



## **Florida Center for Nursing Board of Directors Meeting**

Tuesday, March 21, 2023  
USF Center for Advanced Medical Learning and Simulation (CAMLS)  
124 S. Franklin St., Tampa FL 33602

**Mission:** Strategically and innovatively address the issues of nursing supply and demand to meet the needs of the people of Florida by:

- Developing and implementing strategies, building evidence to support best practices, and providing recommendations for systemic changes.
- Generating and disseminating credible information to the public, professional organizations, healthcare providers, educational institutions, and legislators.
- Encouraging and coordinating the development of academic-practice partnerships; and
- Identifying and promoting recognition, reward, and licensure renewal activities for nurses and future nurses.

**Vision:** The Florida Center for Nursing is the definitive source for information, research, and strategies addressing the dynamic workforce needs of nursing in Florida.

**Values:** Responsibility, Integrity, Inclusivity, Transparency, Bravery

### **Opening**

The meeting opened at 8:00 a.m. with the option for board members to participate in professional photography and videography to be used for FCN communications.

### **Business Meeting Minutes**

*8:40 a.m. Business Meeting called to order and roll call conducted.*

#### **Attendance**

FCN Board of Directors present: Kristina Cloversettle, Julianne Colle, Suzanne Depew, Mary Anne Enns, Michele Heston, Robert M. Keiser, Louisiana Louis, Robin McGuinness



FCN Staff present: Abigail Carden, Aaron Castillo, Tracie Cooper, Alec Jimenez, Ayesha Johnson, Rayna Letourneau, Ana Sanchez, Osmaida Sanchez, Alejandro Vega Clariana

**Excused**

Jacqueline Munro

*Quorum established.*

Recorders: Tracie Cooper and Osmaida Sanchez

**1. Financial Report**

Florida Center for Nursing (FCN) is headquartered at the University of South Florida College of Nursing (USF CON). USF CON has demonstrated that the FCN is well supported. The FCN state appropriation funding from the Florida legislature is part of a fund within the USF CON. USF CON dean, Usha Menon, and the USF CON finance department established a chart field for the FCN that is separate from other college funding. The state appropriation funds dedicated for the FCN are only used by the FCN. USF CON does not charge FCN any overhead expenses.

Motion to formally thank USF President Rhea Law and USF CON Dean Usha Menon for headquartering the FCN and Willa Fuller, Executive Director of FNA, for supporting the FCN re-establishment efforts by Ms. Mary Anne Enns. Motion seconded by Dr. Robin McGuiness.

Motion carried unanimously.

**2. Evolving FCN Organizational Structure**

FCN is built on four pillars (Operations, Data, Programming, Communications and Marketing). Priorities for growth include the data and programming teams.

**3. FCN BOD Repository**

As follow-up to board of directors' request for a communication strategy to easily share documents, the FCN team developed the online FCN BOD Repository.

*Meeting Break at 9:36 a.m.*

*Resumed at 9:56 a.m.*



#### **4. Informational presentation from the Florida Board of Nursing**

Members of the Florida Board of Nursing (FL BON) staff provided information to educate the FCN board of directors via TEAMS. Florida statute chapter 464 was reviewed. Information was presented by FL BON executive director, Mr. Joe Baker, FL BON director of nursing education, Dr. Sherri Sutton-Johnson, and FL BON nursing education consultant, Dr. Debra Owings.

*Meeting Break at 11:32 a.m.*

*Resumed at 1:03 p.m.*

#### **5. FCN Updates**

##### **a. Data and Programs**

Program development and implantation are guided by findings of the FCN data analysis, needs assessments, and requests from stakeholders.

##### **b. Communication & Marketing**

The Florida Center for Nursing is increasing its communication and digital marketing strategies on social media.

#### **6. FCN Infrastructure**

##### **a. Bylaws**

Motion to form a subcommittee of 3 members of the FCN board of directors will draft bylaws then present to the full board called by Dr. Louisiana Louis. Seconded by Ms. Mary Anne Enns.

Motion carried unanimously.

Dr. Robert Keiser volunteered to lead the bylaws subcommittee. Other members to serve include Dr. Robin McGuinness and Dr. Michele Heston. Dr. Rayna Letourneau, FCN executive director, will provide support. The goal is to complete a draft of bylaws within 4-5 weeks.

##### **b. Policy and Procedures**

Motion to establish a meeting policy to define the meeting structure of board of director meetings hosted by the Florida Center for Nursing called by Ms. Mary Anne Enns. Seconded by Dr. Robert Keiser.



Motion carried unanimously.

Motion to omit a board of directors' expectations policy called by Dr. Robin McGuinness. Seconded by Ms. Mary Anne Enns.

Motion carried unanimously.

Motion to establish an ethics policy to guide toward highly ethical behavior of each board member in their roles and responsibilities as a board member in the Florida Center for Nursing called by Dr. Michele Heston. Seconded by Dr. Robert Keiser.

Motion carried unanimously.

Motion to establish a media relations policy intended to a) consistently present unified and accurate information to the media, including, but not limited to reporters, free-lance writers, funders and members of collaborating organizations; b) ensure that the most qualified Board member or staff presents the information to the media; and c) cultivate courteous and respectful relationships with media personnel called by Dr. Robin McGuinness. Seconded by Ms. Kristina Cloversettle.

Motion carried unanimously.

Motion to include the board chairperson role description to the bylaws called by Ms. Mary Anne Enns. Seconded by Dr. Robert Keiser.

Motion carried unanimously.

Motion to include the executive director role description to the bylaws called by Ms. Mary Anne Enns. Seconded by Ms. Julianne Colle.

Motion carried unanimously.

Motion to establish an executive director performance appraisal policy such that FCN Board of Directors will evaluate the FCN executive director based on the role and responsibility associated with the statutory requirements of 464.0195. The FCN, headquartered at University of South Florida College of Nursing (USF-CON), will be led by a faculty member from USF-CON. The faculty member will be evaluated per the academic evaluation model as required by USF-CON. Additionally, the FCN board of directors will evaluate of the productivity and deliverables for the faculty member in the role of executive director as identified by the statutory requirement, s. 464.0195. The role and responsibilities of the FCN executive director exceed the typical responsibilities of teaching, scholarship, and service of faculty in a typical academic role. Hence, it is recommended that a stipend be established and issued to supplement the faculty base salary for the appointed FCN executive director. The performance



evaluation will be done in conjunction with an annual salary review called by Dr. Robin McGuinness. Seconded by Dr. Robert Keiser.

Motion carried unanimously.

*Meeting Break at 3:09 p.m.*

*Resumed at 3:28 p.m.*

### **7. Informational presentation from the National Forum of State Nursing Workforce Centers**

The director of the National Forum of State Nursing Workforce Centers, Dr. Patricia Moulton Burwell, provided information to educate the FCN board of directors via TEAMS.

Dr. Moulton Burwell directed the board members to the National Forum of State Nursing Workforce Centers website at <https://nursingworkforcecenters.org/>. Email Dr. Patricia Moulton Burwell with any questions at the following email address [info@nursingworkforcecenters.org](mailto:info@nursingworkforcecenters.org).

### **8. Continuation of Policy and Procedures**

Motion to establish a travel policy and procedures to identify domestic travel procedures funded by the Florida Center for Nursing called by Ms. Mary Anne Enns. Seconded by Ms. Julianne Colle.

Motion carried unanimously.

Motion called to establish the mission, vision, and values policy to identify a process for review and revision of the Florida Center for Nursing's mission statement, vision statement, and core values by Dr. Robin McGuinness. Seconded by Ms. Kristina Cloversettle.

Motion carried unanimously.

Motion to table establishment of a voting policy pending approval of bylaws called by Ms. Mary Anne Enns. Seconded by Ms. Suzanne Depew.

Motion carried unanimously.

### **8. FCN Board Structure and Workgroups**



Discussion to consider establishing workgroups to focus on (1) supply and demand, (2) education, and (3) reward, recognition, and renewal activities for nurses in the state. More details will be discussed in upcoming meetings after finalization of bylaws and the policy and procedure manual.

*Motion to adjourn called by Ms. Mary Anne Enns at 4:58 p.m. Second by Dr. Robert Keiser.*

**Approval of Minutes of March 21, 2023 Florida Center for Nursing board of directors meeting.**  
Minutes unanimously approved via electronic voting.