



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.

Special Board Meeting Minutes

October 11 – 12, 2016

Western Wyoming Community College

Rock Springs, WY

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 two 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) Helen Byrd RN (HB) Kathy Cromer LPN- (KC) Stephen Delger, Public (SD)</p>	<p><u>Staff</u> Cynthia LaBonde, Executive Director (CL) Lori Hart, Practice & Education Consultant (LH) Victoria Pike, Compliance & Discipline/Licensing Manager (VP) Lisa Hastings, Licensing Supervisor (LH) Raymie Bingman, Licensing Specialist (RB) Cindy Stillahn, Fiscal HR (CS) Tasha Selfridge, Office Support Specialist (TS)</p> <p><u>Attorney General's Office</u> Jim Peters, Advising Attorney (JP)</p>
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Tuesday, October 11, 2016 Board Work Sessions

WWCC Rooms # 3650A

AI#04 Parliamentary Procedure

Provided Dr. Leonard Young video clip, "Parliamentary Procedure." Jim Peters, Advising Attorney discussed real life application and "Roberts Rules" material.

AI#05 Committee of the Whole (COW) Work Session

(No Board action was taken, topics were for discussion only)

Board Committee Chairs presented information on the following:

a. Application Review Committee (CM)

1. Primary Source Verification Policy and procedure to provide guidance when determining authenticity of supporting documents in the licensure application process.
2. Chapter 2 Revisions will include CNA Competency changes for Renewal. Chapter 2 and 5 are linked and will need to be revised simultaneously.



3. Application Review Matrix – no changes currently, being reviewed for consistency.
4. Foreign Educated Licensure Applications will require reading, writing and language requirements to be met for licensure.
5. Proposed Policy for Inactive Status requests.

b. Legislative Committee (SH)

1. Proposed Chapter 1 Rules advanced through public comment period with no comments, need Board approval of final rules.
2. Proposed Chapter 8 Rules advanced to Governors’ office for 75 day review.
3. Proposed NPA revisions include APRN recognition language change.
4. Telehealth Standards for Licensing Boards, need Board approval.
5. eNLC implementation Cohort kickoff discussed.
6. 17LSO-0002 W.4 Drug overdose reporting immunity, DRAFT Legislation presented and discussed.
7. 17LSO-0003 Naloxone prescribing, DRAFT Legislation presented and discussed.

c. Practice and Education Committee (MC)

1. Updated Advisory Opinions, ie Amniotomy and Ketamine presented and discussed.

d. Conference Reports

Individuals provided reports on educational conferences recently attended:

1. NCSBN Annual Meeting
2. Wyoming Nursing Summit
3. Regulation 2030 Meeting
4. 2016 INRC Symposium

e. Educational Opportunities

Future opportunities identified for Board Members and staff.

WSBN Board Quarterly Business Meeting

Tuesday, October 11, 2016

WWCC Room 3650A

Meeting called to order at 1:16 p.m. ED LaBonde conducted Roll Call and Declared Quorum. Guests registered and welcomed.

<p><u>Board:</u> Donna Nurss (DN), President, APRN representative, Casper. Marjory Christiansen (MC), Vice President, RN Education representative, Casper. Charlotte Mather (CM), Secretary, RN Administrative representative, Sheridan. Sue Howard (SH), RN representative, Gillette. Kathy Cromer (KC), LPN representative, Cheyenne. Helen Byrd (HB), RN representative, Casper. Stephen Delger (SD), Consumer Representative, Casper.</p>	<p><u>Staff:</u> Cynthia LaBonde (CL), Executive Director Tasha Selfridge (TS), Office Support Specialist</p> <p><u>Attorney General’s Office:</u> Jim Peters (JP), Advising Attorney</p>
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AI#06 WSBN Public Forum

Board addressed practice and education questions from guests.

AI#07 Telephone call w/ Grace Gooch

Ms. Gooch addressed Board with requests and considerations.

Board considered Grace Gooch's request on Wednesday, October 12, 2016 at 10:08 a.m.

Motion: *Motion made and seconded to enter into Executive Session for Right to Practice of a Professional Person and Legal Advice. Motion passed without dissent. (7-0-0-0)*

Board returned to Public Session at 10:19 a.m.

Motion: *Motion made and seconded to Deny request to re-open case. Board agreed to send letter acknowledging request for Developing an Alternative to Discipline program. Motion passed without dissent. (7-0-0-0)*

AI#08 Standing Committee Reports and Recommendations/Board Action

Board Committees provided recommendations for the following:

- a. Legislative Committee – (SH)
 1. Chapter 1 Final rule
 2. Telehealth Standards guidance policy

Motion: *Motion made and seconded to approve Final Chapter 1 as amended. Motion passed without dissent. (7-0-0-0)*

Motion: *Motion made and seconded to approve Telehealth Standards as policy. Motion passed without dissent. (7-0-0-0)*

Motion: *Motion made and seconded giving authorization and support for ED LaBonde to seek future opportunities on NCSBN Boards, Committees and Commissions as opportunities present themselves. Participation at the national level is good for WSBN and Wyoming. Motion passed without dissent. (7-0-0-0)*

- b. Practice and Education Committee - (MC)
 1. Updated Advisory Opinions

Motion: *Motion made and seconded to approve Ketamine AO update as presented. Motion passed. (6-1-0-0)*

Motion: *Motion made and seconded to table the Amniotomy AO as presented until further research can be conducted. Motion passed without dissent. (7-0-0-0)*

AI#09 Consent Agenda (DN)

Reordering of the Agenda:

SD requested the following be removed:

- 15-16-147-MTX, CNA
- 16-039-DN (LOR)
- 15-16-145-SH, RN (SLOR)

- a. Approval of Meeting Minutes
 1. September 8, 2016, Teleconference Meeting Minutes



2. September 12, 2016, Special Teleconference Meeting Minutes
- b. Executive Session Meeting Minutes
1. July 13, 2016/9:25 a.m. (Right to Practice – Nation) (TS)
 2. July 13, 2016/10:50 a.m. (Right to Practice – Wrede) (TS)
 3. July 13, 2016/11:11 a.m. (Right to Practice – Polletta) (TS)
 4. July 13, 2016/11:25 a.m. (Right to Practice – O’Barra) (TS)
 5. July 13, 2016/11:36 a.m. (Right to Practice – Reynolds) (TS)
 6. July 13, 2016/11:41 a.m. (Right to Practice – Quigley) (TS)
 7. July 13, 2016/11:41 a.m. (Right to Practice – Henderson) (TS)
 8. July 13, 2016/11:47 a.m. (Right to Practice – Crouch) (TS)
 9. August 11, 2016/12:14 p.m. (Right to Practice – Smith) (TS)
 10. August 11, 2016/12:26 p.m. (Right to Practice – Talarovich) (TS)
 11. August 11, 2016/12:49 p.m. (Right to Practice – Lazaro) (TS)
 12. September 8, 2016/12:25 p.m. (Right to Practice – Krueger) (TS)
 13. September 12, 2016/9:30 a.m. (Right to Practice – Wrede) (TS)
 14. September 12, 2016/9:30 a.m. (Right to Practice – White) (TS)
- c. Disciplinary Matters
- i. Dismissals
 1. Docket No. 15-16-156-MTX, CNA
 2. Docket No. 15-16-140-MTX, RN
 3. Docket No. 15-16-141-MTX, RN
 - ii. Notice of Warning
 - iii. Settlement Agreements/Stipulations
 1. Penelope Wilke, RN 20407, Docket No. 15-16-130-CM (LOR)
 2. Docket No. 15-16-206-SH, RN (SLOR)
- d. Application Matters
- i. Licenses/Certificates Issued
 - ii. Tier II
 1. Docket No. 16-003T2-CM, RN Applicant (SLOR)
 2. Docket No. 16-080T2, CNA Applicant
 3. Docket No. 16-081T2, CNA Applicant
 4. Docket No. 16-082T2, CNA Applicant
 5. Docket No. 16-083T2, CNA Applicant
 6. Docket No. 16-092T2, RN Applicant
 7. Docket No. 16-095T2, CNA Applicant
 8. Docket No. 16-100T2, RN Applicant
 9. Docket No. 16-102T2, CNA Applicant
 10. Docket No. 16-105T2, RN Applicant
 11. Docket No. 16-108T2, CNA Applicant
 12. Docket No. 16-109T2, CNA Applicant
 13. Docket No. 16-110T2, CNA Applicant
 - iii. Tier III
 1. Docket No. 16-053-KC, LPN Applicant
 2. Docket No. 16-060-CM, CNA Applicant
 3. Docket No. 15-16-135-KC, RN Applicant (SLOR)
 - iv. Denials
 1. Katia Frazee, 15-16-184-KC, CNA Applicant

Motion: Motion made and seconded to approve the Amended Agenda. Motion passed without dissent. (7-0-0-0)



AI#10 Executive Session – Right to Practice

Motion: Motion made and seconded to enter into Executive Session for Right to Practice of a Professional Person and Legal Advice. Motion passed without dissent. (7-0-0-0)

The Board returned to public session at 3:48 p.m.

AI#09 (c)(ii)(1.) Docket No. 15-16-147-MTX,CNA

Motion: Motion made and seconded to accept the NOW as recommended by the ARC. HIPAA education classes were also recommended. Motion passed without dissent. (7-0-0-0)

AI#10 Executive Session – Right to Practice

Motion: Motion made and seconded to enter into Executive Session for Right to Practice of a Professional Person and Legal Advice. Motion passed without dissent. (6-0-1-0)

The Board returned to public session at 3:59 p.m.

AI#09 (c)(iii)(1.) Marie Koenings, RN #27995, Docket No. 16-039-DN

Motion: Motion made and seconded to accept the LOR as recommended by DC. Motion passed without dissent. (6-0-1-0) (In accordance with the Board Rules, members of the Disciplinary Committee abstained from voting)(DC:DN)

AI#10 Executive Session – Right to Practice

Motion: Motion made and seconded to enter into Executive Session for Right to Practice of a Professional Person and Legal Advice. Motion passed without dissent. (6-0-1-0)

The Board returned to public session at 4:16 p.m.

AI#09 (c)(iii)(3.) Docket No. 15-16-145-SH

Motion: Motion made and seconded to accept the Settlement Agreement for SLOR as recommended by C&D. Motion passed without dissent. (6-0-1-0)(In accordance with the Board Rules, members of the Disciplinary Committee abstained from voting)(DC:SH)

AI#11 Special Licensing Requests - Reinstatements

a. Richard Sepulveda, RN #29137, Docket No. 11-049-DN

Motion: Motion made and seconded to accept the recommendations of C&D and reinstate the licensure of Richard Sepulveda, RN #29137, Docket No. 11-049-DN. Motion passed without dissent. (6-0-1-0) (In accordance with the Board Rules, members of the Disciplinary Committee abstained from voting)(DC:DN)

AI#12 Executive Session – Right to Practice – not used



AI#13 Administrative Report (CL)

The following were presented:

- Board/Staff Update: Lisa Hastings new Licensing Supervisor. P&E Consultant position still open, will be revisiting prior applicants to fill.
- Future Calendar – Board meetings
 1. 2017 proposed calendar
 2. Resolution for regular meetings 2017
- Strategic Plan (report carried over to Wednesday, October 12, 2016)
- eNLC Implementation report.
- Executive Director roles with NCSBN

***Motion:** Motion made and seconded to accept Resolution and Teleconference meetings as scheduled for 2017. Motion passed without dissent. (7-0-0-0)*

Wednesday, October 12, 2016

WWCC Room 3650A

Meeting called to order at 8:10 a.m. ED LaBonde conducted Roll Call and Declared Quorum.

<p><u>Board:</u> Donna Nurss (DN), President, APRN representative, Casper. Marjory Christiansen (MC), Vice President, RN Education representative, Casper. Charlotte Mather (CM), Secretary, RN Administrative representative, Sheridan. Sue Howard (SH), RN representative, Gillette. Kathy Cromer (KC), LPN representative, Cheyenne. Helen Byrd (HB), RN representative, Casper. Stephen Delger (SD), Consumer Representative, Casper.</p>	<p><u>Staff:</u> Cynthia LaBonde (CL), Executive Director Victoria Pike (VP), Compliance & Discipline Manager Lisa Hastings (LH), Licensing Manager Cindy Stillahn (CS), Fiscal HR Tasha Selfridge (TS), Office Support Specialist</p> <p><u>Attorney General’s Office:</u> Jim Peters (JP), Advising Attorney</p>
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AI#14 Administrative Report (CL) - Continued

Strategic Plan presented

AI#15 Compliance and Discipline Report (VP)

The following were presented:

- Productivity/Statistics – C&D Report for July – September 2016
- Monitoring Program - Report presented for July – September 2016

***Motion:** Motion made and seconded to approve replacing Certa Solutions with Recovery Trek for future reporting services. Motion passed without dissent. (7-0-0-0)*

AI#16 Licensing Report (VP)

The following were presented:

- Productivity/Statistics –Licensing Report for July –September 2016

AI#17 Fiscal/HR Report (CS)

The following were presented:

- Statistics



- New P & P (Garnishment Policy)
- HR activity
- HB 62 Fiscal Audit

AI#18 Practice and Education Consultant Report (TS)

The following were presented:

- Productivity/Statistics Quarterly Reports
- Telehealth Standards of Care

AI#19 Board Orders for Approval

a. Deborah Lane, RN#23375, Docket No. 16-088-DN (Summary Suspension)

Motion: Motion made and seconded to accept Board Order of Summary Suspension as presented for Deborah Lane, RN#23375, Docket No. 16- 088-DN. Motion passed without dissent. (6-0-1-0) (In accordance with the Board Rules, members of the Disciplinary Committee abstained from voting)(DC:DN)

b. Brandi Wolfe, CNA#13585, Docket No. 16-067-CM/SD (Summary Suspension)

Motion: Motion made and seconded to accept Board Order of Summary Suspension as presented for Brandi Wolfe, CNA#13585, Docket No. 16- 067-CM /SD. Motion passed without dissent. (5-0-2-0) (In accordance with the Board Rules, members of the Disciplinary Committee abstained from voting)(DC:CM/SD)

c. Lisa Mellott, RN#16700, Docket No.16-070-SH (Motion to Withdraw Petition and Complaint)

Motion: Motion made and seconded to withdraw petition and complaint for Lisa Mellott, RN#16700, Docket No.16-070-SH Motion passed without dissent. (6-0-1-0) (In accordance with the Board Rules, members of the Disciplinary Committee abstained from voting)(DC:SH)

Motion: Motion made and seconded to approve Board order for withdrawal of petition and complaint for Lisa Mellott, RN#16700, Docket No.16-070-SH Motion passed without dissent. (6-0-1-0) (In accordance with the Board Rules, members of the Disciplinary Committee abstained from voting)(DC:SH)

The Board adjourned at 10:22 a.m.

Minutes submitted by: Tasha Selfridge, Office Support Specialist

Minutes reviewed by: Cynthia LaBonde, Executive Director
Charlotte Mather, Board Secretary

Board approved Meeting Minutes on: 11/10/2016