

**BOARD MEETING  
ARIZONA STATE BOARD OF NURSING**

The Strategic Planning meeting of the Arizona State Board of Nursing convened at 8:33 a.m., Friday, December 10, 2004, in the Board of Nursing Board Room, Suite 210, 1651 East Morten Avenue, Phoenix, Arizona, with Alice Gagnaire, R.N., M.H.S.A. President, presiding.

**BOARD MEMBERS PRESENT:**

Alice Gagnaire, R.N., M.H.S.A., President  
Kathy Malloch, Ph.D., M.B.A., R.N., Vice-President  
Beverly Ogden, Secretary  
Trista Campbell, R.N., B.S.N., Member  
Theresa Crawley, C.R.N.A., M.S.H.S.A., Member  
Karen Hodges Hardy, R.N., M.S.N., Member  
Gregory Harris, Member  
Patricia Johnson, L.P.N., Member  
Sharon M. Molleo, L.P.N., Member

**LEGAL COUNSEL:**

Daniel Christl, Assistant Attorney General  
Melissa Cornelius, Assistant Attorney General  
Michelle L. Wood, Assistant Attorney General

**STAFF:**

Joey Ridenour, R.N., M.N., Executive Director  
Judy Bontrager, R.N., M.N., Associate Director  
Valerie Smith, R.N., M.S., Associate Director  
Jim Ball, Senior Investigator  
Jeanne Bauer, Senior Investigator  
Susan Barber, R.N., M.S.N., Nurse Practice Consultant/Hearings  
Lorraine Brown, Senior Investigator  
Vicky Driver, Administrative Assistant  
Karen Grady, R.N., M.S., C.S., F.N.P., Nurse Practice Consultant/Advanced Practice  
Vicki Johansen, Senior Investigator  
Patricia Midkiff, R.N., M.N., Nurse Practice Consultant  
Sydney Munger, R.N., M.S., Nurse Practice Consultant  
Betty Nelson, R.N., M.S., Nursing Assistant Consultant  
Stephanie Nelson, R.N., M.S.N., Nurse Practice Consultant/Monitoring  
Kirk Olson, Senior Investigator  
Pamela Randolph, R.N., M.S.N., Nurse Practice Consultant/Education  
Mary E. Rappoport, R.N., M.N., Nurse Practice Consultant  
Jeanine Sage, R.N., M.S.N., Nursing Assistant Consultant  
Suanne Smith, R.N., M.S., Nurse Practice Consultant/CANDO  
Sister Rachel Torrez, R.N., M.S., Nurse Practice Consultant  
Nancy Twigg, R.N., M.S.N., Nurse Practice Consultant  
Rose Wilcox, R.N., M Ed, Nurse Practice Consultant/Education  
James Williams, Senior Investigator  
Barbara Ritenour, Legal Secretary

**I. Call To Order**

The meeting was called to order at 8:33 a.m., Friday, December 10, 2004.

The following Board members were present: Gagnaire, Malloch, Ogden, Harris, Hardy, Johnson, Molleo, Campbell, Crawley.

Gagnaire presiding.

Gagnaire welcomed members of the audience and explained the procedure for addressing the Board.

**V. Board Discussion and Decision Regarding RN/LPN Investigative Reports**

**V.A. Pamela G. Gebhardt RN030942 (S. Smith)**

Gebhardt was present and addressed the Board. Smith addressed the Board and confirmed receipt of additional information and offered an amendment to the probation stipulations to include: relapse prevention evaluation at 12 months. Malloch moved, Campbell seconded, and it was unanimously carried to offer a consent agreement for a 36 month stayed revocation with the license suspended during the first 12 months and on probation the last 24 months, as amended, followed by a 12 month probation, and to include the attached amended stipulations, or hearing.

V.A.	VOTE	Harris Greg Member	Hardy Karen Member	Malloch Kathy Vice-Pres	Gagnaire Alice President	Ogden Beverly Secretary	Johnson Patricia Member	Molleo Sharon Member	Campbell Trista Member	Crawley Theresa Member
YES	<b>9</b>	X	X	X	X	X	X	X	X	X
NO	<b>0</b>									
ABSTAIN	<b>0</b>									
ABSENT	<b>0</b>									

**V.B. Sandra Starr Tyree LP011475 (S. Smith)**

Tyree was present and available for questions. Malloch moved, Molleo seconded, and after discussion, it was unanimously carried to offer a consent agreement for a 24 month stayed revocation with the license suspended during the first 12 months and on probation the second 12 months, followed by a 24 month probation and to include the attached stipulations, or hearing.

V.B.	VOTE	Harris Greg Member	Hardy Karen Member	Malloch Kathy Vice-Pres	Gagnaire Alice President	Ogden Beverly Secretary	Johnson Patricia Member	Molleo Sharon Member	Campbell Trista Member	Crawley Theresa Member
YES	<b>9</b>	X	X	X	X	X	X	X	X	X
NO	<b>0</b>									
ABSTAIN	<b>0</b>									
ABSENT	<b>0</b>									

**V.C. Brandon William Mapes RN123767 (Twigg)**

Twigg addressed the Board with additional information. Campbell moved, Malloch seconded, to rescind prior Board decision and offer a consent agreement for indefinite suspension pending 12 consecutive months compliance to include the attached stipulations, followed by 36 months probation to include the attached stipulations, or hearing. After discussion, the motion carried with eight in favor and one abstained.

V.C.	VOTE	Harris Greg Member	Hardy Karen Member	Malloch Kathy Vice-Pres	Gagnaire Alice President	Ogden Beverly Secretary	Johnson Patricia Member	Molleo Sharon Member	Campbell Trista Member	Crawley Theresa Member
YES	<b>8</b>	X	X	X	X		X	X	X	X
NO	<b>1</b>					X				
ABSTAIN	<b>0</b>									
ABSENT	<b>0</b>									

## **VII.B. Educational Reports and Rules**

### **VII.B.1. Nurse Assistant Programs**

Malloch moved, Campbell seconded, and it was unanimously carried to adopt the Nurse Assistant Program Survey Recommendation for 2 year approval for new and renewal programs.

### **VII.C.6. Area I Director Report & NCSBN Committees Reports: Practice Breakdown; Discipline Panel; Member Board Leadership Advisory/Institute of Regulatory Excellence; Exam Committee**

Randolph reported on the NCSBN Exam Committee whose major charge is to ensure that the NCLEX™ is the premier worldwide nurse-licensing exam, and to oversee all aspects of the examination. Randolph stated that the exam is based on results of a new graduate job analysis and activities performed in the first 6 months after licensure. In the past year, some categories were changed and given higher weights based on the survey results. Other activities performed by the Committee are to look at the statistical parameters of the exam, differential item functioning, international testing beginning January 2005, new item types, item review sub-committee involvement, and research.

Harris moved, Ogden seconded, and it was unanimously carried to table Agenda Item VII.C.6.

### **VII.B.2. Oral Proceeding R4-19-403 and Article 5**

Gagnaire opened the proceeding at 9:03 a.m., December 10, 2004, with the following Board members present: Harris, Hardy, Gagnaire, Malloch, Ogden, Johnson, Molleo, Campbell and Crawley.

Gagnaire explained the purpose of the proceeding and gave an explanation of the agenda, description of the rule-making process and agency statement.

Randolph presented the Board's statement, which included the background of the proposed rules, and a brief explanation of the primary issues addressed by the new rules and the principal differences from the existing rules.

Gagnaire gave guidelines for speaking.

Mary Griffin and Marla Weston, AzNA and D. Jay Ryan, attorney, were present and offered verbal opposition to the rule package. Bonnie Fahy, St. Joseph's Hospital, was present and offered verbal approval of the rule package.

Campbell left the meeting at 9:42 a.m. and returned at 9:48 a.m.

Harris suggested, and Board members discussed, opening a rulemaking package to adopt by rule, the list of crimes/misdemeanor offenses that this agency believes should be reported as a crime potentially affecting public health as directed by ARS 32-3208. The motion was defeated by a hand vote, to open said rulemaking package.

Gagnaire offered closing remarks, stating that the Board would accept written statements regarding comments and alternatives to the proposed rules, until 5:00 p.m., Friday, December 17, 2004.

The proceeding adjourned at 10:44 a.m., December 10, 2004.

The meeting recessed at 10:44 a.m. and reconvened at 10:58 a.m.

**II.A. Board Discussion and Decision Regarding Administrative Law Judge Recommendations**

**II.A.1. Jeri L. Bradley CNA980219724 Cornelius**

The proceeding began at 10:59 a.m., with the following Board members present: Harris, Hardy, Gagnaire, Malloch, Ogden, Johnson, Molleo, Campbell and Crawley. All Board members answered affirmatively that they had received and read the transcript of the hearing and the Administrative Law Judge recommendation.

The Board was represented by Victoria Mangiapane, Assistant Attorney General, Division of Solicitor General. Melissa Cornelius, Assistant Attorney General, represented the State.

Bradley was not present and was not represented by legal counsel.

Cornelius addressed the Board.

Based upon the hearing transcripts, the Administrative Law Judge’s Findings of Fact, Conclusions of Law, Recommendation, and the information presented at this meeting, the Board members agreed that disciplinary action should be considered in this matter.

Malloch moved, Campbell seconded, and it was unanimously carried to accept as Findings of Fact the allegations contained in Paragraphs 1 through 30 and Conclusions of Law the alleged violations in Paragraphs 1 through 7.

Malloch moved, Hardy seconded, and it was unanimously carried to accept the Administrative Law Judge’s recommended Order to revoke nursing assistant No. CNA 980219724 issued to Jeri L. Bradley.

II.A.1.	VOTE	Harris Greg Member	Hardy Karen Member	Malloch Kathy Vice-Pres	Gagnaire Alice President	Ogden Beverly Secretary	Johnson Patricia Member	Molleo Sharon Member	Campbell Trista Member	Crawley Theresa Member
YES	<b>9</b>	X	X	X	X	X	X	X	X	X
NO	<b>0</b>									
ABSTAIN	<b>0</b>									
ABSENT	<b>0</b>									

**II.A.2. Lynn Dekow Swartz RN Applicant Cornelius**

The proceeding began at 11:02 a.m., with the following Board members present: Harris, Hardy, Gagnaire, Malloch, Ogden, Johnson, Molleo, Campbell and Crawley. All Board members answered affirmatively that they had received and read the transcript of the hearing and the Administrative Law Judge recommendation.

The Board was represented by Victoria Mangiapane, Assistant Attorney General, Division of Solicitor General. Melissa Cornelius, Assistant Attorney General, represented the State.

Swartz was not present and was not represented by legal counsel.

Cornelius addressed the Board.

Hardy moved, Crawley seconded, and it was unanimously carried to accept as Findings of Fact the allegations contained in Paragraphs 1 through 9 and Conclusions of Law the alleged violations in Paragraphs 1 through 4.

Malloch moved, Ogden seconded, and it was unanimously carried to deny Swartz’s application for certified nursing assistant.

II.A.2.	VOTE	Harris Greg Member	Hardy Karen Member	Malloch Kathy Vice-Pres	Gagnaire Alice President	Ogden Beverly Secretary	Johnson Patricia Member	Molleo Sharon Member	Campbell Trista Member	Crawley Theresa Member
YES	9	X	X	X	X	X	X	X	X	X
NO	0									
ABSTAIN	0									
ABSENT	0									

**II.A.3. Phillip Burnside CNA Applicant Christl**

The proceeding began at 11:05 a.m., with the following Board members present: Harris, Hardy, Gagnaire, Malloch, Ogden, Johnson, Molleo, Campbell and Crawley. All Board members answered affirmatively that they had received and read the transcript of the hearing and the Administrative Law Judge recommendation.

The Board was represented by Victoria Mangiapane, Assistant Attorney General, Division of Solicitor General. Daniel Christl, Assistant Attorney General, represented the State.

Burnside was present and addressed the Board.

Christl addressed the Board.

Campbell moved, Crawley seconded, and it was unanimously carried to accept as Findings of Fact the allegations contained in Paragraphs 1 through 27 and Conclusions of Law the alleged violations in Paragraphs 1 through 8.

Campbell moved, Malloch seconded, and after discussion, it was unanimously carried to grant Burnside’s application for certified nursing assistant and to impose a 12 month stayed suspension to include an addictionist evaluation, monthly drug testing, abstain from alcohol, abstain from unauthorized drug use/proof of prescription, notification of practice settings, quarterly performance evaluations, registry/home health prohibited, must comply with all recommendations of the evaluator, and to include all other standard paragraphs of the stipulation sheet for stayed suspension.

II.A.3.	VOTE	Harris Greg Member	Hardy Karen Member	Malloch Kathy Vice-Pres	Gagnaire Alice President	Ogden Beverly Secretary	Johnson Patricia Member	Molleo Sharon Member	Campbell Trista Member	Crawley Theresa Member
YES	9	X	X	X	X	X	X	X	X	X
NO	0									
ABSTAIN	0									
ABSENT	0									

**II.A.4. Michele L. Kirkham CNA Applicant Christl**

The proceeding began at 11:22 a.m., with the following Board members present: Harris, Hardy, Gagnaire, Malloch, Ogden, Johnson, Molleo, Campbell and Crawley. All Board members answered affirmatively that they had received and read the transcript of the hearing and the Administrative Law Judge recommendation.

The Board was represented by Victoria Mangiapane, Assistant Attorney General, Division of Solicitor General. Daniel Christl, Assistant Attorney General, represented the State.

Kirkham was not present and was not represented by legal counsel.

Christl addressed the Board.

Malloch moved, Crawley seconded, and it was unanimously carried to accept as Findings of Fact the allegations contained in Paragraphs 1 through 25 and Conclusions of Law the alleged violations in Paragraphs 1 through 11.

Malloch moved, Crawley seconded, and it was unanimously carried to accept the Administrative Law Judge’s recommended Order to deny Kirkham’s application for certified nursing assistant.

II.A.4.	VOTE	Harris Greg Member	Hardy Karen Member	Malloch Kathy Vice-Pres	Gagnaire Alice President	Ogden Beverly Secretary	Johnson Patricia Member	Molleo Sharon Member	Campbell Trista Member	Crawley Theresa Member
YES	<b>9</b>	X	X	X	X	X	X	X	X	X
NO	<b>0</b>									
ABSTAIN	<b>0</b>									
ABSENT	<b>0</b>									

**II.A.5. Jennifer J. Saldivar CNA Applicant Christl**

Hardy recused herself to avoid the appearance of impropriety, and left the meeting at 11:24 a.m. The proceeding began at 11:25 a.m., with the following Board members present: Harris, Gagnaire, Malloch, Ogden, Johnson, Molleo, Campbell and Crawley. All Board members answered affirmatively that they had received and read the transcript of the hearing and the Administrative Law Judge recommendation.

The Board was represented by Victoria Mangiapane, Assistant Attorney General, Division of Solicitor General. Daniel Christl, Assistant Attorney General, represented the State.

Saldivar was not present and was not represented by legal counsel.

Christl addressed the Board.

Malloch moved, Crawley seconded, and it was unanimously carried to accept as Findings of Fact the allegations contained in Paragraphs 1 through 33 and Conclusions of Law the alleged violations in Paragraphs 1 through 7.

Crawley moved, Johnson seconded, and it was unanimously carried to accept the Administrative Law Judge’s recommended Order to deny Saldivar’s application for certified nursing assistant.

II.A.5.	VOTE	Harris Greg Member	Hardy Karen Member	Malloch Kathy Vice-Pres	Gagnaire Alice President	Ogden Beverly Secretary	Johnson Patricia Member	Molleo Sharon Member	Campbell Trista Member	Crawley Theresa Member
YES	<b>8</b>	X		X	X	X	X	X	X	X
NO	<b>0</b>									
ABSTAIN	<b>0</b>									
ABSENT	<b>1</b>		X							

**II.C. Board Discussion and Decision Regarding Motion to Rescind Notice of Charges and Reissue Order of Denial**

**II.C.1. Larry M. Thompson RN Renewal Applicant Christl**

The Board was represented by Victoria Mangiapane, Assistant Attorney General, Division of Solicitor General. Daniel Christl and Melissa Cornelius, Assistant Attorney Genera’s, represented the State.

Thompson was not present and was not represented by legal counsel.

Christl addressed the Board.

Malloch moved, Molleo seconded, and it was unanimously carried to rescind prior Board decision of July 21, 2004 to issue Notice of Charges, and issue the attached Order of Denial of Renewal.

II.C.1.	VOTE	Harris Greg Member	Hardy Karen Member	Malloch Kathy Vice-Pres	Gagnaire Alice President	Ogden Beverly Secretary	Johnson Patricia Member	Molleo Sharon Member	Campbell Trista Member	Crawley Theresa Member
YES	8	X		X	X	X	X	X	X	X
NO	0									
ABSTAIN	0									
ABSENT	1		X							

Hardy returned to the meeting at 11:29 a.m.

**VII. Board Reports for Discussion, Information, Staff Direction and/or Decision**

**VII.A. Executive Director’s Report**

**VII.A.5. Recommendation to approve LPN applicant: Jeleane Simmons (Bontrager)**

Simmons was present and addressed the Board. Bontrager gave a brief overview of the policy for Army LPN Programs approved by Arizona. Malloch moved, Hardy seconded, and it was unanimously carried to grant licensure in Arizona as an LPN, if official transcripts confirm that Simmons completed the 40 week and 12 week basic courses in the Army, and revise the current policy, to support this decision.

**VIII. Call To The Public**

A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. A.R.S. § 38-431.01(G).

There were no responses from the audience.

**IX. Dialogue With Nursing Students**

There were no nursing students in attendance at this meeting.

**VII.A.1. Update on NCSBN 2002 Commitment to Ongoing Regulatory Excellence (CORE) Report – Bontrager/Smith/Ridenour**

Ridenour reported on the newsletter, stating that feedback has been given to Mark Miller, who is exploring the possibility of a journal type newsletter and is compiling recommendations for the Board. Ridenour reported that the website experienced 1.3 million hits per month this year vs. last year of an average of 20, 000 per month. The website offers “up-to-date” current information, new advisory opinions, current happenings, FAQ’s, and disciplinary actions.

Bontrager gave an overview of the timelines of application processing, comparing the 2002 CORE report data to the recent data collected by this Board. Initial licensure timeframe for RN/LPN examination for Arizona was 68 days. Bontrager explained that this Board encourages students to submit applications 1-2 months in advance of taking the NCLEX™, which is reflected in the timeframe. The average time for license to be issued after receiving NCLEX™ results was 1 day. The average timeframe for licensure by endorsement was 67.5 days, which includes the approximate 133-day timeframe for foreign educated nurses, and investigative cases with an approximate 142-day timeframe. The timeframe for issuance of a temporary license was 5.1 days. Bontrager reported that a 48-hour walkthrough has been implemented, which allows a nurse to receive a temporary license within 48 hours of submitting their application at the Board office, which accommodates an average of 60 nurses per month. Approximate time from all deficiencies being met to permanent license being issued was 4.6

days. The renewal timeframe was 14 days for RN's and 21 days for LPN's. Bontrager reported that 18% of all nurses renewed their license online in 2004, and that efforts would be made to encourage a higher percentage of online renewals in 2005, which would reduce the license renewal timeframe.

Ridenour stated that ASBN continues to receive approximately 1,200 calls per day, and that efforts to decrease phone calls by expanding the information on the website continues.

Ridenour reported that, according to the CORE Report, the volume of discipline cases received by this Board is close to most other States. The final outcome of cases brought to this Board average 60% discipline and 40% non-discipline. V. Smith pointed out that current cycle times for cases to be investigated and brought to the Board has, on average, been reduced to less than 8 months, and that negative comments from the 2002 CORE Report regarding investigative cases, came at a time when this Board was experiencing a considerable backlog.

Harris left the meeting at 11:58 a.m. and returned at 11:59 a.m.

The meeting recessed at 12:05 p.m. and reconvened at 1:01 p.m.

#### **VII.A.6. Recognition of Employees & Volunteers – Bontrager/Smith/Ridenour**

Gagnaire acknowledged and presented years of service clocks to the following staff members.

5 year employees:

Joey Ridenour, Val Smith, Judy Bontrager, Sydney Munger, Sr. Rachel Torres, Nan Twigg, Vicki Johansen, Diane Serra, Olga Zuniga, Esther Garcia, Thereasa Berry, Dolores Hurtado, Vicky Driver, Lila Wiemann, Rhonda Rogers, Yvonne Godinez and Donna Frye

10 year employee:

Susan Barber

Gagnaire also recognized volunteers Juanita Schexnayder and Jo Fancher, who have offered their services since July 1998.

#### **VII.A.2. Recommended ASBN Policy Regarding Board Ordered Evaluations – Smith/Ridenour**

V. Smith offered an amendment to the recommended policy on page one, "When should an evaluation be considered", the first line to read: "The Board has reasonable cause to request an evaluation when the Board identifies during the course of an..." Ogden moved, Crawley seconded, and it was unanimously carried to approve recommended draft guidelines regarding Board Ordered Evaluations, as amended.

#### **VII.A.3. Discussion on Potential Topics for 2005/2006 ASBN Conferences – Bontrager/Smith/Ridenour**

#### **VII.C.3. Suggest Topics for 2005/2006 Education Plan for Developing Board Member Competencies**

Topics suggested for 2005-2006 conferences and education plan for developing Board member competencies were: the 5 year rule review process, review of substantive policies approved by the Board in the past 5 years, chemical dependency, unprofessional conduct, view boundaries & delegation videos, intentional harm, mental illness, criminal conduct/recidivism, prescribed medication tolerance in the workplace/pain management, ADA considerations in making licensing decisions.

Board members requested that educational topics be heard at 1:00 p.m. on the first day of each meeting.

#### **VII.A.4. Update on Information Technology Plans for 2005/2006 & Potential Webcasting of Board Meetings – Henriksen/Davitt/Ridenour**

Henriksen reported on the strategic plan and goals of the Information Technology (IT) department for 2005/2006. Henriksen stated that the "My Services" area of the ASBN webpage is the umbrella of all

online services offered to the public, and presently only offers online renewal and license verification. Projected services would offer RN/LPN Endorsement and Examination initial licensure, and CNA initial certification. Revenue generating services such as aggregate data retrieval and license/certificate tracking for employers to access is also a goal of the IT department.

Henriksen stated that webcasting is currently used only for use internally at this Board. He gave an overview of the estimated cost of webcasting for public viewing for audio stream: \$5,700 installation and \$400 monthly, and for audio + video stream: \$5,700 installation and \$3,000 monthly. Discussion ensued regarding options for assessing the projected use of webcasting if it was made available to the public. The Board members agreed that the limited recourses not be expended at this time for webcasting but the public be asked for their comments on offering the service.

Henriksen offered a brief explanation of the implementation of a digital imaging and archiving system, which would eventually replace the need to warehouse an approximated 2 million documents in the ASBN records room.

Henriksen reported that 80% of staff computers are at or near end-of-life and that upgrades are in process.

#### **VII.A.7. Recommendation to Change Policy for CNA Endorsement Applicants – Bontrager/Randolph**

Bontrager gave a brief summary of the recommendation to change policy for CNA endorsement applicants. Crawley moved, Campbell seconded, and it was unanimously carried to change the current policy and allow CNA endorsement applicants with only 75 hours of training to apply hours worked as a nursing assistant, for as many hours as needed to make up the difference to the 120 hours required by Arizona.

The meeting recessed at 2:16 p.m. and reconvened at 2:26 p.m.

Harris returned to the meeting at 2:27 p.m.

#### **VII.C. President's Report**

##### **VII.C.1. Update ASBN Strategic Initiatives 2004-2006**

##### **VII.C.5. Discuss Hearing Department Reports & Board Needs in Tracking Aging/Cycle Time for Hearing Department Cases**

Board members reviewed and discussed the update on ASBN Strategic Initiatives 2004-2006. Gagnaire commented on the improved timeframes for investigative cases to approximately 7 months. Barber stated that the overall timeframe for cases forwarded to the hearing department to be reduced from 18 to 12 months is not realistic considering the present backlog. She further stated that a 12-month average is being realized for most new cases. The Board directed staff to return to the January 2005 meeting with a projected 6 and 12 month plan for decreasing all hearing case timeframes. The annual Board self-assessments were scheduled for May 2005.

##### **VII.C.2. Update ASBN Advisory Committee Charges for 2005/2006: Advanced Practice, Nursing Assistant, Chemical Dependency, Education, Laws & Rules, Scope of RN/LPN Practice**

Board members commented on their individual Committee positions and each member agreed to remain on the Committees on which they now serve.

Malloch left the meeting at 2:59 p.m.

**VII.C.4. Discuss Investigative Reports & Data Board Needs in Tracking Aging/Cycle Time of Cases to 6 Months or Less & Improving Processing of Cases During Board Meetings**

Ridenour explained the difference between the volume of cases and actual backlog of cases. Smith reported that more complaints are received at certain times of the year such as when new graduates submit their applications. Board members agreed for staff to continue to streamline reports and omit unnecessary data.

**VII.C.6. Area I Director Report & NCSBN Committees Reports: Practice Breakdown; Discipline Panel; Member Board Leadership Advisory/Institute of Regulatory Excellence; Exam Committee**

Ogden moved, Campbell seconded, and it was unanimously carried to reopen Agenda Item VII.C.6. Area I Director Harris reported on the change in the passing standard for the LPN exam making it slightly more difficult, the framework for international testing, rule hearing, and the continuing evolution of AP nursing. Harris commended Ridenour the role she plays on the Member Board Leadership Development Advisory Panel.

**VII.C.7. Discuss Process and Form for Executive Director Annual Performance Evaluation – Gagnaire/All**

Board members discussed process and form for an Executive Director Performance Evaluation. Ogden moved, Crawley seconded, and it was unanimously carried to place an evaluation of the Executive Director in Executive Session on the January 2005 Agenda.

**VII.C.8. Debriefing on Board Processes & Suggested Changes – Gagnaire/All**

Crawley inquired about the status of statewide data collection. Ridenour answered that it depends on budget approval, which is being considered by the legislature. Harris inquired about a re-consideration process and the correct procedure for reopening a case at a later date for re-consideration.

Gagnaire presented a plaque from the Governor to Patricia Johnson, commemorating her appointment to the Board.

Gagnaire offered her appreciation to Ogden and Malloch for their services on the Board as Secretary and Vice President in 2004. Gagnaire welcomed Malloch as returning Vice-President and Crawley as Secretary for 2005.

The meeting recessed at 3:47 p.m. and reconvened at 3:52 p.m.

**III. Board Discussion and Decision Regarding Case Disposition Criteria Approved, Letter of Concern Summary Report Approved, Lapsed Licenses, and Reinstatement Applications**

**III.A. Board Discussion and Decision Regarding Case Disposition Criteria Approved - (List Available in Board Office)**

**III.A.1. RN/LPN Endorsement Applicants**

**III.A.2. RN/LPN Examination Applicants**

**III.A.3. RN/LPN Renewal Applicants**

**III.A.4. CNA Endorsement/Examination Applicants**

**III.A.5. CNA Renewal Applicants**

**III.A.6. AP/RN/LPN/CNA Respondents**

**III.A.7. School Nurse Certificate Applicants**

**III.A.8. Certified Registered Nurse Anesthetists Applying for Prescribing Authority**

V. Smith addressed the Board with an amendment, to delete from the list on III.A.6.: Joleen Marie Cox and Corrine Pieper. Ogden moved, Molleo seconded, and it was unanimously carried to approve the

applicants on the amended list, to be dismissed by case disposition criteria and to grant licensure/certification to examination and endorsement applicants on the list pending successful completion of testing requirements, verification from original state licensure and receipt of negative state and federal criminal history.

**III.B. Board Discussion and Decision Regarding Letter of Concern Summary Report  
Approved (List Available in Board Office)**

- III.B.1. RN/LPN Endorsement Applicants**
- III.B.2. RN/LPN Examination Applicants**
- III.B.3. RN/LPN Renewal Applicants**
- III.B.4. CNA Endorsement/Examination Applicants**
- III.B.5. CNA Renewal Applicants**
- III.B.6. AP/RN/LPN/CNA Respondents**
- III.B.7. School Nurse Certificate Applicants**

Ogden moved, Crawley seconded, and it was unanimously carried to issue the Letters of Concern submitted and grant licensure/certification to examination and endorsement applicants on the list pending successful completion of testing requirements, verification from original state of licensure and receipt of no additional state and federal criminal history.

**X. Adjournment**

Campbell moved, Ogden seconded, and it was unanimously carried to adjourn the meeting.

The meeting adjourned at 3:54 p.m., Friday, December 10, 2004.

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Alice Gagnaire, R.N., M.H.S.A., President