

A Public Meeting of the
IDAHO BOARD OF NURSING
SEARCH COMMITTEE

MEETING MINUTES

March 20, 2019

Time and Place A special public meeting of the Idaho Board of Nursing Search Committee was held on March 20, 2019 via teleconference hosted in the Board of Nursing Conference Room, 280 N 8th St STE 210, Boise, ID 83702

Presiding Judy Taylor, MSN, RN, Chair

Call to Order The meeting was called to order at 1:00 p.m. MDT. The Board secretary called roll and a quorum was declared. No members of the public were in attendance.

Members Present in IBN Conference Room Judy Taylor, MSN, RN, Boise, Chair
Whitney Hunter, Consumer, Boise

Members Present via Conference Phone Carrie Nutsch, LPN, Jerome, Vice Chair
Rebecca Reese, LPN, Post Falls
Merrilee Stevenson, RN, Wendell
Renée Watson, RN, Boise

Staff Present Janet Summers, Operations & Support Manager

Other Attendees Janelle White, DHR Consultant

Safety Announcement The Chair pointed out the exits and the location of the stairs for the people in the room.

Perfection of the Agenda The Chair explained she had been advised by Board counsel the February 13, 2019 meeting, as well as any actions taken, was null and void since there was a quorum of Board members in attendance and the meeting was held privately. The Chair reviewed the rules regarding a quorum.

The Chair advised the committee that at the end of the meeting they would discuss the makeup of the committee moving forward.

New Business

1. The Chair reviewed the previous meeting minutes briefly noting that the committee will review each agenda item in this meeting.

2. Committee shared their impressions of other ED descriptions researched and discussed the previous job description for the ED. The Chair noted the current description to be used is like the one provided by DHR with only a few changes such as the removal of the title "Executive Director of Licensure."
It was moved, seconded and approved unanimously to accept the job description with the Revisions presented.

Motion to Accept the Job Description with Revisions Approved

3. Discussion regarding how the applicants will be narrowed down. Depending on volume, the committee will conduct phone interviews and decide who to interview face to face.

Discussion regarding exclusion criteria and holding the applicants to the same criteria as nurse applicants... review any anomalies like a non-routine license application.

Committee will meet with the Board counsel and establish criteria ahead of time.

The DHR consultant will also check with Board counsel regarding background checks.

Salary will be decided in Executive Session prior to offer.

4. The job announcement submitted by Board member Whitney Hunter was discussed and a couple changes suggested. After further discussion it was decided:

- a. Board member Hunter will update the announcement and send it to the Board contact, Janelle White, in DHR.
- b. The announcement will be placed on the DHR website, sent to NCSBN, as well as Dr. Randal Hudspeth and other nursing organizations for circulation.
- c. The announcement will be posted Monday, March 25, 2019 and close April 21, 2019.
- d. The DHR representative will receive all submissions, review and rank them according to the MQs.
- e. The Board committee will review all applicants that meet the MQs.

There was discussion regarding providing all application materials to all members of the committee while assuring confidentiality and access to the materials only by members of the committee.

- a. The DHR representative will research the possibility of providing Board members access to NEOGOV.
- b. The Board secretary will research the possibility of setting up a new SharePoint site for only the committee.

The DHR Consultant queried the committee regarding her initial MQ screening process. The Committee provided direction regarding MQs that they considered required versus those that are preferred but not required.

5. Discussion re: timing of the committee meeting to review applications and decide who to interview. Possible addition of meeting on May 16, the day before the Board Retreat for interviews.
 - a. The Chair will poll the members to set the meeting date.
 - b. Possible 2 hr. teleconference to review applications and decide on who to interview.
 - c. Timing of interviews still be decided.

The Board's DHR Consultant will work with the Interim Executive Director regarding the on-boarding plans.

6. The Chair reminded those present that the Board will need to conduct a performance evaluation of the Interim Executive Director in order for her to be eligible for the CEC this year.

Motion to open the
Committee to
participation by the full
Board. Approved

7. After discussion, it was moved, seconded and passed to open the committee meeting to participation by any Board member who desired to attend. As such, each committee meeting would be a regular Board meeting and subject to the Open Meetings law. The Chair noted there would need to be at least six (6) Board members at each meeting to allow them to go into Executive Session if needed.

Motion to Adjourn.
Approved

It was moved, seconded and approved unanimously to adjourn the meeting at 2:30 p.m.

MINUTES APPROVAL

Signature:

LB Taylor
Chair

5-3-19
Date