

MINUTES OF THE MEETING
OF THE
NEBRASKA CENTER FOR NURSING
BOARD MEETING
JULY 27, 2000

Call to Order

The organizational meeting of the Nebraska Center for Nursing Board was called to order by Charlene Kelly, Section Administrator for Nursing and Nursing Support, at 10:00 a.m. CDT, July 27, 2000 at the Staybridge Conference Center at 2701 Fletcher Ave., Lincoln, Nebraska. Copies of the agenda were sent to board members and posted.

Roll Call

The following members were present:

Gloria Gross
Larry Krafka
Lois Sietsema
Barb Wenz
Rosalee Yeaworth
Larry Rennecker
Linda Lazure
Jane Elliott
Shirley Travis
Chuck Stepanek
Marian Williams
Diana Stevens
Carole Douglas

The following members were absent:

Dennis Joslin
Maxine Guy
Linda Walline

Sufficient members were present to constitute a quorum and meeting convened. Also present from the Credentialing Division was Charlene Kelly, Section Administrator for Nursing and Nursing Support, Vicky Burbach, Nursing Practice Consultant and Sheila Exstrom, Nursing Education Consultant. One visitor was also present.

Members introduced themselves telling where they live, where they work or which group they represent and what they hope the Center for Nursing will be able to accomplish.

Review of the Agenda

Charlene Kelly reviewed the agenda and supporting materials that had been mailed to board members. She also called the board's attention to materials in their packets. Materials included copies of several journal articles on nursing shortage. Board members were encouraged to forward any materials that they feel would benefit the group to Charlene Kelly for duplication and distribution to board members.

Orientation

Charlene Kelly oriented board members to their role and reviewed the travel reimbursements policies and procedures. Each board member received a copy of the public meeting law manual.

Election of Officers

Discussion was held on what offices should be elected. The statute authorizes a chairperson and "other officers." After discussion it was determined by consensus that the officers shall be a chairperson, vice-chairperson and secretary/treasurer. Charlene Kelly distributed forms on which people could nominate themselves or others for these offices. An opportunity was also provided for additional nominations from the floor. The slate of nominations was as follows:

Chairperson: Gloria Gross
 Chuck Stepanek

Vice-Chairperson: Linda Lazure
 Shirley Travis
 Jane Elliott
 Carole Douglas
 Lois Sietsema
 Larry Krafka

Secretary/Treasurer: Gloria Gross
 Lois Sietsema

Voting was done by secret ballot. The results of the balloting were as follows:

Chairperson: Gloria Gross – 6 votes
 Chuck Stepanek – 7 votes

Vice-Chairperson: Linda Lazure – 4 votes
 Shirley Travis – 4 votes
 Jane Elliott – 1 vote
 Carole Douglas – 2 votes
 Lois Sietsema – 1 vote

Larry Krafka – 1 vote

Secretary Treasurer: Gloria Gross – 4 votes
Lois Sietsema – 9 votes

Chuck Stepanek was declared chairperson and Lois Sietsema was declared secretary/treasurer. A second ballot was required due to a tie for vice-chairmen. On the second ballot Linda Lazure received 4 votes and Shirley Travis received 9 votes. Shirley Travis was declared vice-chairperson. Chuck Stepanek took over as chairperson to conduct the meeting. The results of the election were ratified by the board.

Review of the goals for the Center and the powers and duties of the board

Charlene Kelly reviewed the goals for the Center as expressed in the statute. The powers and duties of the board were also reviewed. Discussion followed. Charlene Kelly reviewed for the group the data collection work to date. The board reviewed the RN data form that was mailed with RN renewal applications. It was noted that a similar survey will be mailed to LPNs in the near future. Suggestions were solicited for methods to improve the return rate on this survey since it will not accompany renewal forms. A third survey needs to be developed to collect employer nursing demand data. A task force was appointed to develop the demand survey. Members of the task force are: Larry Rennecker, Gloria Gross, Shirley Travis, Diana Stevens and Jane Elliott. Charlene Kelly will put together a draft survey from sample surveys on hand. The task force will meet on August 31, 2000 at 1:30 CDT to review and refine the survey. Gloria Gross and Diana Stevens will be connected to the meeting via telephone.

Financial Report

Charlene Kelly explained that the legislature appropriated \$60,000 from the general fund for each of the first two years of operation of the Center for Nursing. Accounting codes are being established. The Center will be in Program 177. No indirect costs will be charged to the program since no personal services are being paid from the funds. Larry Rennecker reminded the group that the Hospital Association will contribute \$20,000 from their foundation and from member contributions to the program fund. Charlene Kelly will find out how the transfer of funds should occur.

11:15 Meeting recessed.

11:30 Meeting reconvened.

Dick Nelson, Director of Regulation and Licensure was present and shared some remarks with the board.

Development of work plan with times lines

The group gave input for the development of a work plan to achieve the goals for the Center for Nursing. The statutory goals were used as a framework for the work plan. Time lines were established for each phase of the plan. Charlene Kelly will refine the plan and distribute it to board members for ratification at the next meeting.

1:00 p.m. Dick Nelson left the meeting.

1:15 p.m. Jane Elliott left the meeting.

Identification of next steps

It was decided that the minutes of the meeting and the draft work plan will be sent to board members by e-mail/mail as soon as they are available and a paper copy will be sent with the agenda materials for the next meeting. It was suggested that a press release be done on the organizational meeting of this board. Information on the Center for Nursing should also be added to the Nursing and Nursing Support web site.

It was also determined that data will be needed from the nursing education programs. Sheila Exstom explained that enrollment data and projections are available. Data on capacity has not been collected but she will obtain this information.

The next meeting will be held September 21, 2000 in Lincoln at the same location, provided it is available. Agenda materials will be distributed approximately 10 working days prior to the meeting. Agenda items will include ratification of the work plan, approval of the LPN supply survey and the employer survey on nursing demand. It should also be known by that date if the grant application has been approved. If the grant is received, implementation strategies will be discussed.

Charlene Kelly synthesized the meeting outcomes and identified communication that needs to occur as a result of the meeting.

1:58 p.m. the meeting adjourned.

Respectfully submitted,

Lois Sietsema, Secretary/Treasurer
Nebraska Center for Nursing

MINUTES OF THE MEETING
OF THE
NEBRASKA CENTER FOR NURSING
BOARD MEETING
SEPTEMBER 21, 2000

Call to Order

The meeting of the Nebraska Center for Nursing Board was called to order by Chuck Stepanek, Chairperson at 10:00 a.m. CDT, September 21, 2000 at the Staybridge Conference Center at 2701 Fletcher Ave., Lincoln, Nebraska. Copies of the agenda were sent to board members and posted.

Roll Call

The following members were present:

Chuck Stepanek, Chairperson
Shirley Travis, Vice-Chairperson
Lois Sietsema, Secretary Treasurer
Gloria Gross
Larry Krafka
Rosalee Yeaworth
Larry Rennecker
Linda Lazure
Marian Williams
Diana Stevens
Carole Douglas
Linda Walline
Maxine Guy

The following members were absent:

Dennis Joslin
Barbara Wenz
Jane Elliott (arrived at 10:45 a.m.)

Sufficient members were present to constitute a quorum and the meeting convened. Also present from the Credentialing Division was Charlene Kelly, Section Administrator for Nursing and Nursing Support, Vicky Burbach, Nursing Practice Consultant and Sheila Exstrom, Nursing Education Consultant. One visitor was also present.

Approval of Agenda

The agenda was reviewed and the following revisions were made: Agenda item F was revised to include F.1. RN workforce survey update and F.2. LPN workforce survey.

Agenda item G was revised to include G.1. Review and modification of draft employer demand survey and G.2. Report of NHCA plans to conduct focus groups on workforce issues in long term care nursing facilities. Add a new agenda item H Report of the Governor's Summit on Workforce Development. The agenda was accepted as revised.

Shirley Travis made an announcement about the silent auction of celebrity signed photos to be held at the upcoming NNA convention.

Approval of minutes of the July 27, 2000 meeting

The board reviewed the minutes of the July 27, 2000 meeting. It was noted that on page three under review of the goals for the Center, Larry Rennecker was appointed to the task force not Larry Kraftka. On page four in the third paragraph under identification of next steps "know" should be "known."

1. Carole Douglas made the motion seconded by Gloria Gross **that the board approve the minutes as revised.**

Voting aye: Stevens, Kraftka, Sietsema, Williams, Gross, Yeaworth, Stepanek, Travis, Rennecker, Lazure, Douglas, Walline, Guy. Voting nay: none. Abstain: none. Absent: Elliott, Joslin, Wenz. Motion carried.

Work Plan

The board reviewed the work plan that had been drafted at the last meeting. Several revisions and additions were suggested. The question was raised regarding the length of time before any decision/action items occur in the work plan. It was noted that data collection must precede any decision making. It was suggested that the timelines for the employer survey be moved up. It was noted that the associations will be asked to participate in second mailing/reminders for the employer survey. It was also suggested that we investigate computer software for survey development that would make data entry and analysis easier. Larry Kraftka will send some information to Charlene Kelly. Various options for outsourcing portions of the work were discussed.

2. Linda Lazure made the motion seconded by Gloria Gross **that the board approve the work plan with the following revisions and additions:**
 - **Add a statement to the beginning of the plan that explains that the work plan is a work in progress and that more detail will be added to the plan as more information becomes available.**
 - **Add tactics for reporting out information and planned actions in the appropriate places in the work plan.**
 - **Under Objective A, tactic 4 change the target dates as follows:**

Mail Survey	January 2, 2001
Second mailing	February 1, 2001
Data entry complete	April 1, 2001
Report completed	April 30, 2001
 - **At the end of Goal II add "for relieving the shortage."**

Voting aye: Stevens, Kraftka, Sietsema, Williams, Gross, Yeaworth, Stepanek, Travis, Rennecker, Lazure, Douglas, Walline, Guy. Voting nay: none. Abstain: none. Absent: Elliott, Joslin, Wenz. Motion carried.

10:45 a.m. Jane Elliott arrived.

3. Yeaworth made the motion seconded by Lazure **that the board approve the work plan as a working document.**

Voting aye: Stevens, Kraftka, Sietsema, Williams, Gross, Yeaworth, Stepanek, Travis, Rennecker, Lazure, Douglas, Walline, Guy. Voting nay: none. Abstain: Elliott. Absent: Joslin, Wenz. Motion carried.

Budget Status report

The July budget status report shows no expenditures to the Center for Nursing fund to date. Charlene Kelly reported that the August budget status report also reflects no expenditures. She reported that temporary services being utilized to update the Licensing Information System with data received with the RN renewals that will be merged with the workforce survey are being charged to this account and should show up on the September budget status report. Other anticipated expenditures include payment for the RN data entry and the writing of the report and printing, mailing, data entry and report writing for the LPN survey.

Update on grant application

Notice has been received that the grant application was not funded. We should be receiving follow up on the strengths and weaknesses of the application. This information will be shared with the board when it is received.

11:00 a.m. meeting recessed.

11:15 a.m. meeting reconvened.

RN Survey update

Charlene Kelly reported that over 8,000 RN renewals have been processed leaving over 12,000 yet to be received and processed prior to October 31, 2000. It is estimated that 98% are returning the completed workforce survey. Volunteers continue to be utilized to do follow up on the questionnaires and other missing data.

LPN Workforce survey

The board reviewed the draft of the LPN Workforce survey. Several suggestions were made for changes and additions. It was noted that some target surveys may be needed to elicit additional information on some areas of the survey

4. Carole Douglas made the motion seconded by Larry Kraftka **that the board approve the LPN workforce survey with the following changes: . On the cover page it was noted that the deadline for returning the survey needs to be added. On page two the heading statements for the two columns should have the information on making additions and corrections bolded. On the survey in question #5 the practical nursing options should be Practical Nursing Program Diploma and Practical Nursing Program Associate Degree. The Associate Degree option should be Associate Degree RN Program. Two questions should be added asking if the person is certified as an LPN-C and if he/she is practicing in that role. In question #11 “you” should be “your” and the salary ranges should be less than \$5,000, More than \$5,000 but less than \$15,000, More than \$15,000 but less than \$25,000, More than \$25,000 but less than \$35,000, More than \$35,000 but less than \$45,000, More than \$45,000 but less than \$55,000, and More than \$55,000. In question #18 change RN to LPN.**

Voting aye: Stevens, Kraftka, Sietsema, Williams, Gross, Yeaworth, Stepanek, Travis, Rennecker, Lazure, Douglas, Walline, Guy, Elliott. Voting nay: none.
Abstain: none. Absent: Joslin, Wenz. Motion carried.

Employer survey

The board reviewed the draft employer survey that had been developed by the subgroup appointed at the last meeting. Numerous changes for revisions were suggested. Charlene Kelly will obtain a mailing list of employers from the Labor Department. The categories of employers will be determined from the mailing list. The subcommittee will reconvene to make the changes and additions suggested by the board. The survey will then be brought back to the board for approval. It was also suggested that the survey be pilot tested. This will also be done prior to the final review by the board.

12:00 noon. The meeting recessed briefly. Articles that had been distributed were reviewed over lunch.

12:29 p.m. the board returned to the agenda.

NHCA data collection project

Larry Kraftka provided information to the board on the upcoming project being conducted by the Nebraska Health Care Association. They plan to convene focus groups with all levels of employees around the state to collect information on workplace issues in long-term care nursing facilities. This information will be made available to the Center for Nursing board.

12:35 p.m. Rosalee Yeaworth and Carole Douglas left the meeting.

1:00 p.m. Larry Kraftka left the meeting.

Governor's Summit on Workforce Development

Linda Lazure, Jane Elliott and Charlene Kelly reported on their attendance at the Governor's Summit on Workforce Development that was held August 29 and 30. Several excellent data source were identified via presentations at the conference. This data will be obtained and shared with board members. It was noted that while the conference was excellent, healthcare and education were poorly represented.

Identification of next steps

The LPN workforce survey will be finalized and mailed by November 1. Charlene Kelly will obtain a contract for data entry and report writing for the LPN survey. The subgroup will meet soon to make the changes and additions to the employer survey as indicated at today's discussion. The survey will then be pilot tested with 10-20 employers. The results of the pilot test will be made available at the next meeting of the board. Press releases will be emailed to board members as they become available.

Next meeting

The next meeting of the Center for Nursing board will be November 16 beginning at 10 a.m. The meeting will be held at the Staybridge if it is available. The subgroup will meet October 2 at 1:30 to revise the employer survey. The location of the subgroup meeting will be determined and subgroup members will be notified.

Linda Lazure shared with the group that a free publication from the Pfizer pharmaceutical company that has been very useful for recruiting students is no longer in print. Charlene Kelly will write to Pfizer on behalf of the board to request that they continue to print this publication.

Adjournment

The meeting adjourned at 2:16 p.m.

Respectfully submitted,

Lois Sietsema, Secretary

MINUTES OF THE MEETING
OF THE
NEBRASKA CENTER FOR NURSING
BOARD MEETING
NOVEMBER 16, 2000

Call to Order

The meeting of the Nebraska Center for Nursing Board was called to order by Chuck Stepanek, Chairperson at 10:04 a.m. CST, November 16, 2000 at the AmericInn., 6555 N 27th, Lincoln, Nebraska. Copies of the agenda were sent to board members and posted.

Roll Call

The following members were present:

Chuck Stepanek, Chairperson
Shirley Travis, Vice-Chairperson
Lois Sietsema, Secretary Treasurer
Larry Krafka
Rosalee Yeaworth
Linda Lazure
Linda Walline
Maxine Guy
Dennis Joslin
Jane Elliott

The following members were absent:

Barbara Wenz
Carole Douglas
Gloria Gross
Diana Stevens
Marian Williams

John Roberts has resigned from the board and a replacement has not yet been appointed.

Sufficient members were present to constitute a quorum and the meeting convened. Also present from the Credentialing Division was Charlene Kelly, Section Administrator for Nursing and Nursing Support and Sheila Exstrom, Nursing Education Consultant. Three visitors were also present.

Minutes of the September 21, 2000 meeting

The chair asked for a motion to dispense with the reading of the minutes of the September 21, 2000 meeting.

1. Shirley Travis made the motion seconded by Jane Elliott **that the board dispense with the reading of the minutes of the September 21, 2000 meeting.**
Voting aye: Elliott, Guy, Joslin, Krafka, Lazure, Sietsema, Stepanek, Travis, Walline and Yeaworth. Voting nay: none. Abstain: none. Absent: Douglas, Gross, Stevens, Wenz and Williams. Motion carried.

The board reviewed the minutes of the September 21, 2000 meeting. It was noted that Larry Krafka's name is misspelled in the minutes.

2. Shirley Travis made the motion seconded by Linda Lazure **that the board approve the minutes as corrected.**
Voting aye: Elliott, Guy, Joslin, Krafka, Lazure, Sietsema, Stepanek, Travis, Walline and Yeaworth. Voting nay: none. Abstain: none. Absent: Douglas, Gross, Stevens, Wenz and Williams. Motion carried.

Agenda

The agenda was reviewed. The following requests for additions to the agenda were made: Add an item B.1. Role of the Secretary. Add an item E.1. Leadership Group Request. Add an item I.1. Medicaid Reimbursement Discussion. Add an item I.2. Sharing among members. By consensus, the agenda was approved as revised.

Role of the Secretary

Concern was expressed that the secretary is unable to fully participate in the discussion by the board due to attention required to take minutes of the meeting. After discussion the following motion was made.

3. Elliott made the motion seconded by Lazure **that the secretary will take brief notes and the staff will take the minutes of the meeting. Staff will send a draft of the minutes to the secretary who will review the minutes using the notes taken at the meeting.**
Voting aye: Elliott, Guy, Joslin, Krafka, Lazure, Sietsema, Stepanek, Travis, Walline and Yeaworth. Voting nay: none. Abstain: none. Absent: Douglas, Gross, Stevens, Wenz and Williams. Motion carried.

Letter to U.S. Pharmaceuticals Group

The board reviewed the letter sent to U.S. Pharmaceuticals Group requesting that they continue to print *The Pfizer Guide*, a resource that was previously available as a nursing recruiting tool. No response has been received. Charlene Kelly was directed to write another letter or attempt to contact Karen Katen, Vice President of Pfizer Inc. to obtain a response.

Work Plan

The board reviewed the work plan. Charlene Kelly provided a status report on the work plan. Over 19,000 RN surveys have been received. Data entry is proceeding according to the established time line. The LPN survey was mailed this week to 6,638 Nebraska licensed LPNs. The NEAR Center at UNL has agreed to contract to write the LPN workforce report. The data entry person has agreed to contract for the data entry for the LPN survey. Discussion followed regarding follow up to be conducted to encourage LPNs to return the surveys. It was noted that a mailing list of over 3,000 health provider employers is available through the Department of Labor. Staff were directed to mail a letter to these employers asking them to encourage LPNs in their employ to complete the survey. Representatives from the Nebraska Medical Association and the Nebraska Health Care Association indicated that their associations would be glad to send reminder letters as well. Discussion of the employer survey tool was deferred until later in the meeting. The group discussed the need for a media subgroup to put together a plan for a media campaign to begin building an awareness of shortage issues and to develop strategies for positive image building. Linda Lazure, Linda Walline and Dennis Joslin volunteer to serve on this subgroup. The appointment of this subgroup will be added to the work plan.

Budget Status report

The September and October budget status reports were reviewed. Charlene Kelly was asked to identify known expenditures for this fiscal year for use by the board in determining funds available to support various activities.

Leadership Group Request

A request has been received from the planning committee for the 2001 Nursing Summit being sponsored and planned by the Nursing Leadership Group requesting the Center for Nursing to consider co-sponsoring this event. A summary of the history of the Leadership Group, the plans for the summit and the request being made of the Center for Nursing Board had been prepared for the board's review. It is unknown at this time what financial commitment will be requested from the Center for Nursing. When more specific information becomes available, the Center for Nursing board will be asked to financially

support this project at a level determined by the board at a later date. It was noted that one of the goals for the Center for Nursing is the convene various groups representative of nurses, other health care providers, business and industry, consumers, legislators, and educators to respond to the plan. This conference will provide an opportunity to share the RN and LPN survey data that has been collected and get input on strategies that should be incorporated into the strategic plan. Member of the board gave suggestions related to the program for the conference that will be forwarded to the planning group.

4. Lazure made the motion seconded by Krafka **that the Center for Nursing co-sponsor the 2001 Nursing Summit with the Nursing Leadership Group.**
Voting aye: Elliott, Guy, Joslin, Krafka, Lazure, Sietsema, Stepanek, Travis, Walline and Yeaworth. Voting nay: none. Abstain: none. Absent: Douglas, Gross, Stevens, Wenz and Williams. Motion carried.

11:10 a.m. The meeting recessed

11:20 a.m. The meeting reconvened.

Evaluation feedback on grant application

The board reviewed the evaluative comments that had been received on the grant application. After discussion it was decided that the application should be updated, strengthened based on the feedback and resubmitted for the next round of grants. At the next meeting a subgroup will be identified to carry out this project.

Employer Survey

Charlene Kelly explained that the employer data form subgroup had met after the last meeting and had revised the form based on directions provided by the board. The subgroup decided to do a limited pilot test of the form by asking a representative group of board members to have the form completed within their employment settings. It had been the intention of the subgroup that the form would then be pilot tested on a larger group selected at random. However, due to heavy staff workload associated with RN renewals, this second pilot study was not conducted. The board reviewed the pilot data received and made suggestions for additional revisions to the form. The subgroup will meet once more to make these changes and then the form will be prepared for distribution in early January. Staff will check to see what salary data is available so the subgroup can determine if a question on salary ranges needs to be added to the form. The mailing list for this distribution will be the list of health related employers that can be obtained from the Department of Labor.

12:00 noon. The meeting recessed briefly. Articles that had been distributed were reviewed over lunch.

12:27 p.m. the board returned to the agenda.

Medicaid Payment Issue

Larry Krafka reviewed for the board the proposed changes in the Medicaid reimbursement plan. The board discussed the impact this will have on the long term care industry including their ability to pay competitive wages to attract and retain nurses.

Identification of next steps

The board was asked to set tentative dates for their next meetings. This will aide in securing facilities for those meetings. The dates were selected based on the work plan the identified points at which decision making and planning need to occur. The following dates were selected:

March 15, 2001 from 1000 a.m. to 3:00 p.m. in Lincoln.

April 27, 2001 from 8:00 a.m. to 12:00 noon in Kearney.

June 7, 2001 from 8:00 a.m. to 5:00 p.m. in Lincoln.

Staff will check on the availability of existing promotional material that could be used for the media campaign or for Nurses' Week.

Adjournment

The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Lois Sietsema, Secretary