



Wyoming State Board of Nursing

Mission Statement: Serve and safeguard the people of Wyoming through the regulation of nursing education and practice.

Vision Statement: Acknowledging the dynamic nature of healthcare provides the climate, collaboration and regulatory framework for nurses to practice to the fullest extent of their scope.

Core Values: Excellence, Ethics, Education, Safety and Competence

Teleconference Meeting Minutes

August 29 2012

8:30 a.m.

877-278-8686; pin 517378

WSBN

1810 Pioneer Ave

Cheyenne, WY 82002

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

Board: President Tracy Wasserburger, Vice President Carrie Deselms, Secretary Cindy Woods

Members: Marcie Burr, Lori Johnson, Marguerite Herman, Donna Nurss

Staff: Interim Executive Director Cynthia LaBonde, Assistant Executive Director Todd Berger, Executive Assistant Tambra Shafer

Attorney General's Office: Assistant Attorney General Jessica Frint, Senior Assistant Attorney General Bob Walters

I. Opening

a) Call to Order

President Wasserburger called the meeting of the Wyoming State Board of Nursing to order at 8:35 a.m. on August 29, via teleconference.

b) Roll Call

Secretary Woods conducted a roll call.

Board Members Present:

Tracy Wasserburger, RNC, NNP, President
Carrie Deselms, MSN, APRN, FNP-BC, Vice President
Cindy Woods, BSN, RN, BC, Secretary
Marcie Burr, RN, HSA, CCHP, Board Member
Marguerite Herman, BA, MAT, MMC, Consumer Board Member
Lori Johnson, LPN, Board Member

Members Absent:

Donna Nurss, MS, APRN, BC, Board Member

Staff Present:

Cynthia LaBonde, Interim Executive Director,
Todd Berger, Assistant Executive Director
Tambra Shafer, Executive Assistant
Jessica Frint, Assistant Attorney General

Visitors Present:

None

c) Declaration of Quorum

Quorum declared by AAG Frint

d) Approval of Agenda

The agenda was unanimously approved as distributed.

II. Consent Agenda

a) Approval of Minutes

The minutes of the previous two meetings, August 16 and August 20, were unanimously approved with corrections noted by AAG Frint.

***Motion:** Member Herman moved to accept the consent agenda with one exception, the August 22, 2012 minutes were not completed for the Board to review. This motion was seconded by Member Burr and passed without dissent. (6-0-0-1)*

III. Administrative Issues

a) Chapter 5 renewal fees

- Discussion about Chapter 5 renewal fee ensued. President Wasserburger opened the floor for all members to ask their questions and present their opinions.
- Renewal fees comprise roughly 70% of the WSBN budget revenue. Without a fee increase during the 2012 renewal period, the operating budget would continue to operate in a deficit.
- Todd Berger explained to the Board the proposed renewal fee increase would assist with offsetting the budget shortfalls.

- President Wasserburger stressed to everyone the numbers needed to be justified what was going to be presented through the Emergency Rules Process.
- AAG Frint clarified to the Board what the difference was between the Emergency Rules process and the Regular Rule Change process. In the Emergency Rule change process; there is no call for additional support documentation as in the Regular Rules Change process.
- Once the Governor reviews and approves the Emergency Rule proposal, it will go into effect for this renewal period. The Emergency Rules would stay in effect for 120 days. After that period, the rules can be granted a one-time extension or be terminated. If the Emergency Rules are left to expire, then the renewal fees received after that time will be at the existing rate.

***Motion:** Member Deselms moved to forward the 2012 Chapter 5 Renewal Fees through the Emergency Rule Process. Secretary Woods seconded the motion and it passed without dissent. (6-0-0-1)*

The Board noted the need for a complete review of Chapter 5, Fees, to be accomplished in one of the upcoming quarterly sessions. In the October 2012 Board Meeting, there will be a critical review and discussion of the WSNB budget.

b) Executive Director Vacancy Announcement

The Board agreed to have this discussion in the Executive Session.

IV. Executive Session

***Motion:** Member Herman moved to enter executive session at 9:25 a.m. for personnel reasons. This motion was seconded by Member Burr and passed without dissent. (6-0-0-1)*

The Board returned to public session at 0957.

- President Wasserburger presented the decision to create an Ad Hoc Committee comprised of herself, Vice President Deselms and Member Burr to screen the Executive Director applicants to a short list. The idea is to have the list ready so the Board can accomplish interviews during the October quarterly Board meeting.
- President Wasserburger asked Cindy Stillahn, HR/Financial Officer to compile an email in reference to the vacancy and send it to the following agencies: AONE, OHA, WNA and the APRN list through Ann Marie Hart. She was asked to include any other state agencies so the announcement would reach as many potential applicants as possible.

- Cindy Stillahn was also asked to screen all applications that are received to ensure only those applicants that are qualified are referred to the Committee. The Committee does not want to review all the applicants only those who are qualified.
- Cynthia LaBonde recommended and asked the Board to afford the WSBN Staff the opportunity to meet those applicants selected for the short list and interviews. The staff would then compile their inputs and comments and present them to the board for their consideration.

V. Adjournment

President Wasserburger adjourned the meeting at 10:05 a.m. The next regular meeting will be October 8-11, 2012 in the First National Bank Conference Room, 2015 Central Ave.

Minutes submitted by: Tambra Shafer, Executive Assistant

Minutes approved by: Tracy Wasserburger, President

Cindy Woods, Secretary