

Meeting of the
IDAHO BOARD OF NURSING

MEETING MINUTES
July 30-31, 2020

<u>Time and Place</u>		A regular meeting of the Idaho Board of Nursing was held on July 30th and 31st 2020. It was held by teleconference via Zoom.
<u>Presiding</u>		Judy Taylor, MSN, RN, Chair, Boise
<u>Call to Order</u>		The meeting was called to order at 8:33 a.m., attendance was taken, and a quorum was declared.
<u>Members Telephonically Present</u>		Judy Taylor, RN, Boise, Chair Jennifer Hines-Josephson, RN, Rathdrum, Vice Chair (partial) Kit Batchelor, LPN, Caldwell Jan Moseley, RN, Coeur d'Alene Kara Mahannah, LPN, Jerome Clayton Sanders, APRN-CRNA, Boise Laura Stott, RN, Boise (partial) Renée Watson, RN, Boise
<u>Members Absent</u>		None (Note: one board position is currently vacant)
<u>Staff Telephonically Present</u>		Russell Barron, MBA, Executive Director Sarah Phipps, MSHA, BSN, RN, Associate Director Andrea Anzalone, RN, Program Manager, Investigation and Discipline Katie Stuart, CIP, Program Manager, Alternative Programs (7/30) Sharon Matthies, Data Coordinator Kim Dooms, TRS I
<u>Other Attendees</u>		Karen Sheehan, DAG, Board Counsel Rob Berry, DAG, Prosecutor (7/30) Cynthia Yee-Wallace, DAG (for executive session) (7/30) Diane Curtis (7/30)
<u>Welcome</u>		Judy Taylor, Board Chair, outlined the business, noting that the Board may experience technical glitches along the way, but the Board will accomplish its work. If the consent agenda has items requiring corrections, there will be an opportunity to pull them from the consent agenda and discuss.

		NEW BUSINESS
<u>Contested Case</u> <u>Motion to revoke the license of Amber Hawkins, License No RN-54579; Approved</u>	1.	Rob Berry and Katie Stuart discussed the case of Amber Hawkins, License No RN-54579. No written documentation received to determine a recovery plan as required. Motion was made, seconded and approved to revoke the license of Amber Hawkins, License No RN-5479 with a prohibition on applying for reinstatement for 2 years.
<u>Emergency Suspension</u> <u>Motion to suspend the license of Krystal Lee License No RN-38357; Approved</u>	2.	Rob Berry and Andrea Anzalone discussed the case of Krystal Lee License No RN-38357. She was convicted of destroying evidence in a murder case and responsible for a cover-up. Motion was made, seconded and approved to uphold the emergency suspension of License No RN-38357, Krystal Lee.
<u>Hearing on Conditions of Reinstatement</u> <u>Motion to grant modification of the Order on Reinstatement of License RN-33983; Approved</u>	3.	Andrea Anzalone and Rob Berry presented the case for the Conditions of Reinstatement of License No. RN-33983, Diana Curtis. Ms. Curtis represented herself. The hearing was recorded. Ms. Curtis agreed to all conditions except for enrollment into PRN. Motion was made, seconded and approved to reduce the time Ms. Curtis must be enrolled in the Board's Program for Recovering Nurses from 5 years to 3 years.
<u>PRN-AC Report</u> <u>Motion to approve new Policy VI-PRN 11-Self-Referrals; Approved</u>	4.	Jan Moseley, PRN Chair, presented summary report of 7/10/2020 Zoom meeting. New policy regarding self-referrals was presented to the Board. New PRN logo adopted by committee. Motion was made, seconded and approved to adopt the new policy identified as VI-PRN-Policies-11 Self-Referrals.
<u>Advanced Practice Registered Nurse Advisory Committee Report</u>	5.	Cathy Arvidson, Chair, APRN Advisory Committee (APRN-AC), presented quarterly report.
<u>Reorganization of Boards</u>	6.	Reorganization of boards, discussion by Russ Barron and Nicki Chopski. Changing name of Bureau of Occupational License to Division of Occupational and Professional Licenses (DOPL). Multiple boards will be structured under the "umbrella" and eventually moved to the Chinden Campus.
<u>Board Development</u>	7.	Board Development. Karen Sheehan discussed her role as Board Counsel, Idaho's open meeting law, and the Board's process for elections.

<p><u>Strategic Plan</u></p> <p><u>Motion to accept Strategic Plan as modified; Approved</u></p>	8.	<p>Strategic Plan discussed by Russ Barron and Marsha Bracke. Plan presented includes a new Vision, Mission, and updated Core Values. It also includes Goals, Performance Measures, Objectives, and Baseline Data.</p> <p>Motion was made, seconded and approved to adopt the Strategic Plan as presented by the Executive Director with modifications as discussed.</p>
<p><u>Budget Update</u></p>	9.	<p>Budget Update discussed by Russ Barron. He reviewed information from SFY 2019, 2020, and 2021. He also mentioned moving costs, filling essential positions, and the State's financial situation.</p>
<p><u>Motion to go into Executive Session pursuant to Idaho Code §74-206(1)(f) & Idaho Code § 74-206(1)(b); Approved.</u></p> <p><u>Motion to exit Executive Session and return to Regular Session; Approved.</u></p>	10.	<p>Executive Session (Zoom Breakout Room)</p> <p>Motion to go into Executive Session pursuant to Idaho Code §74-206(1)(f) to communicate with legal counsel regarding pending/imminently-likely litigation and Consider the evaluation of the Executive Director [Idaho Code § 74-206(1)(b)].</p> <p>Motion made, seconded and approved. Roll call taken by Board staff.</p> <p>Motion to Exit Executive Session and Return to Regular Session; Motion made, seconded and approved.</p>
<p><u>Result of Executive Session</u></p> <p><u>Motion to direct Chair to send letter to Governor's Office re Executive Director's evaluation; Approved</u></p>	11.	<p>Action Taken as a Result of Executive Session.</p> <p>Motion made, seconded and approved to direct the Board chair to send a letter to the Governor's Office summarizing the Board's discussion regarding the Executive Director's evaluation; the letter should include the following: rated as exceeding expectations and recommend consideration of the highest possible merit increase.</p>
<p><u>Public Comment</u></p>	12.	<p>No guests offered comments</p>
<p><u>Executive Committee Policy</u></p> <p><u>Motion to adopt Executive Committee; Approved</u></p> <p><u>Motion to have Renee Watson fill the consumer member vacancy temporarily; Approved</u></p>	13.	<p>Executive Committee Policy by Russ Barron. Discussed overview of committee including responsibilities and make-up of members.</p> <p>Motion made, seconded and approved to adopt the Executive Committee Policy with the changes discussed.</p> <p>Motion made, seconded and approved to have Renée Watson, RN fill the consumer member vacancy on the committee until a consumer member is appointed by the Governor.</p>
<p><u>Discipline Matrix</u></p>	14.	<p>Discipline Matrix discussed by Andrea Anzalone. Matrix is a tool to assist in providing fair consistent approach to determine action for</p>

<p><u>Motion to accept Discipline Matrix with changes; Approved</u></p>		<p>complaints. Discussion of discipline correspondence: direction given for improvement and suggested edits were provided.</p> <p>Motion made, seconded and approved to adopt the Discipline Matrix with the changes discussed.</p>
<p><u>Distance Education</u></p>	<p>15.</p>	<p>Distance Education presented by Sarah Phipps. Discussed first time NCLEX passing rates and publishing results on the website. Board Chair suggests bringing to Executive Committee to review the draft policy and other guidance documents that exist. Also need a transition plan.</p>
<p><u>Board Elections</u> <u>Motion made, to accept nominations; Approved</u></p>	<p>16.</p>	<p>Elections for Board Chair, Vice Chair and PRN Chair.</p> <p>Motion made, seconded and approved to elect the following slate of candidates:</p> <p>Chair: Judy Taylor Vice Chair: Jennifer Hines-Josephson PRN Committee Chair: Jan Mosely</p>
<p><u>Staff Q&A</u></p>	<p>17.</p>	<p>Staff Q&A. Discussion regarding first year for LPNs to attest to completing Continuing Education. Postcards and emails sent to nurses. NCSBN COVID-19 video presented.</p>
<p><u>Luma Update</u></p>	<p>18.</p>	<p>Luma Update by Sharon Matthies. Luma is a replacement for budget, finance and HR. New DOPL reorganization changing what was already configured. Will ensure separation of duties and provide robust audit trail.</p>
<p><u>Board Meeting Dates</u> <u>Motion made to accept 2021 Board Meeting dates; Approved</u></p>	<p>19.</p>	<p>Board Meeting Dates discussed by board members.</p> <p>Motion made, seconded and approved to adopt the following board meeting dates: 2/4-2/5 4/29-4/30 7/29-7/30</p>
<p><u>Conference Meeting Requests</u></p>	<p>20.</p>	<p>Conference Meeting Requests by Russ Barron. With COVID-19 all conferences with more than 20 attendees were canceled for the remainder of calendar year 2020. All conferences will be held via Zoom or other medium. No travel expected.</p>
<p><u>APRN Compact Recommendations</u></p>	<p>21.</p>	<p>APRN Compact Recommendations by Russ Barron. NCSBN members will vote in the Annual Meeting to be held 8/12/2020. If passed it will require 7 states to enact.</p>
<p><u>Director Updates</u></p>	<p>22.</p>	<p>Director Updates by Russ Barron. Discussed COVID-19 and measures taken by staff to keep safe. Lobby is closed until 1st Monday in September, but customers are seen by appointment.</p>

		Undergoing legislative audit. Website and social media updates. Cybercrime spoofing BON and threatening nurses with fines.
<u>Meeting Minutes</u> <u>Motion to adopt the Meeting Minutes from the April 2020 board meeting; Approved.</u>	23.	Meeting Minutes Motion made, seconded and approved to adopt the Meeting Minutes from the April 24, 2020 board as presented.
<u>Consent Agenda</u> <u>Motion to accept consent agenda as amended; Approved.</u>	24.	Consent agenda items for discussion. Board Member contact list required corrections. Motion made, seconded and approved to adopt the Consent Agenda as amended.
		<u>ADJOURNMENT</u>
	The meeting Adjourned at 3:48 pm. on Thursday 7/30/2020 and 1:33 pm on Friday 7/31/2020	

<u>MINUTES APPROVAL</u>	
<u>Signatures:</u>	_____
	<i>Chair</i>

	<i>Vice Chair</i>