BOARD BUSINESS MEETING MINUTES

TIME AND PLACE: September 10, 2020
ASBN Boardroom

MEMBERS PRESENT: Michael Burdine, RN; Lance Lindow, RN; Janice Ivers, MSN, RN, CNE; Neldia Dycus, BS, MHSM, MHRD, RN; Jasper Fultz, LPN; CLC; Ramonda Housh, MNSc, APRN, CNP, C-PNP; Rachel Sims, BSN, RN
Melanie Garner, LPN, attended virtually

MEMBERS ABSENT: Stacie Hipp, APRN; Yolanda Green, LPN;

STAFF ATTENDING AT VARIOUS TIMES: Sue A. Tedford, Director, MNSc, APRN
David Dawson, General Counsel, JD
Mary Trentham, Attorney Specialist, JD, MNSc, MBA, APRN
Lisa Wooten, Assistant Director, MPH, BSN, RN
Karen McCumpsey, Assistant Director MNSc, RN, CNE
Tonya Gierke, Assistant Director, JD, BSN, RN
Darla Erickson, Administrative Services Manager
Brandon Grimes, Regulatory Board Chief Investigator
Tammy Vaughn, Program Coordinator, MSN, RN, CNE
Deborah Rodgers, Program Coordinator, MSN, RN
Leslie Suggs, Executive Assistant to the Director
Albert Williams, Information Systems Coordinator
LouAnn Walker, Public Information Coordinator

President Mike Burdine called the meeting to order at 11:10 a.m. A flexible agenda was declared.

I. CONSENT AGENDA

MOTION 1: I move the Arkansas State Board of Nursing approve the items on the Consent Agenda.
Brought by Ramonda Housh and seconded by Janice Ivers.
PASSED.

II. COMMITTEE REPORTS
Reports were given by Committee chairs. Motions reflect committee recommendations.

A. FINANCE COMMITTEE
Janice Ivers, the Finance Committee Chairperson, along with Darla Erickson, Administrative Services Manager, covered items for the Finance Committee. The
Finance Committee approved their minutes and purpose of their committee. The following motions were presented:

**MOTION 2:** I move that the Arkansas State Board of Nursing approve the financial statements for December 2019, January 2020, February 2020, March 2020, April 2020, May 2020, and June 2020. Brought by Janice Ivers and seconded by the Finance Committee. PASSED.

**MOTION 3:** I move that the Arkansas State Board of Nursing approve the financial reports prepared by the Arkansas Department of Health – Budget Department for the Arkansas State Board of Nursing for the periods December 2019, January 2020, February 2020, March 2020, April 2020, May 2020, and June 2020. Brought by Janice Ivers and seconded by the Finance Committee. PASSED.

**MOTION 4:** I move that the Arkansas State Board of Nursing approve the report reconciling the ASBN financial statements to the AASIS documents received from the Arkansas Department of Health – Budget Department for the Arkansas State Board of Nursing for the periods December 2019, January 2020, February 2020, March 2020, April 2020, May 2020, and June 2020. Brought by Janice Ivers and seconded by the Finance Committee. PASSED.

**MOTION 5:** I move that the Arkansas State Board of Nursing approve the Comprehensive Annual Financial Report (CAFR) Year End Closing Package for State Agencies VSR1 and CSR2 submitted for the Arkansas State Board of Nursing to the Department of Finance and Administration for the fiscal year ended June 30, 2020. Brought by Janice Ivers and seconded by the Finance Committee. PASSED.

**MOTION 6:** I move that the Arkansas State Board of Nursing approve the approve the 2020 Control Self-Assessment submitted May 28, 2020 for the Arkansas State Board of nursing to the Department of the Inspector General – Office of Internal Audit. Brought by Janice Ivers and seconded by the Finance Committee. PASSED.

**MOTION 7:** I move that the Arkansas State Board of Nursing approve the Grant Agreement (Grant Contract Number: ASBN2021-001) between the Arkansas State Board of Nursing and the Arkansas Center for Nursing, Inc. Brought by Janice Ivers and seconded by the Finance Committee. PASSED.
MOTION 8: I move that the Arkansas State Board of Nursing approve the FY 2021 Annual Operations Plan submitted on May 26, 2020 by the Arkansas State Board of Nursing to the Arkansas Department of Health – Budget Department. Brought by Janice Ivers and seconded by the Finance Committee.
PASSED.

MOTION 9: I move that the Arkansas State Board of Nursing approve the Biennial Budget from 2021-2023 submitted by the Arkansas State Board of Nursing to the Arkansas Department of Health – Budget Department on July 9, 2020. Brought by Janice Ivers and seconded by the Finance Committee.
PASSED.

MOTION 10: I move that the Arkansas State Board of Nursing approve the Internal Control and Compliance Assessment prepared by Arkansas Legislative Audit dated August 29, 2019 and approved by the Legislative Joint Auditing Committee for the Arkansas State Board of Nursing for the year ended June 30, 2018. Brought by Janice Ivers and seconded by the Finance Committee.
PASSED.

MOTION 11: I move that the Arkansas State Board of Nursing approve the revision to Policy IX-03 (Sale of Nurse Rosters) as attached with the following change:
- Remove from section 1 “An exception to making the request for a roster online may be made by the Information Systems Coordinator to other governmental entities if a written request with appropriate fees to ASBN is included.”
- Add in section 1 “and” between “APRN license holders” and “RNP license holders”
- Remove from section 1 “and Certificates of Prescriptive Authority holders.”
- Add in section 2 “.license number,” after “name.”
Brought by Janice Ivers and seconded by the Finance Committee.
PASSED.

MOTION 12: I move that the Arkansas State Board of Nursing approve the retirement of Policy IX-20 (Retirement Payout Review). Brought by Janice Ivers and seconded by the Finance Committee.
PASSED.

MOTION 13: I move that the Arkansas State Board of Nursing approve the retirement of Policy IX-16 (Anti-Fraud Policy). Brought by Janice Ivers and seconded by the Finance Committee.
PASSED.

Darla also confirmed there were no changes in the financial section of the strategic plan.
B. EDUCATION COMMITTEE
Ramonda Housh, Acting Education Committee Chairperson, along with Tammy Vaughn, ASBN Program Coordinator, covered items for the Education Committee. The following motions were presented:

**MOTION 14:** I move that the Arkansas State Board of Nursing approve the Arkansas Rural Nursing Education Consortium (ARNEC) Associate Degree in Nursing programs curriculum revisions effective with the inking cohort, beginning January 2021. Brought by Janice Ivers and seconded by the Finance Committee. Brought by Ramonda Housh and seconded by the Education Committee. PASSED.

**MOTION 15:** I move that the Arkansas State Board of Nursing grants Initial Approval to the Harding University Carr College of Nursing Master’s Entry into Professional Nursing (MEPN) initial licensure program, to begin in 2021. Brought by Ramonda Housh and seconded by the Education Committee. PASSED.

Tammy Vaughn reported the Education Department’s strategic plan is still on track. The Education approved their January 9, 2020 minutes and reviewed their purpose of committee.

C. PRACTICE COMMITTEE
Lance Lindow, Practice Committee Chairperson, and Mary Trentham, Attorney Specialist, covered items for the Practice Committee.

The Practice Committee approved their minutes from the January 9, 2020 meeting. They also reviewed their strategic plan and are on track. The committee discussed the need for peer support groups in Arkansas for both nurses under disciplinary monitoring and ArNAP. Different groups are being evaluated to coordinate the peer support group meetings. It was discussed that it is best that licensee’s do better in peer support groups when they are in a cohesive group as participants are committed to a group or to group members where all the members of the group find similarities in their nature and interest. Due to the pandemic, participants in disciplinary monitoring and ArNAP are now able to participate in on-line group support meetings. The feedback from the participating licensees was reported as very positive. Reports are being developed for the ORBS database that was implemented last year and should be available for the committee’s January 2021 meeting.
IV. OTHER

Susan Brown with PCI spoke to the Board concerning events planned for the upcoming year. The Nursing Compassion and outstanding Nurse Educator Award Ceremony will take place on May 1, 2021, in conjunction with the Nursing Expo at the Jack Stephens Event Center located on the University of Arkansas- Little Rock Campus. Free nursing continuing education credits will be provided to nurses who attend provided courses. Ms. Brown asked ASBN staff and Board Members to please get the word out regarding PCI’s need for nominees for the Nursing Compassion and outstanding Nurse Educator Awards.

COMMITTEES CONTINUED

D. ADMINISTRATIVE COMMITTEE
Lance Lindow, acting Chairperson for the Administrative Committee, and Sue Tedford, ASBN Executive Director, presented the following motions:

The Administrative Committee reviewed and discussed recommendations to identify an associated fee for criminal history review that will be due at the time of form submission.

MOTION 16: I move that the Arkansas State Board of Nursing approve an associated fee in the amount of $75.00 with submission of a petition to review the pre-licensure criminal history of an individual and subsequent waiver determination as applicable. Brought by Lance Lindow and seconded by the Administrative Committee.
PASSED.

The Administrative Committee reviewed Administration policies. Revisions were necessary for the following personnel policies of the Arkansas State Board of Nursing Administrative Manual listed in the following motion.

MOTION 17: I move that the Arkansas State Board of Nursing approve revisions to the following policies of the Arkansas State Board of Nursing Administrative Manual as listed and attached:

- Administration Policy Number II-54, Licensure;
- Administration Policy Number III-40, Nursing Practice;
- Administration Policy Number VI-1, Administration (Waiver Requests);
- Administration Policy Number VI-2, Administrative Policies (Annual Report to the Governor); and
- Administration Policy Number VI-3. All-Hazards Preparedness & Recovery Guidelines

Brought by Lance Lindow and seconded by the Administrative Committee.
PASSED.
The Administrative Committee reviewed, discussed, and modified Proposed Rules:
Chapter 2, Section III and V.

**MOTION 18**: I move that the Arkansas State Board of Nursing approve the following proposed changes to the Arkansas State Board of Nursing Rules as listed and attached:
- **CHAPTER TWO - LICENSURE: RN, LPN, AND LPTN**
  - Section III- Interstate Nurse Licensure Compact
  - Section V- Criminal Background Check
Brought by Lance Lindow and seconded by the Administrative Committee.
PASSED.

The Administrative Committee reviewed background information regarding Medication Assistant-Certified (MA-C) scope of practice.

**MOTION 19**: I move that the Arkansas State Board of Nursing support legislation submitted by the Arkansas Health Care Association to provide reimbursement of MA-Cs in long term care facilities and assisted living facilities.
Brought by Lance Lindow and seconded by the Administrative Committee.
PASSED.

The Administrative Committee approved their minutes from the January 9, 2020, meeting. They also reviewed their strategic plan and the purpose of their committee.

**III. STAFF REPORTS**

LouAnn Walker discussed with the Board offsite Disaster Preparedness Plan which was not able to be conducted as normal due to COVID-19 shutdown. Sue Tedford outlined the functions of Jabber phone system and the benefits if an agency shutdown occurs again.

The Board reviewed and discussed the proposed Aesthetic Rules for promulgation. The following motion was presented:

**MOTION 20**: I move that the Arkansas State Board of Nursing approve the proposed Aesthetic Rules in Chapter Two and Chapter Four for promulgation *as attached.*
Brought by Lance Lindow and seconded by Rachel Sims.
PASSED.
Tonya Gierke shared information with the Board regarding ArNAP evaluators. Following discussion, a motion was presented:

**MOTION 21:** I move that the Arkansas State Board of Nursing approve the below marked list of Evaluators and treatment Providers to include on the ArNAP list for participants to use for their evaluations, treatment, or both.
- Benjamin J. Silber, Psychologist
- Hugo Morais, Psychologist

Brought by Ramonda Housh and seconded by Lance Lindow.
**PASSED.**

Tonya Gierke presented information to the Board from the Advisory Committee meeting referring to participants' medication. After discussion, the following motion was presented:

**MOTION 22:** I move that the Arkansas State Board of Nursing approve the following participants to continue in ArNAP while taking the listed long-term, abuse potential medication(s)
- **HH1070:** Adderall, Naltrexone
- **KM7382:** Adderall, Klonopin
- **SF2731:** Adderall

Brought by Ramonda Housh and seconded by Neldia Dycus.
**PASSED.**

IV. OTHER

The following handouts were provided for the Board Members:
- Survey for 2020 Educational Sessions
- Committee Evaluation
- Hotel and Travel Evaluation

The following was provided to the Board through Survey Monkey:
- Board Self-Evaluation

The Board members elected Board officers for the 2020 – 2021 Year, as follows:

**MOTION 23:** I move that the Arkansas State Board of Nursing closes nominations for the 2020 – 2021 Board Officer Positions and acknowledges there are no opposing candidates, and hereby elect the following Board Members by acclamation as follows:
- President: Lance Lindow
- Vice President: Yolanda Green
- Secretary: Stacie Hipp
- Treasurer: Janice Ivers

**PASSED**
The following Board Members were recognized for their dedication and four (4) years of continuing service to ASBN: Janice Ivers and Melanie Garner.

There being no further business, the meeting adjourned at 3:30 p.m.

[Signature]
Mike Burdine, Board President

[Signature]
Leslie Suggs, Recording Secretary

11/19/2020
Date Approved