

WEST VIRGINIA STATE BOARD OF EXAMINERS
FOR LICENSED PRACTICAL NURSES

MINUTES

BOARD MEETING

JUNE 14, 2006

9:00 a.m. DISCIPLINARY REVIEW COMMITTEE MEETING
(Committee Members Only)

9:30 a.m. REGULAR MEETING (Open to the Public)

1

CALL TO ORDER Meeting was called to order by Chairperson, Duane Napier, at 9:30 AM. Welcome and introduction of guests followed.

Members Present -

Jean Yates
Joan Smith
Duane Napier

Members Absent -

Suzannah Higgins
Mark Stephens
Gregory Chiartas
Joseph Kessel
Catherine Vance
Vickie Bennett

Staff Present -

Lanette Anderson
Michelle Winters

Guests Present -

Mary Berry
Darla Terry
Audra Rogers
Casey Atkins
Jessie Treadway
Natalie Taylor
Keri Wilson
Samantha Webb
Kathy Copeland
Donna Stafford
Kala Tomaszewski
Ashley Catron

Jennifer Stirewalt
Breanna Crews
Mary Burgess
Whitney Brockman
Kayla Johnston
Verna Mize
Crystal Hitchens
Michelle Hall
Tanya Tucker
Pam Addair
Rache Bauer
Jim Gillespie
David Hercey
Keri Bartley
Amber Burks
Amanda Taylor
Linley Vestal
Leah Bess
Carla Gordon
Stephanie Mullens
Michelle Jenkins
Necole Sanson
Mindy Key
Kim Simmons
Amanda Dye
Teresa Lawson
Brandi Neal
Teresa Prutsok
Janet Garvin
Brooklynn Hill
Cassandra Boyce
Christina Conrad
Lesley Green
James Egnol
William White
Bridget Mullins
Becky Stewart
Jill Gilles
Barbara Conley
Kelly Lopez
Peggy Starcher
Joyce Egnor
Rebecca Legg
Nancy Hawkins
Linda Cox
Trena Hodges
Sandy Thompson
Misty Bailey
Mary Evans
Lisa Palmer

Tabitha Roberts
 Kelli Roberts
 Jennifer Ruggles
 Rachael Gibson
 Brandi Kinder
 Michelle Stover
 Cheyanne Hively
 Alicia King
 Jeremy Howard
 Geana Persinger
 Katie Howard
 Jennifer Casto
 Barbara Collier
 Mary Brothers
 Judy Conley

INTRO- D UCTION OF MEMBERS & GUESTS Members, guests and staff introduced themselves. Duane Napier, Chairperson, noted that a quorum of members was not established. The Board’s Procedural Rules, 10 C.S.R. 5, permit the Board to conduct a mail vote providing the issue to be voted on has been presented in a regular meeting of the Board. It was determined that a mail vote of all members would therefore be conducted on all items requiring a decision of the Board.

3 PROPOSE D AGENDA Motion was made by Joan Smith to approve the revised proposed agenda as presented. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

4 MINUTES OF PREVIOUS MEETING Motion was made by Joan Smith that the minutes, as circulated, from the previous meeting held February 16, 2006, be approved by the Board. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

5 DISCIPLINARY REVIEW COMMITTEE Michelle Winters, Associate Executive Director to the Board, reported the following activities of the Disciplinary Review Committee which have occurred since the February 16, 2006, Board Meeting:

Consent Agreements:

1. Sally Staples, License No. 17972; BPN 06-96
 One year probation per violating prescription authority
 March 9, 2006
2. Eric Saho, License No. 26431; BPN05-111
 Reprimand per documentation errors
 March 13, 2006

3. Jackie McKee, License No. 16086; BPN06-52
Monetary Penalty \$300 per worked on lapsed lic.
March 13, 2006
4. Roger Holt, License No. 26729; BPN06-125
Reprimand per documentation errors
March 16, 2006
5. Susan Ashworth, License No. 21113; BPN06-136
Monetary Penalty \$140 per audit failure
March 16, 2006
6. Steven Reece, License No. 20153; BPN06-127
Reprimand per practice violations
March 21, 2006
7. Erica Tacy, Exam Applicant; BPN06-107
Reprimand per prior conviction
March 21, 2006
8. Tamara Cooper, License No. 24649; BPN06-140
Probation 1 yr. per previous convictions
March 30, 2006
9. Ernest Bonecutter, License No. 27037; BPN06-151
One year Probation for DUI
April 10, 2006
10. Judy Knotts, License No. 10888; BPN06-150
Monetary Penalty \$140 per audit failure
April 10, 2006
11. Tammy Wildesen, License No. 25307; BPN06-144
One year probation for inappropriate conduct
April 11, 2006
12. James Bockway, License No. 27350; BPN06-133
Reprimand for medication errors
April 11, 2006
13. Allison Raper, License No. 24194; BPN06-20
Monetary Penalty \$200.00 per working on lapsed lic
April 20, 2006
14. Kimberly D. Bailey, License No. 10019; BPN06-156
One year probation for misappropriation of medication
May 1, 2006

15. Joshua Legg, License No. 27569; BPN06-80
Reprimand per misdemeanor conviction
May 1, 2006
16. Anna Carr, License No. 25147; BPN06-104
Reprimand per medication errors
May 5, 2006
17. Amy Slater, License No. 24335; BPN05-49
Probation 2 yr. per medication errors
May 12, 2006
18. Linda McNeely, License No. 15816; BPN06-139
One year probation for illegal drug use
May 12, 2006
19. Sandra E. Morris, License No. 24253; BPN06-161
Monetary Penalty \$580.00 per audit failure
May 12, 2006
20. Jacqueline Cain, License No. 21117; BPN06-132
Reprimand per medication errors
May 15, 2006
21. Jennifer Chaffins, License No. 23397; BPN06-165
Monetary Penalty \$140.00 and CE per failed audit
May 22, 2006
22. Elizabeth Bowers, License No. 24025; BPN06-160
Monetary Penalty \$120.00 and CE per failed audit
May 22, 2006
23. Donna J. Hall, License No. 18198; BPN06-167
Monetary Penalty \$580.00 per failed CE audit
June 1, 2006
24. Shawn Fortune, License No. 21216; BPN06-155
Probation 1 yr. per positive drug screen for marijuana
June 1, 2006
25. Margaret Hall, License No. 21744; BPN06-170
Monetary Penalty \$120 per failed CE audit
June 1, 2006

Reinstatements:

26. Barbara J. Hunt, License No. 08256
From 1 yr. Probation to full status
April 4, 2006

No Action:

27. BPN06-113
No action; alleged neglect
February 16, 2006
28. BPN05-168
No action; alleged neglect
March 14, 2006
29. BPN06-123
No action; alleged neglect
March 28, 2006
30. BPN06-149
No action; alleged neglect
March 28, 2006
31. BPN06-154
No action; alleged neglect
April 10, 2006
32. BPN06-142
No action; alleged neglect
May 1, 2006
33. BPN06-158
No action; alleged neglect
May 1, 2006
34. BPN06-143
No action; alleged medication errors
May 2, 2006
35. BPN06-152
No action; alleged medication errors
May 5, 2006
36. BPN06-130
No action; alleged medication errors
May 5, 2006
37. BPN06-164
No action; alleged medication errors
May 12, 2006
38. BPN06-126
No action; alleged neglect
May 12, 2006

39. BPN06-138
No action; alleged verbal abuse
May 23, 2006
40. BPN06-157
No action; alleged medication errors
May 25, 2006

BUDGET

6A
3RD QTR
FY 2006

Executive Director reported expenditures for the third quarter 2006 at \$82,164.98. Total appropriations for FY 2006 are \$363,090.00. Balance at the end of the 3rd quarter was \$109,823.77. The account balance was \$590,515.44.

6B
EXPENDI-
TURE
SCHEDULE
2007

Executive Director reported that the expenditure schedule for FY 2007 was approved by mail vote. The appropriated amount increased slightly for FY 2007 to \$367,344.00 up from 363,090.00. A motion was made by Joan Smith that the mail vote on the FY 2007 expenditure schedule be ratified. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

6C
REPORT OF
PURCHASE
CARD
EXPENDITURE

Purchase card expenditures for the months of January, February and March, 2006 were reported to the Board in accordance with requirements of the Auditor's Office. Staff was available for any inquiries from members of the Board.

7
NCSBN

7A
MID-YEAR
MEETING

Michelle Winters and Duane Napier attended the NCSBN'S Mid-Year Meeting in Chicago, March 21 - 23, 2006. A verbal report of the meeting was provided.

7B
NURSYS

Lanette Anderson and Kim Cremeans attended this meeting in Chicago in March 2006. A verbal report of the meeting was given.

7C
GOVERNANCE
& LEADERSHIP
TASK FORCE

Executive Director reported that information regarding the suggestions of this Task Force will be on the agenda at the Delegate Assembly.

7D
DELEGATE
ASSEMBLY
APPOINTMENT

The NCSBN Annual Meeting/Delegate assembly will be held in Salt Lake City, UT, August 1-4, 2006. Issues to be discussed at the meeting will be bylaws revisions and proposed changes to the governance structure of NCSBN. A

REPRESENT- motion was made by Joan Smith that the Board authorize the attendance of two
ATIVES (2) individuals to attend the NCSBN Annual Meeting/Delegate Assembly.
Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

7E

NLC AND This meeting is scheduled for Monday, July 10, 2006 in Chicago. A motion was
ATTORNEY made by Joan Smith that the Board authorize two (2) individuals to attend this
MEETING meeting. Motion was seconded by Jean Yates. Approved by mail vote
June 21, 2006.

7F

NCLEX This meeting will be held on Monday, September 11, 2006 in Philadelphia. The
INVITATIONAL cost will be \$900.00 per attendee. A motion was made by Jean Yates that the
Board authorize two (2) individuals to attend this meeting. Motion was seconded
by Joan Smith. Approved by mail vote June 21, 2006.

8

WV NURSING Executive Director reported that a link from the LPN Boards website's home
CENTER page has been added for the Center. At this time, we are still awaiting the
Governor's appointment of Gregory Chiartas to fill the LPN position on the Board
of Directors. Duane Napier will give an update on the Center for Nursing during
the Joint RN/LPN Board Meeting.

9

MISSION & Executive Director reported that only minor revisions have been made to the
INITIATIVES made to the Mission and Initiatives Statement to reflect current operations. A
STATEMENT motion was made by Jean Yates that the Mission and Initiatives Statement be
JULY 2005- approved as presented. Motion was seconded by Joan Smith.
JUNE 2008 Approved by mail vote June 21, 2006.

10

NCLEX PN TEST Executive Director reported that the passing average for NCLEX-PN for WV is
RESULTS 96.30%, up slightly from 93.62% for the previous period ending December 31,
2005. The national passing average for the quarter ending March 31, 2006 is
88.24%, up from 86.25% for the period ending December 31, 2005.

11 SCHOOLS OF PRACTICAL NURSING

11A

ANNUAL Executive Director reported that all annual reports from the twenty three (23)
REPORTS 2005 LPN programs have been received. Data compiled from these reports for 2005
graduating classes still continues to show that attrition is a major concern state-
wide. Numbers of applicants and qualified applicants remain consistent over the
past two (2) years.

11B

NEW GRAD
EMPLOYMENT
2005 GRAD-
UATES

Executive Director reported that a slightly lower percentage of new graduates went to work initially in acute care settings than in the previous year, with an increase in those going to clinics and MD offices. Slightly more are unemployed than last year.

12

LOGAN MINGO
SCHOOL PN

A site visit was made to the Logan Mingo School of Practical Nursing on March 8, 2006. After discussions of the findings resulting from this visit, a motion was made by Joan Smith that the Logan Mingo School of Practical Nursing be granted continued Full State Accreditation for a period three (3) years, ending June 30, 2009 with continued monitoring of the NCLEX-PN failure rate and revisions to the program. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

13

JAMES RUMSEY
SCHOOL PN

A site visit was made to the James Rumsey School of Practical Nursing on May 31, 2006. After discussions of the findings resulting from this visit, a motion was made by Jean Yates that the James Rumsey School of Practical Nursing be granted continued Full State Accreditation for a period of three (3) years, ending June 30, 2009. Motion was seconded by Joan Smith. Approved by mail vote June 21, 2006.

14

FAYETTE
INSTITUTE OF
TECHNOLOGY
SCHOOL OF
PRACTICAL
NURSING

A site visit was made to Fayette Institute of Technology School of Practical Nursing on April 12, 2006. After discussions of the findings resulting from this visit, a motion was made by Joan Smith that the Fayette Institute of Technology School of Practical Nursing be granted Full State Accreditation for a period of three (3) years, ending June 30, 2009. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

15

UNITED
TECHNICAL
CENTER
SCHOOL PN

A site visit was made to United Technical Center School of Practical Nursing on April 12, 2006. After discussions of the findings resulting from this visit, a motion was made by Jean Yates that the United Technical Center School of Practical Nursing be granted Full State Accreditation for a period of three (3) years, ending June 30, 2009. Motion was seconded by Duane Napier. Approved by mail vote June 21, 2006.

16

MONONGALIA
COUNTY
SCHOOL OF PN

A site visit was made to Monongalia County School of Practical Nursing on April 18, 2006. After discussions of the findings resulting from this visit, a motion was made by Joan Smith that the Monongalia County School of Practical Nursing be granted Full State Accreditation for a period of three (3) years, ending June 30, 2009. Motion was seconded by Jean Yates. Approved by mail vote June 30, 2006.

17

MINGO
COUNTY
SCHOOL PN

A site visit was made to Mingo County School of Practical Nursing on May 24, 2006. After discussions of the findings resulting from this visit, a motion was made by Joan Smith that the Mingo County School of Practical Nursing be granted Full State Accreditation for a period of three (3) years, ending June 30, 2009. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

18

GARNET
CAREER
CENTER

Mary Brothers, Coordinator, Garnet Career Center School of Practical Nursing presented a proposed program change which would be designed to provide an opportunity to obtain advanced standing in the LPN program to prospective RN students who have completed prerequisites but are not yet admitted to an RN program, and to provide greater opportunities for CNAs to enter the program. After discussion of the program change, a motion was made by Joan Smith that the proposed program change be approved as a pilot, and that the Board be presented with a report at the end of the year. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

19

MERCER
COUNTY
SCHOOL PN

Sandy Thompson, Coordinator, Mercer County School of Practical Nursing, presented a proposed program change which would be designed to provide a CNA bridge to LPN. After discussion of the program change, a motion was made by Joan Smith that the program change be approved as a pilot, and that the Board be presented a report at the end of the year. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

20

DISASTER
PLAN

Executive Director has developed a proposed disaster plan for the office. After discussion of the plan, a motion was made by Joan Smith that the plan be accepted by the Board. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

21

CHANGES TO
ENDORSEMENT
APPLICATION
PROCESS

Executive Director discussed the possibility of changing the process of the endorsement application that would enable the applicants to apply to the Board via our website and pay with a credit card rather than requiring a money order. A motion was made by Joan Smith that the Board pursue the option of the use of online applications for endorsement, and that the requirement for a photograph to be attached to the application be eliminated. Motion was seconded by Jean Yates. Approved by mail vote July 5, 2006.

22

2006
LEGISLATIVE
SESSION
REPORT

Executive Director reported that no major legislation passed during this session which affects Chapter 30 Board or the LPN Board with the exception of our Series 2 Rule changes.

23

NURSYS
PARTICIPATION
UPDATE

Executive Director reported that information continues to be uploaded on a weekly basis without problems. Licensees have been notified in the past two (2) LPN Newsletters that verifications are no longer done from the Board office.

24

ONLINE
RENEWAL
2006
UPDATE

Executive Director reported that the online renewals went live on March 1, 2006 with the assistance of the Treasurer's Office. At this time we are seeing an increase in the number of licensees who are taking advantage of this opportunity. After the renewal is over, we will assess the numbers and percentage of licensees who utilized this service. To date, this appears to be running at approximately 60%. Very few problems and/or complaints from licensees have been experienced

25

ASSOCIATION
OF LICENSING
BOARDS

Executive Director reported that members were provided with copies of the minutes of the meeting of this group held in February 2006. The next scheduled meeting is September 27, 2006 at the Summit Conference Center in Charleston.

26

RECESS
OPEN MEETING

Duane Napier, Chairperson, announced that "Chapter 6, Article 9A, Section 4(2)(B) of the Code of West Virginia provides for Executive Sessions to be held by governmental agencies to discuss any matter which, by express provisions of federal law or state statute or rule of court is rendered confidential, or which is not considered to be a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of this code." Further, Jean Yates announced that "Chapter 6 Article 9A Section 4(2)(A) of the Code of West Virginia provides for Executive Sessions to be held by governmental agencies to consider personnel matters. All motions arising from the discussion during the Executive Session shall be made and voted upon in an open meeting immediately following an executive session."

A motion was made by Joan Smith that in accordance with Chapter 6, Article 9A, Section 4(2)(B), that the Board recess and reconvene in an Executive Session for the purpose of discussing personnel matters. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

The regular meeting recessed at 11:00 a.m. in order to begin the Executive Session.

27

CALL TO ORDER
EXECUTIVE SESSION

28

STAFF CONSIDERATIONS

29
ADJOURN EXECUTIVE
SESSION

30
CALL TO ORDER The regular meeting reconvened at 11:25 a.m.
REGULAR
MEETING

31
MOTIONS FROM EXECUTIVE SESSION

31A
EXECUTIVE After discussion and evaluation, a motion was made by Joan Smith
DIRECTOR to continue the employment of the Executive Director for the coming fiscal
EVALUATION/
EMPLOYMENT year. Motion was seconded by Jean Yates. Approved by mail vote
June 21, 2006.

31B
STAFF A motion was made by Joan Smith that the Board authorized a
COMPENSATION 5% salary increase for all Board Staff effective August 1, 2006.
FISCAL YEAR 2007 Motion was seconded by Jean Yates. Approved by mail vote
June 21, 2006.

32
MISCELLANEOUS

32A
VICKIE BENNETT,
R.N. Congratulations to Vickie Bennett on her successful completion of the
NCLEX-RN exam. We wish her all the best in her new role.

32B
REQUEST TO TAKE
NCLEX-PN EXAM Executive Director reported that the office has received a request from two
individuals who graduated from nursing school in 2000 to take the
NCLEX-PN and who were unsuccessful on the exam on prior occasions. A
motion was made by Joan Smith that the Board approve the eligibility of
these individuals to test only after they have completed a course of study
and/or testing in an accredited LPN program designed to test their
knowledge, skills, and ability to perform at a beginning graduate LPN
level. Motion was seconded by Jean Yates. Approved by mail vote
June 21, 2006.

32C
CLEAR Michelle Winters, Lanette Anderson, and Duane Napier attended the
Council on Licensure, Enforcement, and Regulation NCIT Basic Inspector
Investigator Training program in Charleston. A verbal report was provided
to Board Members. The NCIT Advanced Training and CLEAR Annual
Meeting will be held in Alexandria, VA from September 14-16, 2006. Cost
of attendance is \$1400.00 per person. A motion was made by Joan Smith
that the Board authorize the attendance of up to four individuals to attend

the CLEAR meeting and/or NCIT Advanced Training. Motion was seconded by Jean Yates. Approved by mail vote June 21, 2006.

32D

DIVISION OF
THREAT
PREPAREDNESS

Executive Director reported that the Board will provide data to the Division of Threat Preparedness for development of a data base of medical volunteers in the event of a disaster.

33

ADJOURNMENT

Chairperson Duane Napier adjourned the meeting at 12:00 pm.

APPROVED BY:

Catherine Vance, Secretary

Date

PREPARED BY:

Elsie S. Patterson, Administrative Asst.

Date