

MINUTES OF THE MEETING
NEBRASKA CENTER FOR NURSING BOARD
NOVEMBER 20, 2015

CALL TO ORDER

The meeting of the Board of the Nebraska Center for Nursing (CFN) was called to order by Liane Connelly, Chair, at 9:33 a.m. at Cornhusker State Industries, Room C, 800 Pioneers Blvd., Lincoln, Nebraska. Copies of the agenda were distributed in advance to the Board members, posted outside the Licensure Unit within the Nebraska State Office Building, and posted on the Department of Health and Human Services website. Connelly announced the location of a current copy of the Open Meetings Act within the room.

ROLL CALL

The following Board members answered roll call:

Kathy Bowman, RN	Anna May, RN
Liane Connelly, PRN	Aubray Orduña, RN
Suzanne Deyke, MSN, RN	Linda Stones, RN <i>Vice-Chair</i>
Kayleen Dudley, RN	Pamela Uhlir, RN
Cindy Hadenfeldt, RN	Lisa Walters, RN
Kathy Harrison, RN	

The following Board member was absent: Cheryl Echtenkamp, RN

The following individuals were also present:

Becky Wisell, *Licensure Unit Administrator*
Sherri Joyner, *Health Licensing Coordinator*
Juan Ramirez, PhD, *Independent Consultant*

A quorum was present, and the meeting convened.

MOTION: Uhlir made the motion, seconded by Harrison, to adopt the agenda.

Voting Yes: Bowman, Deyke, Dudley, Hadenfeldt, Harrison, May, Orduña, Stones, Uhlir, and Walters
Voting No: None. **Abstain:** Connelly. **Absent:** Echtenkamp. **Motion carried**

MOTION: Walters made the motion, seconded by Stones, to approve the minutes of the March 13, 2015, meeting.

Voting Yes: Bowman, Deyke, Dudley, Hadenfeldt, Harrison, May, Orduña, Stones, Uhlir, and Walters
Voting No: None. **Abstain:** Connelly. **Absent:** Echtenkamp. **Motion carried**

MOTION: Stones made the motion, seconded by May, to approve the minutes of the September 25, 2015, meeting.

Voting Yes: Bowman, Deyke, Dudley, Hadenfeldt, Harrison, May, Orduña, Stones, Uhlir, and Walters
Voting No: None. **Abstain:** Connelly. **Absent:** Echtenkamp. **Motion carried**

These minutes were approved by the
Nebraska Center for Nursing Board on
January 15, 2016

BUDGET REVIEW

Wisell provided members with budget status reports for the Center for Nursing for fiscal years 2010 through 2016. She explained that renewal fees for the various professions licensed by the Licensure Unit are calculated on a base cost of \$110 per credential. Additional fees are added to cover expenses specific to each Board. Fees collected from the \$110 base cost go into “one pot” and cover salaries, equipment, supplies, and other shared expenses. Wisell said that the consultant Juan Ramirez’s salary comes from the CFN budget, but all other salaries of nursing staff come from base costs.

Wisell explained that a budget request for fiscal year 2017 would need to be submitted to the Department’s Budget Office by April 1, 2016. The budget request would need to be presented at the Board of Nursing’s meeting in March 2016.

Wisell noted that as of October 30, 2015, the balance of funds in the Center for Nursing’s budget was \$28,846.72. She asked if the Center for Nursing would be comfortable asking the Board of Nursing at its December meeting for additional funding in order to ensure that the Center had adequate funds to finish the fiscal year. Members discussed their needs and the activities they wanted pursue in the remainder of fiscal year:

- The Center needs to cover the cost of Juan Ramirez’s contract. With seven months remaining in the fiscal year and an estimated salary of \$4,000 per month, the cost for covering the contract would be \$28,000.
- The Center would like a better website and access to social media in order to fulfill its mission. There would be no costs for a Facebook page. Estimated cost for website was \$2,500.
- The Center would like to have a table at the Nurses Day at the Legislature event in February. Estimated cost was \$250.
- Members discussed the need for a better data model. The current model captures the “supply” side of the nursing workforce, i.e. the number of RNs and LPNs in the state, but it does not adequately capture the “demand” side, such as unfilled nursing vacancies. Uhlir mentioned that the current model does not adequately address the workforce situation in rural areas. Developing a new model would require extensive research and outreach and collaboration with other groups. Estimated cost for developing new model was \$5,000.
- Hadenfelt said she strongly supported the idea of developing a video on rural health nursing. The Center would need to pay someone in order to get a quality product. Estimated cost for video was \$10,000.00.
- The Center would like to send representatives to the National Forum of State Nursing Workforce Centers annual meeting on April 27-29, 2016. Travel and related conference expenses for Ramirez and two Center for Nursing members was estimated at \$10,000.00.

Walters, Connelly, Deyke and others expressed the need to be fiscally responsible and accountable for all funds received.

Connelly calculated an estimated total cost of \$55,750.00 to cover the above items for the current fiscal year. By rounding up the \$23,846.72 existing balance in the CFN budget to \$23,850.00, the Center would need \$31,900.00 to make up the difference. This amount was calculated as follows:

Consultant's Salary	\$ 28,000.00
Website Expenses	2,500.00
Nurses Day at Legislature.	250.00
Supply & Demand Data Model	5,000.00
Rural Health Video Project	10,000.00
National Forum Travel Expenses	<u>10,000.00</u>
	\$ 55,750.00
Balance as of 10/31/15	- <u>23,850.00</u>
Estimated shortfall	\$ 31,900.00

MOTION: Stones made the motion, seconded by Dudley, to make a request at the December 2015 meeting of the Board of Nursing for approval of an additional allocation of funds in the amount of \$31,900.00

Voting Yes: Bowman, Deyke, Dudley, Hadenfeldt, Harrison, May, Orduña, Stones, Uhler, and Walters
Voting No: None. **Abstain:** Connelly. **Absent:** Echtenkamp. **Motion carried**

MOTION: Stones made the motion, seconded by Orduña, to ask Juan Ramirez to submit a proposal to explore, research, and develop a nursing workforce demand model for Nebraska and give him the freedom to work on the project with our partner organizations in Nebraska, such as the Nebraska Organization of Nurse Leaders (NONL), the Nebraska Hospital Association (NHA), the Nebraska Health Care Association (NHCA), the Nebraska Action Coalition (NAC), the Nebraska Nurses Association (NNA), and the Nebraska Assembly of Nursing Deans and Directors (NANDD).

Voting Yes: Bowman, Deyke, Dudley, Hadenfeldt, Harrison, May, Orduña, Stones, Uhler, and Walters
Voting No: None. **Abstain:** Connelly. **Absent:** Echtenkamp. **Motion carried**

10:30 a.m. Meeting went into recess.

10:50 a.m. Meeting reconvened.

Due to developing weather conditions, the agenda item for Mission, Charter, and Goals was moved to the end of the meeting to better ensure that members could travel home safely.

WEB PAGE PURCHASE

Connelly noted that in a previous meeting, the Board had approved a Weebly website developed by Shane Bailey, the former Health Licensing Coordinator. Given the amount of time that he had devoted to developing the site, Connelly wanted to approach Mr. Baily about administering the website, but she also noted the Mr. Baily's current employment with the State might limit his ability to do the work. Wisell said it might be a conflict of interest. Connelly encouraged members to think of other people who might be approached to do the work.

MOTION: Stones made the motion, seconded by Bowman, to explore the option of reaching out to Shane Bailey and ask that he explore the possibility of setting up the website if he can do so without conflict of interest given his current employment with the State of Nebraska, and to also solicit other individuals to set up a website in case Mr. Baily cannot do the work.

Voting Yes: Bowman, Deyke, Dudley, Hadenfeldt, Harrison, May, Orduña, Stones, Uhlir, and Walters
Voting No: None. **Abstain:** Connelly. **Absent:** Echtenkamp. **Motion carried**

Ramirez noted that the task of updating the CFN website is included in his contract.

FACEBOOK PAGE

Connelly noted that Facebook is increasingly being used by professionals to share information. Walters and Stones both described experiences where Facebook was used as an effective communication tool. Stones said that a Facebook page can be set up so that comments can be closely monitored and inappropriate comments deleted. Deyke noted that Facebook could be used to deliver messages to nurses across the country about the benefits of moving to Nebraska.

Connelly, Deyke, Dudley, and Stones volunteered to serve on a Facebook workgroup. The group suggested holding a phone conference regarding the issue.

MEETING SCHEDULE

Members noted that with the retirement of Alice Kindschuh, the Board was currently without a Secretary. Election of a Secretary will be placed on the agenda for the next meeting. Members also recommended placing on the agenda items for a CFN Foundation Report and the appointment of a CFN member to the Foundation Board.

Wisell reported that the Board of Health had recommended two new persons for appointment to the CFN Board. The Governor will need to make the actual appointments.

CFN's 2016 meeting dates were scheduled as follows:

January 15, 2016

March 18, 2016

May 20, 2016

July 22, 2016

September 16, 2016

November 18, 2016

MISSION, CHARTER, AND GOALS

Charter

Members reviewed a draft charter that had been prepared after the September 25, 2015, meeting. Members went through the draft line by line and suggested changes and additions. Stones noted that she also had made revisions to the draft. Stones will email her draft to Joyner, who will then incorporate the changes recommended at the meeting. Members will review and vote on the charter in January. During discussion of the draft charter, members elaborated on several topics:

Continuing Education. Whether or not CFN should provide Continuing Education offerings had been discussed at previous meetings. After discussing the pros and cons, the consensus was to focus on collecting, analyzing, and disseminating data rather than expand into continuing education.

National Forum Representation. Stones expressed interest in having someone on the CFN Executive team represent Nebraska during the National Forum of State Nursing Workforce Center's Executive Meetings.

Role of Department staff in Board discussions. Suggestions were made to have the Practice Consultant and Education Consultant provide "report outs" during Board meetings or to ask if they had something to report on when agendas are developed.

12:15 p.m. Meeting went into recess.

12:25 p.m. Meeting reconvened.

Mission Statement

Hadenfeldt read from the provisional mission statement printed in the minutes of the September 25, 2015, meeting: "Assure that the people of Nebraska have access to a well-prepared and diverse nursing workforce."

MOTION: Hadenfeldt made the motion, seconded by Harrison, to accept the mission statement printed in the September 25, 2015 minutes.

Members discussed if the mission statement was sufficiently inclusive. Stones suggested revising the phrase "people of Nebraska" to read "people in Nebraska."

MOTION: Uhlir made the motion, seconded by Walters, to accept "Assure that the people in Nebraska have access to a well-prepared and diverse nursing workforce" as the Center's mission statement.

Voting Yes: Bowman, Deyke, Dudley, Hadenfeldt, Harrison, May, Orduña, Stones, Uhlir, and Walters
Voting No: None. **Abstain:** Connelly. **Absent:** Echtenkamp. **Motion carried**

Vision Statement

MOTION: Walters made the motion, seconded by Orduña, to accept as the Center's vision statement: "To be the primary data source of the nursing workforce in Nebraska."

Voting Yes: Bowman, Deyke, Dudley, Hadenfeldt, Harrison, May, Orduña, Stones, Uhlir, and Walters
Voting No: None. **Abstain:** Connelly. **Absent:** Echtenkamp. **Motion carried**

Strategic Initiatives

Members reviewed the four goals of the 2010-2015 Strategic Plan: 1) Recruitment, 2) Retention, 3) Enrollment, and 4) Sustainability. Stones and others noted how these four goals are subcategories of a larger goal of obtaining and disseminating data on nursing workforce supply and demand. Members discussed the need for clear data definitions, ensuring data elements are aligned with CFN's goals, understanding where the data comes from, making sure data is consistent, and being able to use the data to predict future trends. Based on the discussion of the centrality of data to the group's mission, members developed the following strategic initiatives, which Joyner read aloud:

1. Provide a valid, data-driven supply and demand model of the nursing workforce in Nebraska.

2. Disseminate nursing workforce data to key stakeholders.
3. Mobilize key stakeholders to address nursing workforce gaps.
4. Evaluate initiatives.

MOTION: Uhlir made the motion, seconded by Hadenfeldt, to approve the four strategic initiatives as read by Joyner.

Voting Yes: Bowman, Deyke, Dudley, Hadenfeldt, Harrison, May, Orduña, Stones, Uhlir, and Walters
Voting No: None. **Abstain:** Connelly. **Absent:** Echtenkamp. **Motion carried**

Connelly suggested using the remaining time to discuss potential tactical objectives and to then vote on both the tactical objectives and the charter at the next meeting.

12:40 p.m. *Connelly left the meeting.*
 12:43 p.m. *Connelly returned to the meeting.*
 1:15 p.m. *Hadenfeldt left the meeting.*
 1:16 p.m. *Hadenfeldt returned to the meeting.*

Some of the ideas members suggested for each strategic initiative are listed below.

Strategy #1 - Provide a valid, data-driven supply and demand model of the nursing workforce in Nebraska.

- Determine valid measures
- Reach out to other states to see what models they use
- Work with Ramirez in developing a glossary of terms

Strategy #2 - Disseminate nursing workforce data to key stakeholders.

- Facebook
- Website
- Attending conferences and other events
- Identify and network with professional organizations

Strategy #3 - Mobilize key stakeholders to address nursing workforce gaps.

- Identify key stakeholders and their contacts
- Invite key stakeholders to CFN Board meetings

Strategy #4 - Evaluate initiatives.

- Develop an evaluation plan.

CONCLUSION AND ADJOURNMENT

Wisell stated that she expects all data entry of the 2014 RN and 2015 LPN renewal surveys to be completed by the end of December.

The meeting adjourned at 1:30 pm

Respectfully submitted,



Sherri Joyner
 Health Licensing Coordinator