



WYOMING STATE BOARD OF NURSING

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

Vision Statement: The Wyoming State Board of Nursing, 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

Meeting Minutes

January 10-14, 2011
Board Office, 1810 Pioneer Ave
Cheyenne, WY

Strategic Plan Goals

Meeting Facilitator: Amanda Roberts, Executive Assistant

Required Attendees: President: Kellie Clausen, Vice President: Tracy Wasserburger, Secretary: Marguerite Herman, Members: Carrie Deselms, Kim Williamson, Marcie Burr, Lee Carruthers, Executive Director: Mary Kay Goetter, Assistant Executive Director: Todd Berger, Assistant Attorney General: Sean Chambers

Invitees: Dr. Clukey Monday, January 10, 2011: 1:30 p.m. to 3:00 p.m.

- I. Call to order Monday, January 10, 2011 - 8:45 a.m.
 1. Roll Call
 - Present

President Clausen arrived at 9:15 a.m.
Secretary Herman
Member Carruthers
Member Deselms
Assistant Attorney General Chambers
Asst Exec Director Berger

Vice President Wasserburger
Member Williamson
Member Burr
Executive Director Goetter
Senior Assistant Attorney General Walters

- Absent

President Clausen absent January 11-14, 2011

Member Herman absent afternoon of January 10,

2. Declaration of Quorum

- Declared by AAG Chambers

3. Reordering of Agenda

- Rich Cathcart from A & I will visit at 9:30 a.m. on January 10 2011 to explain what steps are needed to possibly purchase the property at 1810 Pioneer Avenue.
- ARC meeting Wednesday, January 12, 2011 at 3:00 has been rescheduled for 11:00 a.m.

II. Service

1. Consumer Advocacy /Communication with Stakeholders

- i. Approval of Minutes from Last Meeting December 7, 2010 (KC)

Motion to accept minutes by Member Deselms, seconded by Member Burr

Motion carries

6-0-0-1

- ii. Follow up on Action Items

- Action Item listed reviewed

Executive Assistant Roberts will update action item list

- iii. RN Practice Analysis Expert Panel – Cathy Beck’s name submitted

- Board was notified that Cathy Beck’s name was submitted to participate on this panel.
- Board was notified that there are articles by Mary Burman and Sandy Evans in *Journal of Nursing Regulations* and they are requested to read both articles.

Executive Assistant Roberts will request this journal be sent to AAG Chambers and SAAG Walters.

- iv. Nevada joins NCSBN Nursys Database

- Board was notified that Nevada has joined the Nursys Database

2. Customer Service

- i. Licensing Statistics (AR)
- ii. Customer Service Contacts: Phone calls/Walk-in Statistics (AR)
- iii. Renewals: update on online renewals.(AR)

- All licensing statistics were provided by Executive Assistant Roberts and reviewed by board.

- iv. Verifications on the web (AR)

- Executive Assistant Roberts presented language to be added to the verifications portion of the website in order to ensure that those verifying licenses know that the information is considered a secure primary source for information.
- Discussion took place; customer service and efficiencies gained by not working paper verifications will offset any revenue lost from previous charges for verifications.

Language was approved and Executive Assistant Roberts will have the language placed on the website.

3. Records Management

- WSBN staff is currently working on the archiving of old discipline files for all licensees that are no longer licensed. These files have all been scanned to KNurse.

4. Outreach and Board Meetings

- i. 2011 Board Meeting Schedule; do we want to plan on same dates, which were changed to accommodate holidays?
 - Board meeting dates were voted on in December and will remain the same.
- ii. Retreat & board meeting; do we want to plan on TA Ranch again? (MKG)
 - The board retreat and meeting will be held at the TA Ranch the week of July 5-8, 2011. The retreat will be held July 5th and 6th and the board will meet at the TA Ranch July 7th and 8th.

5. APS Statute Reporting (SC)

- Dorothy Thomas from Adult Protective Services called with information about a requirement for the board to report abuse or neglect of an adult to their database separate from HPDIB and CNA registry.
- AAG Chambers reviewed statute and does not see obligation on board's part to make any reports (other than those we already do to national databank) to APS based on findings of board.
- The board does not currently have the resources to report above and beyond what is already mandated.
- The board is not able to do reporting until a complaint is substantiated and an order is entered. This can occur months after the initial action.

6. State Plane for travel (MKG/AR)

- The board was made aware that there may be opportunity to utilize the state plane for travel in the future. More information needs to be obtained on the process.
- The Board of Medicine has used the plane. The WSBN will need to determine if the value of time makes this mode of travel cost effective.
- This would allow the WSBN to hold board meetings in other places and may increase the opportunity to have board members from other areas of state.

Executive Assistant Roberts will find out if there state plane flight schedule we can access at the aeronautics division at WYDOT

7. Building Plans (MKG)

- Rich Cathcart from A&I visited with board about what steps are needed to consider the purchase of the property at 1810 Pioneer Avenue.
- Property acquisitions must be approved by the State Building Commission
- The board must evaluate and determine if the price is reasonable.
- State purchases will not be authorized for more than the appraisal amount.
- The property must be authorized by a state appraiser.

- Determine how the purchase will be funded.
- Consider maintenance and janitorial costs when determining if purchase will in fact decrease expenses.
- The board is on the State Building Commissions agenda for January 19, 2011 to make them aware that the board is interested in potentially purchasing this property or another.

8. Election of Officers

- Member Herman nominated for Secretary
Motion by Member Deselms, seconded by Member Burr
Motion carries
6-0-1-0
- Member Deselms nominated for Vice President
Motion by Member Burr, seconded by Member Carruthers
Motion carries
6-0-1-0
- Vice President Wasserburger nominated for President
Motion by Member Burr, seconded by Member Deselms
Motion carries
6-0-1-0

III. Policy Making

1) Legislative Committee Report (President Clausen)

a. Practice Act

AAG Chambers has suggested that the Board provide links to the official Practice Act on the Secretary of State's Website, rather than providing links to its own PDF files.

AAG Chambers will provide the appropriate links to Executive Assistant Roberts to place on the website.

b. Rules and Regulations

- AAG Chambers has suggested that the Board provide links to the official Practice Act on the Secretary of State's Website, rather than providing links to its own PDF files.

AAG Chambers will provide the appropriate links to Executive Assistant Roberts to place on the website.

- The project to create an easier to read version of the rules is for internal use only as all public versions must be in the Secretary of State's required format.
- The Board has requested that an hour be added to the July meeting for Member Herman to review the LSO website with everyone.

2) Practice Committee Report (Member Carruthers)

a. Delegation advisory opinion

- Cora McGee at Campbell County Memorial Hospital contacted the board wanting information on delegation by nurses. After researching the question, it was determined that the strict interpretation provided previously is not supported by rules and regulations.
- A new statement has been written and reviewed by the practice committee. The new interpretation allows nurses to delegate tasks to competent individuals.

Motion by practice committee to rescind the advisory opinion 01-109 Delegation to Medical Assistants by RNs and replace with the new statement provided by the practice committee.

Motion carries

7-0-0-0

Assistant Executive Director Berger will place new opinion on the website and in the next issue of the *Wyoming Nurse Reporter*

b. Temporary permit for graduate nursing assistants

- Assistant Executive Director Berger met with several stakeholders to discuss what is needed to update rules to allow for this provision.
- The current rules allow for a temporary permit, however it is only valid for approximately one week based on class and testing timing.
- The 120 day rule creates confusion and there is no way to monitor or discipline if a complaint is filed.
- Language has been written to allow for a Graduate temporary permit that is similar to the RN and LPN rules
- Temporary permits would be issued from the verification of training list received from instructors and would be valid for 120 days. The temporary permit is not renewable.

Motion from practice committee to approve the Graduate Nurse Assistant Temporary permit language to change the rules in Chapter 2, Section 9 (f) with AAG Chambers preparing rules for public comment and exploring emergency rules.

Motion carries

7-0-0-0

c. CNA II update

- Sue Howard has created a CNA II program in Gillette. This is a pilot program and Assistant Executive Director Berger will attend and inaugurate the first class on January 19, 2011.

d. RN for non-invasive procedures

- APRN Advisory committee reviewed decision tree model regarding non-invasive cardiac testing scope and found that current CRMC cardiology training program meets the standard.

e. LPN IV phlebotomy issue

- There is a conflict in the rules in Chapter 3 in the LPN IV section on pages 311-312.
- The rules state that an LPN can perform phlebotomy but must have LPN IV certification to perform. In addition the rules state that an LPN may not perform basic acts of IV Therapy in the home setting, which means that they cannot perform phlebotomy without supervision.

Motion by practice committee to revise Chapter 3 of the WSBN Rules and Regulations to clarify the performance of phlebotomies.

Section 3, (c), (ii) (B) VII – Delete entirely

Section 3, (c) (iii) (J) – Delete entirely

Motion carries

7-0-0-0

f. Question about EMT classes being eligible for CNA continuing education

- They are often more in depth than CNA classes.
- Portions of an EMT course are parallel, however not all classes are the same scope of practice.

The practice committee will take this item for further research

g. Exemptions for students practicing prior to initial licensure

- Requires statutory changes to Nurse Practice Act
- Strike word “initial” or replace with new phrase. (see document)
- This clears up issues for students needing clinical practicum for re-licensure.

Motion to strike 33-21-154 (a) (i). and insert

“The practice of nursing by persons enrolled in nursing programs approved by the board when such practice is part of their program of study” by Member Burr, seconded by President Wasserburger and to do as an amendment in current legislative session.

Motion carries

7-0-0-0

Entered Executive Session Monday, January 10, 2011 from 12:30 p.m.-1:30 p.m.

Presentation by Dr. Clukey Monday, January 10, 2011 from 1:30 p.m.- 3:00 p.m.

Re-entered Executive Session Monday, January 10, 2011 from 3:00 p.m. – 3:30 p.m.

Motion to approve reimbursement of licensure fees for nurse employees of WSBN per Governors memo titled: Miscellaneous purchases: Rescission and clarification of old policy of Misc Purchases by Member Williamson, seconded by Member Burr

Motion carries

6-0-1-0

Motion to approve Internal Control Policy on Board Member and staff Travel and Compensation by Member Burr, seconded by Member Williamson.

Motion carries

6-0-1-0

3) Fiscal Reports

a. Budget Updates

a. Ms. Stillahn

- The WSBN has submitted a supplemental budget request for conversion of the two AWEC positions to permanent positions. The request is up for review on Jan. 17th Budget hearing. Assistant Executive Director Berger will attend
- Ms. Stillhan provided statistics on renewals through January 5, 2011.
- Ms. Stillhan reviewed current revenue and expenditures

b. Dr. Goetter

- Discussion of information regarding upgrades to KNurse and Web per Erin Peterson's estimate.
- A bill is in the legislature to try to obtain funding for \$75,000 to obtain on-line application process.

4) Staff Updates (Dr. Goetter)

- Mr. Hibbits has tendered his resignation for purpose of retirement effective March 1, 2011
- There was a statewide reclassification of all positions last year. The WSBN challenged a couple of the positions reclassifications and was initially denied a review of the changes. However, all of the administrative positions were recently reevaluated based on complaints from across the state and WSBN's position for the Fiscal & HR Coordinator was bumped up a level
- Performance appraisals are on track and each employee will be updating their evaluation criteria based on their Job Content Questionnaires.

IV. Strategic Planning

1. Outside Evaluation of WSBN (President Clausen)

- This could be done by NCSBN or Citizens Advocacy Center for the Nurse Monitoring Program, however we need to have at least one year of results, if not two, before requesting an outside evaluation.

2. Update on Outside Presentations/Partnerships (Dr. Goetter)

i. Wyoming Hospital Association, regional presentations by Dr. Goetter

- Dr. Goetter has done four of the eight regions, and will do the next four after spring when the weather is more predictable.
- The presentations have had mostly positive feedback. All feedback is being tracked and will provide formative evaluation for refining future presentations.

3. NCSBN

i. Health Licensing Board Report

- The board was notified that this report is available for review

4. Discussion on building the nursing profession.

- The Board is perceived to be only about discipline and compliance.
- The board needs to be more visible about other aspects of regulation that we are involved in. Review & revise the Strategic Plan and allocate appropriate time to all areas of the board's regulatory mission. Suggest investing more time and energy in building the profession rather than the perception that we are only about discipline.

Meeting adjourned for day at 5:45 p.m.

Tuesday, January 11, 2011 – 8:00 a.m. – 12:00 p.m.

V. Safety

1) Contested Case Hearings (Counselor Walters)

a. Docket 08-9-422, Victoria Cole-CNA # 3564

The board grants the motion for default judgment and enters an order for revocation- with Members Burr and Williamson abstaining
4-0-2-1

b. Docket 09-233, Rachel Crump-CNA 18692

The board grants the motion for default judgment and enters an order for a letter of reprimand- with Member Williamson abstaining
5-0-1-1

c. Docket 09-10-583, Christy Downes-CNA 16318

The board grants the motion for default judgment and enters an order for revocation- with Members Williamson and Herman abstaining
4-0-2-1

d. Docket 09-382, Jesse Taylor-CNA 18499

The board grants the motion for default judgment and enters an order for a letter of reprimand and suspends the certificate pending completion of board approved courses in nursing ethics and boundaries - with Member Williamson abstaining
5-0-1-1

e. Docket 09-394, Carlene Thayer-RN 19703

The board grants the motion for default judgment and enters an order for a letter of reprimand- with Member Williamson abstaining
5-0-1-1

f. Docket 09-10-568, Lea Thompson-RN 22822

The board grants the motion for default judgment and enters an order for revocation- with Member Burr abstaining
5-0-1-1

g. Docket 09-10-543, Katrina Tolbert- LPN 6890

The board grants the motion for default judgment and enters an order for revocation- with Member Williamson abstaining
5-0-1-1

h. Docket 09-10-584, Kortney Towns-CNA 21290

The board grants the motion for default judgment and enters an order for a letter of reprimand- with Members Williamson and Herman abstaining

4-0-2-1

- i. Docket 09-197, Britannia Stoner-CNA Applicant

The board grants the motion to dismiss- with Member Wasserburger abstaining
5-0-1-1

- j. Docket 09-153, Amanda Stephens-CNA Applicant

Tuesday, January 12, 2011 – 1:00 p.m.

Board Office, 1810 Pioneer Ave
Cheyenne, WY

VI. **Safety** Continued

1) Application Review Committee Report (Member Herman)

- k. Statistics (DB)

- Statistics reviewed

2) Communication amongst DC members and board/AG's staff (MKG)

- The biggest problem we have had is obtaining the signed attestation pages. Make sure all documents are signed.
- We will be placing a mail sorter on the counter with documents that require signatures. If you are in the office, please check and sign. If necessary board staff will bring documents to you for signature.
- Some confusion about mail coming from two different offices which occasionally results in duplication. Mail should primarily come from WSNB office and be returned there. On occasion, the AG may send something to follow up on; it is always safe to return mail to board office.

AAG Chambers will research and determine if someone can be designated as authority to sign for board if a DC member not able to sign documents.

3) Nurse Monitoring Program Update

- a. Ms. Patti Hefflin

- Memorandum provided by Ms. Hefflin and reviewed by board.
- 5 relapses out of 24 licensees being monitored see attached report.

Ms. Hefflin will begin to track number of days required from notification of relapse until licensee is out of practice, either by interim letter agreement or suspension.

The entire board will look at the strategic plan for the Nurse Monitoring Program

- b. Impaired Nurse Resource Center

4) Medical Review Officer

- a. Ms. Patti Hefflin

- Medical review officer contract finalized with CertaTrust \$60.00 per review of non-negative results – no cost directly to WSBN
- Is currently reviewing 5 nurses who have tested positive for opioids
- Has reviewed 4 results that came back invalid – determined was a lab issue not related to alcohol consumption. He is working with lab.
- Looking into a new blood specimen – blot test
- Reviewed one low positive that did indeed indicate relapse with alcohol

Ms. Hefflin and Ms. Ross will create a report that reflects the range and mean number of days of notification to the board of a nurse on a SA for substance use disorder until nurse is out of practice

b. SAAG Walters

- Questions that only medical review officer could answer – could Dr. Butts be available for conference call for board member questions?

5) Discipline Committee Report (Member Williamson)

- Discipline statistics were provided by Executive Director Goetter and reviewed by the board.
- SAAG Walters reviewed case statistics for calendar year 2010 of what was seen at Attorney General's office.
- Executive Director Goetter is gathering statistics regarding how many cases are assigned to each person on the DC. It is suggested that we add length of time from receipt of case to resolution.

Executive Assistant Roberts will create a report that breaks down the percentage of each license type at the end of 2010.

Discussion about adding original issue date to documents for hearings and SAs – should be logged by Compliance Consultants. **Executive Director Goetter will work with AAG Chambers to determine if this is truly privileged information.**

6) NCSBN funding WY Integrity Project

- Susan Lewis was **hired to complete audit on old discipline files found during recarpeting. The regulatory reporting function was funded by NCSBN.**
- The board reviewed her report.
- Susan is now contracted by WSBN to archive all these old files.

7) Managing Discipline Committee Cases

a. DC Matrix Review

8) Settlement Agreements/Stipulations

- Docket 09-10-502, Alfred Baldes, CNA #20940; Voluntary Surrender
 - DC: KC, KW
- Docket 09-467, Carrie Gillard, CNA #11288; Letter of Reprimand
 - DC: MKG, KW
- Docket 08-9-332; Kristina Gossman, RN #25421; Conditional License
 - DC: MKG, KW

Motion to accept above settlement agreements as written by Member Deselms, seconded by Member Williamson

Motions carry

5-0-1-1

- d. Docket 07-8-076/07-8-096, Jeffrey Green, APRN # 18112.679; First Addendum to SA-Conditional License
 - DC: KWMotion to approve addendum by Member Burr, seconded by Member Carruthers
Motion carries
5-0-1-1
- e. Docket 10-059, Samantha Little, RN # 28410; Letter of Reprimand
 - DC: TW, MHMotion to approve LOR by Member Carruthers, seconded by Member Burr
Motion carries
4-0-1-2
- f. Docket 10-162, Kevin Mader, RN #24869; Summary Suspension
 - DC: TW, LCMotion to approve summary suspension by Member Burr, seconded by Member Deselms
Motion carries
4-0-1-2
- g. Docket 09-10-507/09-10-507 Amanda Napoletano, CNA # 12470; Letter of Reprimand
 - DC: CD, KWMotion to approve LOR by Member Burr, seconded by Member Carruthers
Motion carries
4-0-1-2
- h. Docket 08-9-242, Deloris Parker, RN #20501; Letter of Reprimand
 - DC: MB, KWMotion to approve LOR by Member Carruthers, seconded by Member Herman
Motion carries
4-0-1-2
- i. Docket 09-10-603, Laurie Pendergraft, LPN #4315; Voluntary Surrender
 - DC: KW, MHMotion to approve voluntary surrender by Member Deselms, seconded by Member Burr
Motion carries
4-0-1-2
- j. Docket 10-157, Amy Elm, RN #21676; Summary Suspension
 - DC: MH, CDMotion to approve summary suspension by Member Williamson, seconded by Member Burr
Motion carries
4-0-1-2
- k. Docket 10-115, Erica Curry, RN #21954; Done in December Meeting, needs signatures was a summary suspension, is now a recommendation for conditional license.
 - DC: LC, MBMotion to approve Conditional license by Member Herman, seconded by Member Deselms
Motion defeated
2-1-1-2

1. Docket 05-6-186. Wendy King, RN 18437.722, Recommendation and Order for Reinstatement (from Conditional License)
 - DC: KW
 Motion to approve order for reinstatement by Member Burr, seconded by Member Carruthers.
 Motion carries
 5-0-1-1

- m. Docket 0910-591, Tanie Heitz, CNA #11941, Conditional Certificate
 - DC: MKG, KW
 Motion by to approve conditional certificate by Member Burr, seconded by Member Carruthers
 Motion carries
 5-0-1-1
 - Discussion regarding reinstatement process and a request to review rules to determine if they need to be updated
 - The board needs more education on practice issues for APRNs

Meeting adjourned for day at 5:00 p.m.

Wednesday, January 12, 2011 – 8:00 a.m. -3:00 p.m.

Committee Meetings

1. Application Review Committee (TW, MH, DB)
 - a. Pre Hearing 1:00 p.m.(TW/MH)
 - b. Pre Hearing 2:00 p.m.(TW/MH)
 - c. Pre Hearing 3:00 p.m. (MKG/KW)
2. Practice Committee (LC, KW, TB)
3. Education Committee (CD, LC, MH, TB)
4. Discipline Committee (Various)
5. Legislative Committee (KC, MH, SC, MK)

VII. Education

- 1) Education Committee Update (CD)
 - Developed consent agenda for several education items
 - Recognition of Student experience for Samantha Bender from Northeastern Junior college in Sterling CO. Oct 25th –Nov19th at West Park Hospital, Cody.
 - Recognition of receipt of information related to updates at South Dakota State University Nursing refresher courses. Posting Website information.
 - Approval of CWC Faculty Dawn Graves and approval of 5 year Education Plan.
 - Approval of Capstone Preceptor program from Jamestown College, ND with CCMH in Gillette.
 - Approval of LCCC Faculty F. Denise Sawicki and 5 year Education Plan.
 - Approval of NWCC-Gillette Action plan to address NCLEX pass rate issue from 7/27/2010 with expected follow up on NLNAC Report from 2/2011.

- Approval of CCC Faculty - G.Gallagher, J.Taulealea, A.Hamilton (MS Prepared) and M. Hall, D. Kathan, K.Price, M.Madariega with 5 year Education Plans.
- Approval of NWCC Faculty; Haddix/ADN, Meyer/BSN, Guernsey/ADN, Davis/MSN (Gillette) and Juergens, Hunter, Gill/CNM, Flynn/MS, Stephens/PhD (Sheridan) as well as study plans for completing Masters Requirements.
- Recognition of Site visits by NLNAC scheduled simultaneously in February 2011 at both NWCC and CCC with concurrent board representation by Janet Sandy at NWCC in Feb and a follow up site visit at CCC by Janet Sandy and Todd Berger in March 2011. Board looks forward to site visit reports at next meeting.
- Acceptance of Letter by Marlene Ethier WWCC reporting Resignation of Barb James and efforts to fill vacancy with minimal disruption to Student programs and elimination of PN Spin-off program from curriculum. Student contact with WSBN and reply from T. Berger noted.
- Approval of WWCC Faculty: Mary Silcox/MSN and Trista Cross/BSN noting that a 5 year Educational plan for Ms Cross needs to be developed.
- Recognition of Northwest College Faculty, Terri Bossow obtaining her Master in Nursing Education from Walden College.
- Receipt of NLNAC Self Study Report from Louise Posten/ NWCCD and Kelly Politte/CCC for site visits in February. Noted that CCC report is missing Faculty Qualification Sheets and cross references to board standards.
- Accept WWCC Outreach PN program (Evenston) Annual Report as submitted in Oct 2010.
Recognize UW submission of new part-time faculty S.Thompson, A.Lepard.

Motion from education committee to approve consent agenda

Motion carries

6-0-0-1

- Received a complaint expressing concerns with the Nursing Program at CWC.
Assistant Executive Director Berger will respond to her explaining how the board reviews nursing programs and will notify CWC that there has been a complaint from someone in the community.
- a. Chapter 6 Review and Comment, Rule Change (CD, TB)
 - The formatting of the revisions to Chapter 6 are in progress.

2) NCSBN

- a. NCSBN sponsored Education - Upcoming
 - i. APRN Summit 01/12-13, 2011, San Diego, CA (KC)
 - ii. Institute of Regulatory Excellence, 02/8-10, 2011, Orlando, FL (TB)
 - iii. Midyear Meeting 3/14-16, 2011, Chicago, IL (MK, KC, TW, SC, Staff)
- Board funds will be used to pay for Member Clausen, others will be covered by waivers and resource funds
 - iv. IT Summit 05/10-11, 2011, Denver, CO (AR, EP, Staff)
 - v. Delegate Assembly August 2011 (LC, MK, TW)
- Information will be provided when dates are received.
- b. Excelsior College letter regarding pre-licensure nursing programs

- The board reviewed the letter from Excelsior College
- 3) Other Offerings
- a. Annual Citizen Advocacy Center (CAC) meeting 10/20-21, 2011, Washington, DC (TW, MH)
 - b. Consumer Member Herman attended; report to board
- Member Herman explained the conference was excellent and provided useful information regarding scope of practice and continued competency issues.
- 4) Schools of Nursing Annual Reports (consent agenda)(SON) (CD, TB)
- a. WWCC PN Program
 - b. Consent Motions
- See consent motion information from education committee
 - Acadamus is developing an ethics course for the WSBN for CNA disciplinary situations. The course includes testing.

Thursday January 13, 2010 10:00 a.m. to 2:00 p.m.

VIII. Completion of Outstanding Items

- President Wasserburger will look at committees and determine what will need to change based on the election of new officers.
- As new board members join the board needs to ensure that each has a mentor that can assist them.
- Board teleconference will be February 1, 2011 at 12:00 p.m.
Executive Assistant Roberts will send an invite to all board members

1. Activity if time allows

- Activity regarding communication was provided to board by Executive Assistant Roberts
2. Feedback on electronic hearings
 3. All member signatures obtained

IX. Executive Session (Monday, January 10, 12:00: Subject to change per necessity)

1. Personnel Issues

X. Hot Wash: Process Improvement for Board meetings

- President Wasserburger is open to suggestions and feedback to make board meetings better and more efficient.
- In the July meeting the board will set rules and values for meetings.
Each board member will bring ideas for this to the July meeting

Motion to enter executive session by Member Deselms, seconded by Member Carruthers

Motion carries

6-0-0-1

Executive session held from 12:30 p.m. – 12:50 p.m.

- Consensus of board to try to secure the Board of Medicine Conference Room for the April meeting.

Executive Assistant Roberts will contact the Board of Medicine

Meeting adjourned 1:15 p.m.