

**Minutes**  
**WV Center for Nursing Board Meeting**  
**December 16, 2005**

**Attending:** Dr. Cynthia Persily  
**Attending via teleconference:** Mary Beth Barr, Cheryl Basham, Dr. Sheila Kyle, Dottie Oakes, Theresa Witt  
**Not Attending:** Melissa Aguilar, Pamela Alderman, Denise Campbell, Amy Campbell, Vickie Jones, Janice Maynard  
**Guests:** Duane Napier, Alicia Tyler, Janet Caruthers, RN  
**Guests via teleconference:** Laura Rhodes, Cindy Haynes

**Agenda**

I. Call to Order and Review of Minutes

The meeting was called to order and chaired by Dr. Persily. Dr. Persily asked if there were any changes or clarifications needed from those present. As there wasn't a quorum at the start of the meeting, approval of the minutes was put on the agenda for the next meeting.

II. Update on Executive Director Search

Dr. Persily then introduced Duane Napier to the Board. Mr. Napier has accepted the offer of employment as the Executive Director, and will start on January 3, 2006. Mr. Napier was welcomed by the Board.

Board member Dottie Oakes joined the meeting via teleconference, providing the Board with a quorum.

III. Review and Approval of Draft Bylaws

Dr. Persily then proceeded to review the draft bylaws, by section. As the discussion continued, several areas of correction and clarification were noted. The HEPC attorney will be consulted on a point raised regarding terms of service being affected by a change in the status of the Board member.

Dr. Persily asked how the Board wanted to proceed. Dr. Kyle moved that the bylaws be accepted as presented, with the understanding that the amendments and corrections will be reflected in the final version. Dottie Oakes seconded, and the motion passed unanimously.

IV. Mission Statement Development

Dr. Persily stated that the draft mission statement was developed for the initial legislation. Most of the goals are directly from the code; however, the law gives the purpose, not the mission. Changes were suggested by the members present.

Theresa Witt moved to accept the mission statement, with the suggested changes. Dottie Oakes seconded; and the motion passed unanimously.

V. Reports from Subcommittees

- A. Recruitment and Retention Initiatives. Did not meet.
- B. Planning and Research. Did not meet. The chair, Dottie Oakes, stated that the committee members have agreed to hold a day-long strategic planning meeting at Flatwoods in January. Dr. Persily and Duane Napier both will attend.
- C. Operations. Did not meet. However, Dr. Persily stated that the committee would present a financial report and expenditures at each meeting, starting in January, 2006.
- D. Executive Director Search Committee

Dr. Persily asked the Board if there was a need to establish parameters for the Executive Director, so he could operate without asking for approval from the Board on day-to-day operations. The Board members present agreed, so Dr. Persily will obtain models outlines from both the RN and LPN boards and the Operations Committee will meet before the next full Board meeting to draft the parameters.

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: Parameters for Operation for Executive Director
- Agenda Item: Financial Report
- Agenda Item: Reports from committee meetings.
- Dr. Persily requested that "Announcements" be added to future agendas. She then 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. Registration is currently open. A flyer will be sent via e-mail to the Board with more information. Dr. Kyle moved that the Executive Director should attend; Theresa Witt seconded; and the motion passed unanimously. The Board also agreed to help support other members interested in attending, if funding is available.
- Dr. Persily then discussed a Call for Proposals from the RWJ Foundation. Document will be e-mailed to Board members, for their information. The

Board agreed unanimously that Dr. Persily and Duane Napier both will log-in to the webcast, to explore this funding opportunity.

VII. Review of Minutes, November 18<sup>th</sup>

Dr. Persily returned to approval of the minutes, as a quorum was now present. Dr. Kyle moved that the minutes to approved as written; Dottie Oakes seconded; and the motion passed unanimously.

VIII. Adjournment

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