

**Minutes**  
**WV Center for Nursing Board Meeting**  
**November 18, 2005**

**Attending:** Amy Campbell, Denise Campbell, Dr. Sheila Kyle,  
Dottie Oakes, Dr. Cynthia Persily  
**Attending via teleconference:** Pamela Alderman, E. Cheryl Basham, Janice Maynard,  
Theresa Witt  
**Not Attending:** Melissa Aguilar, Mary Beth Barr  
**Guests:** Duane Napier

**Agenda**

I. Call to Order and Review of Minutes

The meeting was called to order and chaired by Dr. Persily. Dr. Persily then moved to approval of the minutes of the September 23<sup>rd</sup> and October 28<sup>th</sup> meeting minutes. Dottie Oakes asked for clarification of the information attributed to her under old business. It was agreed that the wording would be changed to “a summary model of career path plans.” With no other changes, Dr. Persily asked for a motion to approve both meeting minutes, with this change. Moved by Dottie Oakes, seconded by Dr. Kyle, and the motion passed unanimously.

II. Presentation by the Executive Director Candidate

Dr. Persily then asked for a motion to move into executive session for the presentation. Dottie Oakes moved; Amy Campbell seconded, and the motion passes unanimously.

Executive session was ended on a motion by Dr. Kyle; seconded by Denise Campbell and passed unanimously.

III. Mission Statement Development

Dr. Persily stated that as the presentation had taken more time from the agenda than expected, that this item be tabled until the next meeting. All present agreed.

III. Reports from Subcommittees

- A. Recruitment and Retention Initiatives. Did not meet.
- B. Planning and Research. Did not meet. However, the chair, Dottie Oakes stated that she would like to hold a planning retreat in December, with emphasis on starting to develop a strategic plan.
- C. Operations.  
Report presented by Dr. Persily, as the chair, Ms. Barr, was unable to attend. Dr. Persily stated that the committee had asked for clarification of the \$4, 130, as to which licensing board had transferred the funds and for which fiscal year. HEPC Finance is having trouble ascertaining this.

As the funds are available in the account, the Committee recommended that the Board accept the September 23, 2005 version as the budget for FY 05-06. This recommendation passed unanimously.

Dr. Persily briefly reviewed the draft bylaws. As this was the first presentation to the Board; the bylaws were not put forth for adoption. This was deferred to the December meeting, to give members time to review.

D. Executive Director Search Committee

Dr. Persily asked for a motion to move back into executive session. Moved by Amy Campbell; seconded by Dr. Kyle; and passed unanimously. Dr. Kyle asked that the minutes reflect that she had abstained from the discussion of the Executive Director candidate.

After the discussion, Dr. Persily asked for a motion to move back to regular session. Amy Campbell moved; Dr. Kyle seconded; and the motion passed unanimously.

Amy Campbell then moved that the WV Center for Nursing Board offer the position of Executive Director to Duane Napier. Denise Campbell seconded and the motion passed unanimously.

VI. Old Business and New Business

Old Business:

- Dottie Oakes will provide a summary of model career path plans for the Board's information and review.
- Operations Subcommittee will develop a format for a bio page of skills for Board members.

New Business:

- Agenda Item: Discussion of mission statement.
- Agenda Item: Discussion of bylaws.
- Agenda Item: Reports from committee meetings.
- Dr. Persily discussed the notice she had received about the 4<sup>th</sup> Annual Conference of National Nursing Workforce Centers to be held in April 2006. As more information is available, she will provide it to all members.

VII. Adjournment

With no other business, Dr. Persily asked for a motion to adjourn. Moved to adjournment by Dr. Kyle; seconded by Amy Campbell, and passed unanimously.