North Dakota Board of Nursing
Meeting Minutes – May 16, 2014

Call to Order: May 16, 2014 at 8:30 a.m. – NDBON Board Conference Room – 919 S 7th Street, Suite 504, Bismarck ND

Roll Call: Eight board members present as follows:

Julie Traynor, RN, President
Daniel Rustvang, RN, Vice President
Bonny Mayer, LPN
Jane Christianson, RN
Clara Sue Price, Public Member, Treasurer
Charlene Christianson, RN
Paula Schmalz, APRN
Janelle Holth, RN

Absent: Melisa Frank, LPN

Staff Present:

Constance Kalanek, RN, Executive Director
Karla Bitz, RN, Associate Director
Stacey Pfenning, RN, Associate Director for Education & APRN Practice
Patricia Hill,RN, Assistant Director for Practice & Discipline
Julie Schwan, Administrative Services Coordinator

Other individuals were present as indicated on the Board Meeting Attendance Roster.

AGENDA	ACTION
1.1 Consent Agenda	*Discussion*: The board reviewed the consent agenda. Kalanek noted that four letters of correspondence from senior nursing students regarding various issues were received and added to the consent agenda. Kalanek will respond but wanted to share the letters with the board.
	Motion: Rustvang, seconded by Holth to: **ADOPT THE CONSENT AGENDA AS PRESENTED.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
1.2 Agenda	*Discussion:* The agenda was reviewed. No changes were identified.
	Motion: Rustvang, seconded by J. Christianson to: **APPROVE AGENDA AS DISTRIBUTED.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
1.3 Public Forum 11:00 a.m.	No one was present to address the board during the public forum.
2.1 March 18, 2014 Meeting Minutes & Public Notice	*Discussion:* The minutes of the March 18, 2014 meeting were reviewed. No corrections were identified.
	Motion: C. Christianson, seconded by Mayer to: **APPROVE THE MINUTES OF THE MARCH 18, 2014 MEETING AS DISTRIBUTED.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
3.1 Financial Statements	The financial statements through April 30, 2014 were reviewed. Income is at 95% and expenses at 86% of budgeted. A comparison of this year to last year income and expenses was reviewed with no major issues identified.
3.3 2014-2014 Budget Proposal & Recommendations - FC	*Discussion:* The finance committee met May 1, 2014 for budget recommendations for 2014-2015 fiscal year which begins July 1, 2014. Price reviewed the committee minutes of the meeting. Expenses and income through March 31, 2014 were reviewed with comparisons of the previous fiscal year. The committee reviewed and discussed the reserve fund projected balance as of June 30, 2014. The board holds reserve funds for spending throughout the year as the majority of the income is received during the three month renewal cycle. The committee discussed developing a policy to maintain a minimum amount for reserve funds. The committee reviewed each income and expense line item with rationale for each and reviewed the five year history for both income and expense. There were two administrative rules changes that became effective April 1, 2014 that resulted in less revenue for the upcoming fiscal year. The first change of issuing initial licenses to expire in the following calendar year affects the number of renewals for this first year of implementation. The administrative rule change related to disciplinary fines for practice without a license also decreases revenue.
	Discussion: The board has been using reserve funds for fixed assets and other one time purchases. The committee reviewed a fixed asset proposal for the upcoming year to replace the board's exchange server, software and computers. There have been a number of issues this past year with the server and outdated software that is affecting office productivity.
	Motion from the Finance Committee to: **RECOMMEND TO THE BOARD THAT THE $27,000 FIXED ASSETS FOR FY 2014-2015 BE TAKEN FROM RESERVE FUNDS.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.

AGENDA	ACTION
3.3 2014-2014 Budget Proposal & Recommendations – FC (continued)	*Discussion:* The board reviewed and discussed a proposal for the board's upcoming 100th anniversary celebration in 2014. The finance committee recommends $25,000 to be taken from reserve funds for proposed events.
	Motion from the Finance Committee to: **RECOMMEND THAT THE BOARD BUDGET $25,000 FROM RESERVE FUNDS FOR THE NDBON 100TH ANNIVERSARY CELEBRATION.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
	Discussion: The board currently is a test vendor for NNAAP testing recognized through the ND Dept of Health. The board contracts with PearsonVue to provide the testing. PearsonVue has different service options available for states. The finance committee discussed reviewing available options for the next contract period.
	Motion from the Finance Committee to: **RECOMMEND THE BOARD DIRECT STAFF TO REVIEW THE CURRENT AND PROPOSED CONTRACT WITH PEARSON VUE AND NDDOH FOR NNAAP TESTING.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
	Discussion: The committee is proposing a deficit budget for 2014-2015 with expenses over income to be taken from reserve funds.
	Motion from the Finance Committee to: **THE BOARD APPROVE THE PROPOSED 2014-2015 BUDGET OF $1,350,065 PROJECTED INCOME AND $1,418,420 BUDGETED EXPENSES, WHICH INCLUDES $77,000 DESIGNATED FOR NURSING EDUCATION LOANS and $259,800 DESIGNATED FOR THE ND CENTER FOR NURSING.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.3 Voluntary Surrenders	*Discussion:* Two individuals have signed and submitted voluntary surrenders, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the voluntary surrenders.
	Motion: C. Christianson, seconded by Holth to: **ACCEPT THE TERMS OF THE PROPOSED VOLUNTARY SURRENDER AS A FINAL ORDER OF THE BOARD FOR THE FOLLOWING INDIVIDUALS:** **NAME** / **Lic/Reg #** / **City, State** / **Penalty Fee** Herbel, Jordan / L11032 / Bismarck, ND / $200 Paul, Jeanne / L11330 / Fargo, ND / $200
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.4.1 Stipulation for Settlement – Dawn Schoeberl, R31789 & L9245	*Discussion:* A Stipulation for Settlement was received from Dawn Schoeberl, RN & LPN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (2)(4).
	Motion: Rustvang, seconded by Price to: **ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR DAWN SCHOEBERL, RN & LPN AND ENTER ITS ORDER TO:** ♦ **ISSUE A REPRIMAND;** ♦ **ASSESS A $500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND** ♦ **OTHER TERMS AS SET OUT IN BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.4.2 Stipulation for Settlement – Kathryn Ferguson, R33999 & L11428	*Discussion:* A Stipulation for Settlement was received from Kathryn Ferguson, RN & LPN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (5)(6).
	Motion: J. Christianson, seconded by C. Christianson to: **ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR , KATHRYN FERGUSON, RN, AND ENTER ITS ORDER TO:** ♦ **ISSUE A REPRIMAND;** ♦ **ASSESS A $300 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND** ♦ **OTHER TERMS AS SET OUT IN BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.

AGENDA	ACTION
4.4.3 Stipulation for Settlement – Jodi Wiertzema, L12392	*Discussion:* A Stipulation for Settlement was received from Jodi Wiertzema, LPN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (17).
	Motion: Schmalz, seconded by Holth to: **ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR JODI WIERTZEMA, LPN, AND ENTER ITS ORDER TO:** ♦ **ISSUE A REPRIMAND;** ♦ **ASSESS A $500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND** ♦ **OTHER TERMS AS SET OUT IN BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.4.4 Stipulation for Settlement – Patricia Ellis, L8275	*Discussion:* A Stipulation for Settlement was received from Patricia Ellis, LPN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (6).
	Motion: Rustvang, seconded by Price to: **ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR PATRICIA ELLIS, LPN, AND ENTER ITS ORDER TO:** ♦ **ENCUMBER HER LPN LICENSE FOR TWO YEARS;** ♦ **ASSESS A $600 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND** ♦ **OTHER TERMS AS SET OUT IN BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.4.5 Stipulation for Settlement – Marcia Ketterling, R17917 APRN	*Discussion:* A Stipulation for Settlement was received from Marcia Ketterling, RN & APRN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (5)(6)(7)(8).
	Motion: Price, seconded by C. Christianson: **ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR MARCIA KETTERLING, RN, APRN, AND ENTER ITS ORDER TO:** ♦ **ENCUMBER THE APRN LICENSE FOR EIGHTEEN MONTHS;** ♦ **ASSESS A $800 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND** ♦ **OTHER TERMS AS SET OUT IN BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.4.6 Stipulation for Settlement – Shirley Reinowski, R26048 & L6707	*Discussion:* A Stipulation for Settlement was received from Shirley Reinowski, RN & LPN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5)(6) and NDAC 54-02-07-01.1 (5)(6)(9).
	Motion: Holth, seconded by Schmalz to: **ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR SHIRLEY REINOWSKI, RN & LPN, AND ENTER ITS ORDER TO:** ♦ **SUSPEND THE LICENSE FOR THREE YEARS;** ♦ **ASSESS A $1,200 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND** ♦ **OTHER TERMS AS SET OUT IN BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.4.7 Stipulation for Settlement – Patricia Grotjohn, L5153	*Discussion:* A Stipulation for Settlement was received from Patricia Grotjohn, LPN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (5)(6)(7)(8).
	Motion: Rustvang, seconded by Schmalz to: **ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR PATRICIA GROTJOHN, LPN, AND ENTER ITS ORDER TO:** ♦ **ISSUE A REPRIMAND;** ♦ **ASSESS A $500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND** ♦ **OTHER TERMS AS SET OUT IN BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.

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4.4.8 Stipulation for Settlement – Miranda Hager, L14165	*Discussion:* A Stipulation for Settlement was received from Miranda Hager, LPN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (12)(19).
	Motion: C. Christianson, seconded by J. Christianson to: **ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR MIRANDA HAGER, LPN, AND ENTER ITS ORDER TO:** ♦ **ISSUE A REPRIMAND;** ♦ **ASSESS A $500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND** ♦ **OTHER TERMS AS SET OUT IN BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.4.9 Stipulation for Settlement – Melissa Viall, L9411	*Discussion:* A Stipulation for Settlement was received from Melissa Viall, LPN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (5)(6)(7)(8).
	Motion: J. Christianson, seconded by C. Christianson to: **ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR MELISSA VIALL, LPN, AND ENTER ITS ORDER TO:** ♦ **ISSUE A REPRIMAND;** ♦ **ASSESS A $500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND** ♦ **OTHER TERMS AS SET OUT IN BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.7.1 Request for Reinstatement – Amber Stortroen, L12352	*Discussion:* Amber Stortroen, LPN was present to request reinstatement of her suspended license to full licensure status. The board reviewed the current order and discussed the Disciplinary Review Panel recommendation for reinstatement to full status as she has completed the terms of her board order.
	Motion: Rustvang, seconded by C. Christianson to: **GRANT AMBER STORTOREN'S REQUEST FOR REINSTATEMENT OF HER LPN LICENSE TO UNRESTRICTED AND FULL LICENSURE STATUS AS SHE HAS COMPLIED WITH THE TERMS AND CONDITIONS OF THE NOTICE OF SUSPENSION DATED SEPTEMBER 6, 2013.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.72 Request for Reinstatement – Shannon Nodland, R25713	*Discussion:* Shannon Nodland, RN, was present for this agenda item and requested reinstatement of her suspended RN license. Ms. Nodland signed a statement in which she acknowledged the board is authorized to hold an executive session to discuss exempt or closed records, and agreed to discuss her request for licensure during the regular board meeting, which is open to the public, and may include personal health information. The board reviewed and discussed the Disciplinary Review Panel recommendation to encumber the license for three years.
	Motion: Rustvang, seconded by J. Christianson to: **GRANT SHANNON NODLAND'S REQUEST FOR REINSTATEMENT OF HER RN LICENSE TO ENCUMBERED STATUS FOR THREE YEARS ACCORDING TO THE TERMS AND CONDITIONS SET OUT IN HER BOARD ORDER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, no; Price, yes; Rustvang, yes; Schmalz, no; Traynor, yes. 6 yes, 2 no, 1 absent. Motion carried.
4.10.1 – Other Joann Smith, LPN Endorsement Application	*Discussion:* Joann Smith submitted an application for LPN license by endorsement. She failed to identify prior disciplinary action by NY and NJ Boards of Nursing on her application and the social security number and date of birth provided on the application are inconsistent with information maintained by NURSYS.
	Motion: J. Christianson, seconded by Rustvang to: **DENY JOANN SMITH'S APPLICATION FOR LICENSE BY ENDORSEMENT BASED ON NDCC 43-12.1-14 (2)(4) AND NDAC 54-02-07-01.1 (18).**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
4.11.1 George Abdilnour, R35497 & L10270 inactive	**NOTICE OF EMERGENCY SUSPENSION** issued to George Abdilnour, RN & LPN, Cando, ND on March 19, 2014. Respondent's license is SUSPENDED for five years or until retracted, modified or superseded by final disciplinary action of the Board or upon agreement between Respondent and the Board.
4.11.2 Shirley Reinowski, R26048 & L6707 inactive	**NOTICE OF EMERGENCY SUPENSION** issued to Shirley Reinowski, RN & LPN, Martin, ND on March 21, 2014. Respondent's license is SUSPENDED for five years or until retracted, modified or superseded by final disciplinary action of the Board or upon agreement between Respondent and the Board.
4.11.3 Jessica Jones, RN PTP under NLC (MO)	**CEASE AND DESIST ORDER** issued to Jessica Jones, RN, Independence, MO on April 21, 2014. PVR received from St Alexius Medical Center for allegations related to missing and inaccurate documentation, behavioral concerns, patient complaints, and inaccurate medication administration.
4.11.4 Joseph McFadden Jr, R37310	**NOTICE OF EMERGENCY SUPENSION** issued to Joseph McFadden Jr, RN, Minot, ND on April 30, 2014. Respondent's license is SUSPENDED for five years or until retracted, modified or superseded by final disciplinary action of the Board or upon agreement between Respondent and the Board.
4.11.5 Katherine Carlisle, L12363	**NOTICE OF EMERGENCY SUPENSION** issued to Katherine Carlisle, LPN, Aneta, ND on April 30, 2014. Respondent's license is SUSPENDED for five years or until retracted, modified or superseded by final disciplinary action of the Board or upon agreement between Respondent and the Board.

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4.11.6 Stephanie Fox, R27544	**NOTICE OF SUSPENSION** issued to Stephanie Fox, RN, on May 1, 2014 for violating terms and conditions of her Workplace Impairment Program and Order for Reinstatement dated November 15, 2012. Respondent's license is automatically SUSPENDED for a period of three years.
4.12.1 Discussion on required nurse practice hours while encumbered	*Discussion:* Encumbrance requirements among other terms and conditions of Board Orders include the requirement of 500 hours of nursing practice per year while an individual is under a Board Order with probation monitoring. It may take some time to obtain a nursing position but the majority of the individuals meet this requirement. There are some individuals who do not find nursing employment and typically the Disciplinary Review Panel allows additional time to continue the process for the individual to seek and obtain employment (typically up to 6 months). After that time period, if there is no nursing employment, there is no way to monitor the individual's nursing practice, and the individual's license may be suspended through a Notice of Suspension, even if they have been compliant with the remainder of the terms and conditions set forth in the Board Order. The board discussed the benefits of requiring nursing employment during the encumbrance and the quarterly employer reports.
	Motion: Schmaltz, seconded by Holth to: **CONTINUE THE REQUIREMENT FOR 500 HOURS OF NURSING PRACTICE PER YEAR WHILE UNDER A BOARD ORDER FOR ENCUMBRANCE.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
5.1-1 Turtle Mountain Community College, AASPN Onsite Focused Survey Report	*Discussion:* Aleta Delorme, Director of the Nursing program and Michelle Longie, faculty were present by phone for this agenda item. An onsite focused survey was done on April 17, 2014 at Turtle Mountain Community College to review progress on issues of non-compliance or partial compliance or met progressing of the April 2013 survey. There were eight areas for review of the focused survey. The Nursing Education Committee reviewed the survey report in detail. There was one issue of non-compliance for NDAC 54-03.2-02-05 Nursing Program Evaluation and one issue of partial compliance for NDAC 54-03.2-04-01. Faculty responsibilities.
	Motion from Nursing Education Committee: **THE NURSING EDUCATION COMMITTEE RECOMMENDS THAT THE BOARD:** **1. FIND TURTLE MOUNTAIN COMMUNITY COLLEGE ASSOCIATE OF APPLIED SCIENCE PRACTICAL NURSE (AASPN) PROGRAM IN SUBSTANTIAL COMPLIANCE WITH ND ADMINISTRATIVE CODE 54-03.2; AND** **2. PLACE TURTLE MOUNTAIN COMMUNITY COLLEGE AASPN PROGRAM ON FULL APPROVAL STATUS MAY 2014 THROUGH MAY 2016; AND** **3. TURTLE MOUNTAIN COMMUNITY COLLEGE AASPN PROGRAM MAY NOT ADMIT MORE THAN 12 STUDENTS PER COHORT. PROGRAM MAY REQUEST TO THE BOARD TO EXPAND ENROLLMENT IF FACULTY RESOURCE REQUIREMENTS ARE MET AND EVALUATION PLAN IS IN PLACE.** ***4.* THE TURTLE MOUNTAIN COMMUNITY COLLEGE AASPN PROGRAM ADMINISTRATOR MUST SUBMIT THE 2013-2014 ANNUAL REPORT BY OCTOBER 15, 2014. IN ADDITION, A COMPLIANCE REPORT WILL BE SUBMITTED BY MAY OF 2015 ADDRESSING THE DEFICIENCIES OF THE "NON-COMPLIANCE" 54-03.2-02-05 NURSING PROGRAM EVALUATION AND "PARTIAL-COMPLIANCE" 54-03.2-04-01 FACULTY RESPONSIBILITIES STANDARDS FOR NURSING PROGRAM APPROVAL AS CITED IN THIS SURVEY REPORT.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
5.2-1 ND State University & Sanford College of Nursing merger	*Discussion:* Dr. Karen Latham, Dean of Sanford College of Nursing, and Dr. Carla Gross, Chair of NDSU Nursing program were present for this agenda item. The Nursing Education Committee reviewed the overview of NDSU acquisition of Sanford College of Nursing. The programs reported that In 2013, the Higher Learning Commission required all schools to become separately incorporated, and since this may place Medicare pass-through dollars in jeopardy, HLC has recommended schools partner with an accredited university. On June 30, 2014, Sanford College of Nursing will become owned, operated and managed by NDSU, and the name will change to NDSU Nursing at Sanford Health. Sanford College of Nursing program will voluntarily close and the program reported it has a plan for storage of academic records at the Fargo NDSU campus and all records will be transferred after June 30th. The program will have one Chief Nurse Administrator, one Fargo campus chair and one Bismarck campus chair. The programs did a cross-map of curriculum and presented curriculum changes to facilitate the transition. It was noted that the programs were very comparable.
	Motion from the Nursing Education Committee: **RECOMMENDS THAT THE BOARD APPROVE THE REQUEST FROM SANFORD COLLEGE OF NURSING BSN PROGRAM FOR VOLUNTARY CLOSURE EFFECTIVE JUNE 30, 2014 AS THEY HAVE MET THE REQUIREMENTS ACCORDING TO NDAC 54-03.2-09-02 PENDING SUCCESSFUL ACQUISITION JUNE 30, 2014.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
	Motion from the Nursing Education Committee: **RECOMMENDS THE BOARD APPROVE THE ND STATE UNIVERSITY MAJOR PROGRAMMATIC CHANGES OF THE BSN PROGRAM RELATED TO THE ACQUISITION/MERGER WITH SANFORD COLLEGE OF NURSING AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH NDAC 54-03.2-06-02.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.

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5.2-1 ND State University & Sanford College of Nursing merger (continued)	*Motion from the Nursing Education Committee:* **RECOMMENDS THE BOARD ACCEPT NOTIFICATION OF THE NAME CHANGE OF SANFORD COLLEGE OF NURSING TO ND STATE UNIVERSITY AT SANFORD HEALTH; AND THE REPORT ON THE PLAN FOR STORAGE OF THE ACADEMIC RECORDS ACCORDING 54-03.2-01-04 UPON SUCCESSFUL ACQUISITION JUNE 30TH, 2014.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
5.2-2 Lake Region State College – DNP – Additional site	*Discussion:* Julie Traynor recused herself from this agenda item. Karen Clementich, LRSC Site Coordinator and Lloyd Halvorson, VP Academic Affairs were present via phone. Lake Region State College, partner in Dakota Nursing Program has submitted a proposal for the additional distance site in Grand Forks for their practical nurse program. The Nursing Education Committee reviewed the proposal for an anticipated enrollment of 16 students to begin Fall of 2014. Other updates from Dakota Nursing Program indicate an increases in enrollments at BSC from 24 to 30 for Fall 2014 for the AD students, LRSC PN admission from 16 to 24 for Fall 2014, and plan to increase LRSC AD admissions from 16 to 24 in Fall 2015.
	Motion from the Nursing Education Committee: **RECOMMENDS THAT THE BOARD APPROVE THE REQUEST TO EXTEND THE PRACTICAL NURSE PROGRAM AT LAKE REGION STATE COLLEGE, PARTNER IN DAKOTA NURSING PROGRAM, TO GRAND FORKS, ND IN FALL 2014, ADMITTING NO MORE THAN 16 STUDENTS, AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH NDAC 54-03.2-06-02.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, recuse. 7 yes, 0 no, 1 recuse, 1 absent. Motion carried.
5.2-3 Dickinson State University programmatic change	*Discussion:* Dr. Mary Ann Marsh, Chair of DSU Nursing Program was present for this agenda item. The Nursing Education Committee reviewed a request for programmatic changes from Dickinson State University AASPN and BSN Completion programs. The committee reviewed the curriculum revisions and rationale for each. The overall AASPN curriculum credits increase from 67-68 and the overall BSN completion curriculum credits increase from 131 to 134. These programmatic changes would take effect Fall 2014. Dr. Marsh indicated that most programs are decreasing credits in their programs, and DSU plans to do that as well in the future. This request for programmatic changes allows for improved transfer of credits to other institutions.
	Motion from the Nursing Education Committee: **RECOMMENDS THE BOARD APPROVE THE DICKINSON STATE UNIVERSITY'S NOTIFICATION OF MAJOR PROGRAMMATIC CHANGES FOR THE AASPN AND BSN COMPLETION PROGRAM AS THE PROGRAMS HAVE FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH NDAC 54-03.2-06-02.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
5.2-4 University of Mary LPN-BSN programmatic change	*Discussion:* The University of Mary LPN to BSN program submitted programmatic changes for review and approval by the board. The Nursing Education Committee reviewed the curriculum revisions and the rationale for each. The curriculum credits will decrease from 57 to 55 and the changes would commence Fall of 2014.
	Motion from the Nursing Education Committee: **RECOMMENDS THE BOARD APPROVE THE UNIVERSITY OF MARY'S NOTIFICATION OF MAJOR PROGRAMMATIC CHANGES FOR THE LPN TO BSN (RN) PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH NDAC 54-03.2-06-02.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
5.2-5 Minot State University programmatic change	*Discussion:* The Minot State University BSN program submitted programmatic changes for review and approval by the board. The Nursing Education Committee reviewed the curriculum changes and the rationale. The curriculum credits will decrease from 128/129 to 122 and the changes would commence Fall of 2014.
	Motion from the Nursing Education Committee: **RECOMMENDS THE BOARD APPROVE THE MINOT STATE UNIVERSITY'S MAJOR PROGRAMMATIC CHANGE FOR THE BSN PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH NDAC 54-03.2-06-02.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.

AGENDA	ACTION
5.2-6 ND State University programmatic change	*Discussion:* Dr. Carla Gross, Chair of NDSU nursing program was present via phone for this agenda item. ND State University BSN program submitted programmatic changes for the board's review and approval. The Nursing Education Committee reviewed the proposal for increased enrollment at Fargo from 64 students annually to 48 students each semester for a total of 96 students annually. Faculty resources and site upgrades were discussed. The programmatic changes would commence Fall of 2014.
	Motion from the Nursing Education Committee: **RECOMMENDS THE BOARD APPROVE THE ND STATE UNIVERSITY'S FARGO CAMPUS MAJOR PROGRAMMATIC CHANGES FOR THE BSN PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH NDAC 54-03.2-06-02.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
5.3-1 Nurse Refresher Course clinical hours and Distanced Education Refresher Course Approval	*Discussion:* The Nursing Education Committee directed staff to review the history of the clinical hour requirement for refresher courses. Pfenning presented a table of board and committee meeting minutes that discussed the changes. In surveying 17 other states that approved refresher courses, the average was 103 hours with a range of 80 to 120 being the most common. At the time of the change the NDNA course was requiring 160 clinical hours in their course.
	Motion from the Nursing Education Committee: **RECOMMENDS THE BOARD AFFIRM THE NURSE REFRESHER COURSE POLICY AND REQUIREMENT OF 120 HOURS OF CLINICAL EXPERIENCE FOR ND PROGRAMS.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, no; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 7 yes, 1 no, 1 absent. Motion carried.
	Discussion: The committee also discussed the newly approved recognition process for distanced education refresher courses to provide clinical hours in ND and discussed how to proceed with the courses that do not offer the 120 clinical hours. The Nursing Education Committee recommended approval of recognition of the courses if they have between 80 and 120 clinical hours. After discussion, the board agreed to modify the NEC recommendation to state a minimum of 80 to allow for recognition of courses that offer more than 120 clinical hours.
	Motion: C. Christianson, seconded by Schmalz to: **APPROVE THE GUIDELINES FOR RECOGNITION OF DISTANCE EDUCATION NURSE REFRESHER COURSE REQUIREMENTS ACCORDING TO NDAC 54-02-05-05 AS PROGRAMS ARE BOARD APPROVED WITHIN THE STATE THE PROGRAM IS HEADQUARTERED WITH A MIINIMUM OF 80 CLINICAL HOURS.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
	Discussion: The Nursing Education Committee discussed whether applicants who have completed an approved refresher course out of state can be accepted or if the course would need to be reviewed. In the past staff have reviewed the courses to be sure they meet the board's guidelines and then brought to the board for approval on a case by case basis. The NEC recommended acceptance of the certificates for courses with a minimum of 80 clinical hours. The board discussed the recommendation and modified it to include meeting the board's refresher course guidelines.
	Motion: C. Christianson, seconded by Holth that: **THE BOARD ACCEPT CERTIFICATES OF COMPLETION FROM BOARD APPROVED NURSE REFRESHER COURSES WITH A MINIMUM OF 80 CLINICAL HOURS THAT MEET REQUIREMENTS OF THE BOARD'S GUIDELINES.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
5.3-2 Continuing Education Audit Results	*Discussion:* The board reviewed a report of the CE Audit for renewals completed between October 2013 and December 2013. There were a total of 192 audited with 191 that have fully met the audit requirements to date. The board discussed listing the CE completed during the renewal process with no recommendations made. The Nursing Education Committee reviewed and discussed the report.
	Motion from the Nursing Education Committee: **RECOMMENDS THAT THE BOARD ACCEPT THE CONTINUING EDUCATION AUDIT RESULTS REPORT.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
5.3-3 Programmatic Change review	The Nursing Education Committee discussed programmatic changes and developing guidelines to assist with determining what constitutes a major programmatic change. The Nursing Education Committee will discuss this issue in July for recommendations to the board.

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5.3-4 Continuing Education Providers request to be Displayed on Website	*Discussion:* Staff have been receiving numerous request from companies and organizations to post their links on the board's website. The Nursing Education Committee discussed the issue and gave staff direction for policy revisions to be reviewed at the July meeting.
	Motion from the Nursing Education Committee: **RECOMMENDS TO THE BOARD TO DIRECT STAFF TO REVIEW THE POLICY ADDRESSING CONTINUING EDUCATION PROVIDERS REQUEST TO BE DISPLAYED ON ND BOARD OF NURSING WEB SITE AND REPORT BACK AT THE JULY 2014 BOARD MEETING.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
5.4-1 Northland Community & Technical & College	The board reviewed a letter from Northland Community & Technical College that their practical nurse program AAS degree will decrease from 63 to 60 credits starting fall 2014 semester. The change was made to be in alignment with the Degree Credit Cap Legislation directive from the MN Legislature in 2007.
5.4-2 Federal/State Loan Repayment (SLRP) Letter of Support	The board reviewed a letter of support on behalf of the board for the Departments of Health's funding application for the Federal/State Loan Repayment Program (SLRP) funding opportunity. The ND program has been expanded to included registered nurses, and will assist with marketing the program should the funding be approved.
5.4-3 Request for staff to investigate PearsonVue NCLEX Third Party Payer Concern	CUNEA has requested the board staff research the issue of PearsonVue third party payer vouchers used for payment for the $200 PearsonVue NCLEX fee. Effective January 1, 2014 NCSBN began a paperless initiative for the NCLEX and no longer accepts money orders or checks as payment for the NCLEX. There is a voucher system for third party payer that board staff were unaware of that requires purchase of vouchers in increments of five and they do have an expiration date. The programs that pay for their students PearsonVue registration fee as part of the program have requested the board discuss the issue with PearsonVue for resolution to the problem of extra or expired vouchers.
6.1 Minutes from NDBCL	The board reviewed minutes of the ND Board of Clinical Laboratory Practice (NDBCL) meeting on January 21, 2014. Board staff were present at the meeting to discuss that nurses are able to perform whole blood glucose within their scope of practice but CNA's or other unlicensed assistive personnel are not. Unlicensed staff may only perform this test if supervised by a licensed MT or MLT. Nurses have an exemption in the NDBCL practice act but are not able to delegate the task.
6.1-1 Response from NDBCL – delegation of blood glucose testing	*Discussion:* Kalanek has been in contact with Sam Matthey, Chair of the ND Clinical Laboratory Practice Board. Matthey indicated the NDCLPB has notified its licensees of the process and indicated the ND Department of Health was aware since Bruce R. Pritschet brought this practice concern to the NDCLPB. The NDBCLP has sent notices with all their renewals. The Board of Nursing will post the information under "News" on the website and also publish it in the Dakota Nurse Connection. The board discussed that in some facilities processes will need to be changed so the training is done by a MT or MLT instead of a nurse or a validator that may train certain procedures.
	Motion: Price, seconded by Schmalz to: **DIRECT STAFF TO NOTIFY NURSES REGARDING THE EXEMPTION IN NDCC 43-48-03 (2) THAT ALLOWS NURSES TO COMPLETE WAIVED LABORATORY TESTS, I.E. WHOLE BLOOD GLUCOSE; AND THAT THE WAIVED TESTS CANNOT BE DELEGATED TO UNLICENSED PERSONNEL.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
6.2 List of RN & LPN non-renewals	The board reviewed a list of RNs and LPNs that did not renew for 2014-2015. The list is posted on the website.
6.3 Non-renewal Table	The board reviewed a renewal table indicated for 2014-2015 there were 12,916 RNs renewed and 3676 LPNs renewed. 1179 RNs & LPNs did not renew. It was suggested that in the future a column for APRNs be added and the non-renewals be broken down by category to track trends.
7.1-2 Nurse Practice Committee Minutes	The Nurse Practice Committee met on April 30, 2014. Meeting minutes were reviewed. An NCSBN webinar and overview entitled "2013 Environmental Scan" was viewed. The committee discussed aesthetic nursing and the requirement for a medical director to oversee RN/LPN if there is not an APRN on staff. Also discussed were the dispensing of medication that may require a prescription. The board recommends the Board of Pharmacy be involved in future discussions on this issue and the NP Committee recommends a task force be developed to study the issue.
	Motion from the Nurse Practice Committee: **RECOMMENDS THE BOARD ESTABLISH A TASK FORCE TO STUDY THE PRACTICE QUESTIONS POSED BY THE AESTHETIC NURSES AND REVIEW THE CURRENT PRACTICE STATEMENTS RELATED TO AESTHETIC NURSING AND REPORT BACK AT THE JULY BOARD MEETING.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
7.1-3 Request for Interpretation of NDAC 54-05-01-08(10) Client Teaching by LPN	A question on the LPNs participation in teaching in a health care setting was discussed and the committee directed the board to review and report to the board in May. The board discussed the interpretation currently being used and discussed preparing a FAQ to address the issue.
	Motion: Schmalz, seconded by Holth that: **THE BOARD INTERPRET NDAC 54-05-01-08 (10): HEALTH TEACHING OF CLIENTS AND THEIR FAMILIES MAY BE IMPLEMENTED BY THE LPN UTILIZING AN ESTABLISHED TEACHING PLAN/PROTOCOL AS ASSIGNED BY THE RN, APRN, OR LICENSED PRACTITIONER. THE LPN IS PARTICIPATING IN HEALTH TEACHING TO PROMOTE, ATTAIN, AND MAINTAIN THE OPTIMUM HEALTH LEVEL OF CLIENTS.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.

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7.2-1 More States Removing Barriers to Nursing Practice & Care	A web version of an article "More States Removing Barriers to Nursing Practice and Care: Future of Nursing Campaign for Action" was shared.
7.2-2 Standards for Anesthesia Practice	Schmalz reported that AANA has revised documents in 2013 and has separated the scope of practice for nurse anesthesia practice and the standards for nurse anesthesia practice. The board reviewed the documents.
7.2-2.1 Scope of Anesthesia Practice	The board reviewed the documents provided.
7.3-1 ANA Final Talking Points	The board reviewed the final ANA Talking Points regarding the Nurse Licensure Compact.
7.3-2 Amended Nurse Licensure Compact Rule 30/90 days Implementation	On April 1, 2014 the board became compliant with the compact rules with the rule revision to increase the grace period for working on a compact license in ND from 30 days to 90 days.
7.3-3 Model Rules Implementation Table	The board reviewed a Revised Model Rules Implementation Table that shows the progress of compact states implementing the model rules.
7.3-4 NCSBN Revised Position paper on TeleHealth	The board reviewed the National Council of State Board of Nursing Position Paper on Telehealth Nursing Practice.
7.4-1 Administrative Rule Promulgation	None
7.4-2 Legislative Bills Affecting State Agencies	Price discussed the recommendations of the Center for Tobacco Prevention and Control for upcoming legislation.
7.4-3 Legislative Committees	No report
7.4-3.1 Health Reform Committee Meeting Notes	Kalanek reported on the minutes of the Health Care Reform Committee meeting on May 15, 2014. Potential legislation would add APRN to the process for involuntary commitment to mental health services.
7.4-3.2 Health Reform Committee Handouts	The board reviewed the documents from the committee.
7.4-4 Communication with Senators and Representatives	No report
9.0 Program Monitoring Committee	The Program Monitoring Committee met on April 23, 2014 and reviewed revised administrative rules changes to NDAC Title 54 that took effect April 1, 2014. The policies, procedures, forms and agenda items were reviewed for revisions. Guest Speaker Kathy Russell from NCSBN presented a webinar and overview of the newly developed NCSBN Regulatory Decision Pathway (RDP) tool. The committee also reviewed the regulatory questions utilized on all BON applications.
	Motion from the Program Monitoring Committee to: **RECOMMEND THE BOARD APPROVE THE CHANGES TO THE DISCIPLINARY STATISTICS/CASE ACTIVITY DOCUMENTS AND RELATED AGENDA ITEMS TO BE CONGRUENT WITH THE REVISED ADMINISTRATIVE RULES THAT TOOK EFFECT APRIL 1, 2014.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
9.1 Nursing Education Committee –	The Nursing Education Committee met May 15 and highlights of the meeting were reviewed in the 5.0 agenda items.
9.2 Finance Committee	The Finance Committee met May 1, 2014 and items were reviewed with the 3.0 agenda items.
9.3 Executive Committee	The Executive Committee met May 15 and reviewed and discussed positions descriptions for board officers, executive director evaluation, and web streaming of board meetings.
	Motion from the Executive Committee: **RECOMMENDS THE BOARD APPROVE THE PROPOSED POSITION DESCRIPTIONS FOR BOARD PRESIDENT, VICE PRESIDENT AND TREASURER.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
9.4 Nursing Practice Committee	The Nursing Practice Committee met April 30th and the meeting minutes were discussed with 7.0 agenda items.
9.5 Technology Committee	No meeting.
9.6-1 Board Representative-Prescription Drug Monitoring Program Committee	The PDMP Committee met in April and discussed making participation in the PDMP mandatory. Currently utilization of the program is 28%. New software has been developed that will interface with EPIC, making it much easier to participate in the system.
9.6-2 North Dakota Center for Nursing	Refer to website for information on the activities of the center.

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10.1 Website and web-streaming process	*Discussion:* The Executive Committee discussed web streaming and recommend guidelines be developed for its use.
	Motion from the Executive Committee: **RECOMMENDS ADDING DEVELOPMENT OF POLICIES AND GUIDELINES FOR WEB-STREAMING AS A CHARGE FOR THE TECHNOLOGY COMMITTEE FOR FY 2014-2015**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
10.3 Professionals in Recovery Together	The board reviewed a letter from Professionals in Recovery Together, a support group for professionals that was initiated by two physicians. The board discussed promotion of such a group and suggested referral to the ND Center for Nursing for review of availability of such groups in the state.
11.1-1 100th Anniversary Committee Members – Board & Staff	The board discussed possible dates for a governor proclamation for the 100th anniversary of the ND Board of Nursing. February 19th was chosen as a possible date to serve cake and coffee to legislators. The board discussed anniversary plans and the possibility of having meetings throughout the state during 2015. It was discussed that one meeting per year be done in different areas throughout the state. The board reviewed preliminary plans for the 100th Anniversary Celebration.
11.1-1.2 Approval of Karla Bitz as Co-Chair for 100th year Anniversary Celebration	*Discussion:* The board discussed the joint planning committee for the 100th Anniversary Celebration.
	Motion: Price, seconded by C. Christianson to: **APPROVE DR. KARLA BITZ AS CO-CHAIR OF THE JOINT PLANNING COMMITTEE OF THE NORTH DAKOTA BOARD OF NURSING AND NORTH DAKOTA CENTER FOR NURSING FOR 100TH YEAR CELEBRATION WHICH IS TO INCLUDE A CONFERENCE AND GALA.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
11.1-2 Election of Office and Appts to Committees	*Discussion:* Election of Officers was moved to the May meeting due to President Traynor's board term ending on June 30, 2014. Traynor opened the floor for nominations for President. C. Christianson nominated Rustvang, seconded by Price.
	Motion: Price, seconded by C. Christianson that: **NOMINATIONS FOR PRESIDENT CEASE AND THAT A UNANIMOUS BALLOT BE CAST FOR RUSTVANG.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, recuse; Schmalz, yes; Traynor, yes. 7 yes, 0 no, 1 recuse, 1 absent. Motion carried.
	Discussion: Traynor opened the floor for nominations for Vice-President. C. Christianson nominated J. Christianson, seconded by Mayer.
	Motion: Rustvang, seconded by Price that: **NOMINATIONS FOR VICE-PRESIDENT CEASE AND THAT A UNANIMOUS BALLOT BE CAST FOR J. CHRISTIANSON.**
	Roll call vote: C. Christianson, yes; J. Christianson, recuse; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 7 yes, 0 no, 1 recuse, 1 absent. Motion carried.
	Discussion: Traynor opened the floor for nominations for Treasurer. Rustvang nominated Price, seconded by J. Christianson.
	Motion: C. Christianson, seconded by Rustvang that: **NOMINATIONS FOR TREASURER CEASE AND THAT A UNANIMOUS BALLOT BE CAST FOR PRICE.**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, recuse; Rustvang, yes; Schmalz, yes; Traynor, yes. 7 yes, 0 no, 1 recuse, 1 absent. Motion carried.
11.1-3 Approval of Dates for 2014-2015 meetings	*Discussion:* The board discussed upcoming meeting dates. It was requested the July meeting be moved to the 2nd Thursday or the 4th Thursday due to scheduling conflicts. Neither date worked for all members so it was agreed to leave the date on the third Thursday. The third Thursday in September was requested to be moved to the fourth Thursday for scheduling conflicts and members agreed to that change.
	Motion: C. Christianson. Seconded by J. Christianson to: **APPROVE THE FOLLOWING DATES:** **JULY 17, 2014** **SEPTEMBER 24, 2014 BOARD RETREAT** **SEPTEMBER 25, 2014** **NOVEMBER 20, 2014** **JANUARY 15, 2015** **MARCH 19, 2015** **MAY 22, 2015 (CFN/BON CONFERENCE DATE MAY 21)** **JULY 16, 2015 ANNUAL MEETING**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
NEC Committee Representative for July	Committee appointments will be done in July when the new member has been appointed. It was requested a board member volunteer for the July Nursing Education Committee meeting in place of Traynor until new committees are assigned. The date of the meeting has not yet been set. Holth has volunteered as a replacement and Christianson as a backup if Holth is unavailable.

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11.1-4 Representative to the Community Paramedic Pilot Project	The ND Center for Nursing Community Paramedic Collaborative e-mail group has been discussing grant funding proposals for the development of a community paramedic program and the need for such programs in rural areas. They are requesting representatives from the board for the pilot project group.
	Motion: Price, seconded by Holth to: **APPROVE CHAR CHRISTIANSON RN, BOARD MEMBER & PATRICIA HILL RN, STAFF AS THE REPRESENTATIVES OF THE BOARD OF NURSING TO THE COMMUNITY PARAMEDIC PILOT PROJECT**
	Roll call vote: C. Christianson, yes; J. Christianson, yes; Frank, absent; Holth, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes; Traynor, yes. 8 yes, 0 no, 1 absent. Motion carried.
11.2 Dakota Nurse Connection – 100th year celebration	Each issue in the next year will contain a historical component.
11.3 Board Meeting Evaluation	Board members are encouraged to complete the evaluation through Survey Monkey.

CONSENT AGENDA:

8.1 NCSBN
8.1-1 Learning Extension Report
8.2 Office Management
8.2-1 Correspondence to the Board
8.2-2 Correspondence to the Board
8.3 Nursing Practice
8.3-1 Summary of practice calls
8.4 Legal Counsel
8.5 Unlicensed Assistive Person/Medication Assistant
8.5-1 Testing Summary Report
8.5-2 NNAAP Testing
8.6 Licensure
8.6-1 APRN Certification Results
8.6-2 NCLEX-RN
8.6-3 NCLEX-PN
8.7 Discipline
8.7-1 Discipline Statistics/Case Activity Report
8.7-2 NLC Case Log
8.7-3 Case Log MN Board Recognition Law
8.8 Academic and Continuing Education
8.8-1 Ratification of approval of continuing education for contact hours
8.8-2 Distance education students
8.8-3 Education Dialogue
8.8-4 Faculty Development program report
8.8-5 Baccalaureate Nursing Education
8.8-6 Electronic Transcripts

UPCOMING MEETINGS & REPORT OF MEETINGS ATTENDED:

12.1 National Council of State Boards of Nursing Annual Meeting, August 13-15, 2014 – Chicago, IL.
12.2 NCSBN Monthly Meetings by teleconference calls and onsite:
12.2-1 Policy Call - January 16; April 16
12.2-2 Education Knowledge Network February 5; April 3
12.2-3 Discipline Knowledge Network – December 19; February 20; April 7
12.2-4 EO Knowledge Network – February 24; April 21
12.2-5 NLCA Meeting – March 9; April 8; August 12
12.2-6 EO & President's Day – Mid-Year Meeting - March 10, 2014.

12.2-7 NCSBN Executive Officers Leadership Seminar – June 24-25.
12.2-8 IT & Operations Conference – May 13-14, 2014
12.2-9 NCLEX Conference –
12.2-10 APRN Knowledge Network – January 23; March 20 .
12.2-11 NCSBN Long Term Care Conference
12.2-12 Practice Knowledge Network – March 6
12.2-13 EO Forum – March 24-25, 2014
12.2-14 TERCAP
12.2-15 APRN State of Consensus Conference - April 23-24 – Schmalz and Pfenning reported on highlights of the meeting.
12.2-16 Discipline Case Management Conference – June 4-6
12.2-17 2014 National Council of State Boards of Nursing – MYM Area II Minutes – March 11
12.3 North Dakota Organization of Nurse Executives
12.4 North Dakota Nurses Association -
12.5 North Dakota Rural & Public Health Conference – June 18-20; 2014 Alerus Center, GF
12.6 North Dakota Hospital Association Annual Convention and Trade Show
12.7 North Dakota LTCA Professional Development Conference, December 11-13.
12.8 North Dakota State Health Council – November 12; February 11; March 20
12.9 ND Health Care Reform Review Committee – January 15, 2014; March 19; May 14, 2014 (includes agenda setting meeting)
12.10 ND Department of Human Services – ALC – December 9, 2013
12.11 ND Board of Clinical Laboratory Practice – January 14; rescheduled for January 21
12.12 Reducing Pharmaceutical Narcotics in our Community – May 29
12.13 Medication administration in Schools – April 1
12.14 Health Services Committee – April 24
12.15 ND Pilot Community Paramedic Stakeholder Meeting – March 19; April 16; May 2
12.16 NDDHS Development Disability HCBS – Feb 28; April 3; June 9
12.17 CLEAR Conference – September 8-13

Staff Presentations:
13.1 ND School Nurses Associations – Medication Administration in Schools – April 1, 2014

The meeting recessed from 12:00 p.m. for lunch and reconvened at 12:45 p.m.

The meeting adjourned at 3:30 p.m. on May 16th, 2014.

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Constance B. Kalanek, RN, PhD, FRE
Executive Director - Draft 5/23/2014