



# Arkansas Department of Health

## Arkansas State Board of Nursing

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Governor Sarah Huckabee Sanders  
Renee Mallory, RN, Secretary of Health  
Jennifer Dillaha, MD, Director  
Sue A. Tedford, MNSc, APRN, Director

### BOARD BUSINESS MEETING MINUTES

**TIME AND PLACE:** September 7, 2023  
ASBN Boardroom

**MEMBERS PRESENT:** Nelida Dycus, BS, MHSM, MHRD, RN; Janice Ivers, MSN, RN, CNE; Stacie Hipp, APRN; Leslie Harmon Branman, BSN, RN, CPSN, CANS; Jasper Fultz, LPN; Melanie Garner, LPN, CLC; Lynne Ritchie, BS, RDH

**MEMBERS ABSENT:** Lance Lindow, RN; Ramonda Housh, MNSc, APRN CNP, C-PNP; Haley Strunk, LPN

**STAFF ATTENDING AT VARIOUS TIMES:** Sue A. Tedford, Director, MNSc, APRN  
David Dawson, General Counsel  
Jennifer Ivory, Attorney Specialist, Esq., MPH  
Darla Erickson, Administrative Services Manager  
Kim Hooks, Assistant Director, MPH, BSN, RN  
Karen McCumpsey, Assistant Director, MNSc, RN, CNE  
Shannon McKinney, Assistant Director, DNP, APRN, WHNP-BC  
Lisa Wooten, Assistant Director, MPH, BSN, RN  
Janet Simpson, ASBN Program Coordinator, MSN, RNP, RNC-MNN  
Tammy Vaughn, ASBN Program Coordinator, MSN, RN, CNE  
LouAnn Walker, Public Information Coordinator  
Albert Williams, Information Systems Coordinator  
Udell Ward Jr., Regulatory Board Chief Investigator  
Leslie Suggs, Executive Assistant to the Director  
Susan Moore, Computer Operator  
Mindy Darner, Legal Support Specialist

Vice President Neldia Dycus called the meeting to order at 11:09. A flexible agenda was declared.

#### I. CONSENT AGENDA

**MOTION 1:** I MOVE the Arkansas State Board of Nursing approve the items on the Consent Agenda. Brought by Janice Ivers and seconded by Jasper Fultz.  
**PASSED.**

#### II. COMMITTEE REPORTS

Reports were given by Committee chairs. Motions reflect committee recommendations.

##### A. FINANCE COMMITTEE

Stacie Hipp, the Finance Committee Chairperson, along with Darla Erickson, Administrative Services Manager, covered items for the Finance Committee. The Finance Committee approved their minutes and purpose of their committee. The following motions were presented:

**MOTION 2:** I move that the Arkansas Department of Health - Arkansas State Board of Nursing approve the financial statements for April 2023, May 2023, and June 2023. Brought by Stacie Hipp and seconded by the Finance Committee.  
**PASSED.**

**MOTION 3:** I move that the Arkansas Department of Health - Arkansas State Board of Nursing approve the financial reports prepared by the Arkansas Department of Health – Budget Department for the periods April 2023, May 2023, and June 2023.

Brought by Stacie Hipp and seconded by the Finance Committee.

**PASSED.**

**MOTION 4:** I move that the Arkansas Department of Health - Arkansas State Board of Nursing approve the report reconciling the ASBN financial statements to the AASIS documents received from the Arkansas Department of Health – Budget Department for the periods April 2023, May 2023, and June 2023.

Brought by Stacie Hipp and seconded by the Finance Committee.

**PASSED.**

**MOTION 5:** I move that the Arkansas Department of Health - Arkansas State Board of Nursing approve the Annual Comprehensive Financial Report (ACFR) Year End Closing Package for State Agencies CSR1 submitted to the Department of Finance and Administration for the fiscal year ended June 30, 2023.

Brought by Stacie Hipp and seconded by the Finance Committee.

**PASSED.**

**MOTION 6:** I move that the Arkansas Department of Health - Arkansas State Board of Nursing approve the FY2024 Annual Operations Plan submitted on April 14, 2023, to the Arkansas Department of Health – Budget Department.

Brought by Stacie Hipp and seconded by the Finance Committee.

**PASSED.**

**MOTION 7:** I move that the Arkansas Department of Health - Arkansas State Board of Nursing approve the revisions to the following policy of the Arkansas State Board of Nursing Administrative Manual as listed and attached:

ACCOUNTING

IX-14, Accounts Receivable Abatement

Brought by Stacie Hipp and seconded by the Finance Committee.

**PASSED.**

**MOTION 8:** I move that the Arkansas Department of Health - Arkansas State Board of Nursing approve the following Policy as listed and attached:

ACCOUNTING

IX-21, Allowance for Doubtful Accounts

Brought by Stacie Hipp and seconded by the Finance Committee.

**PASSED.**

**MOTION 9:** I move that the Arkansas Department of Health - Arkansas State Board of Nursing approve the FY2024 subgrant agreement between the Arkansas Department of Health - Board of Nursing and the Arkansas Center for Nursing, Inc.

Brought by Stacie Hipp and seconded by the Finance Committee.

**PASSED.**

**MOTION 10:** I move that the Arkansas Department of Health - Arkansas State Board of Nursing approve funding in the amount of \$5,000.00 for sponsorship of the 2023 Arkansas Stop Overdose Summit.

Darla also confirmed there were no changes in the financial section of the strategic plan.

**B. EDUCATION COMMITTEE**

Janice Ivers, Acting Education Committee Chairperson, along with Tammy Vaughn, ASBN Program Coordinator, covered items for the Education Committee. The following motions were presented:

**MOTION 11:** I move that the Arkansas State Board of Nursing grant Continued Full Approval to the University of Arkansas Cossatot Practical Nurse program until the year 2028.

Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

**MOTION 12:** I move the Arkansas State Board of Nursing grant Continued Full Approval to the University of Arkansas Community College Batesville Practical Nurse program until the year 2028.

Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

**MOTION 13:** I move that the Arkansas State Board of Nursing grant Continued Full Approval to the Arkansas Tech University Baccalaureate of Science in Nursing program until the year 2028.

Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

**MOTION 14:** I move that the Arkansas State Board of Nursing grant Continued Full Approval to the University of Arkansas Fayetteville Eleanor Mann School of Nursing Baccalaureate of Science in Nursing program until the year 2028.

Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

**MOTION 15:** I move that the Arkansas State Board of Nursing grant Initial Approval to the Northwest Arkansas Community College Practical Nurse program.

Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

**MOTION 16:** I move that the Arkansas State Board of Nursing grant Initial Approval to the Black River Technical College Licensed Practical Nurse to Associate of Applied Science degree in Registered Nursing program.

Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

**MOTION 17:** I move that the Arkansas State Board of Nursing grants Prerequisite Approval to the University of Arkansas Fort Smith Associate of Applied Science in Registered Nursing program.

Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

**MOTION 18:** I move that the Arkansas State Board of Nursing approve the curriculum revision for the University of Arkansas Community College Morrilton Licensed Practical Nurse to Associate of Applied Science in Registered Nursing Program.

Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

**MOTION 19:** I move that the Arkansas State Board of Nursing approve the curriculum revisions for East Arkansas Community College Associate of Applied Science in Nursing Program. Brought by Janice Ivers and seconded by the Education Committee.

**PASSED.**

The Education approved their May 18, 2023, minutes and reviewed their strategic plan. Tammy Vaughn discussed FY23 NCLEX 5 Year Pass Rates.

**C. PRACTICE COMMITTEE**

Neldia Dycus, Practice Committee Chairperson, and Lisa Wooten, ASBN Assistant Director, presented items for the Practice Committee.

The Practice Committee reviewed the Enforcement Case Report and the Disciplinary Performance Improvement Indicators. Board members recommended continued reporting with same level of detail.

The Practice Committee approved their minutes from the May 18, 2023, meeting. They also reviewed their strategic plan and are on track. After discussions, there were no motions to present to the Board:

**D. ADMINISTRATIVE COMMITTEE**

Janice Ivers, Chairperson for the Administrative Committee, and Sue Tedford, ASBN Executive Director, presented the following motions:

The Administrative Committee reviewed Nursing Practice Policy III-51 and Administration policies. Revisions were necessary for the following policies of the Arkansas State Board of Nursing Administrative Manual listed in the following motion.

**MOTION 20:** I move that the Arkansas State Board of Nursing approve the following policy of the Arkansas State Board of Nursing Administrative Manual as listed and attached:

*III-51, Genotox Indeterminate DNA Drug Screen Result*

Brought by Janice Ivers and seconded by the Administrative Committee.

**PASSED.**

The Administrative Committee approved their minutes from the May 18, 2023, meeting and reviewed the 2020-2024 Strategic Plan. The Administrative Committee also discussed the annual Board Strategic Planning Meeting which is scheduled for June 13, 2024. A facilitator will be brought in to assist with creating a new strategic plan for 2025 – 2027. The location for the Strategic Planning Meeting is tentatively scheduled to be held at National Park College in Hot Springs.

**III. STAFF REPORTS**

Shannon McKinney, Assistant Director, Advanced Practice, and LouAnn Walker, Public Information Specialist, IT, both advised their departments are up to date with the Strategic Plan.

LouAnn Walker requested that the Board Members update their biography information. Also reminded Board if a fire alarm is activated while they are in the building, gather their personal belongings and exit the building. ASBN meeting location is the southeast corner of parking lot.

The meeting recessed for lunch at 12:12 p.m. Following lunch, the Board resumed.

Vice President Neldia Dycus called the meeting to order at 1:10 p.m. A flexible agenda was approved.

### III. STAFF REPORTS (cont.)

Sue Tedford and David Dawson updated board members on current *Rules* Promulgation. After discussion, the following motions were presented:

**MOTION 21:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter One- General Provisions, as attached.

Brought by Neldia Dycus and seconded by Leslie Branman.

**PASSED.**

**MOTION 22:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter Two- Licensure: RN, LPN, and LPTN, as attached.

Brought by Neldia Dycus and seconded by Janice Ivers.

**PASSED.**

**MOTION 23:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter Four- Advanced Practice Registered Nurse, as attached.

Brought by Jasper Fultz and seconded by Janice Ivers.

**PASSED.**

**MOTION 24:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter Five- Delegation, as attached.

Brought by Stacie Hipp and seconded by Jasper Fultz.

**PASSED.**

**MOTION 25:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter Six- Standards for Nursing Education Programs, as attached.

Brought by Janice Ivers and seconded by Leslie Branman.

**PASSED.**

**MOTION 26:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter Seven- Rules of Procedure, as attached.

Brought by Janice Ivers and seconded by Stacie Hipp.

**PASSED.**

**MOTION 27:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter Eight- Medication Assistant-Certified, as attached.

Brought by Stacie Hipp and seconded by Jasper Fultz.

**PASSED.**

**MOTION 28:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter Nine- Insulin and Glucagon Administration, as attached.

Brought by Leslie Branman and seconded by Stacie Hipp.

**PASSED.**

**MOTION 29:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter Ten- Alternative to Discipline, as attached.

Brought by Janice Ivers and seconded by Stacie Hipp.

**PASSED.**

**MOTION 30:** I move that the Arkansas State Board of Nursing approve the proposed changes to the Arkansas Board of Nursing *Rules*, Chapter Eleven- Full Independent Practice Credentialing Committee, as attached.

Brought by Janice Ivers and seconded by Jasper Fultz.

**PASSED.**

#### IV. OTHER

Susan Brown and Frankie Russell with PCI spoke to the Board concerning events planned for the upcoming year. The Nursing Compassion and outstanding Nurse Educator Award Ceremony will take place on April 6, 2024, in conjunction with the Nursing Expo at the Jack Stephens Event Center located on the University of Arkansas- Little Rock Campus. Award ceremony will now recognize 20 nurses and 5 educators. Free nursing continuing education credits will be provided to nurses who attend provided courses. There is ongoing discussion for a 2025 Continuing Education Cruise.

The following handouts were provided for the Board Members:

- Survey for 2024 Educational Sessions
- Committee Evaluation
- Hotel and Travel Evaluation
- Committee Interest Survey

The following was provided to the Board through Survey Monkey:

- Board Self-Evaluation

Board Members shared information they learned during the 2023 NCSBN Annual Meeting.

The Board members elected Board officers for the 2023 – 2024 Year, as follows:

**MOTION 31:** I move that the Arkansas State Board of Nursing closes nominations for the 2023 – 2024 Board Officer Positions and acknowledges there are no opposing candidates, and hereby elect the following Board Members by acclamation as follows:

- Vice President: Leslie Harmon Branman
- Secretary: Janice Ivers

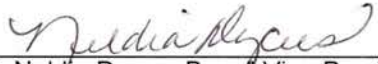
Brought by Jasper Fultz and seconded by Stacie Hipp.

**PASSED.**

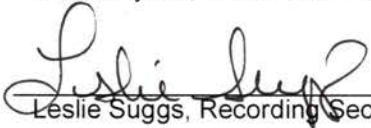
Neldia Dycus was elected to serve as Board President for the 2023-2024 term.

Stacie Hipp was elected to serve as Board Treasurer for the 2023-2024 term.

There being no further business, the meeting adjourned at 2:55 p.m.



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Neldia Dycus, Board Vice President



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Leslie Suggs, Recording Secretary

10/12/2023

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Date Approved