

WORK SESSION
September 18, 2015
MINUTES

CALL TO ORDER

Board President, Gary Hickmann, called the work session of the Oregon State Board of Nursing to order at 9:08 a.m. This Board work session was held in the conference room of the offices of the Oregon State Board of Nursing in Portland, Oregon.

PUBLIC MEETING NOTICE

A notice of this meeting was published on the Board of Nursing's website and sent out to the interested parties list by Ruby Jason, Executive Director, in accordance with the Open Meeting Law. The Board met in Executive Session during a portion of the meeting as authorized by ORS 192.502 and 192.660.

ROLL CALL — Present/Absent

—Board Members

Cain, Present
Epeneter, Present
Gibbs, Present
Hickmann, Present
Kostelecky, Present
Mill, Excused
Tenscher, Present
Wayman, Excused am, Present pm

QUORUM

There being a quorum present, the Board President declared the Board eligible to conduct its business.

—Staff Members Present at Various Times

Bamford
Bigelow
Buck
Cowgill
Ingwerson
Jason
Koch
Lightfoot
Parish
Standridge
Wickenhagen

Cowan, Board Counsel

Year in Review: What has been accomplished since September 2014?

Executive Director Ruby Jason provided the participants with an annual agency report, September 2014 to September 2015. The report included the following information:

- Budget update
- 2015 Legislative Session and bills passed that affect the agency
- Rule revisions
- Departmental updates
- Revised agency organizational chart
- 2015 agency staff training calendar
- List of employee training and conferences attended
- Strategic plan update
- Public outreach and education

A Board activity report was provided which included the following:

- Board membership information
- Board meeting information, including the number of licensee investigation reports that went before the Board each meeting
- Administrative rule hearings conducted
- Board education/presentations at Board meetings
- Nursing education programs approved
- Board policy and agency workflow update
- Facilitated Board discussions at Board meetings
- Topics presented during public open forum at Board meetings

Board Election Discussion

The Board Election agenda item was deferred from the Board meeting held the previous day and added to the work session agenda. Board President Gary Hickmann opened a discussion pertaining to the annual Board officer elections. Board direction was provided to staff, to schedule time on the November Board meeting agenda for a discussion of interested candidates for Board officers; voting for the positions of Board President and Secretary for 2016 will take place at that time.

There was discussion regarding the appointment process of new Board members, specifically as outlined in statute. The orientation process for new Board members is currently being revised and will include education and information related to the role and responsibilities of a Board member. Board direction was provided to staff to add Board member information to the agency website, including a link to the state Board appointments website and a description of the role of a Board member.

Review of current investigatory reporting format

It was requested that the Board review the current format of the investigatory reports that are presented to the Board and provide feedback to staff. There was discussion regarding the volume of reports and agreement that the current general report format serves its purpose, however, suggested improvements was provided.

- Not to reiterate information already contained in a report
- Consistency in recommendations
- Education in list format, not in the body of the report
- Include the following in the report:
 - Name of complainant, if complaint is not anonymous
 - The violation in dismissal cases in which there was a violation of the NPA
 - List of interviews conducted
 - Employment history of licensee or certificate holder
 - Chronological events of a case

Review of possible revisions to ORS 678 for the next legislative session

Ms. Jason introduced the topic of possible revisions to ORS 678, explaining that it has been several years since many of the sections of the statute were revised. Current language was reviewed along with a list of possible revisions. The Board provided direction to staff to prepare a list of what they consider would be substantive changes and what would be housekeeping and minor language revisions, and provide to the Board for discussion at the November Board meeting. The Board to provide direction to staff at the November Board meeting as to which changes they would like to submit as legislative concepts for the 2017 legislative session; legislative concepts are due in April 2016.

Development of topics for Board driven strategic plan and streamlining the Board meeting agenda

In order to consider the way the Board conducts its regular business and to make room on the Board meeting agendas for substantive discussions, Ms. Jason suggested that the Board establish a plan related to what policy decisions the Board will address during the next coming year. The work of the Board includes discipline and approval of school programs, but also includes guiding and providing direction to Board staff in developing concepts to translate the will of the Board to the licensees and to the public. The Board would decide the topic and provide direction to Board staff as to how to present it, which may include research and presentations. There was discussion regarding the structure of the agenda to allow more time for specific topics, and what should be included in the Consent Agenda. There was additional discussion regarding adding more time to the Board meetings; the following suggestions were made:

- Two work sessions per year
- Adding a third day to the two-day Board meetings
- Conduct administrative rule hearings on separate days, not during the Board meeting
- Include nursing school program survey reports on the consent agenda, unless there are issues
- Lengthen the teleconference Board meetings to add a public session
- On the Wednesday in-person Board meeting days, break after the meeting and reconvene for an hour and a half to discuss a single topic

There was further discussion and agreement to add an hour and a half, 6:30 to 8:00 p.m., to the Wednesday, in-person Board meetings. This will be trialed for the November Board meeting; the topic will be “Topics for 2016 pertinent to the practice of nursing” and the Board will provide direction to staff as to what information is needed for each topic. Licensing, Fiscal and Organization Development Manager Helen Bamford will facilitate the discussion and the Board will put together the constructs of a plan of three to four topics they believe are most important.

Executive Session – 3:00 p.m.

The Board met in executive session to seek advice from legal counsel.

Adjournment

The work session adjourned 4:20 p.m.