

**Kansas State Board of Nursing  
Hotel at Old Town Conference Center, Wichita, KS  
Organizational Development Meeting Minutes  
January 14 & 15, 2015**

Board Present: Brenda Moffitt, APRN, CNS-BC  
JoAnn Klaassen, RN, MN, JD  
Carol Bragdon, PhD, APRN  
Kimberly Hensley, LPN – absent with prior notice  
Judith Hiner, RN, BSN – absent with prior notice  
Bernard Becker, Public Member – absent with prior notice  
Rebecca Nioce, Public Member  
Jeanne Catanzaro, MSN, RN – absent with prior notice  
Garet King, Public Member  
Leanna Beeson, LPN  
Patricia Zeller, MSN, APRN NP-C

Staff Present: Mary Blubaugh, MSN, RN, Executive Administrator  
Diane Glynn, JD, RN, Practice Specialist  
Carol Moreland, MSN, RN, Education Specialist  
Miriah Kidwell, MBA, RN, Education Specialist  
Adrian Guerrero, Director of Operations  
Sheila Rice, Public Service Administrator One  
Inge Reed, CPM, Administrative Specialist

**January 14, 2015**

Call to Order: The meeting was called to order by President B. Moffitt at 1:22 p.m.

Additions to the Agenda: 1. Mid-Year Meeting  
2. Record Center  
3. Impairment question for applications

It was moved to approve the additions to the agenda.  
Motion #1 King/Bragdon. Adopted UYVV.

Succession Planning Tool  
Kit Review:

Jonathan Morris, University of Kansas Public Management Center, lead us through the succession planning tool kit, Board self assessment tool #7.

Break: 2:53 p.m.  
Open session: 3:10 p.m.

Continued with Board self assessment.

Adjourn: It was moved to adjourn the meeting at 4:55 p.m.  
Motion #2 Beeson/Klaassen. Adopted UYVV.

**January 15, 2015**

Mid-Year: M. Blubaugh and A. Guerrero will be attending the National Council of State Boards Nursing mid-year meeting March 16-18, 2015 in Louisville, KY. B. Moffitt, J. Klaassen and P. Zeller also voiced an interest in attending.

Record center: The state record center is closing. KSBN has 1,000 boxes stored at the record center. M. Blubaugh is searching for a facility to hold those 1,000 boxes. Staff will start going through the files in those boxes and scan them.

Application questions: The revised impairment question was discussed and changes made changing 2 years to 5 years.

It was moved to change the language of the impairment question on the license application to read, Within the past 5 years have you suffered from an impairment that affects your ability to practice nursing with reasonable skill and safety? Kansas law defines impairment as physical or mental disability including deterioration through the aging process, loss of motor skill or abuse of drugs or alcohol (KSA65-4924(a)).

Motion #1 Klaassen/King. Adopted UYVV.

Succession planning tool kit:

Tool #1

Designated backup: It was discussed to create a position within the agency for an Assistant Executive Administrator instead of a staff backup. Acquiring the position and salary for another staff member may be difficult. It was discuss for M. Blubaugh and B. Moffitt to select from existing staff members. An executive session will be added to the March Board meeting agenda for selecting a candidate.

Tool #2

Job description: Went through Executive Administrator position description and made additions and revisions as needed.

Break: 10:30 a.m.

Open session: 10:48 a.m.

Tool #3

Responsibilities of the Interim EA: This will be removed from the tool kit due to Assistant Executive Administrator discussion.

Tool #4  
Operations Information: Board staff had discussed and logged some information into the tool kit before this meeting. It was reviewed and more information was added.

Tool #5  
Communications Plan: Information was added into tool kit.

Tool #6  
Strategic Plan: The KSBN strategic plan was already inserted into the tool kit. It was reviewed and updated as needed.

Tool #7  
Board self assessment: Reviewed yesterday.

Tool #8  
Staff assessment: This tool can be completed shortly before the search for the next Executive Administrator is started.

Tool #9  
Annual calendar & Key events: Board staff logged information and no additions or revisions were made.

Tool #10  
Job posting: No additions or revisions.

Tool #11, #12, #13 and #14 are information only.

Adjourn: It was moved to adjourn the meeting at 12:16 p.m. Motion #2 King/Bragdon. Adopted UYVV.

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Brenda Moffitt, Board President

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Date

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Carol Bragdon, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Blubaugh, Executive Administrator

\_\_\_\_\_  
Date