

Meeting of the  
**IDAHO BOARD OF NURSING**

**MEETING MINUTES**  
January 31 – February 1, 2019

Time and Place A regular meeting of the Idaho Board of Nursing was held on January 31 & February 1, 2019 at The Riverside Hotel, Ponderosa Room, 2900 Chinden Blvd. Boise, Idaho.

Presiding Judy Taylor, MSN, RN, Chair, Boise

Call to Order The meeting was called to order at 9:00 a.m. MT on January 31, 2019 and at 8:30 a.m. MT on February 1, 2019, attendance was taken, and a quorum was declared on each day.

Members Present Judy Taylor, RN, Pocatello, Boise  
Jennifer Hines-Josephson, RN, Rathdrum  
Jan Moseley, RN, Coeur d'Alene  
Carrie Nutsch, LPN, Jerome, Vice Chair  
Clayton Sanders, APRN, CRNA, Boise  
Merrilee Stevenson, RN, Wendell  
Whitney Hunter, Consumer, Boise

Members Absent Renée Watson, RN, Boise

Staff Present Susan Odom, PhD, RN, Interim Executive Director  
Andrea Anzalone, RN, Associate Director, Investigation and Discipline  
Sharon Matthies, Business Systems Manager  
Janet Summers, Operations & Support Manager

Other Attendees Karen Sheehan, DAG, Board Counsel  
Robert Berry, DAG, Board Prosecutor (Thursday)

Welcome The Chair welcomed Carol Entress of ATI Testing who was in the audience. The Board and staff introduced themselves.

**CONSENT AGENDA**

Motion to move II.1.a, December 7, 2018 Minutes to New Business III.A.3 Approved A motion was made, seconded and approved to remove the December 7, 2018 special Board meeting minutes from the consent agenda (II.1.a.) and move it to New Business agenda (III.A.3.).

Motion to move B.1.c and B.1.d. to New Business III.B.19 Approved A motion was made, seconded and approved to remove II.B.1.c and II.B.1.d to New Business III.B.19, for oral presentation and discussion.

Motion to Accept the Minutes for November 1&2, 2018 and November 16, 2018 as written Approved

A motion was made seconded and approved to accept the Minutes for the November 1 & 2, 2018 and November 16, 2018 special meetings as written.

Motion to Adopt the Consent Agenda as Presented Approved

A motion was made seconded and approved to adopt the Consent Agenda as amended, which included the following topics:

COMMUNICATION

1. Approval of Minutes
  - a. November 1&2, 2018
  - b. November 16, 2018
2. Bifold Flyer
3. Correspondence
  - a. Thank you messages: Email and Message Center
4. Letter from NCSBN president, Julie George

GOVERNANCE/ORGANIZATION

1. Reports of Meeting Attendance
  - a. NLC Strategic Planning Meeting, 11/28-29/2018; Nashville, attended by S Evans, No report available.
  - b. Global Leadership Academy of Regulatory Excellence (GLARE) Dec 4-5, 2018, attended by S Evans, No report available.
  - c. \*Leadership Succession Committee meeting, 12/10-11/18, Chicago IL
2. Quarterly Updates – 2nd Quarter (*October 1 – December 31*)
  - a. Special Projects
  - b. National Council of State Boards of Nursing (NCSBN)
  - c. Nurse Licensure Compact (NLC) Update
3. Board Development: - BoardSource, *Leading with Intent: The Culture of Board Meetings*
4. EMSAC Report to the Board, November 2018

PRACTICE

1. No Practice items

DISCIPLINE/ALTERNATIVES TO DISCIPLINE

1. Consent/Stipulation Agreements: none.

LICENSURE/CERTIFICATION

1. Non-Routine Applications Report – 2nd Quarter (*October 1 – December 31*)
2. Licensure by Equivalence
  - a. Report – 2nd Quarter (*October 1 – December 31*) –None
  - b. Applications for Licensure by Equivalence – None to be presented.

EDUCATION

1. NIC Adjunct Instructor Approved
2. BYU-I RN-BSN track closure.

**NEW BUSINESS**  
**COMMUNICATION**

Staff Report  
Communication

1. The Interim Executive Director delivered the 2nd quarter (October 1, 2018 – December 31, 2018) report providing information regarding communication indicating progress toward accomplishment of established benchmarks related to the Communications strategic goal and objectives including potentially new avenues for increasing communication with Idaho licensed nurses.  
A motion was made, seconded and approved to accept the Communication report as presented.

Motion to Accept the  
Communication Report  
as Presented Approved

Open Forum

2. Time for an Open Forum was provided at 9:15am to 10:00am on Friday February 1, 2019. Carol Entress, ATI Testing (NCLEX prep and exit exams), presented information regarding ATI's new Foundations to Practice program, focusing on the transition from school to the workplace.

Motion to Amend the  
Sentence reporting the  
Board vote on the  
Motion regarding Sandy  
Evans, Executive  
Director Approved

3. Moved from the Consent Agenda, Item II.1.a: December 7, 2018 minutes.  
A motion was made, seconded and approved to add the word 'unanimously' to the end of the sentence reporting the Board vote on the Motion regarding Sandy Evans, Executive Director.

Motion to accept the  
December 7, 2018  
minutes as Amended  
Approved

A motion was made, seconded and approved to accept the December 7, 2018 minutes as amended.

**GOVERNANCE/ORGANIZATION**

Staff Report -  
Organization

1. The Interim Executive Director presented the 2nd Quarter Report (October 1, 2018 – December 31, 2018) related to Organization.
  - a. The Interim Executive Director provided quarterly statistics indicating progress toward achievement of established benchmarks related to the Organization strategic goal
  - b. The Interim Executive Director presented the 2nd Quarter Finance report stating that our fund balance is still high, and staff are working on a strategy to bring it down.

Motion to Accept the  
Governance Report as  
presented Approved

A motion was made, seconded and approved to accept the Finance Report as presented.

Motion to Accept the  
Finance Report as  
presented. Approved

Motion to Accept the  
Report on the Executive  
Director's Expenses as  
presented Approved

2. Merrilee Stevenson reviewed the Interim Executive Director's P-Card expenses and reported all charges were appropriate.

A motion was made, seconded and approved to accept the report as presented.

Staff Report –  
Governance

3. The Executive Director presented the 2nd Quarter Report (October 1, 2018 – December 31, 2018) of staff activities related to Governance indicating progress toward accomplishment of established benchmarks related to the Governance

Motion to Accept the Governance Report as presented Approved

strategic goal as well as the second quarter statistics of governance related activities. Topics addressed included staffing and the license process. A motion was made, seconded and approved to accept the Governance Report as presented.

Motion to Approve Out-of-State Travel Approved

4. Registration, travel and related expenses not paid by NCSBN were approved for:
  - a. National Organization of Alternative Programs (N.O.A.P.) – St. Augustine, Florida 3/17-20, 2019 Jan Moseley, ATD Director or IED
  - b. 2019 NCSBN Annual Meeting, Chicago, IL, 8/21-23/2019 -4-Board, 4-Staff
  - c. 2019 NCSBN Discipline Case Management Conference, Memphis, TN, 6/10–12/ 2019. Board Prosecutor and Investigator
  - d. 2019 NCSBN APRN Roundtable, 4/9/2019, Rosemont, IL. Cathy Arvidson, Susan Odom (Susan will talk to Cathy)
  - e. 2019 NCSBN APRN Consensus Forum, 4/10/2019, Rosemont, IL Paid for by NCSBN
  - f. 2019 NCSBN Basic Board of Nursing Investigator Training, 5/1/2019 – 5/3/2019, Rosemont, IL Investigator
  - g. 2019 New Executive Officer Orientation, 5/6/2019 – 5/8/2019, (5/9/19 – 5/10/19?) NCSBN Chicago
  - h. NLC Commission Meeting, February 22-23, 2019, Dallas TX Paid for by NCSBN. IED
  - i. Leadership Succession Committee meeting, February 19-20, 2019, Chicago IL. Paid for by NCSBN, IED.

A motion was made, seconded and passed to approve the out-of-state travel.

5. The Business Systems Manager provided updates on the ORBS database, as well as, Nursys.org and Nursys.com database changes including the 2.6.5 upgrade timing and the Nursys Workforce Repository project.

Pending Rule Promulgation for FY 2019

6. The Interim Executive Director reported that Pending Rules of the Board of Nursing Docket 23-1010-1801 were passed by the 2019 Idaho Legislature, including.
  - a. Amendments to rule IDAPA 23.01.01.76.04 (Exceptions to Licensure - Nurse Apprentice)
  - b. Retire IDAPA 23.01.01.77 (Multistate License) to formally remove the rule regarding the old Nurse Licensure Compact from which the Board recently exited.
  - c. Amend IDAPA 23.01.01.315 to correct information required on a prescription written by an APRN.

The Interim Executive Director reported that the Board needs to designate an existing staff member the Rules Review Officer (RRO) for the agency and submit the name and contact information of that individual to the Division of Financial Management not later than March 1, 2019 in accordance with Executive Order 2019-02 “Red Tape Reduction Act.”

7. Dr. Randy Hudspeth presented historical information regarding the Workforce funds the Board has currently committed to IALN and how it is used to further the Board’s strategic goals.

Motion to Approve the IALN Nurse Refresher Course for LPNs and RNs Approved

Renae Dougal, MSN, RN and Karin Iuliano presented a history of the IALN Nurse Refresher Program, it's status, who uses the program and asked the Board for continuing approval of the Program.

A motion was made, seconded and approved to grant approval to the IALN Nurse Refresher program.

The Interim Executive Director will, per Dr. Hudspeth's request, sent a letter from the Board granting approval to the Nurse Refresher Program

8. 2019 Board Business Retreat (moved to just after IV.1), the Governance Committee Report.
9. Board Development – The NCSBN Global Regulatory Atlas Video was viewed by the Board during the lunch break.

Motion to approve Policy IX-1 – Peer Review – APRNs changes as presented Approved

10. Policy Development/Revision. The Interim Executive Director presented draft policies for consideration.  
Policy III-12 – Inventory  
Policy IX-1 APRN Peer Review  
After discussion, the Board requested Policy III-12 – Inventory be revised based on discussion and brought back in April.

A motion to approve the proposed changes in Policy IX-1 – Peer Review – APRNs was made, seconded and approved.

Motion to go into Executive Session pursuant to Idaho Code §74-206(1)(f) to communicate with legal counsel regarding pending/imminently-likely litigation Approved

11. A motion was made to go into executive session pursuant to Idaho Code §74-206(1)(f) to communicate with legal counsel regarding pending/imminently-likely litigation. Role was called by the Board assistant. Member Reneé Watson was absent; the motion was unanimously approved. The Board went into Executive Session at 1:04 p.m. MT, 2/1/19.

A motion was made, seconded and approved to exit Executive Session and return to regular session at 1:41 p.m. MT, 2/1/19.

No other motions were made; the meeting was informational only.

Motion to Exit Executive Session and Return to Regular Session Approved

Motion to accept the plan for the Executive Director hiring process presented by the Search Committee Approved

12. The Board Chair provided a report on the progress made by the Search Committee and the proposed plan for moving forward in the process to select a new Executive Director for the Board of Nursing.  
A motion was made, seconded and approved to accept the plan for the Executive Director hiring process.

13. The Board discussed the self-assessment considering the move to a more rigorous assessment. The Board directed the Interim Executive Director to poll other Boards for examples.
14. The Board discussed security needs. Staff were directed to research the possibility of a guard at the meetings.
15. The Interim Executive Director reported on her regular meetings with the Board DHR consultant and the process of replacing the Associate Director of Alternative Programs.

Motion to go into Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from public disclosure. Approved  
Motion to Exit Executive Session and Return to Regular Session Approved

16. A motion was made to go into executive session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from public disclosure. Role was called by the Board assistant. Member Reneé Watson was absent; the motion was unanimously approved. The Board went into Executive Session at 4:14 p.m. MT, 2/1/19.

A motion was made, seconded and approved to exit Executive Session and return to regular session at 4:13 p.m. MT, 2/1/19.

Motion for the Interim Executive Director to respond to NCSBN for the Board approving the contents of the confidential document  
Approved

A motion was made, seconded and approved directing the Interim Executive Director to respond to NCSBN for the Board approving the contents of the confidential document.

Motion to provide the Interim Executive Director with a temporary merit increase through the end of the Fiscal Year  
Approved

17. The Board discussed the possibilities for granting the Interim Executive Director a temporary merit increase. After consulting with the Board financial technician, a motion was made, seconded and approved to grant the Interim Executive Director a temporary merit increase of \$10.00/hr. through the end of the fiscal year, in consideration of the additional responsibility taken on in addition to Dr. Odom's regular position as Associate Executive Director – Practice and Education.

The Board asked for a report on absenteeism and the need for a 13<sup>th</sup> staff member as well as a list of reports the Board is required to submit to the Governor's office.

18. The Board Counsel reported on items II.B.1.c and II.B.1.d which were moved from the Consent Agenda: oral presentation on the Leadership Succession Committee meeting, 12/10-11/18, Chicago IL and the FARB Federation of Regulatory Boards Conference, 1/24-27/19 New Orleans LA.

### PRACTICE

Staff Report – Practice

1. The Interim Executive Director presented the 2nd Quarter Report (October 1, 2018 – December 31, 2018) of activities related to Practice, reporting progress toward accomplishment of stated goals, as well as, concerns raised regarding school nurses and scope of practice.  
A motion was made, seconded and approved to accept the staff report as presented.

Motion to Accept the Staff Report as Presented  
Approved

Advanced Practice  
Registered Nurse  
Advisory Committee  
Report

2. Cathy Arvidson, Chair, APRN Advisory Committee (APRN-AC), presented outcomes of the January 18, 2019 meeting. The committee reviewed NCSBN's newest list of approved APRN testing organizations and recommend the Board accept the NCSBN list as the list accepted by the Idaho Board. The committee discussed concerns about the disparity of delegation authority permitted in the hospitals between MDs and PAs vs APRNs. The committee reviewed an APRN discipline report presented by the Associate Director of Investigation and concurred with the decisions presented.

Motion to Accept the  
APRN Advisory  
Committee Report and  
Recommendations  
Approved

The Board thanked the APRNAC (Advanced Practice Registered Nurse Advisory Committee) Chair for her report and a motion was made seconded and approved to accept the APRN Advisory Committee Report and recommendations regarding APRN testing organization.

The Board continued the discussion regarding delegation privileges in the hospitals and expressed an interest to know more.

3. The Interim Executive Director discussed the types of email and phone inquiries received pertaining to Practice the types of which continue to follow an established pattern.
4. The Interim Executive Director reported on a meeting she held with nurse leaders regarding new and emerging practices. In addition to other discussion, concerns were expressed about how the administering of the drug propofol is being delegated.

The Board directed the Interim Executive Director to gather more information on the issue and bring it back to the Board.

**DISCIPLINE/ALTERNATIVES TO DISCIPLINE**

Staff Reports –  
Discipline, Alternatives  
to Discipline

1. The Associate Director - Discipline presented the 2nd Quarter Staff Reports (October 1, 2018 – December 31, 2018) on Discipline and Alternatives to Discipline, indicating significant progress toward the accomplishment of Discipline and Alternatives to Discipline goals in the Board's 2018 strategic plan.

A motion was made, seconded and approved to accept the staff report as presented.

Motion to Accept the  
Staff Report as  
Presented Approved

Motion to Accept the  
PRN Advisory  
Committee Report, as  
Presented Approved

2. Jan Moseley, RN, Chair, Program for Recovering Nurses Advisory Committee, presented outcomes of the January 11, 2019 meeting. She reported several members of the committee are completing their term this spring and they all want to apply for another term; four PRN participants graduated.

A motion was made, seconded and approved to accept the Chair's PRN Advisory Committee report.

Motion to adopt in full  
the Findings of Fact and  
Conclusions of Law and  
Final Order for Case No.  
Case No. 18-052,

3. Contested Cases
  - c. Alternative Program Non-Compliance
    - 1) The Board Prosecutor presented the Findings of Fact and Conclusions of Law and Final Order for Case No. 18-052, Fanopoulos, Jennifer, RN, License No. 53943.

Fanopoulos, Jennifer,  
RN, License No. 53943  
Revocation Approved

After discussion, it was moved to adopt in full the Findings of Fact and Conclusions of Law and Final Order for Case No. 18-052, Fanopoulos, Jennifer, and revoke RN License No. 53943 to be considered for reinstatement after two (2) years and all conditions stated in the Board order have been fulfilled. The motion was seconded and approved.

- 2) The Board Prosecutor presented the Findings of Fact and Conclusions of Law and Final Order for Case No.12-050, Jensen, M. Janelle, RN License No. 28451.

Motion to adopt in full  
the Findings of Fact and  
Conclusions of Law and  
Final Order for Case No.  
12-050, Jensen, M.  
Janelle, RN License No.  
28451 Revocation  
Approved

After discussion, it was moved to adopt in full the Findings of Fact and Conclusions of Law and Final Order for Case No. 12-050 and revoke License No. 28451 to be considered for reinstatement after five (5) years and all conditions stated in the Board order have been fulfilled. The motion was seconded and approved.

4. Board Development Case studies were deferred until the next meeting.

### LICENSURE/CERTIFICATION

Staff Report –  
Licensure/Certifications

1. The Interim Executive Director presented the 2<sup>nd</sup> Quarter Report (October 1, 2018 – December 31, 2018) for licensure providing statistical information as well as progress toward established benchmarks related to the Licensure strategic goals and reporting a growing interest in a MAC program in the state and two new states, Kansas and Louisiana, will join the Compact in the spring. A motion was made, seconded and approved to accept the staff report as presented.

Motion to Accept the  
Staff Report as  
Presented Approved

2. Non-Routine Applications
  - a. Reinstatement Following Discipline
    - 1) Removed from Agenda
    - 2) The Associate Director - Discipline facts of Case No.12-134, Tolliver, Rebecka Ruth, RN License No.42013.

Motion to Deny the  
Request for  
Reinstatement Case  
No.12-134, Tolliver,  
Rebecka R, RN No.  
42013 Approved

After discussion, it was moved to deny reinstatement of RN License No.42013, Tolliver, Rebecka Ruth, Case No.12-134 as Tolliver does not meet eligibility criteria for PRN or have five (5) years of continuous monitoring. The motion was seconded and approved.

Motion to Deny License  
Renewal Application,  
Case No. ENDRN-  
SP0218, Prieto,  
Stephanie Marie, LPN  
License No.15939  
Approved

- 3) The Associate Director, Discipline presented the facts of Case No. ENDRN-SP0218, Prieto, Stephanie Marie, LPN License No.15939

After discussion the Board made a motion to deny the renewal application for based on Prieto's criminal history. The motion was seconded and approved.



**EDUCATION**

Staff Report

Motion to Accept the  
Staff Report as  
Presented Approved

1. The Associate Executive Director presented the 2nd Quarter Report (October 1, 2018 – December 31, 2018) for Education indicating statistical information as well as progress toward established benchmarks related to the Education strategic goals.  
A motion was made, seconded and approved to accept the staff report as presented.
2. The Interim Executive Director reported the types of email and phone inquiries received pertaining to education.
3. The Interim Executive Director reported that all Board approved schools in Idaho meet or exceed required NCLEX pass rates.
4. The Interim Executive Director introduced Jennie Brummfield and Jen Briggs, ISU College of Technology, who made an informational presentation to the Board regarding the PN and ADN programs at ISU. Ms. Brummfield and Ms. Briggs discussed changes in curriculum, dual enrollment agreements and the Veteran to LPN program which has a 100% NCLEX pass rate. The Board expressed their interest in and appreciation of the ISU programs and thanked Ms. Brummfield and Ms. Briggs for the presentation.

**OTHER BUSINESS**

Governance Committee  
Report

1. The Interim Executive Director reported outcomes of the Governance Committee meeting held January 31, 2019 and committee discussion regarding the evaluation of the Executive Officer.

The Governance Committee goals for the upcoming Board Business Retreat in May were reported.

2. Agenda item III.B.8, 2019 Board Business Retreat. The Board discussed the upcoming Business Retreat as a learning opportunity and after discussing potential topics and presenters, directed the Interim Executive Director to create a draft agenda for the retreat and bring it to the April Board meeting.


**ADJOURNMENT**

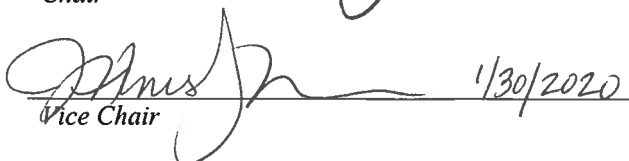
Adjournment

The meeting Adjourned at 3:50 PM

**MINUTES APPROVAL**

Signatures:

  
Chair

  
Vice Chair 1/30/2020