



## **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**

January 29, 2013

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:** Executive Director Cynthia LaBonde, Executive Assistant Tambra Shafer

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

### **Opening**

#### **a) Call to Order**

Vice President Deselms called to order the meeting of the Wyoming State Board of Nursing at 2:34 p.m. on January 29, 2013 via teleconference.

#### **b) Roll Call**

Vice President Deselms conducted a roll call.

#### **Board Members Present:**

Carrie Deselms, MSN, APRN, FNP-BC, Vice President

Cindy Woods, BSN, RN, BC, Secretary

Marguerite Herman, BA, MAT, MMC, Consumer Board Member  
Lori Johnson, LPN, Board Member  
Donna Nurss, MS, APRN, BC, Board Member

Members Absent:

Tracy Wasserburger, RNC, NNP, President  
Marcie Burr, RN, HSA, CCHP, Board Member

Staff Present:

Cynthia LaBonde, Executive Director  
Tambra Shafer, Executive Assistant  
Bob Walters, Senior Assistant Attorney General  
Jessica Frint, Assistant Attorney General  
Laura Rowe, NMP Program Manager  
Victoria Pike, Nurse Investigator  
Cindy Stillahn, Fiscal Officer

Visitors Present:

Lesa O'Dell

**c) Declaration of Quorum**

Quorum declared by AAG Frint

**AI#01 Consent Agenda**

**a) Approval of Minutes**

The January 7-10, 2013 Regular Meeting Minutes were removed from the consent agenda to allow discussion on format and content.

**b) Settlement Agreements/Stipulations**

1. Docket #11-054, Lani Epler, RN #29678 (Voluntary Surrender)
2. Docket #11-016, Jasmine Fetherston, RN #23657 (Conditional License)
3. Docket #11-12-138, Diane Hubbard , RN #10920 (LOR)
4. Docket #10-126, William Nunez, RN #17247 (Suspension)
5. Docket #11-12-183, Kelly Rutz, LPN #5465 (LOR)

Docket #10-126 was corrected to reflect a Suspension instead of a Summary Suspension as previously noted on the Jan 29 Agenda.

***Motion:** Member Herman moved to approve the consent agenda with the noted changes. This motion was seconded by Member Johnson and passed without dissent. (5-0-0-2)(Absent – TW, MB)*

**AI#01a- Approval of Minutes**

President Wasserburger asked that these minutes be removed from the consent agenda so the Board could provide feedback on content and formatting of minutes. The minutes should provide adequate information so the readers can follow what the Board is doing and what events are happening without containing every minute detail.

The following information is the highlights from the discussion.

- Use bullets instead of narrative formatting
- Some areas are more detailed than others. Need to balance information presented
- Minutes need to be kept simple but still provide the needed information
- Consider adding appendices for attachments that add more information to what was presented to the Board
- Agenda Request Item forms should highlight key point of presentation as this would aid in minute preparation.

***Action:** The Board tasked Executive Director LaBonde with gathering input from Board members and possible minute formats for future use.*

***Motion:** Secretary moved to approve the January 7-10, 2013 minutes as presented. This motion was seconded by Member Johnson and passed without dissent. (5-0-0-2) (Absent – TW, MB)*

## **AI#02 Independent Contractors Policy and Procedure**

The Independent Contractors Policy and Procedure letter was adjusted to reflect the comments received from the Board.

***Motion:** Member Herman moved to approve the Independent Contractors Policy and Procedure. This motion was seconded by Secretary Woods and passed without dissent. (5-0-2-0) (Absent – TW, MB)*

*Member Herman thanked Executive Director LaBonde on all the hard work that went into drafting this Policy letter.*

Executive Director LaBonde brought forth an addendum to an existing contract.

- Requested an extension to Investigator Scott Hughes' contract
- The CNA investigator is currently out on leave and cases are building up, and Mr. Hughes would help clear up that backlog of CNA discipline cases.

***Motion:** Secretary Woods moved to approve the request to add the addendum to Scott Hughes' contract. This motion was seconded by Member Johnson and passed without dissent. (5-0-0-2) (Absent – TW, MB)*

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### **AI#03 Rule Revision - Chapter 8 proposed changes**

SAAG Walters presented background on proposed Chapter 8 changes.

- Proposed draft rules were presented in regular meeting in January
- After the board meeting, those proposed draft rules were posted to Google Docs for Board Members to review, ask questions and submit feedback.
- Based on that feedback, SAAG Walters explained that the definition of Competency as it appears in Chapter 8 is defined in Chapter 1

***Motion:** Member Nurss moved approve the draft rules to Chapter 8 and proceed with rule making process. This motion was seconded by Member Johnson and passed without dissent. (5-0-0-2) (Absent – TW, MB)*

AAG Frint presented a brief overview of the rule making process to the Board.

- The Governor's Office will be presented a copy of the proposed rule for review, a memo and a statement of reasons
- If approved to proceed in the process, the proposed rule will be posted for a 45-day public comment period
- All comments received will be compiled and reviewed by the Board
- In April, the Board will address those comments, revise the rule as necessary and vote on the rule
- Finally, the updated version will be presented back to the Governor's Office for review and approval

### **Executive Session**

The Board did not hold an Executive Session.

### **Adjournment**

Vice President Deselms adjourned the meeting at 3:15 p.m. The next general meeting will be at 1 p.m. on April 8-11, 2013 in WSBN offices located at 138 Hobbs Ave, Cheyenne WY.

Minutes submitted by: Tambra Shafer, Executive Assistant

Minutes approved by: Carrie Deselms, Vice President  
Cindy Woods, Secretary