<p><u>Staff</u> Cynthia LaBonde, Executive Director (CL) Jennifer Burns, Practice & Education Consultant (JB) Caitlin Casner, Office Support Specialist (CC) Victoria Pike, Compliance & Discipline/Licensing Manager (VP) Kara Aguirre, Legal Assistant (KA) Joey Clure, Investigative Assistant (JC) Lisa Hastings, Licensing Supervisor (LH) Cindy Stillahn, Fiscal/HR (CS)</p> <p><u>Attorney General's (AG) Office</u> Jim Peters, Advising Attorney (JP) Jessica Frint, Prosecuting Attorney (JF)</p>	<p><u>Guests:</u> Sean Chambers, Hearing Officer, Office of Administrative Hearings (SC) Kathy Kendrick, Wyoming Reporting Services Gina Dickerson, University of Wyoming, Second Year Law Student</p> <hr/> <p>Tiffany Root, RN #29878, Hearing Participant</p> <hr/> <p>WNA Representatives Mary Behrens RN Toni Decklever RN Dee Gilson RN Kathy Luzmoor RN Tobi Moore RN</p>
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Committee of the Whole (COW) Work Session

(No Board action will be taken, topics for discussion only)

AI #05 Committee Reports

- Practice (HB)
- Education (MC)
- Application Review (CM)
- Legislative (SH)
- Discipline (DN)

AI #06 Executive Session-Legal Advice-Notice of Warnings (NOW) (JP)

Motion: Motion made and seconded at 8:56 a.m. to enter into Executive Session for Legal Advice. Motion passed (7-0-0-0).



Board returned to Public Session at 9:40 a.m.

AI #07 Conference Reports (CL)

- Template provided for conference reports. Board and Staff to complete for future conferences and return to CL.

AI #08 Educational Opportunities

- Future opportunities presented.

WSBN Board Quarterly Business Meeting

Called to order at 9:53 a.m. by Board President (DN). Roll called and quorum declared.

AI #09 Committee Reports and Recommendations/Board Actions

- Practice (HB)

Motion: Motion made and seconded to approve Advisory Opinion, “The Role of the Nurse in Superficial Wound Closure.” Motion passed (7-0-0-0).

- Education (MC)

- Advised that Wyoming nursing program annual reports have been received.
- Nightingale College is in process of enacting WSBN requests and recommendations.
- Montana State University nursing program has been approved.

Motion: Motion made and seconded to approve Advisory Opinion, “Telehealth Standards.” Motion passed (7-0-0-0).

Motion: Motion made and seconded to approve Advisory Opinion, “CEU Conversion.” Motion passed (7-0-0-0).

Motion: Motion made and seconded to approve Air Force and Army LPN equivalency programs. Motion passed (7-0-0-0).

- Application Review Committee (CM)

Motion: Motion made and seconded to approve recommended changes regarding single state to multistate licensing transition for new examinees and endorsees and current WY residents. Motion passed (7-0-0-0).

Motion: Motion made and seconded to allow Board staff to make changes regarding licensure processes, specifically primary source documentation, as needed. Motion passed (7-0-0-0).

- Legislative Committee (SH)

- No action needed

- Disciplinary Committee (DN)

- SD expressed interest in serving as WSBN delegate to WPAP. CL suggested SD attend January 23, 2018 WPAP Board meeting, and decision can be made during February WSBN meeting.

AI #10 Consent Agenda (DN)

Motion: Motion made and seconded to approve the Consent Agenda. Motion passed (7-0-0-0).

AI #11 Executive Session-Right to Practice (not used)



AI #12 Operations Reports

- Licensing (LH)
 - Process mapping review revealed three (3) day average processing time for issuance of a temporary license. Processing times can vary depending on time of year and Department of Criminal Investigation (DCI) case load.
 - CL acknowledged staff time and effort to streamline licensing processes.
- Compliance and Discipline (VP)
 - No concerns voiced by Board.
- Monitoring
 - No concerns voiced by Board.
- Fiscal/HR (CS)
 - B11 fiscal requests were approved. WSBN budget adjusted accordingly.
- Practice and Education (JB)
 - Question log has been updated with assistance from licensing staff.
 - An updated WSBN website is in the works.
- Administration (CL)
 - WSBN is now fully staffed. Governor Mead will be making appointments to the Board at the end of January 2018.
 - Strategic plan has been updated to reflect current status, and will be made available on Google Drive.
 - eNLC implementation will begin on January 19, 2018. Multistate license application will be available by January 19, 2018.
 - Board member professional development will tentatively address the purpose and responsibilities of Board members. Professional development will be held during the July Board meeting in Sheridan.

AI #13 Public Forum

- WNA presentation
 - Requested Board define professional services and nursing practice, considering paid, unpaid, or volunteer “work.”
 - Inquired if “practice” and “employment” have the same definition.
 - Requested development of an Advisory Opinion on the definition of nursing practice in Wyoming.
 - JP advised answers to questions posed by WNA will be based on what will protect the public.

AI #16 Board Orders for Approval

Motion: Motion made and seconded to approve the Board order for Summary Suspension for Kimberly Larson, APRN #18217.0308, Docket No. 16-17-390-DN. Motion passed (6-0-1-0). (In accordance with Board rules, members of the Disciplinary Committee abstained from voting). (DC: DN).

AI #17 Election of Board Officers

- President
Motion: Motion made and seconded to elect MC as President. Motion passed (6-0-1-0).



- Vice President

Motion: *Motion made and seconded to elect CM as Vice President. Motion passed (6-0-1-0).*

- Secretary

Motion: *Motion made and seconded to elect SH as Secretary. Motion passed (6-0-1-0).*

AI #14 Hearings

- Tina Butterfield, CNA #26979, Docket No. 16-17-407-SD.
 - Hearing began at 2:10 p.m.
 - Hearing officer SC, prosecuting attorney JF, witnesses VP and SD.
 - No appearance by Tina Butterfield.
 - Hearing ended at 2:22 p.m.
- Ashley Moore, CNA #26510, Docket No. 16-17-373-KC.
 - Hearing began at 2:23 p.m.
 - Hearing officer SC, prosecuting attorney JF, witnesses VP and KC.
 - No appearance by Ashley Moore.
 - Hearing ended at 2:42 p.m.
- Tiffany Root, RN #29878, Docket No. 16-17-413-CM.
 - Hearing began at 1:09 p.m.
 - Hearing officer SC, prosecuting attorney JF, DC member CM, witnesses VP and CM.
 - Tiffany Root appeared via Google Hangouts meet.
 - Hearing ended at 2:09 p.m.
- Nina Seale, LPN #8496, Docket No. 17-062-KC.
 - Hearing began at 2:43 p.m.
 - Hearing officer SC, prosecuting attorney JF, witnesses VP and KC.
 - No appearance by Nina Seale.
 - Hearing ended at 2:53 p.m.
- Post-hearings, JF requested the following:
 - Revisions to Chapter 8, Discipline, needed regarding impairment in the workplace and unprofessional conduct.
 - Addition of American Nurse Association (ANA) “Code of Conduct.”

Motion: *Motion made and seconded to revise Chapter 8, Discipline, based on comments presented. Motion passed (7-0-0-0).*

Summary Suspension

- Jana Garcia, RN #22041, Docket No. 17-18-150-MTX.
 - VP presented statement on behalf of the DC regarding allegations.

Motion: *Motion made and seconded at 3:23 p.m. to enter Executive Session for Right to Practice and Legal Advice for Jana Garcia, RN #22041, Docket No. 17-18-150-MTX. Motion passed (7-0-0-0).*

Board returned to Public Session at 3:32 p.m.



- Jana Garcia, RN #22041, Docket No. 17-18-150-MTX
Motion: Motion made and seconded to deny the DC recommendation for summary suspension of Jana Garcia, RN #22041, Docket No. 17-18-150-MTX and assigning to DC for further investigation. Motion passed (7-0-0-0).
- Tina Butterfield, CNA #26979, Docket No. 16-17-407-SD
Motion: Motion made and seconded to approve DC recommendation of Letter of Reprimand (LOR) for Tina Butterfield, CNA #26979, Docket No. 16-17-407-SD. Motion passed (6-0-1-0). (In accordance with Board rules, members of the Disciplinary Committee abstain from voting). (DC: SD).
- Ashley Moore, CNA #26510, Docket No. 16-17-373-KC
Motion: Motion made and seconded to approve DC recommendation of revocation of certificate of Ashley Moore, CNA #26510, Docket No. 16-17-373-KC. Motion passed (6-0-1-0). (In accordance with Board rules, members of the Disciplinary Committee abstain from voting). (DC: KC).
- Nina Seale, LPN #8496, Docket No. 17-062-KC
Motion: Motion made and seconded to approve DC recommendation of Letter of Reprimand (LOR) for Nina Seale, LPN #8496, Docket No. 17-062-KC. Motion passed (6-0-1-0). (In accordance with Board rules, members of the Disciplinary Committee abstain from voting). (DC: KC).

Executive Session-Right to Practice and Legal Advice

Motion: Motion made and seconded at 3:38 p.m. to enter Executive Session-Right to Practice and Legal Advice for Tiffany Root, RN #29878, Docket No. 16-17-413-CM. Motion passed (6-0-1-0). (In accordance with Board rules, members of the Disciplinary Committee abstain from voting). (DC: CM).

Board returned to Public Session at 4:20 p.m.

- Tiffany Root, RN #29878, Docket No. 16-17-413-CM
Motion: Motion made and seconded to lift summary suspension of Tiffany Root, RN #29878, Docket No. 16-17-413-CM, approve the DC recommendation of interim suspension and then impose restrictions on license of Tiffany Root, RN #29878, Docket No. 16-17-413-CM until conditions recommended by WPAP are met. Motion passed (6-0-1-0). (In accordance with Board rules, members of the Disciplinary Committee abstain from voting). (DC: CM).

AI#18 Board Member Recognition-WSBN Conference Room

- DN recognized as outgoing Board Member after serving two (2) terms.

Executive Session- Legal Advice

Motion: Motion made and seconded at 4:50 p.m. to enter Executive Session for Legal Advice regarding Romero District Court Order. Motion passed (6-0-1-0). (In accordance with Board rules, members of the Disciplinary Committee abstain from voting). (DC: SH).

Board returned to Public Session at 5:20 p.m.



Closing Information

- DC member SH made recommendation no action be taken on Romero District Court order, and to let 30 day appeal deadline lapse.
- CL advised minor changes have been made to the NOW template letter based on prior recommendations.

Meeting adjourned at 5:25 p.m.

Minutes submitted by: Caitlin Casner, Office Support Specialist II

Minutes reviewed by: Cynthia LaBonde, Executive Director
Kara Aguirre, Legal Assistant
Sue Howard, Board Secretary

Board Approved on: 2/8/2018