

MINUTES OF THE MEETING
NEBRASKA CENTER FOR NURSING
MAY 20, 2016

CALL TO ORDER

The meeting of the Nebraska Center for Nursing Board was called to order by Liane Connelly, Chair, at 9:30 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
- Liane Connelly, RN, *Chair*
- Suzanne Deyke, RN
- Kayleen Dudley, RN
- Cheryl Echtenkamp, RN
- Anna May, RN
- Aubray Orduña, RN
- Linda Stones, *Vice-Chair*
- Pamela Uhlir, RN
- Lisa Walters, RN, *Secretary*

The following Board members were absent:

- Nolan Gurnsey, RN
- Cindy Hadenfeldt, RN
- Kathy Harrison, RN

The following individuals were also present:

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

A quorum was present, and the meeting convened.

ADOPTION OF THE AGENDA

Motion: Uhlir made the motion, seconded by Walters, to adopt the agenda.

Voting Yes: Bowman, Connelly, Deyke, Dudley, Echtenkamp, May, Orduña, Stones, Uhlir, and Walters.

Voting No: None. **Abstain:** None. **Absent:** Gurnsey, Hadenfeldt, and Harrison. **Motion carried.**

APPROVAL OF THE MINUTES

Motion: Walters made the motion, seconded by Echtenkamp, to approve the minutes of the March 18, 2016, meeting.

Voting Yes: Bowman, Connelly, Deyke, Dudley, Echtenkamp, May, Orduña, Stones, Uhlir, and Walters.

Voting No: None. **Abstain:** None. **Absent:** Gurnsey, Hadenfeldt, and Harrison. **Motion carried.**

These minutes were approved by the Nebraska
Center for Nursing Board on October 21, 2016.

Connelly and other Board members thanked Stones for her years of service with the Center for Nursing Board. Stones' second term on the Board will expire soon. Connelly presented Stones with a plaque and flowers.

Stones reminded members that they will need to elect a new Board Vice-President.

STAFF UPDATES

Wisell reported that Ann Oertwich has been hired as the new Program Manager for the Licensure Unit's Nursing Section. Wisell said she will attend the Center's July meeting with Oertwich.

Wisell presented several slides pertaining to the Licensure Unit's Process Improvement Program. Staff are processing nurse license applications, as well as applications for the Medication Aide and Nurse Aide Registries more quickly. Orduña reported that many of her school's April graduates have already scheduled NCLEX testing dates. Connelly noted that students who take NCLEX within a certain timeframe after graduation are more likely to pass the exam. By processing application more quickly, students will be able to test sooner, which should have a positive effect on Nebraska's pass rates.

Connelly asked if the slides could be placed on the Center's website. Wisell said that they could, although she noted that the slides are updated weekly.

Members asked if it could be determined how many licenses are issued to nurses working in Nebraska temporarily versus those who are moving to Nebraska permanently. Joyner noted that nurse license applicants are required to declare a primary state of residence, which is entered into the Licensure Unit's database. Using the primary state of residence data, it might be possible to run a report to determine the number of licenses issued to those working in Nebraska temporarily.

Echtenkamp asked Wisell to contact Nolan Gurnsey regarding issues regarding Medication Aide Registrations.

Uhlir and May had been contacted by Monica Gissler, who informed them that they can continue serving on the Board for second terms.

FISCAL YEAR 2017 BUDGET REQUEST UPDATE

Wisell reported that the Board of Nursing approved the Center for Nursing's budget request of \$130,000.00 for Fiscal Year 2017. The Board of Nursing did request that the Center report back regularly on how the funds are being used.

DRAFT STRATEGIC PLAN BOOKLET

The Disseminate Data workgroup discussed the draft Strategic Plan booklet that they had prepared. Stones noted that the booklet included bullet points for each of the four working group's initiatives. She asked that each group work on the bullet points to be listed under their assigned strategic objective, and that they submit their bullet points to her in the next several weeks so that she can finalize the Strategic Plan booklet. The goal is to have the final booklet approved at the Board's next meeting in July so that it can be published soon thereafter.

Walters explained that the booklet could be helpful to new Board members. The group also wished to develop a more detailed document that would represent the actual Strategic Plan and that would be updated regularly.

Uhlir suggested that the more detailed Strategic Plan document should include budget information, which could then be used to report to the Board of Nursing as well as being helpful when preparing future budgets.

Motion: Stones made the motion, seconded by Echtenkamp, to approve the format of the Strategic Plan booklet.

Voting Yes: Bowman, Connelly, Deyke, Dudley, Echtenkamp, May, Orduña, Stones, Uhlir, and Walters.

Voting No: None. **Abstain:** None. **Absent:** Gurnsey, Hadenfeldt, and Harrison. **Motion carried.**

Motion: Walters made the motion, seconded by Bowman, to develop a detailed Strategic Plan in a “cloud” format that would be available to all Board members and that would include objective, goals, and tactics, along with associated goal dates, responsible parties, and budget information.

Voting Yes: Bowman, Connelly, Deyke, Dudley, Echtenkamp, May, Orduña, Stones, Uhlir, and Walters.

Voting No: None. **Abstain:** None. **Absent:** Gurnsey, Hadenfeldt, and Harrison. **Motion carried**

The document that the Disseminate Data work group had drafted would require all Board members to have a Gmail account. A question was raised regarding whether or not DHHS staff had access to Google Drive. Members discussed the need to find a secure “cloud” provider that all Board members and DHHS staff could access and that would support Excel documents.

Motion: Stones made the motion, seconded by Uhlir, to review and update the detailed Strategic Plan document at every Board meeting.

Voting Yes: Bowman, Connelly, Deyke, Dudley, Echtenkamp, May, Orduña, Stones, Uhlir, and Walters.

Voting No: None. **Abstain:** None. **Absent:** Gurnsey, Hadenfeldt, and Harrison. **Motion carried**

REPORT ON NATIONAL FORUM ANNUAL CONFERENCE

Connelly, Ramirez, and Stones reported on the National Forum of State Nursing Workforce Centers Annual Conference, which they attended in April. Connelly noted that some state nursing workforce centers are working in collaboration with their state Action Coalitions. Connelly reported that she has tentative plans to meet with representatives of the Nebraska Action Coalition on June 27th to discuss each group’s strategic plan and look for potential opportunities to work collaboratively.

Connelly and Ramirez both attended a Health Resources and Services Administration (HRSA) presentation. They noted that HRSA seems very willing to work with state nursing workforce centers and that they are interested in receiving feedback from the states in order to revise their data model.

DEMAND MODEL REPORT

Ramirez and Uhlir are interested in a data model developed by Dr. Moore and used in Louisiana and Ohio. They are interested in having Ramirez meet with Dr. Moore when he is in Louisiana so the Ramirez can learn more about the model.

STRATEGY GROUPS – SMALL GROUP WORK

Members broke into small groups so that they could discuss their assigned strategic objectives.

REPORTS FROM STRATEGY GROUPS

Group 1 – Provide Supply-and Demand Data Model

Motion: Uhlir made the motion, seconded by May, to approve having Juan Ramirez travel to Louisiana to meet with Dr. Moore and learn more about Louisiana’s demand nursing workforce model.

Voting Yes: Bowman, Connelly, Deyke, Dudley, Echtenkamp, May, Orduña, Stones, Uhlir, and Walters.

Voting No: None. **Abstain:** None. **Absent:** Gurnsey, Hadenfeldt, and Harrison. **Motion carried**

Group 1 reported that they are working on a survey tool to gather demand data. The tool includes the NCSBN’s minimum data set. Uhlir asked if members could show the survey tool to people who work with human resources departments for feedback. Walters said she would attend the Nebraska Hospital Association meeting the following week and could show people there the survey questions. Bowman, May, and others said they would share it with their organizations. Ramirez said he will contact the National Forum to see if they have any feedback.

The group’s goal is to complete the survey tool by December, and then disseminate the survey to employers in January using online survey software and ask for a response within two weeks. The group plans to do outreach to employers during October through December in order to let these organizations know that the survey is coming and how they might benefit from the survey results.

Group 3 – Mobilize Stakeholders (Note: Group 3 reported immediately after Group 1.)

At the Board meeting in March, members had discussed holding a summit of stakeholders. The group does plan to host a meeting by the end of September, 2016. Connelly asked about describing the meeting as a “forum” instead, since “summit” might suggest a larger scale meeting than they intend. Members agreed that “forum” would be a more appropriate term.

Potential groups to invite to the forum include: the Nebraska Action Coalition (NAC), the Nebraska Nurses Association (NNA), the Nebraska Organization of Nurse Leaders (NONL), the Nebraska Assembly of Nursing Deans and Directors (NANDD), the Nebraska Health Care Association (NHCA), the Licensed Practical Nurse Association of Nebraska (LPNAN), and Nebraska Nurse Practitioners (NNP).

At a later date, possibly in the summer of 2017, the group would be interested in hosting a summit with a larger number of stakeholders in order to assess the data and plan for potential legislative initiatives.

Uhlir asked about inviting the Department of Labor (DOL) to the forum. Group 3 members thought it was important to meet with nurses first. Stones suggested meeting with the DOL separately. Connelly suggested inviting Phil Baker from the DOL to attend a Board meeting.

Group 2 – Disseminate Data

Stones reported that this group’s first goal is to finalize the Strategic Plan booklet. The group also wants to move forward with development of a new logo for the Nebraska Center for Nursing. At the Board meeting in March, 2015, members had reviewed logo designs created by Chip Thompson Design.

Motion: Stones made the motion, seconded by Uhlir, to engage Chip Thompson Design for the development of a logo for the Center for Nursing with costs not to exceed \$1000.00.

Voting Yes: Bowman, Connelly, Deyke, Dudley, Echtenkamp, May, Orduña, Stones, Uhlir, and Walters.

Voting No: None. **Abstain:** None. **Absent:** Gurnsey, Hadenfeldt, and Harrison. **Motion carried.**

Stones showed members two booklet-type handouts from Wisconsin that presented that state's workforce numbers for LPNs and RNs. She would like something similar for Nebraska to hand out at the fall forum for stakeholders. Walters said that the Center should clearly communicate that the handout only represented "supply" data, and the Nebraska still needed to gather the "demand" data. Deyke noted that after the Center meets with stakeholders and gathers the "demand" data, they would like to publish a more detailed booklet, a type of annual report that might include information for all the stakeholders and that shows how the data is aligned. Bowman asked if there was a goal date for publication of the annual report. Stones said the tentative goal was to publish the annual report in the first quarter of 2018, but that date might need to be adjusted.

Group 4 – Evaluate Initiatives

The Evaluate Initiatives group noted that their work depended heavily on finding out more about the plans of the other groups. They asked for feedback on what they would like the group to do. Connelly suggested that the group should evaluate the Center's progress on an annual basis. Walters asked if producing an annual report could be one of the group's initiatives. Connelly thought that another job of the Evaluate Initiatives group should be to ensure that the Center stays on its timelines.

Members discussed the goals dates for the various projects that had been proposed. Stones drew a timeline on a whiteboard to capture these items. The timeline included the following

- July 22, 2016 - Approve logo and Strategic Plan booklet
- August, 2016, - Produce RN and LPN booklets for distribution at Fall Forum
- September, 2016 - Fall Forum with stakeholders
- September – November 2016 - Do marketing for demand data surveys
- December, 2016 - Finalize the demand data survey tool
- January, 2017 - Go live with demand data survey
- March, 2017 - Get results of demand data survey
- March-April, 2017 – Report results to employers
- July, 2017 - A/P Summit

AMERICAN ASSOCIATION OF COLLEGES OF NURSING (AACN) STATE SNAPSHOT/PROFILE

Connelly directed members to two handouts, the AACN "State Snapshot" and the AACN "State Profile" for Nebraska. These handouts were provided to Board members for informational purposes as they include data relevant to the Center's mission.

UPDATES

CFN Website

Connelly suggested the possibility of discussing website issues at upcoming meetings with stakeholders. Perhaps the Center for Nursing could collaborate with the Nebraska Action Coalition and/or other groups in order to hire one firm to work on websites for their organizations.

Connelly said that one of her “take aways” from the National Forum Conference was that state Centers for Nursing can be more effective if they have a staff person. Connelly suggested this might be a long-range goal for the Center. Connelly also noted that the ability of the Center to do a good job depends on the quality of its members, and she would like to continue discussion of this subject at future meetings.

CFN Foundation

May reported that the Foundation has not held a meeting since her report at the March CFN Board meeting. May said that Gurnsey, who serves as the Foundation President, has authorized the per-person fee needed to keep the Passport program going. May will share with the Foundation the idea using a specialty license plate to help fund the Center for Nursing.

ENVIRONMENTAL SCAN

Members did not do an environmental scan due to time constraints. Connelly asked if any members had items they wanted to share. Uhler reported that the Nebraska Organization of Nurse Leaders (NONL) will sponsor a Distinguished Nurse Leader Mentor award in association with the 40 Under 40 campaign. NONL will try to select award recipients that represent both rural and urban nursing.

CONCLUSION & ADJOURNMENT

Stones asked that the working groups get their bullet points for the Strategic Plan booklet to her so that her group could prepare a final booklet for the July Board meeting. Items for the July agenda will include approving the Strategic Plan booklet as well as a report on a logo for the Center for Nursing.

The meeting adjourned at 2:30 p.m.

Respectfully submitted,



Sherri Joyner
Health Licensing Coordinator