Kansas State Board of Nursing
Hotel at Old Town Conference Center, Wichita, KS
Organizational Development Meeting Minutes
January 14 & 15, 2015

Board Present: Brenda Moffitt, APRN, CNS-BC
  JoAnn Klaassen, RN, MN, JD
  Carol Bragdon, PhD, APRN
  Kimberly Hensley, LPN – absent with prior notice
  Judith Hiner, RN, BSN – absent with prior notice
  Bernard Becker, Public Member – absent with prior notice
  Rebecca Nioce, Public Member
  Jeanne Catanzaro, MSN, RN – absent with prior notice
  Garet King, Public Member
  Leanna Beeson, LPN
  Patricia Zeller, MSN, APRN NP-C

Staff Present: Mary Blubaugh, MSN, RN, Executive Administrator
  Diane Glynn, JD, RN, Practice Specialist
  Carol Moreland, MSN, RN, Education Specialist
  Miriah Kidwell, MBA, RN, Education Specialist
  Adrian Guerrero, Director of Operations
  Sheila Rice, Public Service Administrator One
  Inge Reed, CPM, Administrative Specialist

January 14, 2015

Call to Order: The meeting was called to order by President B. Moffitt at 1:22 p.m.

Additions to the Agenda: 1. Mid-Year Meeting
  2. Record Center
  3. Impairment question for applications

It was moved to approve the additions to the agenda.
Motion #1 King/Bragdon. Adopted UYVV.

Succession Planning Tool
Kit Review: Jonathan Morris, University of Kansas Public Management Center, lead us through the succession planning tool kit, Board self assessment tool #7.

Break: 2:53 p.m.
Open session: 3:10 p.m.
Continued with Board self assessment.

Adjourn: It was moved to adjourn the meeting at 4:55 p.m.
Motion #2 Beeson/Klaassen. Adopted UYVV.
January 15, 2015

Mid-Year:
M. Blubaugh and A. Guerrero will be attending the National Council of State Boards Nursing mid-year meeting March 16-18, 2015 in Louisville, KY. B. Moffitt, J. Klaassen and P. Zeller also voiced an interest in attending.

Record center:
The state record center is closing. KSBN has 1,000 boxes stored at the record center. M. Blubaugh is searching for a facility to hold those 1,000 boxes. Staff will start going through the files in those boxes and scan them.

Application questions:
The revised impairment question was discussed and changes made changing 2 years to 5 years.

It was moved to change the language of the impairment question on the license application to read, Within the past 5 years have you suffered from an impairment that affects your ability to practice nursing with reasonable skill and safety? Kansas law defines impairment as physical or mental disability including deterioration through the aging process, loss of motor skill or abuse of drugs or alcohol (KSA65-4924(a)).
Motion #1 Klaassen/King. Adopted UYVV.

Succession planning tool kit:

Tool #1
Designated backup:
It was discussed to create a position within the agency for an Assistant Executive Administrator instead of a staff backup. Acquiring the position and salary for another staff member may be difficult. It was discuss for M. Blubaugh and B. Moffitt to select from existing staff members. An executive session will be added to the March Board meeting agenda for selecting a candidate.

Tool #2
Job description:
Went through Executive Administrator position description and made additions and revisions as needed.

Tool #3
Responsibilities of the Interim EA:
This will be removed from the tool kit due to Assistant Executive Administrator discussion.
Tool #4
Operations Information: Board staff had discussed and logged some information into the tool kit before this meeting. It was reviewed and more information was added.

Tool #5
Communications Plan: Information was added into tool kit.

Tool #6
Strategic Plan: The KSBN strategic plan was already inserted into the tool kit. It was reviewed and updated as needed.

Tool #7
Board self assessment: Reviewed yesterday.

Tool #8
Staff assessment: This tool can be completed shortly before the search for the next Executive Administrator is started.

Tool #9
Annual calendar & Key events: Board staff logged information and no additions or revisions were made.

Tool #10
Job posting: No additions or revisions.

Tool #11, #12, #13 and #14 are information only.

Adjourn: It was moved to adjourn the meeting at 12:16 p.m. Motion #2 King/Bragdon. Adopted UYVV.

Brenda Moffitt, Board President

Date

Carol Bragdon, Secretary

Date

Mary Blubaugh, Executive Administrator

Date