



Arkansas State Board of Nursing

UNIVERSITY TOWER BUILDING, SUITE 800
1123 SOUTH UNIVERSITY AVENUE
LITTLE ROCK, ARKANSAS 72204-1619
Telephone 501.686.2701 • Facsimile 501.686.2714
www.arsbn.org

BOARD BUSINESS MEETING MINUTES

- TIME AND PLACE:** January 10, 2019
ASBN Boardroom
- MEMBERS PRESENT:** Ramonda Housh, MNSc, APRN, CNP, C-PNP; Lance Lindow, RN; Rachel Sims, BSN, RN; Yolanda Green, LPN; Neldia Dycus, BS, MHSM, MHRD, RN; Stacie Hipp, MSN, APRN; Pamela Leal, RN, Representative of the Older Population; Michael Burdine, RN; Renee Mihalko-Corbitt, DNP, APRN, ACNS-BC; Melanie Garner, LPN, CLC; Janice Ivers, MSN, RN, CNE
- MEMBERS ABSENT:** Kaci Bohn, PhD, Consumer Representative
- STAFF ATTENDING AT VARIOUS TIMES:** Sue A. Tedford, Executive Director, MNSc, APRN
William F. Knight, General Counsel, JD
Mary Trentham, Attorney Specialist, JD, MNSc, MBA, APRN
Lisa Wooten, Assistant Director, MPH, BSN, RN
Karen McCumpsey, Assistant Director MNSc, RN, CNE
Tonya Gierke, Assistant Director, JD, BSN, RN
Debra Garrett, Program Coordinator, DNP, APRN
Tammy Vaughn, Program Coordinator, MSN, RN, CNE
Deborah Rodgers, Program Coordinator, MSN, RN
Susan Lester, Executive Assistant to the Director
Albert Williams, Information Systems Coordinator
LouAnn Walker, Public Information Coordinator

President Ramonda Housh called the meeting to order at 1:15 p.m. A flexible agenda was declared.

I. OTHER

Suzanne Ramsel and Susan Brown with PCI spoke to the Board concerning events planned for the upcoming year. They advised the Board that the Nursing Compassion and outstanding Nurse Educator Award Ceremony will take place on April 13, 2019 in conjunction with the Nursing Expo at the Jack Stephens Event Center located on the University of Arkansas- Little Rock Campus. Ms. Ramsel and Ms. Brown asked ASBN staff and Board Members to please get the word out regarding PCI's need for nominees for the Nursing Compassion and outstanding Nurse Educator Awards. The Nursing Continuing Education Cruise is scheduled for March 31, 2019 through April 7, 2019. The cruise will depart Galveston, Texas and will make stops in Mahogany Bay, Isla Roatan; Belize; and Cozumel, Mexico.

II. CONSENT AGENDA

MOTION 1: I move the Arkansas State Board of Nursing approve the items on the Consent Agenda.

Brought by Lance Lindow and seconded by Mike Burdine.

PASSED.

III. COMMITTEE REPORTS

Reports were given by Committee chairs. Motions reflect committee recommendations.

A. FINANCE COMMITTEE

Janice Ivers, the Finance Committee Chairperson, along with Darla Erickson, Administrative Services Manager, covered items for the Finance Committee. The Finance Committee approved their minutes and purpose of their committee. The following motions were presented:

MOTION 2: I move that the Arkansas State Board of Nursing approve the financial statements for July 2018, August 2018, September 2018, October 2018, and November 2018.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 3: I move that the Arkansas State Board of Nursing approve the financial reports prepared by the Department of Finance and Administration- Service Bureau and Office of Personnel Management for the State Board of Nursing for the period July 2018, August 2018, September 2018, October 2018, and November 2018.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 4: I move that the Arkansas State Board of Nursing approve the report reconciling the ASBN financial statements to the AASIS documents received by the Department of Finance and Administration- Service Bureau and Office of Personnel Management for the State Board of Nursing for the period July 2018, August 2018, September 2018, October 2018, and November 2018.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 5: I move that the Arkansas State Board of Nursing authorize stipend payments in accordance with A.C.A. § 25-16-905.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 6: I move that the Arkansas State Board of Nursing authorize expense reimbursement in accordance with A.C.A. § 25-16-902.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 7: I move that the Arkansas State Board of Nursing authorize expense reimbursement to the Prescriptive Authority Advisory Committee members in accordance with A.C.A. § 25-16-902.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

The Board Members discussed travel opportunities for the upcoming year and the following Motions were presented:

MOTION 8: I move that the Arkansas State Board of Nursing approve funding for the following three (3) Board Members to attend the 2019 NCSBN Mid-Year Meeting in San Antonio, TX March 26 – 29, 2019, if funds are available: Yolanda Green, Lance Lindow, and Melanie Garner. Alternates will be: Neldia Dycus and Mike Burdine.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 9: I move that the Arkansas State Board of Nursing approve funding for the following four (4) Board Members to attend the 2019 NCSBN Annual Meeting in Chicago, IL, August 20 - 23, 2019, if funds are available: Mike Burdine, Neldia Dycus, Yolanda Green, and Stacie Hipp. Alternates will be: Melanie Garner and Lance Lindow.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 10: I move that the Arkansas State Board of Nursing approve funding for the following three (3) Board Members to attend the 2019 APRN Roundtable in Rosemont, Illinois April 8 - 9, 2019, if funds are available: Stacie Hipp, Ramonda Housh, and Mike Burdine. Alternate will be Kaci Bohn.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 11: I move that the Arkansas State Board of Nursing approve funding for the following Board Member to attend the 2019 National Organization of Alternative Programs (NOAP) Conference in St. Augustine, Florida, March 16 – 20, 2019, if funds are available: Pam Leal. Alternates will be Mike Burdine and Ramonda Housh.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 12: I move that the Arkansas State Board of Nursing approve the Comprehensive Annual Financial Report (CAFR) Year End Closing Package for Service Bureau Agencies Part A, Part B, and Part C submitted for the Arkansas State Board of Nursing to the Department of Finance and Administration for the fiscal year ended June 30, 2018.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

MOTION 13: I move that the Arkansas State Board of Nursing approve the Internal Control and Compliance Assessment of Arkansas Legislative Audit dated August 17, 2018 and approved by the Legislative Joint Auditing Committee for the Arkansas State Board of Nursing for the year ended June 30, 2017.

Brought by Janice Ivers and seconded by the Finance Committee.

PASSED.

Darla Erickson reminded Board Members to review the documentation regarding signs of financial difficulty which was provided to them. Darla also confirmed there were no changes in the financial section of the strategic plan.

B. EDUCATION COMMITTEE

Ramonda Housh, Acting Education Committee Chairperson, along with Tammy Vaughn, ASBN Program Coordinator, covered items for the Education Committee. The following motions were presented:

MOTION 14: I move that the Arkansas State Board of Nursing grant Continued Full Approval to the Arkansas Tech University Practical Nurse Program until the year 2023.

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

MOTION 15: I move that the Arkansas State Board of Nursing grant Continued Full Approval to the Arkansas Northeastern College Associate Degree in Nursing Program until the year 2023.

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

MOTION 16: I move that the Arkansas State Board of Nursing grant Continued Full Approval to the Southern Arkansas University Tech Practical Nursing Program until the year 2023.

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

MOTION 17: I move that the Arkansas State Board of Nursing grant Continued Full Approval to the East Arkansas Community College Practical Nursing Program until the year 2023.

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

MOTION 18: I move that the Arkansas State Board of Nursing grant Continued Full Approval to the University of Arkansas Cossatot Practical Nursing Program until the year 2023.

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

MOTION 19: I move that the Arkansas State Board of Nursing grant Continued Full Approval to the Arkansas Tech University Russellville Baccalaureate Degree in Nursing Program until the year 2023.

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

MOTION 20: I move that the Arkansas State Board of Nursing approve the Southeast Arkansas Associate of Applied Science Degree in Nursing programs curriculum revisions effective with the spring 2019 class.

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

MOTION 21: I move that the Arkansas State Board of Nursing approve Arkansas Tech University Ozark Associate of Applied Science in Nursing Programs addition of a Paramedic RN bridge track to their current LPN to RN program and add a paramedic to RN transition course to the curriculum.

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

MOTION 22: I move that the Arkansas State Board of Nursing accept the 2018 NCLEX® low pass rate responses and reports for the following programs:

1. College of the Ouachitas – ADN – first year
2. University of Arkansas Monticello – ADN – first year
3. JPMC School of Nursing – ADN – second year
4. University of Arkansas at Pine Bluff – BSN – second year
5. Southeast Arkansas College – ADN – fourth year (admissions suspended 2018)

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

MOTION 23: I move that the Arkansas State Board of Nursing approve Southeast Arkansas College associate degree in nursing to begin admission of students, effective Summer 2019.

Brought by Ramonda Housh and seconded by the Education Committee.

PASSED.

Tammy Vaughn reported the Education Department's strategic plan is still on track. The Education approved their September 13, 2018 minutes and reviewed their purpose of committee.

C. PRACTICE COMMITTEE

Lance Lindow, Practice Committee Chairperson, and Mary Trentham, Attorney Specialist, covered items for the Practice Committee.

The Practice Committee approved their minutes from the September 13, 2018 meeting. They also reviewed open disciplinary cases, their strategic plan, guidelines for Consent Agreements used by staff, along with the purpose of their committee.

Mary Trentham informed the Board that the Regulatory Board Chief Investigator position is vacant following Jim Potter's retirement. The job vacancy has been posted on the state website.

MOTION 24: I move that the Board postpone strategic Plan Strategic Initiative III Objective 2: Exploring external data repository and other comparative data, completed analyses, etc. to find effective practices for the Enforcement Department until data retrieval may be accomplished in an efficient and accurate manner.
Brought by Lance Lindow and seconded by the Practice Committee.
PASSED.

D. ADMINISTRATIVE COMMITTEE

Stacie Hipp, Chairperson for the Administrative Committee, and Sue Tedford, ASBN Executive Director, presented the following motions:

MOTION 25: I move that the Arkansas State Board of Nursing approve revisions to the following policies of the Arkansas State Board of Nursing *Rules* as listed and attached:

- CHAPTER ONE- GENERAL PROVISIONS
Section IV: Definition of Terms
- CHAPTER FOUR- ADVANCED PRACTICE REGISTERED NURSE
Section VII: Duplicate License
Section XIII: Minimum Standards for Establishing a Patient Relationship
- CHAPTER TEN- ALTERNATIVE TO DISCIPLINE
Section I: Qualifications for Admission

Brought by Stacie Hipp and seconded by the Administrative Committee.
PASSED.

MOTION 26: I move that the Arkansas State Board of Nursing approve revisions to the following policies of the Arkansas State Board of Nursing Administrative Manual as listed and attached:

- Information Services Policy Number IV-1, Virus Scan;
- Information Services Policy Number IV-2, Information Technology Security; and
- IMPLEMENT Information Services Policy Number IV-10, Data Sanitization and Disposal.

Brought by Stacie Hipp and seconded by the Administrative Committee.
PASSED.

The Administrative Committee approved their minutes from the September 13, 2018 meeting. They also reviewed their strategic plan and the purpose of their committee.

The responses of the 2018 stakeholder survey were discussed, and Sue Tedford requested that the Board Members review the survey before the strategic plan meeting.

The Staybridge Suites Little Rock - Medical Center conference room will be the venue for the Strategic Planning Meeting scheduled for June 6, 2019. In addition to drafting the next strategic plan, Board and staff will review the ASBN Mission and have a presentation regarding leadership motivation.

IV. STAFF REPORTS

Sue Tedford, Executive Director, MNSc, APRN, and Scholarship Committee Chair, Pam Leal, presented disbursement of funds for scholarships. Following discussion the following motion was presented:

MOTION 27: I MOVE that the Arkansas State Board of Nursing distribute funds from the Faith A. Fields Nursing Loan Program for the 2019 Spring Semester, as follows:

Practice Renewal Applicants:

- 1) \$600.00 payable to Chamberlain College of Nursing on behalf of Amanda Harwell;
- 2) \$1,200.00 payable to University of Arkansas Community College- Batesville on behalf of Kelsey Richey;
- 3) \$1,200.00 payable to University of Arkansas at Hope on behalf of Jessica Ridgell;
- 4) \$1,200.00 payable to Arkansas Tech University on behalf of Nicole Smith;

Educator Renewal Applicants:

- 1) \$1,500.00 payable to the University of Arkansas for Medical Sciences on behalf of Sara Underwood;
- 2) \$1,500.00 payable to University of Arkansas for Medical Sciences on behalf of Brook Scalzo;

Jill Hasley Memorial Scholarship:

Educator- Susan Ferguson in the amount of \$1,500.00 payable to University of Arkansas in Fayetteville.

PASSED.

LouAnn Walker advised the Board that the IT strategic plan is on track. Ms. Walker informed the Board that she will give an All Hazard update at a future meeting. She asked Board Members to check the ASBN website then inform her if their information needs to be updated. She also informed the Board that the annual report may now be found on the ASBN website and Nurses' Day at the Capitol is scheduled for February 11, 2019. Ms. Walker asked Board Members to be prepared to take a group photo at the next scheduled Board Meeting to include our newest Board Member, Jasper Fultz.

Lisa Wooten, Assistant Director, MPH, BSN, RN, updated the Board concerning drug screen changes for respondents. Ms. Wooten is working with First Source to update the current drug screen panels.

V. OTHER (Continued)

Sue Tedford provided a legislative update to the Board and discussed the Governor's proposal to consolidate state offices which would make ASBN an umbrella agency to the Department of Health along with other health care licensure boards.

There being no further business, the meeting adjourned at 3:23 p.m.

Ramonda Housh APRN
Ramonda Housh, Board President

Susan Lester
Susan Lester, Recording Secretary

2/13/19
Date Approved