

**Kansas State Board of Nursing  
Landon State Office Building, Room 560  
Finance Committee Minutes  
September 11, 2019**

- Time:** 8:30 a.m. – 9:00 a.m.
- Committee Members:** Carol Bragdon, PhD, APRN, Chair  
JoAnn Klaassen, RN, MN, JD, V. Chair – absent  
Julianna Rieschick, RN, MSN, NEA-BC  
Sherri Brown, RN, BSN, absent with prior notice
- Staff:** Carol Moreland, MSN, RN, Executive Administrator  
Adrian Guerrero, Director of Operations  
Jill Simons, Executive Assistant
- Call to order:** The Finance Committee meeting was called to order in room 560 of the Landon State Office Building at 8:33 a.m. by C. Bragdon, Chair.
- Review onsite packet:** Review of onsite packet.
- Add/Rev. Agenda:** Agency firewall was added to the agenda.
- Minutes:** The minutes of the June 12, 2019 meeting were reviewed.  
It was moved to accept the June 12, 2019 minutes as written.  
Motion #1 Rieschick/Bragdon adopted.
- Unfinished Business:**
- Complaints/Concerns:** Nothing to report.
- Records Retention Update:** C. Moreland reported on the storage of records in the Mills Building. We pay storage rental on two rooms that mostly contain Investigative Files. We met with the Kansas Historical Society to look at the agency records retention scheduled. Right now, we must maintain the records permanently, but in discussion with the Kansas Historical Society the records can be stored electronically and does not need to be paper.
- Marilyn has started the process of imaging, assuring the quality of the files and then the files are shredded. Currently she has imaged 787 agency records.
- New Business:**
- Firewall:** A. Guerrero reported that the current firewall is at end of life. It was moved to authorize the agency of KSBN to purchase new firewalls, not to exceed \$26,000. If additional funds are needed, the executive committee of the Board can review/approve that request.  
Motion #2 Rieschick/Bragdon adopted.
- Monthly Reports:** C. Moreland discussed the summary of monthly reports from the onsite packet. A consensus of the Committee is to include a summary of the monthly reports and to share with the other Committees and to include refunds and processing fees.

**Adjourn:** The meeting adjourned at 8:57 a.m.

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Committee Chairperson

\_\_\_\_\_  
Date