



## Staff Report

Date: December 11, 2024

TO: KSBN Board Members

FR: Carol Moreland, Executive  
Administrator

RE: December 2024 Executive  
Administrator Report

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### **Purpose of the Agenda Item and/or the Board Action Requested:**

*This report is an update on the activities of the Executive Administrator for August through Nov 13, 2024, to support KSBN strategic plan. No Board action is requested.*

### **Strategic Outcome and actions taken to support the strategic outcome:**

#### Strategic Objective 2 – 1 Monitor the Board’s report of financial position:

- Submitted requested budgets for FY 25, 26 & 27 that also includes the performance metrics for the agency
- Attended 2024 Special Committee on Budget Process and Development meeting on 11/8/24
- Coordinated a meeting with Office of Accounts and Auditing to increase the knowledge of Exec Adm., Director of Operations, and Executive Assistant regarding changes in audit practices
- Attended Kansas Agency Business Summit to increase my knowledge of changes in procurement practices
- Revised Agency Travel Reimbursement policy to ensure consistent travel reimbursement and increase of staff knowledge regarding travel and travel reimbursement

#### Strategic Objective 2 – 4 Recruit, develop and retain qualified staff:

- Sydney Winslow (0.5 FTE) AAG hired and started
- Other 0.5 FTE AAG posted
- Created a Public Information Officer position (1 FTE) created that includes the responsibilities of KORA, COOP, Agency Record Officer, Regulation revisions, and Legislative awareness of bills and actions that impact KSBN
- Continue to have monthly in-person staff meetings and leadership team meetings with luncheon

Strategic Objective 2 – 5 Maintain a superior and secure information technology infrastructure:

- Attended System Automation Conference to better understand Evoke and the upgrade of our licensing software and integration of case management module, along with reporting functionality
- Attended Kansas Digital Government Summit to visit with other agencies and IT vendors. This summit increased my knowledge of cybersecurity measures in state government
- Attended OITS monthly security webinars to increase my knowledge

Strategic Objective 3 – 5: Communication provided is high quality, clear, accurate, current and includes effective methods available to give feedback to the Board:

- Met with two vendors regarding newsletter, annual reports and strategic plan publication
- Public Hearing Notice published for KAR 60-3-114 and Undergraduate education regulations
- Public Hearing for KAR 60-3-114 held
- Attended NCSBN Leadership and Public Policy Meeting that included leadership lessons from Thomas Jefferson’s life. Also included presentation about the steps to follow for a process when new legislative initiatives are considered and how regulatory boards can work together.
- Developed 2025 Legislative KSBN Information Sheet that will be distributed to the legislators after session starts

**Upcoming NCSBN meetings:**

- 2025 NLC Commission Midyear Meeting on March 10, 2025, in Pittsburgh, PA
- 2025 NCSBN Midyear Meeting on March 11 – 13, 2025, in Pittsburgh, PA
- 2025 NCSBN APRN Roundtable on April 15, 2025, virtual meeting
- 2025 NLC Commission Annual Meeting on August 12, 2025, in Chicago, IL
- 2025 NCSBN Annual Meeting on August 13 – 15, 2025, in Chicago, IL

**Board Member Terms:**

- Andrea Watson (7/1/20 through 6/30/28 – second term)
- Michaela Hysten (9/8/2022 through 6/30/27 – second term)
- Michelle Terry (12/5/2022 -through 6/30/26 – first term)
- Julianna Rieschick (7/1/18 through 6/30/25 – second term)
- Adri Gouldsmith (7/1/19 through 6/30/27 – second term)
- Lori Owens (7/1/21 through 6/30/25 – first term)
- Melissa Oropeza (7/1/20 through 6/30/25 – first term)
- Ruth Burkhart (7/1/22 through 6/30/26 – first term)
- Brenda Sharpe (12/5/22 through 6/30/27 – second term)
- Amy Hite (7/1/24 through 6/30/28 - first term)
- Vanant Public Member position

**Attachments:**

No attachments