



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

Tuesday, December 13, 2022 – 8:00 a.m.
Embassy Suites at USF
Tampa, Florida

Opening

The meeting opened at 8:25 a.m. with an orientation to the Florida Center for Nursing (FCN) Board of Directors. (See attached slides)

Business Meeting Minutes

11:13 a.m. Business Meeting called to order and roll call conducted.

Present

FCN Board of Directors:

Annmarie Chavarria, Kristina Cloversettle, Julianna Colle, Suzanne Depew, Mary Anne Enns, Michele Heston, Robert M. Keiser, Louisiana Louis, Robin McGuinness, Jacqueline Munro

FCN Staff:

Abigail Carden, Aaron Castillo, Tracie Cooper, Roderick Cunningham, Ayesha Johnson, Rayna Letourneau, Ana Sanchez, Osmaida Sanchez

Absent

None

Quorum established.

Recorders: Tracie Cooper and Osmaida Sanchez

1. FCN Executive Director Job Description, Salary & Evaluation

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. Guided by full-time executive director salary range, mean, and median data from the National Forum of State Nursing Workforce Centers, the amount of the stipend will be such that the base salary plus stipend equals \$180,000 annually.

Motion to approve the FCN executive director job description, evaluation, and stipend by Dr. Robert Keiser. Seconded by Dr. Louisiana Louis.

Motion carried unanimously.

Amendment to the previous motion: This motion is for this fiscal year only (July 1, 2022 through June 30, 2023). Moving forward, the board of directors will establish a formal performance appraisal process to be conducted by the FCN board of directors annual to determine future salary and/or stipend adjustments.

Motion to approve the amendment to the FCN executive director job description, evaluation, and stipend for July 1, 2022 through June 30, 2023 called by Dr. Robert Keiser. Seconded by Ms. Mary Anne Enns.

Amended Motion carried unanimously.

2. FCN Executive Director

Motion: To elect Dr. Rayna Letourneau as executive director for the Florida Center for Nursing.

Motion called by Dr. Louisiana Louis to elect Dr. Rayna Letourneau as permanent executive director of the Florida Center for Nursing. Seconded by Ms. Mary Anne Enns

Dr. Heston wanted this statement reflected in the minutes – “Dr. Rayna Letourneau has done a beautiful job laying the foundation with this important work in our state and the information presented today has far exceeded our expectations. The board of directors officially commends and thanks her for her work.”

Motion carried unanimously.

Dr. Rayna Letourneau was appointed as executive director of the FCN at 12:12 p.m. EST.

Meeting break for lunch at 12:13 p.m.

Call to order at 1:07 p.m.

3. FCN Executive Director annual assignment/effort

The role of the FCN Executive Director as a USF-CON faculty member will have 80% administrative effort and 20% scholarship effort. Scholarship effort includes grant proposal preparation and submission, manuscript preparation and submission, and professional presentations. This 80/20 model of effort assigned has no expiration date. This model will facilitate meeting statutory requirements and the goals of the FCN.

Motion to assign the FCN Executive director 80% administrative effort and 20% scholarship effort called by Dr. Robert Keiser. Seconded by Dr. Louisiana Louis.

Motion carried unanimously.

4. Electing a chairperson

Motion to nominate Dr. Louisiana Louis to be the chair of the FCN Board of Directors called by Dr. Robin McGuinness. Seconded by Ms. Mary Anne Enns.

Motion carried unanimously.

Discussion followed that Executive Director and Chairperson of Board will have a primary line of communication.

5. FCN Mission, Vision, Values

Executive Director presented the FCN's current mission and vision with proposed edits to the language including the addition of core values.

Mission Statement: Strategically and Innovatively address the issues of nursing supply and demand to meet the needs of the people of FL by:

- Developing implementing strategies; build evidence to support best practices and providing recommendations for systematic 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.
- Identifying and promoting recognition, reward, and license renewal activities for nurse and future nurses.

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

Values: Responsibility, Integrity, Inclusivity, Transparency, Bravery

Motion to approve FCN Mission Statement, Vision, and Values as stated above called by Ms. Mary Anne Enns. Seconded by Ms. Suzanne Depew.

Motion carried unanimously.

Action item: Mission, Vision and Values to be posted to the FCN website by staff.

Meeting Break 2:20 p.m.

Meeting called to order 2:33 p.m.

6. FCN Data Initiatives

FCN data initiatives are guided by statutory requirements and include:

- Data collection, evaluation, and reporting of Florida's approved and accredited nursing education programs,
- Evaluation and reporting of first-time NCLEX-RN and NCLEX-PN candidates,
- Data collection, evaluation, and reporting of Florida's nursing workforce supply, and
- Data collection, evaluation, and reporting of Florida's nursing workforce demand.

Motion to continue with data initiatives as described above called by Dr. Heston. Seconded by Dr. Keiser.

Motion carried unanimously.

Motion to require that reports to be published are submitted to the board of directors one week prior to public dissemination called by Dr. Heston. Seconded by Ms. Mary Anne Enns.

Motion carried unanimously.

7. FCN Educational Program Initiatives

FCN educational program initiatives are guided by statutory requirements and include:

- Florida Center for Nursing Clinical Faculty and Preceptor Academy
 - Pilot two introductory modules with contact hours
- Florida Center for Nursing Prelicensure Mentorship Program
- Preceptorship-to-Hire Program

Motion to develop, implement, and evaluate the FCN Clinical Faculty and Preceptor Academy called by Dr. Robin McGuinness. Seconded by Ms. Suzanne Depew.

Motion carried unanimously.

Motion to develop, implement, and evaluate a pilot program titled “The FCN Prelicensure Mentorship Program” by Ms. Kristina Cloversettle. Seconded by Dr. Jacqueline Munro.

Motion carried unanimously.

Preceptorship to Hire Program proposal – withdrawn. Action item: the FCN staff will further develop the Preceptorship-to-Hire program and bring back to the board for review.

8. FCN Public Relations, Communications and Marketing Plans

FCN public relations, marketing, and communications initiatives are guided by statutory requirements and include:

- Hosting a public website
- Marketing campaigns to promote a positive image of nursing
- Enhance reward, recognition, and renewal activities for nurses.

Motion for the FCN staff to investigate alternate website hosting options called by Ms. Mary Anne Enns. Seconded by Dr. Robert Keiser.

Motion carried unanimously.

9. FCN Business Operations and Finance

The FCN team and organizational structure is evolving and will grow to meet the goals and deliverables related to s. 464.0195.

Motion to approve finance allocations as presented by the FCN Business Administrator by Ms. Mary Anne Enns. Seconded by Dr. Annmarie Chavarria.

Motion carried unanimously.

10. Other Matters/Future considerations

A discussion regarding the future goals of the FCN. Suggestions from FCN board of directors included:

- Build a relationship between the FCN and technical colleges. They are stakeholders.
- Consider additional issues within nursing education to evaluate. i.e., clinical site availability to support the nursing workforce pipeline and clinical placements for all levels of nursing.
- NCLEX next generation is scheduled for April 2023. Florida must anticipate changes to the exam will impact pass rates. Consider inviting the Board of Nursing to a future FCN board of directors meeting to discuss statutory requirements regarding approved, probationary, or accredited status.
- Guidelines for hospital and academic institution to partner, collaborate on models for faculty support.
- Past and future presentations from the FCN will be shared with board members.

- Consultation with General Counsel for interpretation/clarification of the Sunshine Law.

11. Future Board of Directors Meetings

Motion to have quarterly FCN board of directors meetings each year with two hybrid and two in-person meetings, alternating called by Dr. Louisiana Louis.

Unanimous nay.

Motion does not carry.

Motion to have quarterly, as aligns with the fiscal year, board of directors meetings in Tampa and if members are not available to attend in person a virtual option will be offered called by Dr. Louisiana Louis. Seconded by Ms. Mary Anne Enns.

Motion carried unanimously.

12. Adjournment

Motion to adjourn by Dr. Louisiana Louis. Seconded by Ms. Mary Anne Enns.

Meeting adjourned at 4:10 p.m.

Approval of Minutes of December 13, 2022 Florida Center for Nursing board of directors meeting.

Motion to approve with minor grammatical corrections by Ms. Mary Anne Enns.

Minutes unanimously approved via electronic voting.