

WV Center for Nursing
March 24, 2006
Recruitment & Retention Initiatives Subcommittee Meeting Minutes

Members Present: Amy Campbell, Duane Napier, Cyndi Persily
Present via teleconference: Pamela Alderman, Denise Campbell, Shelia Kyle,
Theresa Witt
Members Absent: None
Guests: Janet Caruthers

I. Call to order

Meeting was called to order by Amy Campbell, Chair.

II. Approval of minutes from February 24, 2006 meeting

Ms. Campbell asked members to review the meeting minutes of February 24, 2006. With no changes requested, Ms. Campbell asked for a motion to approve as written. Theresa Witt moved; Denise Campbell seconded; and the motion passed unanimously.

III. Executive Director Report

Amy Campbell then asked Duane Napier to proceed with his report. Mr. Napier asked to wait to discuss under each category as it came up in the agenda. The group concurred.

IV. Old Business

A. Review of Updated Application

Ms. Campbell opened the discussion by asking members if they had any suggestions or changes for the draft application form. Members requested that the "definition" be changed to "example", to change "CIB" to "background check" and change "meds publishing for NCLEX exam" to "NCLEX exam preparation".

Ms. Campbell asked about adding to the examples of types of funding travel to national conferences. Ms. Witt stated that the institution she is currently attending had a fund to pay for two students to attend. Dr. Kyle suggested that it not be included at this point, and not "muddy the water". Dr. Persily suggested adding a definition/purpose for the program and adopting a mission statement for the program so that institutions know what the program is targeted when they apply. Dr. Persily then asked how will the funds be disbursed to the institutions and how will they decide who receives funding from the scholarship program. Amy Campbell explained the decision from the previous meeting.

Dr. Persily then asked with one application form, how will you know how the funds will be spent and on whom? What kind of information are you requesting to help allocate funds between institutions?

Theresa Witt discussed how Fairmont State does their review of scholarship applications.

Dr. Kyle stated that the WVCN could ask for number of students and what percent of students stay within WV and cost of program and number of students this will benefit.

Mr. Napier stated that with the application, we're asking the schools to be very specific as for what the funds will be used. Based on information on the form, will be able to decide from that what will be the criteria and breakdown of funds.

Dr. Persily suggested the program be named the WVCN Scholarship Program, and that WVCN provide criteria for the schools to use in making their decisions on which students to fund. One criteria suggested is that the funded individuals must work in WV after graduation. Also, separate funds the between all the schools, but still set aside emergency fund that could fund individual requests.

Mr. Napier concurred, in that on the application form, need to tell institution this is the mission and priority areas identified; and that WVCN asks that funds be distributed to these priorities first, and that all institutions sign a participation agreement. Can then survey for specific data, i.e., number of awards, total amount awarded, who received, what year they are in program, where are they practicing.

Amy Campbell asked, "Do we want this before they even apply?" Mr. Napier stated that we need to decide what the priorities are. Ms. Campbell asked if this is specifically what we want to start with – the statement Dr. Persily made, "The purpose of the program to assure that qualified applicants can stay in school, graduate, and remain in WV. As the group concurred with this statement, Ms. Campbell then moved discussion to priorities for the scholarship program, which was finally agreed to be, in no particular order:

1. Underserved students;
2. Graduate education – MSN prep leading to faculty position;
3. Second degree students; and
4. Non-traditional students.

With the over arcing criteria of:

1. Have to be WV resident;
2. Intend to work in WV after graduation;
3. In good academic standing in nursing program; and
4. Completing final year of program.

With additional priority categories of:

1. BSN/LPN, underserved and displaced workers; 2nd degree students, financial aid not met.
2. Graduate/professional, i.e., students in graduate program preparing for faculty positions (MSN/Doctoral) and BSN leading to school nurse or public health.

Duane Napier asked if we still need examples on form. Dr. Kyle said to place them on the application as examples.

Dr. Persily then stated that if each school is to receive the same amount of funding we need to decide how much to give each school, and when, which most institutions receive scholarship funding once per year and then they disperse the funds to students.

Theresa Witt offered to get some same scholarship application forms from the school and fax to the Executive Director for his information.

Dr. Kyle moved back to a discussion of funding; by asking how much had been budgeted to be dispersed. Mr. Napier stated that currently there is \$192,000. After a lengthy discussion, the members decided to remain with the previously agreed funding of 80% for RN and 20% for LPNs, as there are more sources of funding for LPN programs; and the nursing shortage need is for RNs, with a small amount held by the WVCN Board for emergency funding for students. The members unanimously agreed that either 5% or \$10,000 will be held by the Board to fund emergency situations.

With that decision, the subcommittee returned to a discussion of dividing the funding between the programs. After determining the total number of programs as 19 RN and 23 LPN, Amy Campbell asked for a motion that each RN program will be able to apply for \$7,660 and LPN programs will be able to apply for \$1,580, with a max cap per student of \$1,000 per RN student and \$500 per LPN student, per calendar year.

Dr. Persily moved; Theresa Witt seconded; and the motion passed unanimously.

Ms. Campbell asked for a motion to accept the on the proposed changes for the application form. Dr. Kyle moved that the changes be made as discussed previously; Theresa Witt second; and the motion passed unanimously.

Ms. Campbell asked for a motion that the priorities be accepted as discussed. Dr. Kyle moved; Theresa Witt seconded; the motion passed unanimously.

Action Items:

1. Letter to accompany applications identifying WVCN Scholarship Program purpose.
2. Outline priorities.
3. Move \$10,000 to Emergency Fund.
4. \$7,600 for each RN school; \$1,000/student/year.
5. \$1,580 for each LPN school; \$500/student/year.
6. Develop a data set the WVCN would benefit from having to identify/target more specific population for scholarships or funding and about the school and student body in general, and report deadlines, as outlined in participation agreement.

B. Participation Agreement

Amy Campbell asked that the group to review and comment. Dr. Kyle suggested the name should be the same as the application. Ms. Campbell asked for

motion, and group unanimously agreed on the WV Center for Nursing Scholarship Program. The tax-status of naming the scholarship fund will be reviewed through HEPC Finance office and reported back at next meeting.

Discussion continued regarding what should the institutions to be required to do with any unexpended scholarship funds. Ms. Campbell asked for a motion that all expended funds are to be returned to WVCN and placed in the emergency fund. Dr. Kyle moved; Dr. Persily seconded; and the motion passed unanimously.

Action Item:

1. Confirm with HEPC Finance Office the name WVCN Scholarship Program.

C. Emergency Fund

Amy Campbell asked that if the members were in agreement that the emergency fund would be \$10,000 and that any unexpended scholarship awards will be applied to the emergency fund, as well. The members concurred.

Duane Napier then reviewed the draft emergency fund request form. The “definition” will be changed to “example”, and three more examples will be added: uniforms, gas for vehicle, food.

Dr. Persily said any application for emergency funding needs to be accompanied by a statement from students documenting emergency and needs a maximum amount to request, and allow the Executive Director the authority to approve the request and work with the institution in dispersing the funds. Duane Napier provided information he had obtained from his telephone contacts with the institutions regarding the use of their emergency funds.

Discussion turned to amount to fund per student, with Dr. Kyle suggesting \$500 per request, per student, per year. Amy Campbell stated that the student can request at the institution and submit documentation; and the institution will then apply for the emergency funds to the Executive Director.

The members unanimously approved this approach for the emergency fund.

Action Items:

1. Notify Operations Subcommittee of approval for Executive Director to authorize Emergency Fund disbursements.
2. Application needed.

D. Set Aside Fund

Amy Campbell stated that as this item has been discussed (see emergency fund) and action taken, this topic will be deleted from the agenda.

E. Loan Forgiveness

Duane Napier discussed the results of the e-mail survey that Jim Kranz, of the Hospital Association, conducted of their members, on behalf of the WVCN, regarding what programs are currently in place for loan forgiveness.

Dr. Persily suggested that it would be great to add links to the programs responded to the survey to the WVCN website, as a way to advertise and support the loan forgiveness programs for these hospitals. Dr. Persily suggested developing a form or format for the hospital's to use to supply the information – especially the website link and contact name/information.

Denise Campbell provided information from the Davis Health System and St. Joseph's Hospital, as they were on the list as not responding.

Action Item:

1. Develop form for hospitals to supply information on their loan forgiveness programs for use on the WVCN website.

F. Plan for Matching Grants

The members briefly discussed and unanimously voted that developing the scholarship and loan forgiveness program were of higher priority. This item will be removed from the agenda.

V. New Business

Amy Campbell asked members if there was any new business.

- A. Dr. Persily stated that she had been thinking about recognition events – as a way to recognize nursing excellence. Several states do this and there are models that WVCN could use to develop. She shared a copy of Pennsylvania's program for their recognition event. Dr. Persily also informed that group that in 2007, the Nurses Association and RN Board are joining to celebrate 100 years of Nursing in WV. They are planning a year of events, with one month of very concentrated events, which will be in October 2007. The WVNA Conference is October 18-19, with a gala in Charleston, planned for October 20th. If WVCN could have an award process in place by this fall to do a call for proposals – will be something WVCN could do to recognize nurses. Amy Campbell said that she had been thinking about having a specific state award and open it up to leadership in nursing. Dr. Persily concurred, stating that there could be different categories – leadership, excellence – advanced practice, etc. The cost to WVCN would be just the award, and development of the program. Also, Dottie Oakes worked with this type of program at her previous employer, the NC Center for Nursing. She would be a good source of how to proceed. Duane Napier pointed out that this is in the WVCN strategic plan as an action item for the agency.

Action Items:

1. Contact Dottie Oakes and ask if she would be willing to sit on this committee for planning this event, for input into WVCN proposal to recognize nurses at WVNA gala to celebrate 100 years of nursing in WV.

B. RWJ Grant Proposal

Dr. Persily reminded the group that the Board had, at the January meeting, given permission for the R&RI Subcommittee to apply for the RWJ Partners Investing in Nursing's Future grant. WVCN has submitted short proposal and was selected to submit full proposal. The proposal submitted outlines the WVCN's partnership in the grant with the Benedum Foundation and the WV Nursing Leadership Institute. The project will be the CareerPace with UBI. The full proposal due April 11, 2006, and WVCN is still looking for a hospital, long-term care facility or home health agency to partner and to pilot the project. WVNLI member agencies to participate in conference call to discuss project on March 29th. Both the initial and full proposals will be sent to all Board members, so they can see project is wholly about retention.

Action Item:

1. Send initial proposals to all Board members.

V. Next Meeting Date and Adjournment

The next meeting of the Recruitment & Retention Initiatives Subcommittee has been scheduled for May 19th at 1:00 p.m. With no other business, Amy Campbell asked for motion to adjourn. Dr. Persily moved; Dr. Kyle seconded, and the motion passed unanimously.

Signatures:

Chair

Date

Executive Director

Date