

**MINUTES OF THE MEETING**  
**NEBRASKA CENTER FOR NURSING**  
**January 20, 2017**

**CALL TO ORDER**

The meeting of the Nebraska Center for Nursing (CFN) Board was called to order by Liane Connelly, Chair, at 9:38 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:

- Lina Bostwick, RN
- Kathy Bowman, RN
- Liane Connelly, RN, *Chair*
- Suzanne Deyke, RN
- Teresa Faith, LPN
- Christi Glesmann, RN
- Nolan Gurnsey, RN
- Kathy Harrison, RN
- Pamela Uhlir, RN

The following Board member arrived after roll call:

- Charity Ebert, RN (arrived at 10:35 a.m.)

The following Board members were absent:

- Kayleen Dudley, RN
- Anna May, RN
- Cindy Hadenfeldt, RN
- Lisa Walters, RN

The following staff members were in attendance:

- Ann Oertwich, RN, *Program Manager*
- Kathy Hoebelheinrich, APRN, *Nursing Practice Consultant*
- Sherri Joyner, *Health Licensing Coordinator*
- Juan Ramirez, PhD, *Independent Consultant*
- Jacci Reznicek, RN, *Nursing Education Consultant*

Also in attendance from the Nebraska Action Coalition were Linda Lazure and Victoria Vinton.

A quorum was present, and the meeting convened.

**ADOPTION OF THE AGENDA**

**Motion:** Bostwick made the motion, seconded by Uhlir, to adopt the agenda for the January 20, 2017, meeting of the Nebraska Center for Nursing Board.

**Voting Yes:** Bostwick, Bowman, Connelly, Deyke, Faith, Glesmann, Gurnsey, Harrison, and Uhlir.

**Voting No:** None. **Abstain:** None. **Absent:** Dudley, Ebert, Hadenfeldt, May, and Walters. **Motion carried.**

These minutes were approved by the Nebraska  
Center for Nursing Board on March 17, 2017.

## **APPROVAL OF MINUTES**

**Motion:** Glesmann made the motion, seconded by Harrison, to approve the minutes of the November 18, 2016, Center for Nursing Board meeting.

**Voting Yes:** Bostwick, Bowman, Connelly, Deyke, Faith, Glesmann, Gurnsey, Harrison, and Uhlir.

**Voting No:** None. **Abstain:** None. **Absent:** Dudley, Ebert, Hadenfeldt, May, and Walters. **Motion carried.**

## **CFN WEBSITE PROPOSALS**

At the January 20, 2017, Board meeting, members formulated a list of seventeen standardized questions to ask potential website developers. Members reviewed the responses submitted by Chip Thompson Design, Justin Kofoed, and Nebraska Interactive.

[Discussion of website proposals continued after conference call. See below.]

## **CONFERENCE CALL WITH REPRESENTATIVES FROM NEBRASKA ACTION COALITION (NAC) & CENTER FOR NURSING (CFN) FOUNDATION**

10:30 a.m. *CFN Foundation Board members Linda Hughes and Helen Johnstone, and Zachary Buxton, Attorney with Baird Holm, joined the meeting via conference call.*

10:35 a.m. *Ebert arrived at the meeting.*

Connelly reviewed the background on proposals for CFN and NAC to work collaboratively, noting that the goals of both groups are compatible. Connelly said she was using the term “integrate” loosely to describe the proposed CFN/NAC collaboration, and that they still needed to learn more about the organizational options that were feasible. The Center is looking at the possibility of having NAC become part of the CFN Foundation.

Buxton explained that the Nebraska Action Coalition is not itself a nonprofit 501(c)(3) organization. NAC derives its nonprofit status through its association with the Visiting Nurses Association (VNA), which is a 501(c)(3) organization. Buxton said that he would need to research the Foundation’s articles of incorporation in order to determine if the Foundation can serve the role that VNA currently serves for NAC. He also wanted to research tax laws to ensure that the Foundation’s and NAC’s tax-exempt status would not be affected. He reported that the Foundation would need to amend its bylaws to allow for an auxiliary organization. Buxton noted that his preliminary research indicates that if NAC becomes an auxiliary organization of the Foundation, the Foundation would need to approve NAC’s bylaws and NAC would be subject to control by the Foundation.

Lazure asked if NAC would need to change its bylaws if it became an auxiliary to the Foundation. Buxton said he would need to research the question, but he thought NAC might need to make a few technical changes at most.

Oertwich asked if there was an exit clause in NAC’s agreement with VNA. Vinton said that their agreement with the VNA Director was the only formal agreement between NAC and VNA of which she was aware.

Hughes expressed concerns that as Foundation Treasurer, a merger with NAC might create additional responsibilities that she did not have the expertise to handle. Connelly and others noted that if NAC became a Foundation auxiliary, a part-time accountant should be found for the Foundation. Hughes also noted that the Foundation’s current registered agent no longer wishes to serve in that role. A firm in

Aurora that does the Foundation's taxes might be willing to serve as a registered agent. Hughes noted that if they do change agents, they should do so by April when the Foundation's biannual report is due.

Oertwich said she was interested in looking at models that would create a free-standing Center for Nursing. Lazure mentioned that in 2009 it was hoped that the Center might be organized as a non-governmental entity. Oertwich said that the first step would be to place NAC under the Foundation, and then she, Connelly, and Ramirez would look at models that would create a free standing Center for Nursing. Buxton asked Oertwich if she was referring to amending the statutes for the Center for Nursing, and Oertwich concurred.

Lazure asked if a Memorandum of Understanding should be drafted. Buxton reported that it would be a good idea. Lazure asked if he could draft one, and Buxton said he could.

Uhlir recommended making a timeline to help prevent the process from dragging on for an extended length of time. Buxton said he could have the information the Foundation and Center needed to move forward by February 3<sup>rd</sup>.

*11:27 a.m. Conference call concluded. Meeting went into recess.*

*11:45 a.m. Meeting reconvened.*

Connelly summarized the next steps that would need to be pursued, and asked Joyner to email the list to her:

- Research laws to determine if tax exempt status would be affected (Buxton)
- Vote to change Foundation bylaws (Foundation)
- Take proposed changes to VNA and NAC for review and approval
- Find an accountant/consultant for the Foundation
- Find a registered agent for the Foundation
- Create a Memorandum of Understanding (MOU)
- Ensure that there are no conflicts of interest
- Review NAC's bylaws
- Research the organizational structures of nursing workforce centers and state action coalitions in other states.

Gurnsey reported that he has made tentative arrangements for the Foundation to meet on February 9, 2017, at Kaplan University in Lincoln, noting that many Foundation members will already be in Lincoln on that day for Nebraska Nurses Association events.

Gurnsey asked Vinton if NAC applied for grants. Vinton said NAC does apply for some grants, and they are still eligible to apply for Robert Wood Johnson Foundation grants. Vinton reported that NAC has a part-time development director with excellent contacts in the Omaha area. Lazure said that there are people who are interested in donating to NAC, and the NAC might need to communicate more information to the prospective donors about the prospective reorganization with the Foundation.

Vinton reported that NAC has \$60,000.00 and is expecting expenses of \$10,000.00 a month. With these numbers, she expected that NAC could function through July 2017. Nolan asked if some of the Center's budget could be used to contract with Victoria. Oertwich said she would research the subject.

Uhlir noted that to become an affiliate with the American Organization of Nurse Executives, another board she works with was required to take out board insurance. She suggested that the Foundation might research the subject to see if board insurance would be appropriate.

Members and staff made preliminary plans to schedule a conference call on February 7<sup>th</sup> at 4:00 p.m. to review the work that needs to be done and plan for the next steps. Lazure recommended that Marilyn Valerio from NAC be included in the call.

## **WEBSITE PROPOSALS**

Members noted favorably on the details provided in the Nebraska Interactive proposal and the benefits of having a website with a “.gov” address.

**Motion:** Gurnsey made the motion, seconded by Uhlir, to move forward with the proposal submitted by Nebraska Interactive for development of a website for the Center for Nursing.

**Voting Yes:** Bostwick, Bowman, Connelly, Deyke, Ebert, Faith, Glesmann, Gurnsey, Harrison, and Uhlir.  
**Voting No:** None. **Abstain:** None. **Absent:** Dudley, Hadenfeldt, May, and Walters. **Motion carried.**

## **UPDATES**

### Rural Nursing Video

Gurnsey reported that Justin Kofoed filmed segments for the video with Gurnsey in Imperial, Nebraska. Gurnsey said Kofoed will put together a video and several shorter clips. Members will be able to review the materials and request edits before Kofoed delivers the final product.

### CFN Facebook Page

Bostwick volunteered to contact Linda Stones, the former Board member who launched the Center's Facebook page. Members wish to clarify how updates to the page are made and who has administrative access to the site.

### Budget Status Report

Members reviewed the Center's Budget Status Report. As of December 31, 2016, the Center's expenditures for the 2016/17 fiscal year have been \$28,195.65. The budgeted revenue total for the fiscal year is \$130,370.53. The fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

### Purchasing Supply-and-Demand Workforce Model

Oertwich reported that she needs to submit paperwork justifying that Dr. Craig Moore should be considered as a single-source provider of the type of supply-and-demand workforce model that the Center is interested in purchasing. Oertwich noted that Ramirez gave a presentation on the model at the January 12<sup>th</sup> Board of Nursing meeting, which was well received.

Ramirez said that he will be able to report on the 2016 RN renewal data at the Center's March meeting. He reported that he applied a diversity index to Nebraska's data and has found an increase in nurse diversity with every renewal cycle.

## **REPORTS FROM STRATEGY GROUPS**

### Meeting Survey Tool

Bostwick reviewed a survey that the Evaluate Initiatives Group would like to pilot to evaluate meeting effectiveness. Connelly suggested assessing if members feel engaged and that they are being heard during meetings. Bowman recommended that if a respondent chose “strongly disagree” for an item, the respondent should make suggestions for improvement. Ramirez recommended that the twelve questions should be organized into domains. Bostwick will revise the tool, and send it to Juan, who will prepare an online survey for members to complete.

## Environmental Scan

Gurnsey reported that increased costs for health insurance in rural areas are causing some nurses to move to urban areas where insurance is more affordable. Uhlir reported on a meeting she recently attended concerning continuum of care through community agencies. Ebert reported that her community is getting several new assisted living facilities and skilled nursing facilities, and these additions might affect the nursing workforce. She also noted that they are hiring nurses for home care who previously worked in acute care at higher wages.

## **FOUNDATION UPDATES**

### Approval of CFN Representatives to the Foundation

**Motion:** Deyke made the motion, seconded by Harrison, to approve the appointments of Lina Bostwick and Charity Ebert to the Nebraska Center for Nursing Foundation Board.

**Voting Yes:** Bostwick, Bowman, Connelly, Deyke, Ebert, Faith, Glesmann, Gurnsey, Harrison, and Uhlir.  
**Voting No:** None. **Abstain:** None. **Absent:** Dudley, Hadenfeldt, May, and Walters. **Motion carried.**

Joyner will look through the Center's minutes to determine if the Board needs to approve Anna May's appointment to the Foundation. Uhlir said that she will try to find a representative from the Nebraska Organization of Nurse Leaders to serve on the Foundation.

### Nurses Who Make a Difference Campaign

Gurnsey said that Foundation had been administering the Nurses Who Make a Difference Campaign at the request of the Center. He did not think members of the Foundation would object if the Center resumed administration of the campaign. Gurnsey said he would put the item on the agenda for the Foundation's next board meeting. Connelly and Gurnsey agreed that the Nurses Who Make a Difference award winners should be announced in the fall of 2017.

## **CONCLUSION & ADJOURNMENT**

The meeting adjourned at 1:35 p.m.

Respectfully submitted,



Sherri Joyner  
Health Licensing Coordinator