



# Arkansas Department of Health

Arkansas State Board of Nursing

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Governor Asa Hutchinson

José R. Romero, MD, Secretary of Health

Sue A. Tedford, MNSc, APRN, Director

## BOARD BUSINESS MEETING MINUTES

- TIME AND PLACE:** January 6, 2022  
ASBN Boardroom
- MEMBERS PRESENT:** Lance Lindow, RN; Yolanda Green, LPN; Stacie Hipp, APRN; Janice Ivers, MSN, RN, CNE; Neldia Dycus, BS, MHSM, MHRD, RN; Jasper Fultz, LPN; CLC; Ramonda Housh, MNSc, APRN, CNP, C-PNP; Melanie Garner, LPN
- MEMBERS ABSENT:** Rachel Sims, BSN, RN
- STAFF ATTENDING AT VARIOUS TIMES:** Sue A. Tedford, Director, MNSc, APRN  
David Dawson, General Counsel, JD  
Ashley Fisher, Attorney Specialist, JD  
Lisa Wooten, Assistant Director, MPH, BSN, RN  
Karen McCumpsey, Assistant Director MNSc, RN, CNE  
Tonya Gierke, Assistant Director, JD, BSN, RN  
Darla Erickson, Administrative Services Manager  
Shannon McKinney, Assistant Director, DNP, APRN, WHNP-BC  
Aaron Singleton, Regulatory Board Chief Investigator  
Tammy Vaughn, Program Coordinator, MSN, RN, CNE  
Janet Simpson, Program Coordinator, MSN, RNP, RNC-MNN  
Leslie Suggs, Executive Assistant to the Director  
Albert Williams, Information Systems Coordinator  
LouAnn Walker, Public Information Coordinator

President Lance Lindow called the meeting to order at 1:13 p.m. A flexible agenda was declared.

### I. CONSENT AGENDA

**MOTION 1:** I move the Arkansas State Board of Nursing approve the items on the January 6, 2022, Consent Agenda.

Brought by Lance Lindow and seconded by Neldia Dycus.

**PASSED.**

### II. 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 September 9, 2021, minutes and purpose of their committee. The following motions were presented:

**MOTION 2:** I move that the ADH-Arkansas State Board of Nursing make the following changes on the purpose of the Finance Committee:

- Line 11 – Replace “CAFR” with ACFR”.

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

**MOTION 3:** I move that the ADH-Arkansas State Board of Nursing approve the financial statements for July 2021, August 2021, and September 2021.

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

**MOTION 4:** I move that the ADH-Arkansas State Board of Nursing approve the financial reports prepared by the Arkansas Department of Health – Budget Department for the Arkansas State Board of Nursing for the periods July 2021, August 2021, September 2021.

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

**MOTION 5:** I move that the ADH-Arkansas State Board of Nursing approve the report reconciling the ASBN financial statements to the AASIS documents received from the Arkansas Department of Health – Budget Department for the Arkansas State Board of Nursing for the periods July 2021, August 2021, and September 2021.

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

**MOTION 6:** I move that the ADH-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 7:** I move that the ADH-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 8:** I move that the ADH-Arkansas State Board of Nursing approve funding (if funds are available):

For five (5) for all board members to attend the 2022 NCSBN Mid-Year Meeting in St. Louis, Missouri, March 14-17-2022. In the event the 2022 NCSBN Mid-Year Meeting is changed to a virtual meeting, all board members are approved to attend with registration fees (if applicable) paid by ASBN, and stipends paid to qualifying board members in attendance.

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

**MOTION 9:** I move that the ADH-Arkansas State Board of Nursing approve funding (if funds are available):

For four (4) board members to attend the 2022 NCSBN Annual Meeting in Chicago, Illinois, August 16-19, 2022. In the event the 2022 NCSBN Annual Meeting is changed to a virtual meeting, all board members are approved to attend with registration fees (if applicable) paid by ASBN, and stipends paid to qualifying board members in attendance.

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

**MOTION 10:** I move that the ADH-Arkansas State Board of Nursing (ASBN) approve funding (if funds are available):

For three (3) board members to attend the 2022 NCSBN APRN Roundtable in Rosemont, Illinois, April 11-12, 2022. In the event the 2022 NCSBN APRN Roundtable is changed to a virtual meeting, all board members are approved to attend with registration fees (if applicable) paid by ASBN, and stipends paid to qualifying board members in attendance.

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

**MOTION 11:** I move that the ADH-Arkansas State Board of Nursing approve funding (if funds are available):

For two (2) board members to attend the National Organization of Alternative Programs (NOAP) 2022 Annual Conference in Albuquerque, New Mexico, May 15– 20, 2022. In the event the NOAP 2021 Annual Conference is changed to a virtual meeting, all board members are approved to attend with registration fees (if applicable) paid by ASBN, and stipends paid to qualifying board members in attendance.

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

**MOTION 12:** I move that the ADH-Arkansas State Board of Nursing approve the Annual Comprehensive Financial Report (ACFR) Year End Closing Package for State Agencies CSR3 submitted for the Arkansas State Board of Nursing to the Department of Finance and Administration for the fiscal year ended June 30, 2021.

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

**MOTION 13:** I move that the ADH-Arkansas State Board of Nursing revise Policy IX-7 (Obtaining Purchase Orders) as attached with the following changes:

- Line 3 – Replace “DFA Office of State Procurement” with “Arkansas Department of Health-Procurement.”

Brought by Janice Ivers and seconded by the Finance Committee.

**PASSED.**

Darla also confirmed there were no changes in the financial section of the strategic plan. Janice Ivers advised board members that receive a stipend will be receiving a 1099 form.

**B. EDUCATION COMMITTEE**

Ramonda Housh, Nursing 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 Rural Nursing Education Consortium LPN to RN Associate of Applied Science degree in Nursing Program until the year 2026.

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 Northwest Technical Institute Practical Nurse Program until the year 2026.

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 John Brown University Baccalaureate of Science in Nursing program until the year 2026.

Brought by Ramonda Housh and seconded by the Education Committee.

**PASSED.**

**MOTION 17:** I move that the Arkansas State Board of Nursing grant Full Approval to the Black River Technical College Associate of Applied Science in Registered Nursing Program until the year 2024.

Brought by Ramonda Housh and seconded by the Education Committee.

**PASSED.**

**MOTION 18:** I move that the Arkansas State Board of Nursing approve the following two Arkansas State University Mountain Home Practical Nursing program curriculum revisions:

1. Revise distribution of hours and name of corresponding courses, with overall hours and content remaining the same.
2. Add a Part-time cohort and modify the time to complete the curriculum from three semesters to five semesters. All courses, content and overall hours will remain the same.

Brought by Ramonda Housh and seconded by the Education Committee.

**PASSED.**

**MOTION 19:** I move that the Arkansas State Board of Nursing approve the Black River Technical College Practical Nursing program curriculum revisions effective with the next admission cycle.

Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

**MOTION 20:** I move that the Arkansas State Board of Nursing grants Prerequisite Approval to the Arkansas State university Newport LPN to RN Associate of Applied Science degree in Nursing program.  
Brought by Ramonda Housh and seconded by the Education Committee.  
**PASSED.**

**MOTION 21:** I move that the Arkansas State Board of Nursing grants Initial Approval to the University of Arkansas Community College Morrilton Licensed Practical Nurse to Associate of Applied Science in Registered Nursing program.  
Brought by Ramonda Housh and seconded by the Education Committee.  
**PASSED.**

**MOTION 22:** I move that the Arkansas State Board of Nursing grants Initial Approval to the Ouachita Baptist University Baccalaureate of Science in Nursing Degree program.  
Brought by Ramonda Housh and seconded by the Education Committee.  
**PASSED.**

**MOTION 23:** I move that the Arkansas State Board of Nursing grants Pre-requisite Approval to the Harding University Carr College of Nursing Northwest Arkansas Satellite Accelerated Baccalaureate of Science in Nursing Program.  
Brought by Ramonda Housh and seconded by the Education Committee.  
**PASSED.**

**MOTION 24:** I move that the Arkansas State Board of Nursing accept the 2021 NCLEX low pass rate responses and reports for the following programs:

- Arkansas State University Jonesboro ADN – 1 year
- Arkansas State University Newport ADN – 1 year
- Arkansas State University Three Rivers ADN – 1 year
- Baptist Health College ADN – 2 years
- Baptist Health College PN – 1 year
- East Arkansas Community College ADN – 3 years
- National Park College PN – 2 years
- South Arkansas University Technical PN – 1 year
- Southeast Arkansas College ADN – 7 years
- University of Arkansas Community College Batesville ADN – 2 years
- University of Arkansas Pine Bluff BSN – 1 year
- University of Arkansas Pulaski Technical PN – 2 years

Brought by Ramonda Housh and seconded by the Education Committee.  
**PASSED.**

Ramonda Housh reported the Education Department's strategic plan is still on track. The Education Committee approved their September 9, 2021, minutes and reviewed the purpose of the committee.

### **C. PRACTICE COMMITTEE**

Neldia Dycus, Practice Committee Chairperson, and Lisa Wooten, Assistant Director, covered items for the Practice Committee.

**MOTION 25:** I move that the practice committee approve the proposed changes to the Consent Agreement Guidelines, in particular, the addition of paragraph 1.d. which adds that staff may propose a consent agreement: with a Respondent: d. who is guilty of unprofessional conduct.”

Brought by Neldia Dycus and seconded by the Practice Committee.

**FAILED.**

**MOTION 26:** I move that the Arkansas State Board of Nursing add the following condition to the appropriate Board motions, Consent Agreements, and Voluntary Surrender forms:

If you fail to comply with all terms of your suspension and/or reinstatement during the monitoring period, you may not request to restart the monitoring period until six-months after the date you were determined to be noncompliant.

Brought by Neldia Dycus and seconded by the Practice Committee.

**PASSED.**

The Practice Committee approved their minutes from the September 9, 2021, meeting. They also reviewed the purpose of their committee and strategic plan, which is on track.

#### **D. ADMINISTRATIVE COMMITTEE**

Jasper Fultz, committee member on behalf of Stacie Hipp, Administrative Committee Chairperson, and Sue Tedford, ASBN Director, presented the following motions:

The Administrative Committee reviewed Administration policies. Revisions were necessary for the following policies of the Arkansas State Board of Nursing Administrative Manual listed in the following motion.

**MOTION 27:** 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**

- *IV-1, Virus Scan Policy;*
- *IV-2, Information Technology Security;*
- *IV-3, Internet Usage;*
- *IV-5, Board Members' Laptop Computer Usage;*
- *IV-8, VPN Access of Agency Information*

##### **MA-C**

- *X-2, Endorsement of Mediation Assistants-Certified;*
- *X-3, Equivalency for Medication Assistants-Certified;*
- *X-4, Processing Medication Assistant-Certified Examination Applications*

Brought by Jasper Fultz and seconded by the Administrative Committee.

**PASSED.**

The Administrative Committee approved their minutes from the September 9, 2021, meeting. They also reviewed their strategic plan and the purpose of their committee.

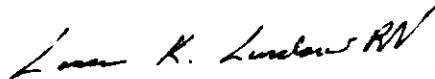
**Ashley Fisher**, Attorney Specialist, spoke with the Board regarding a previous ratified Consent Agreement on an applicant that has not taken the NCLEX. After discussion the following motion was presented:

**MOTION 28:** I move to withdraw the ratified Consent Agreement for Kimberly Renea McCauley as she is not currently licensed before the Arkansas State Board of Nursing. She will be presented again upon license issuance.  
Brought by Janice Ivers and seconded by the Yolanda Green.  
**PASSED.**

### III. OTHER


Susan Brown with PCI Publishing spoke with the Board concerning the 2022 Nursing Expo, which will be held on April 2, 2022, at the Jack Stephens Center, having Donna Terrell as emcee. The nomination deadline for the Nursing Compassion and Outstanding Nurse Education Award is February 28, 2022. 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.

There being no further business, the meeting adjourned at 2:45 p.m.



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Lance Lindow, Board President



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Leslie Suggs, Recording Secretary

4.7.2022

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Date Approved