

**WEST VIRGINIA BOARD OF EXAMINERS FOR
REGISTERED PROFESSIONAL NURSES**

October 20-21, 2011

A Board meeting was held at the office of the West Virginia Board of Examiners for Registered Professional Nurses at 101 Dee Drive, Charleston, WV 25311-1620.

BOARD MEMBERS PRESENT:

ROBIN WALTON, MSN, RN, Ed.D., FNP-BC, PRESIDENT

JUDY NYSTROM, SECRETARY

JOYCE EGNOR, MSN, RN

MARY FRIEL FANNING, MSN, RN

TERESA RITCHIE, MSN, RN, FNP-BC

L. ANN BOSTIC, RN, CRNA

DR. MARY (LIBBY) FARMER, PUBLIC MEMBER

BOARD STAFF PRESENT:

LAURA S. RHODES, MSN, RN, EXECUTIVE DIRECTOR

ALICE R. FAUCETT, JD, GENERAL COUNSEL & DIRECTOR OF DISCIPLINE

MARGARET "MARTY" ALSTON, SECRETARY II/ACCOUNTING ASSISTANT II

JUNE 20, 2011

CALL TO ORDER

The meeting was called to order by Dr. Robin Walton, Board President at 9:15 a.m.

QUORUM

With the required number of members being present a quorum was established.

INTRODUCTION OF GUESTS

The Board recognized the visitors present for the meeting.

1. ACCEPTANCE OF AGENDA

1. Dr. Libby Farmer made a motion to accept the agenda as written. The second was offered by Ann Bostic. The motion carried. President Walton shared with the Board the need to have a Special Board meeting in the next two weeks. The Board will meet Thursday, November 17, 2011. A motion was made by Mary Fanning to begin the meeting at 10:00 a.m. The second was offered by Joyce Egnor. The motion carried.

2. APPROVAL OF MEETING MINUTES

A. JUNE 15 - 17, 2011 REGULAR BOARD MEETING

2. The June 15-17, 2011 Board Meeting minutes were reviewed. Ann Bostic made a motion to approve the meeting minutes as written. The second was offered by Teresa Ritchie. The motion carried.

3. OPEN FORUM

3. There were no issues brought forward for the Open Forum. The Board moved forward with the agenda.

4. EDUCATION COMMITTEE

A. COMMITTEE REPORT

- 4.A. Mary Fanning, Chairperson presented the recommendations of the Committee as follows:

Bluefield State College - to approve the Bluefield State College Annual Report; NCLEX-RN Plan follow up letter and acknowledge the National League for Nursing Accreditation Commission (NLNAC) follow up letter.

Blue Ridge Community and Technical College - to approve the Blue Ridge Community and Technical College Annual Report.

Breckinridge School of Nursing at ITT Technical Institute – to hold action on the Annual Report until the Board receives the requested budget policies, to acknowledge the name change to Breckinridge School of Nursing at ITT Technical Institute from ITT Technical Institute and to approve

the new grading scale which requires an 80% pass rate for each course and that two failed nursing courses will result in a dismissal from the program.

Davis and Elkins College – to approve the Annual Report and the NCLEX-RN Plan of Action follow up.

Eastern West Virginia Community and Technical College – to approve the Annual Report and to note the submission of an additional faculty person for medical surgical nursing pending approval. During discussion at the Board meeting, Director Eleanor Berg shared with the Board that she had taught more than 3 hours of credit during the past semester and she has submitted documents for approval of an additional faculty member.

Fairmont State University – to approve the Annual Report and the NCLEX-RN Plan of Action.

Kanawha Valley Community and Technical College – to approve the Annual Report and accept the Follow up report regarding the transition of ownership from WV State University to the Community College.

St. Mary's Hospital/Marshall University Cooperative ASN Program –to approve the Annual Report with a note that the budget will be submitted as soon as it has been approved by the Health Care Authority. During the Board meeting Dr. Shelia Kyle noted that the budget is not anticipated to be much different than this past year's budget.

Salem International University – An update was provided regarding the program. Dr. Theresa Cowen, EdD, RN, has resigned her position as the Director of the Program. There are no nursing courses currently being offered. The Board notified Debra Harrison and John Lvotto during the meeting of the need to immediately identify an interim Director. Ms. Harrison indicated this will be completed and the Board notified.

Southern West Virginia Community and Technical College – Joyce Egnor moved to approve the Annual Report. Discussion ensued during the meeting regarding the nursing course offered during a "minimester". This occurred on one occasion and was not as successful as hoped. This method will not be used again without prior Board approval..

University of Charleston Associate Degree program – to approve the Annual Report and to require the program to submit quarterly reports on the progression with the new leadership and program updates. The Board was notified that Pauline Hisiro, Director, hired July 1, 2011, has resigned from the position. Dr. Deborah Mullins, EdD, has been appointed as the Interim on October 6, 2011. The Board will review Dr. Mullins' credentials for approval at the next Board meeting.

West Virginia Junior College – No recommendation. The Board was provided with an update on the progression of this new program was provided. Thirty-nine (39) Students were admitted to begin classes on September 26, 2011. The Board was notified of policy changes. These changes were reviewed by staff.

The major changes were not implemented and will be submitted for the Board's approval prior to implementation.

West Virginia Northern Community College – to approve the Annual Report and follow up report related to the concerns identified during the on-site visit last year.

West Virginia University at Parkersburg – to approve the Annual Report, Debora Murphy as the Interim Director from January – May 2012 while Rose Beebe is on sabbatical, and to have the program submit the Social Media Procedure to the school's legal counsel for review

Baccalaureate Programs

Marshall University – The Education Committee recommended approval of the Annual Report. Discussion ensued regarding the budget submitted with the Annual Report with a letter directing Dr. Denise Landry to provide the budget for only the BSN program to the Board for review.

Shepherd University – to approve the Annual Report. During the meeting Dr. Mailey, Nursing Program Director shared that Shepherd University recently applied for approval by the Commission on Collegiate Nursing Education (CCNE). The outcome of the on-site visit was that the standards were met with no recommendations. The program currently has accreditation from the (NLNAC) approval through the Spring 2011. If the CCNE approval is granted there will be an overlap of both accreditations so the program will not be without accreditation.

University of Charleston Baccalaureate Program – to approve the report and an increase in enrollment from 40 to 50 beginning Fall 2012.

West Virginia University – to approve the Annual Report, the WVUIT-NLCEX RN Plan of Action, the update from the Glenville campus and to increase enrollment from 36-40 for the BABS/BSN program on the Morgantown campus.

West Virginia Wesleyan – to approve the Annual Report and the curriculum change with a note to the program director regarding the course description related to advanced health care issues including individuals across the life span.

Wheeling Jesuit University - to approve the Annual Report and Dr. Monica Kennison as the

newly appointed Dean. The Committee directed Dr. Kennison to place in writing for its review her plan of action regarding the skills lab and simulation opportunities.

Staff Activity Based on Board Parameters - to approve the Faculty approvals completed by Board Staff based upon established Board parameters.

Recommendations from the Committee do not require a second. The Board adopted the recommendations.

C. WEST LIBERTY UNIVERSITY ANNUAL REPORT AND ON SITE VISIT REPORT

- 4.C. The Board reviewed and discussed the Annual Report and On-Site Visit report for West Liberty University. Libby Farmer made the motion to approve the reports requiring the program to submit an update on the Evaluation Plan of Action thirty days prior to the February 2012 Board meeting. The second was offered by Joyce Egnor. The motion carried.

D. ALDERSON-BROADDUS UNIVERSITY ANNUAL REPORT AND VISIT REPORT

- 4.D. The Board reviewed and discussed the Annual Report and Visit report for Alderson-Broadbush University. Mary Fanning made the motion to approve the reports. The second was offered by Dr. Libby Farmer. The motion carried.

EXECUTIVE SESSION

Dr. Walton, Board President, announced that in accordance with Chapter 6, Section 4(2)(A), of the Code of West Virginia, Executive Sessions may be held by governmental agencies to consider a discipline matter. All motions arising from the discussion during the Executive Session shall be made and voted on in an open meeting immediately following an Executive Session.

A motion was made by Teresa Ritchie that the Board recess and reconvene in an Executive Session to discuss matters relating to Out of State Program Requests and Mountain State University. The motion was seconded by Judy Nystrom. The motion carried.

The regular meeting recessed in order to begin the Executive Session.

4.E. OUT OF STATE PROGRAM REQUESTS

- 4.E.** The Board reviewed the facts related to approval of out of state program requests for use in state clinical facilities.

Ann Bostic recused herself from the discussion of Mountain State University and left the room.

4.B. MOUNTAIN STATE UNIVERSITY

- 4.B.** The Board reviewed NCLEX-RN results for the to date 2011 calendar year, the September 2011 monthly report, an overview of the quarterly reports received, and a brief discussion about the proposed curriculum request. The Board interviewed Dr. Sheila Garland regarding these issues.

RECONVENE PUBLIC SESSION

A motion was made by Dr. Libby Farmer to reconvene the regular meeting and to make any motions related to Mountain State University regarding issue of concern. The second was offered by Teresa Ritchie. Motion carried. The Board reconvened in Public Session. There were no motions related to the discussions in Executive Session.

Ann Bostic returned to the room and rejoined the meeting.

4.F. MISCELLANEOUS

- 4.F.** There were no items for discussion under this topic.

Joyce Egnor excused herself from the meeting at 10:30 A.M.

5. APRN DELEGATION TO MEDICAL ASSISTANTS

- 5.** The Board reviewed and discussed the drafted Position Statement regarding APRN and/or Certified Nurse Midwife delegation of medication administration to medical assistants in the primary care clinical setting. A motion was made by Ann Bostic to approve the Position Statement with changes by adding "and/or" between each occurrence of APRN and Midwife. The second was offered by Dr. Libby Farmer. The motion carried.

**6. CRNA REQUIREMENTS FOR
ANNOUNCEMENT OF ADVANCED
PRACTICE AND ROLE RELATED TO THE
EDUCATION OF ANESTHESIA ASSISTANTS**

- 6.** The Board reviewed the request from the WV ACRNA to remove the requirement for a masters degree in nursing as a requirement for Announcement of Advanced Practice for CRNA's; and the request for the Board's position regarding the Scope of Practice of CRNA's as it related to the teaching of anesthesia care. The Board directed staff to gather more information regarding these issues for its review at a later meeting.

LUNCH 11:50

RECONVENED 12:40

7. BOARD FINANCES

7.A. PROPOSED FY2012 BUDGET

- 7.A.** The Board reviewed the proposed FY 2013 Budget. A motion was made by Dr. Libby Farmer to approve the proposed budget. The second was offered by Joyce Egnor. The motion carried.

7.B. FY 2011 END OF YEAR REPORT

- 7.B.** The Board reviewed the FY 2011 Budget End of Year Report. A motion was made by Joyce Egnor to approve the proposed budget. The second was offered by Ann Bostic. The motion carried.

**7.C. FY 2012 FIRST QUARTER
EXPENDITURES**

- 7.C.** The Board reviewed the FY 2012 First Quarter Expenditures. Teresa Ritchie made a motion to approve the report. The second was offered by Dr. Libby Farmer. The motion carried.

7.D. PURCHASE CARD REPORT

1. EXPENDITURE REPORT

- 7.D.1.** The Board reviewed the Purchase Card Expenditure Report. Dr. Libby Farmer made a motion to approve the report. The second was offered by Judy Nystrom. The motion carried.

2. POLICIES AND PROCEDURES

- 7.D.2.** The Board reviewed the revised Purchase Card Policies and Procedures. A motion was made by Teresa Ritchie to approve the policies as revised. The second was offered by Ann Bostic. The motion carried.

8. MEETING REPORTS

8.A. COUNCIL ON LICENSURE ENFORCEMENT AND REGULATION (CLEAR)

- 8.A.** Mary Fanning and Marty Alston provided the Board with a report on the highlights of the conference. Marty Alston and Tonya Hancock successfully completed the Certified Investigator Advanced Program. Peggy Burgess and Karen Blankenship successfully completed the Certified Investigator Basic Program.

8.B. CENTER FOR NURSING

- 8.B.** Pamela Alderman, Chairperson for the Center for Nursing provided a report. The Center Gala, held October 8, 2011 was a success. The Center Board is still awaiting the appointment of new members.

8.B. WV AUDITOR'S CONFERENCE

- 8.C.** Marty Alston and Tonya Hancock attended this conference for updates on audit related requirements. Ms. Alston provided the Board with an overview of the meeting.

8.D. WV BEHAVIORAL HEALTH REGARDING WAIVER CHANGES

- 8.D.** The Board's Executive Director and Legal Counsel met with representatives from DHHR regarding changes in reimbursement for family care providers. Family members have been providing services to family members and receiving reimbursement. The Internal Revenue Service has determined that these family members must be employees of DHHR for reimbursement purposes. The Joint Statement between the RN and LPN Board provides that delegation doesn't pertain to family members providing services "not for compensation". The foundational thought of Board executive staff was to determine how to permit the practice that has been in place for years to continue and not be disrupted due to a change in IRS policy. Discussion ensued. Libby Farmer made a motion to contact the LPN Board to talk about a change in the policy statement related to family members providing care to family members for

the purpose of removing the language related to compensation. Joyce Egnor offered the second. The motion carried.

**8.E. ASSOCIATE DEGREE
NURSING COMMITTEE**

8.E. Pamela Alderman provided the Board with a report from this meeting.

**9. MEETINGS TO ATTEND & SELECTION OF
REPRESENTATIVES**

**9.A. AUDITOR'S OFFICE ANNUAL
TRAINING SEMINAR AND
ASSOCIATION OF LICENSING
BOARDS MEETING, NOVEMBER 30-
DECEMBER 1, 2011, CHARLESTON,
WV**

9.A. The Executive Director explained that the West Virginia Auditor's Office provides a annual mandatory training seminar for Board members and Executive Staff. A motion was made by Ann Bostic to approve six (6) Board Members/Board Staff to attend the training. The second was offered by Dr. Libby Farmer. The motion carried.

**9.B. INSTITUTE OF REGULATORY
EXCELLENCE, JANUARY 25-26, 2012
SAN ANTONIO, TX**

9.B. The NCSBN Institute of Regulatory Excellence meeting is scheduled for January 25-26, 2012 in San Antonio, Texas. Joyce Egnor made the motion to approve two (2) Board Members/Board Staff to attend. The second was offered by Judy Nystrom. The motion carried.

**9.C. FARB ANNUAL MEETING, JANUARY
27-29, 2012, SARASOTA, FL**

9.C. The Federation of Associations of Regulatory Boards (FARB) annual meeting is scheduled for January 27-29, 2012. Dr. Libby Farmer made the motion to approve six (6) Board Members/Board Staff to attend. The second was offered by Joyce Egnor. The motion carried.

**9.D. NCSBN MID-YEAR MEETING,
MARCH 15-16, 2012**

- 9.D.** The National Council of State Boards of Nursing (NCSBN) Mid Year meeting is scheduled for March 13-14, 2012. Mary Fanning made the motion to approve four (4) Board Members/Board Staff to attend. The second was offered by Teresa Ritchie. The motion carried.

**9.E. APRN ROUND TABLE, APRIL 25, 2011,
CHICAGO, IL**

- 9.E.** The APRN Round Table meeting is scheduled for April 25, 2012. Judy Nystrom made the motion to approve three (3) Board Members/Board Staff to attend. The second was offered by Dr. Libby Farmer. The motion carried.

10. DIALYSIS TECHNICIAN UPDATE

- 10.** The Executive Director provided an update regarding Dialysis Technicians. There are currently 155 active Certified Dialysis Technicians. She reported that the renewal process was completed successfully. And shared plans to schedule a meeting of the Advisory Committee very soon. She also reported that there had been several requests to lower fees but the budget would not allow that possibility at this time.

11. RENEWAL UPDATE

- 11.** The Executive Director provided the Board with an update regarding the progress of this year's renewals. She reported that everything was on schedule and that Board staff plans to contact the Associated Press and Radio Station regarding public service announcements reminding licensees to renew in time.

EXECUTIVE SESSION

Robin Walton, Board President, announced that in accordance with Chapter 6, Section 4(2)(A), of the Code of West Virginia, Executive Sessions may be held by governmental agencies to consider a discipline matter. All motions arising from the discussion during the Executive Session shall be made and voted on in an open meeting immediately following an Executive Session.

A motion was made by Teresa Ritchie that the Board recess and reconvene in an Executive Session by the request of the petitioner for reinstatement. The motion was seconded by Dr. Libby Farmer. The motion carried.

The regular meeting recessed in order to begin the Executive Session.

**12. PETITIONER FOR REINSTATEMENT
(CLOSED TO PUBLIC UNLESS REQUESTED
OTHERWISE BY PETITIONER)**

12.A. JOAN BARNES

- 12.A.** The Board reviewed information regarding the case concerning Ms. Barnes who was present to address the Board to petition for reinstatement of her nursing license.

**PUBLIC SESSION FOR MOTIONS
RELATED TO EXECUTIVE SESSION**

Judy Nystrom made a motion to recess Executive Session and reconvene the meeting in public session. The motion was seconded by Dr. Libby Farmer. The motion carried.

12.B. JOAN BARNES

- 12.B.** A motion was made by Judy Nystrom to suspend Ms. Barnes' license for one (1) year to STAY the suspension and place the license on PROBATION for a period of three (3) years. The Board ORDERS Ms. Barnes to pay the appropriate fines and administrative costs. The terms of probation are as follows:

1. Ms. Barnes shall not work at Nursing Registry, Temporary Nursing Agency, Home Health Care Agency, or Private Duty Nurse
2. She shall not work in an autonomous or supervisory nursing position. She shall work only under the direct supervision of a registered professional nurse in a structured setting throughout the term of her probation. Such supervising registered professional nurse must, at the time of said supervision, hold an active, unencumbered West Virginia license.
3. She shall inform the Board in writing within ten (10) days of the date she assumes the practice of registered professional nursing, or any employment in the health care field, in the State of West Virginia and shall include the name, address, and telephone number of her employer. She shall provide in writing the name of her immediate registered professional nurse supervisor. She shall inform the Board of any interruption in nursing practice or change in employment within ten (10) days of such interruption or change.

4. She shall immediately inform her nursing employer, any prospective nursing employer, and the director of any nursing education program in which she enrolls or teaches, that the Board has placed her license on probation, and shall provide a complete copy of this agreement to her employer(s). The Board may provide her employer(s) with a copy of this agreement and may communicate with her employer(s).
5. She shall, within ten (10) days of employment or continuation of practice, cause her employer or immediate registered professional nurse supervisor to notify the Board, in writing, of the employer's or supervisor's receipt of a copy of this agreement. She shall further cause her employer or supervisor to submit bi-monthly reports to the Board describing her job performance, attendance, attitude, and other work behaviors during the year of probation and if her progress is satisfactory to the Board, quarterly thereafter.
6. She shall submit documentation of fifteen (15) contact hours of continuing education awarded each year during the time her license is on probation in addition to those already required by law.
7. She shall report in person for appointment with the Board staff upon request.
8. She shall not handle nor administer narcotic or psychotropic medications, nor have access to locked or other storage areas in which such medications are kept. She shall notify her employer of this restriction on her practice.
9. She shall submit to unannounced, witnessed drug-screening tests. Said tests shall be on demand and to the specifications of the Board and at her expense. Receipt of a positive drug screen is deemed to be a violation of this Consent Agreement, and shall result in immediate suspension of the probationary license. Eating products containing poppy seeds will not constitute as an accepted reason for having a positive screen for opioids.
10. She shall abstain from the use of alcohol and limit her use of drugs to those prescribed for a legitimate purpose by a physician, dentist or nurse practitioner duly licensed in the State of West Virginia. She shall provide a copy of this Agreement to any prescribing physician, dentist or nurse practitioner. She shall cause her physician, dentist or nurse practitioner to notify the Board in writing of any medications/drugs prescribed and the condition for which said drug(s) has been prescribed. She agrees that if she accepts a prescription for narcotic or psychotropic drugs, the Board may impose additional probationary terms.

11. She shall coordinate any health care services they requires with one physician or registered nurse practitioner, who shall be informed of any services or prescriptions sought or obtained by any physician, dentist or nurse practitioner. She shall provide this individual, who serves as her point of contact for health care needs, with a copy of this agreement.
12. She shall execute a release to permit the Board to obtain medical or other health care records, which may be requested at any time while her license is on probation, regarding her physical or mental health and any treatment rendered.
13. She shall annually submit to the Board a written personal statement regarding her progress. The statement shall be due at the end of the first year and in each subsequent year during the month in which this agreement is accepted by the Board.
14. She shall submit or have submitted to the Board evidence of participation in 12-Step meetings. She shall attend at least three (3) 12-Step meetings per week. Written evidence of participation in meetings shall be submitted to the Board on or before the fifth day of each month.
15. She shall participate in a extended orientation or re-entry program for twelve (12) weeks, and participate in continued counseling with a certified addictions counselor one (1) time per month.

The second was offered by Dr. Libby Farmer. The motion carried.

RECESS MEETING
2:30 PM

Teresa Ritchie made a motion to recess the meeting at 2:30 p.m. The second was offered by Judy Nystrom. The motion carried.

RECONVENE DAY TWO
OCTOBER 21, 2011

CALL TO ORDER

The meeting was called to order by Dr. Robin Walton at 9:10 a.m..

QUORUM

With the required number of members being present a quorum was established.

REVIEW OF AGENDA

The agenda was reviewed and no changes noted.

INTRODUCTION OF GUESTS

The Board recognized the visitors present for the meeting.

13. NATIONAL COUNCIL OF STATE BOARDS OF NURSING

13.A. NURSYS UPDATE

- 13.A.** The Executive Director provided the Board with an update on NURSYS. No action was taken at this time.

13.B. DELEGATE ASSEMBLY REPORT

- 13.B.** The Executive Director provided a report of the activities occurring during the Delegate Assembly and the Annual Meeting. Actions taken may be found in the NCSBN website @ www.ncsbn.org. Ms. Rhodes reported that Lanette Anderson, Executive Director, for the West Virginia State Board of Examiners for Licensed Practical Nurses was elected Area Director for the NCSBN Board of Directors. No action was taken at this time.

13.C. NCSBN NCLEX CONFERENCE

- 13.C.** Alice Faucett-Carter, General Counsel and Director of Discipline attended this conference and provided a report to the Board.

13.D. NCSBN LEADERSHIP AND POLICY CONFERENCE

- 13.D.** This conference was attended by Dr. Robin Walton, Board President, Ann Bostic, Board Member and Laura Rhodes, Executive Director. Each of them shared highlights from the conference with the Board.

13.E. INSTITUTE OF REGULATORY EXCELLENCE

- 13.E.** Board members Ann Bostic and Mary Fanning have applied for the Institute of Regulatory Excellence Fellowship 2012 Cohort.

14. LEGISLATIVE ISSUES

14.A. ALTERNATIVE TO DISCIPLINE PROGRAM FOR NURSES WITH SUBSTANCE USE DISORDERS

- 14.A.** The Board reviewed proposed language for the Alternative to Discipline Program For Nurses With Substance Use Disorders. Dr. Libby Farmer made a motion to approve the proposed language for the program. The second was offered by Teresa Ritchie. The motion carried.

14.B. APRN CONSENSUS MODEL

- 14.B.** The Board reviewed the information provided regarding the APRN Consensus Model. The Executive Director informed the Board that many states have begun the implementation of this model and that she attended a meeting in which the West Virginia Board of Medicine, Executive Director, stated the Board of Nursing should adopt this consensus model. A discussion ensued. Ann Bostic made a motion to form a Committee to review the APRN Consensus Model. The second was offered by Teresa Ritchie. Motion carried. The tentative date for the first meeting of the Committee is November 8, 2011 at 10:00am.

14.C. FEE INCREASE - RULE

- 14.C.** The Executive Director provided the Board with information regarding the need for a future fee increase. To maintain and support any future programs and also to keep the Board's cash balance equivalent to one (1) year's operating budget, a fee increase is required. She explained a fee increase requires a rule change which is a process that takes a year. Also, when the proposed legislation for establishing a different program for Alternative to Discipline Program for Nurses with Substance Use Disorders is submitted a fiscal note will need to be attached indicating how much money will be needed and that it will come through a fee increase. A discussion ensued. The Board directed staff to present suggested figures at the next scheduled Board meeting.

14.D. CRIMINAL BACKGROUND CHECKS

- 14.D.** The Executive Director provided the Board with additional information including language to change the WV Code that makes it clear the Board's authority to require criminal background checks so the electronic reports can be received by the Board directly. She explained that this will significantly decrease the turn-around time on background checks. Joyce Egnor made a

motion for staff to draft the appropriate language for the law change in effect to match the State Police language which would allow the electronic fingerprinting and with the results coming directly to the Board. The second was offered by Ann Bostic. The motion carried.

14.E. OTHER

- 14.E.** The Board was provided with information regarding the NCSBN Education Café' scheduled to be held on December 8-9, 2011 in Chicago, IL. Mary Fanning will be attending as an NCSBN Education Committee Member using NCSBN resources. Laura Rhodes will be attending as a NCSBN wavier participant and Ann Bostic is on the waiting list.

15. REVIEW OF ANNUAL REPORT OF THE BIENNIUM

- 15.** The Board reviewed a draft of statistical reports for the 2009-2011 Annual Report of the Biennium.

16. DISCIPLINARY REVIEW COMMITTEE REPORT

- 16.** Leslie Morris, Discipline Assistant provided the Board with the Disciplinary Review Committee (DRC) report for March 19, 2011 through October 21, 2011. A total of two hundred fifty-four (254) cases were reviewed. Judy Nystrom made the motion to ratify the report as submitted. Ann Bostic seconded the motion. The motion carried. A copy of the report is filed herewith.

17. AGENCY PRIVACY POLICIES REVIEW AND CONSIDERATION

- 17.** The Board reviewed a draft of the Agency Privacy Policies. The Executive Director explained that the State Privacy Office is requiring each agency to develop privacy policies. She explained that by meeting this requirement the agency would get a reduction in our BRIM premium. A motion was made by Dr. Libby Farmer to accept the Agency Privacy Policies as written. The second was offered by Joyce Egnor. The motion carried.

REQUEST TO ADDRESS THE BOARD

At this point in the meeting, Beth Baldwin, President of the West Virginia Nurses Association (WVNA) joined the meeting and made a request to address the Board on behalf of the WVNA regarding Agenda Item # 14 Legislative Issues. Since the Board had already moved past this agenda topic a motion was made by Teresa Ritchie to revisit Agenda Item # 14 so that Ms.

Baldwin would have an opportunity to address the Board regarding this issue. The motion was seconded by Dr. Libby Farmer. The motion carried.

Ms. Baldwin addressed the Board on several issues. She asked for written support from the Board regarding these issues. The Board informed her that they would have to review and consider all issues separately and requested that she summarize each of the issues for the Board's review and consideration.

EXECUTIVE SESSION

Dr. Robin Walton, Board President, announced that in accordance with Chapter 6, Section 4(2)(A), of the Code of West Virginia, Executive Sessions may be held by governmental agencies to discuss certain matters. All motions arising from the discussion during the Executive Session shall be made and voted on in an open meeting immediately following an Executive Session.

A motion was made by Joyce Egnor that the Board recess and reconvene in an Executive Session to discuss Support Staff Evaluations and Compensation. The second was offered by Judy Nystrom. Motion carried. The Board reconvened in Executive Session.

ADJOURN EXECUTIVE SESSION

A motion was made by Teresa Ritchie to reconvene the regular meeting to make motions related to Executive Session regarding evaluations and compensation for the Support Staff. The second was offered by Ann Bostic. Motion carried. The Board reconvened in Public Session.

RECONVENE PUBLIC SESSION (OPEN TO THE PUBLIC)

PUBLIC SESSION, MOTIONS RELATED TO EXECUTIVE SESSION

18. EXECUTIVE STAFF EVALUATIONS

18. A. SUPPORT STAFF EVALUATIONS

- 18.A.** A motion was made by Joyce Egnor to approve the evaluations for the following support staff: Margaret Alston, Secretary II/Accounting Assistant II; Tonya Hancock, Office Assistant III; Dean Henson, Office Assistant II; Leslie Morris, Discipline Assistant; Lauranna Ware, Secretary I; and Margaret Weinberger, Data Systems Coordinator. The motion was seconded by Ann Bostic. The motion carried.

**18.B. SUPPORT STAFF
COMPENSATION**

- 18.B.** A motion was made by Teresa Ritchie to approve a 4% salary increase for the following support staff: Margaret Alston, Secretary II/Accounting Assistant II; Tonya Hancock, Office Assistant III; Dean Henson, Office Assistant II; Leslie Morris, Discipline Assistant; Lauranna Ware, Secretary I and Margaret Weinberger, Data Systems Coordinator. The motion was seconded by Joyce Egnor. The motion carried.

19. MISCELLANEOUS

- 19.** There was no information for this topic.

ADJOURN

The motion to adjourn the meeting was made by Mary Fanning at 12:10 pm. The second was offered by Joyce Egnor. Motion carried.



Minutes taken and prepared by
Margaret "Marty" Alston
Secretary II/Accounting Assistant II



Respectfully submitted by
Judy Nystrom
Board Secretary