



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

Meeting Minutes

July 5-8, 2011

TA Ranch

Buffalo, WY

Strategic Plan

Goals

Meeting Facilitator: Mary Kay Goetter, Executive Director, Amanda Roberts, Executive Assistant

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

Invitees: Dr. Clukey, Cynthia LaBonde, Karen Case (teleconference), Cindy Stillahn (teleconference), Bob Walters

Tuesday, July 5, 2011 – 1:30 p.m.-5:00 p.m.

Committee Assignments (President Wasserburger)

ARC- Lee Carruthers, Marguerite Herman

PC- Kellie Clausen, Lori Johnson

EC-Carrie Deselms, Lee Carruthers

DC-Rotating, primary member Marcie Burr

LC- Kellie Clausen, Tracy Wasserburger, Marguerite Herman

Committee Meetings

1. Application Review Committee (TW, MH, DB)
 - a. Pre-Conference Hearing – Case 10-11-244, Jeanette Nicole Moorman – 2:00 p.m.
2. Practice Committee (LC, LPN MEMBER, TB)
3. Education Committee (CD, LC, MH, TB)
4. Discipline Committee (Various)
5. Legislative Committee (TW, MH, SC, MK)

Board Retreat Wednesday, July 6, 2011, 10:00 a.m.

Call to order Thursday, July 7, 2011 8:30 a.m.

1. Roll Call

- Present:

President Tracy Wasserburger

Secretary Marguerite Herman

Member Lee Carruthers

Member Marcie Burr

Assistant Executive Director Todd Berger

Senior Assistant Attorney General Sean Chambers

Vice President Carrie Deselms

Member Kellie Clausen

Member Lori Johnson

Executive Director Mary Kay Goetter

Executive Assistant Amanda Roberts

Senior Assistant Attorney General Bob Walters

- Absent:

None

2. Declaration of Quorum

- Quorum declared by SAAG Chambers

3. Reordering of Agenda

- Add culture of board meetings discussion
- Move up planning of board meetings

4. Board Member Orientation

- Presented by Executive Director Goetter

5. AG Training

- Presented by SAAG Chambers and Walters

II. Service

I. Consumer Advocacy /Communication with Stakeholders

- i. Approval of Minutes from Last Meeting June teleconference (TW)

- Motion by Member Deselms to approve June teleconference minutes, second by Member Clausen
Motion carries 7-0-0-0

- ii. Follow up on Action Items (ALL)

- Action items reviewed

2. Customer Service

- i. Licensing Statistics FYI only (AR)
- Provided by Executive Assistant Roberts
 - ii. Customer Service Contacts: Phone calls/Walk-in Statistics FYI only (AR)
 - iii. Survey
- Survey explanation provided by Executive Assistant Roberts
 - 1. On Website –Update/Report (AR)
 - 2. WNR request for feedback
 - 3. Soliciting participation in board meetings
- iv. Customer Care In-service, staff education
- Explained training being provided by Pamela Ivey, Executive Director at the Wyoming Board of Certified Public Accountants

3. Records Management

- i. FBI Audit Update
- Update provided that WSBN passed FBI audit for Fingerprinting
 - ii. Credit Card PCI Compliance
- Update provided that WSBN is in compliance with all credit card processing and has processed a credit card machine that allows processing of credit cards directly to vendor rather than going through WSBN server.
- 4. Quorum and attendance (TW)
 - Reminder given about importance of attendance in order to have proper quorums for decision making processes. – Creates delays for licensees especially in situations that require some urgency.
 - Always respond to originator of e-mails and President of availability

III. Policy Making

- 1) Legislative Committee Report (President Wasserburger)

- SAAG Chambers gave update on current status of Chapter 2 and 6 being out for public comment.
- a. Practice Act
 - No decision to do anything with Practice Act in upcoming budget session
 - New updates to practice act as of July 1, 2011 based on legislature
 - b. Rules and Regulations
 - Chapter 5 Fees – Next chapter to be reviewed – question whether to add a surcharge to provide to Wyoming Center for Nursing and Healthcare Partnerships (WCNHCP) – still questions about legality of doing so.
 - Wyoming Constitution states you cannot give state money to a private non-governmental agency.
 - Suggestion made to consider in the future is to create a donation box on applications.
 - Motion by Member Herman that the board supports the work of WCNHCP but will not include funding for the center’s work as part of a licensure fee increase as the center’s work falls outside the board’s statutory mission to protect the public , seconded by Member Burr
Motion carries 6-0-1-0

Action: President Wasserburger will communicate personally to Dr. Burman and Veronica Taylor

2) Practice Committee Report (Member Carruthers)

- Chapter 3, LPN IV Therapy Section to remove phlebotomy from that section of the rule
- Acadamus – Ethics course almost ready for website
- LPN IV Certification – advanced and basic – discussing combining the two portions to make the practice rule simpler to understand and teach.

Action: Asst Ex. Berger will research and draft rule changes and will utilize infusion nurses society for input.

- CNA II – rules do not have an allowance for a competency evaluation – need to establish renewal requirements
- Looking at work hour minimum and a demonstration of competency
- GNA permit

- Continued competency for RNs – currently require 20 hours of non-specific education. Began discussing if this is adequate as a renewal standard. Research shows that is much higher in other states.

Action: Asst. Ex. Dir. Berger will continue to research

- Looking at rewording LPN IV Therapy section

3) Fiscal Reports

a. Budget Updates

Budget report provided to members to review

b. Feasibility for building purchase and long term planning for revenue increase

a. Assistant Executive Director Berger

- Currently the board has a fund balance, however the board has no statutory authority to own or buy property.
- Assistant Executive Director Berger will be meeting with the building commission on July 20th to ask for permission for a legislative allowance to spend the fund balance towards a new building
- Member Herman will assist Mr. Berger in preparing for meeting
- Have put in a request for a half time position to be dedicated to the Nurse Monitoring Program.

4) Staff Updates FYI only (Dr. Goetter)

- No staff updates provided

IV. Strategic Planning ALL

- Strategic plan reviewed.
1. Consent agenda-possible expansion (settlement agreements, education program approvals, anything else?) (MKG)
 - Board was asked for input for other ideas of agenda items that may be done by consent agenda. Any ideas should be given to Executive Director Goetter.
 2. Professional Learning Communities quote “You’re not a team without Measurable goals. You’re just a group.”
 - i. Meaningful strategic planning, goal setting, and mission creep
 - Confirm that board continues to be aware of this and work on strategic planning.
 3. Use of strategic plan to obtain budget approval needs to be totally polished at this meeting since budget is due 31 Aug
 4. Planning of Board meetings

- Create efficiencies, more direct formal communication
 - Chair recognizes who is speaking
 - Turn phones to vibrate, hold self accountable
 - Timing of agenda
 - Not eating during meeting but have short lunch break brought in
 - Be aware of sidebar conversations
- Move meetings to 2nd week of month and shorten to 4 days with hearing days on Tuesday.
 - Focused agendas for board meetings and teleconferences. FYI updates throughout months.
 - i. Two week (14 day) notice to be on board agenda
 - Board agrees this is necessary to give them time to be informed about the agenda item.
5. Hearings on teleconferences
 - i. Teleconferences **only** for approval of minutes, Settlement agreements, Summary Suspension hearings, and unfinished business from last board meeting
 6. Board meeting schedules – Committee meetings, hearings, board business
 7. New building update (TB)
 - Provided during budget update

V. Safety

- 1) Application Review Committee Report (Member Herman)
 - Revised matrix to be reviewed
 - Work with licensing and weekly or bi-weekly for status updates
 - Will present updated matrix at teleconference.
- 2) Discipline Statistics FYI only (MKG)
 - Discipline statistics reviewed
- 3) Acadamus Ethics Course FYI, possible prototype for future remediation options
 - Ethics course final draft sent to board for review. Will be used for CNAs in disciplinary situations.
- 4) Nurse Monitoring Program Update (MKG)
 - Update on process improvements
 - Information on on-line Caduceus meetings provided
 - Submitting a request for a part time employee for NMP to start July 12, 2012.

- Statistics reviewed
 - a. Strategic Plan (ALL: Motions possible)
 - Not reviewed, board members will review and discuss at a later date.
 - b. NMP Advisory Committee
 - Working on contract with Dr. Merrill and have two other members hope to have committee by August 1st.
- 5) Discipline Committee Report (KC/LC)
- Need a monthly update
- 6) Request for MOU
- Kevin Bohnenblust asked board to consider partial contract with WPAP to monitor nurses that are not known to the board.
- 7) NCSBN Memorandum of Understanding Between Regulatory Boards (MKG FYI only)
- Not reviewed
- 8) NCSBN Substance Use Disorder Manual
- E-mailed to board for review
- 9) NCSBN funding WY Integrity Project (MKG FYI only)
- Received grant to clean up KNurse data base to mesh with NCSBN data
- 10) DCI checks on renewal applications
- Moved to Hot wash
- 11) Request for reinstatement
- a. Nancy Flury RN 17145
 - Motion to reinstate license for Ms. Flury by Member Burr, second by Member Johnson
Motion carries 6-0-1-0
- 12) Final Board Orders from April Hearings
- a. Docket 08-030; Cynthia Ryberg, RN # 17914, Revocation
 - b. Docket 09-383; Babette Nicholson, CNA # 17783, Letter of Reprimand
 - c. Docket 09-10-571; Stacy White, RN # 26188, Letter of Reprimand, RN Refresher Course
- Moved to teleconference
- 13) Settlement Agreements

- a. Docket 10-11-226, Tami Prellwitz, RN Applicant, Conditional License (TW/MH)
 - Motion to approve settlement agreement for conditional license by Member Burr, second by Member Johnson
Motion carries 5-0-2-0
- b. Docket 10-099, Edna Schilling, RN 16083, Voluntary Surrender (MB/LC)
 - Motion to approve settlement agreement for voluntary surrender by Member Deselms, second by member Johnson
Motion carries 4-0-3-0
- c. Docket 10-11-256, Betty Schantle, LPN 3154, Conditional license by matrix
 - Motion to approve settlement agreement for conditional license by Member Carruthers, second by Member Johnson
Motion carries 6-0-1-0
- d. Docket 08-001 & 08-9-310, Darbi Stienmetz-Beck, RN 21486, Voluntary Surrender (MB,MKG)
 - Motion to approve settlement agreement for voluntary surrender by Member Clausen, second by Member Carruthers
Motion carries 5-0-2-0
- e. Docket 08-9-224/09-057, Deborah Ketcham, RN21161, Voluntary Surrender (MB/KW)
 - Motion to approve settlement agreement for voluntary surrender by Member Clausen, second by Member Carruthers
Motion carries 5-0-2-0
- f. Docket 10-11-281, Kristine Scott, CNA 19728, Conditional Certificate (TW/KC)
 - Motion to approve settlement agreement for conditional certificate by Member Herman, second by Member Carruthers
Motion carries 5-0-2-0
- g. Docket 10-141, Leisa Monroe, LPN 4685, Voluntary Surrender (MB/LC)
 - Motion to approve settlement agreement for voluntary surrender by Member Herman, second by Member Deselms
Motion carries 4-0-3-0
- h. Docket 10-113, Patricia Burroughs, RN 9967, Letter of Reprimand (MB/LC)
 - Motion to approve settlement agreement for Letter of reprimand by Member Clausen, second by member Deselms
Motion carries 5-0-2-0

VI. Education

1) Education Committee Update (CD)

- Most education programs have turned in their annual reports which will be presented at teleconference
- a. Chapter 6. Rewrite of Education Rules Update
 - i. Public comment June 27 – Aug 11

- Update given on status of rules
- b. NA Permit for exam applicants Ch. 2
 - i. Public comment June 27 – Aug 11
- Update given on status of rules
- Motion by Member Clausen to enter executive session at 10:05 a.m., second by Member Carruthers
Motion carries 6-0-1-0

2) NCSBN

- a. NCSBN sponsored Education – Past & Future (FYI only)
 - i. Challenges for a New Decade: Examining the NLC and Exploring Public Protection Conference, June 8-9, 2011 (MH and Cyndi LaBonde)
 - 1. Report on conference (CL, MH)
- Look at what consumer information could be added to the website

Action: Mr. Berger and Dr. Goetter will get consumer friendly definitions on website

- ii. NCSBN Annual Meeting, August 3-5, 2011 (MK, TW, LC)
- iii. NCSBN Long Term Care Conference 08/23-24, 2011 (TB)
- iv. Leadership and Public Policy Conference, October 4-6, 2011 (MK, TW?)
- b. IT Summit Presentation (AR)

Action: Ms. Roberts will send PowerPoint to board members
- c. Member Board Resource Funding revised/expanded policy from NCSBN
 - Update provided on expansion of resource fund for leadership development

3) Other Offerings

- a. Annual CACenter meeting 10/20-21, 2011, Washington, DC (MH)
- b. Schools of Nursing Site Visits (unclear based on rule changes)
 - Two accreditation visits in Oct. Will be discussed in teleconference
- c. Consumer Issues Conference, “Pills, Potions”, etc., October 6-7, Laramie, WY (MH)

VII. Completion of Outstanding Items for July Meeting

1. Members in attendance at board meetings must sign in with Cindy for pay.
2. All member signatures obtained on settlement agreements, travel vouchers, etc.
3. Members Only Tutorial – primary means of communication between board office and board members
4. Board member belongings collected (food, mugs, etc)
5. Jump drives returned

VIII. Executive Session (Subject to change per necessity)

1. Annual Performance Appraisal Executive Director

IX. Hot Wash: Process Improvement for Board meetings

1. Suggestions for where next July meeting should be.

- i. Thermopolis
- ii. Saratoga
- iii. Cody
- iv. Jackson (Bar J)
- v. Lander
- vi. Togwotee Lodge

- Research location and gather rates for further discussion and decision in September

2. DCI background checks for renewals

- Motion that Board of Nursing proceeds with criminal background checks on all licensees and certificate holders that have not had a criminal background check in 2012 renewal cycle and processing of that be up to office, second by Member Burr
Motion fails 0-6-1-0

- Formal process worked well
- Research new ways for agenda to gain efficiencies
- Next teleconference July 26, 2011, 12:00-2:00
- Next board meeting September 26-30 – adjust to new format

X. Adjournment- Friday July 8, 2011, 12:00 p.m.

- Motion to adjourn at 11:50 a.m. by Member Herman, second by Member Carruthers
Motion carries 6-0-1-0