



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

Thursday, September 14, 2023
Keiser University Flagship Campus
Turner Education Center Auditorium
2600 N. Military Trail, West Palm Beach

Mission: The Florida Center for Nursing is established to research and address issues of supply and demand for nursing, including issues of recruitment, retention, and utilization of nurse workforce resources.

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

Business Meeting Minutes

9:05 a.m. Business Meeting called to order and roll call conducted.

Quorum established.

Attendance

FCN Board of Directors: Kristina Cloversettle, Julianne Colle, Suzanne Depew, Mary Anne Enns, Michele Heston (virtual), Robert Keiser, Louisiana Louis, Robin McGuinness

FCN Staff : Rayna Letourneau, Ana Sanchez, and Jason Bartos

Excused: Jacqueline Munro (joined virtually at 1 p.m.)

Guests: Joe Baker, Executive Director FL Board of Nursing



Recorders: Amber Hogan-Spoon, Dr. Ilene Miller, Ana Sanchez
Minutes prepared by Dr. Rayna Letourneau

1. FCN Statutory changes for fiscal year 2023-2024

Reviewed Florida Statute 464.0195 goals of the Florida Center for Nursing.

1. Develop a strategic statewide plan for nursing manpower in this state;
2. Enhance and promote recognition, reward, and renewal activities for nurses;
3. Convene various groups representative of nurses, other health care providers, business, and industry, consumers, lawmakers, and educators.

Reviewed Florida Statute 464.0195(5) which states:

No later than each January 10, the center shall submit a report to the Governor, the President of the Senate, and the Speaker of the House of Representatives providing details of its activities during the preceding calendar year in pursuit of its goals and in the execution of its duties under subsection (2), including a nursing education program report. The center shall annually update the report no later than February 10, to include data related to the NCLEX examination.

Informational.

2. FCN Evolving Organizational Structure

The Florida Center for Nursing organizational structure is continuously evaluated by the executive director.

Informational.

3. FCN Strategic Planning

Discussion regarding the strategy development framework used by the Florida Center for Nursing for strategic planning. The Board identified priority mission areas of (1) supply and demand, (2) recruitment and retention, and (3), nursing workforce resources. The Board reviewed the current organizational vision, mission, and values.

The Core Values of responsibility, integrity, inclusivity, transparency, and bravery were reviewed. Suggestion to define the core values. The BOD would like to reflect on proposed definitions.



Informational.

Meeting break at 11:03 a.m.

Resumed at 11:21 a.m.

4. FCN Infrastructure

Bylaws

Florida Center for Nursing Board of Directors chairperson role is established such that: The chair's term will be a two-year term as chairperson followed by a one-year term as chair-emeritus. The primary responsibilities of the chair are to facilitate board meetings and ensure that the board is effective in setting and implementing the FCN's statewide strategic plan. The primary responsibilities of the chair emeritus are to provide an orderly transition and consultation to the new chairperson.

Motion to approve the Florida Center for Nursing Board Chairperson role description by Dr. Heston. Seconded by Dr. McGuinness.

Motion carried unanimously.

New goal in Florida Statute states that the Florida Center for Nursing is to convene various groups representative of nurses, other health care providers, business and industry, consumers, lawmakers, and educators to: (1) review and comment on data analysis prepared for the center, (2) recommend systemic changes, including strategies for implementation of recommended changes, and (3) evaluate and report the results of these efforts to the Legislature and other entities.

Motion to include the Florida Center for Nursing's third statutory goal in By-laws as stated in Florida Statute 464.0195(2)(c) by Dr. Enns. Seconded by Dr. McGuinness.

Motion carried unanimously.

Discussion regarding the role of the co-chairperson and election of the co-chairperson will be tabled until the next quarterly Board of Directors meeting.



Discussion of regarding succession planning. The goal of the board is to have a director prepared to step in and conduct business if the chairperson is unable to perform duties. Roles to be considered include chair-elect, proxy chair, co-chair, acting-chair, and vice-chair.

The interim-chairperson role description is such that in the absence or disability of the chair, the interim-chair shall perform all duties of the chair and in doing so shall have the powers of the chair.

Motion to retile and reclassify the co-chair title to interim chairperson with the role described as above by Dr. Keiser. Seconded by Dr. Enns.

Motion carried unanimously.

Motion to create a Board Chairperson- Elect role by Dr. McGuinness. Seconded by Dr. Enns.

Motion carried unanimously.

5. Florida Board of Nursing update

Update provided by the executive director of the Florida Board of Nursing (FL BON), Mr. Joe Baker.

Informational.

Meeting break at 12:18 p.m.

Resumed at 1:23 p.m.

6. FCN Board Subcommittees

Research Committee

Motion to approve the Research Committee Charter (attached) by Dr. Munro. Seconded by Dr. Heston.



Motion carried unanimously.

Finance Committee

Motion to approve the Finance Committee Charter (attached) by Dr. McGuinness. Seconded by Ms. Colle.

Motion carried unanimously.

7. FCN Policies and Procedures

Board of directors' travel procedures for quarterly meetings presented as follows:

1. Director responds to meeting invitation.
2. FCN staff coordinates hotel accommodations and traveler may coordinate other travel accommodations.
3. Once travel is complete, traveler may email copies of expense receipts to FLcenterfornursing@usf.edu.
4. Traveler electronically signs expense report.
5. Traveler receives check payment to traveler's address on file.

Board of directors' travel procedures for travel other than BOD meetings presented as follows:

1. Director submits travel request at least 30 days prior to travel.
2. After travel request submitted, business justification reviewed and approved by the University of South Florida College of Nursing business/finance team.
3. Once travel is authorized, traveler may coordinate their travel.
4. Once travel is complete, traveler may email copies of expense receipts to FLCenterforNursing@usf.edu.
5. Traveler electronically signs expense report.
6. Traveler receives check payment to traveler's address on file.

Informational.

6. FCN Quarterly Impact Report from Executive Director

Supply and Demand



Education survey data collection in progress. Education report target publication date is December 2023. NCLEX report will be separate report with target release in February 2024.

State of the Nursing Workforce in Florida 2023 reports supply data from 2020 and 2021 so there is no gap from the last published FCN supply report. The report also evaluates demand of the nursing workforce. The methodology is different than previous FCN demand reports.

FCN panel discussion, Health Care Horizons: Navigating Florida's Supply and Demand of the Nursing workforce was held on September 13, 2023 to meet statutory requirement 464.0195(2)(c)1.

FCN State of Nursing Education and Proposed Solutions Think Tank was created to disseminate findings from the nursing education report and allow stakeholders to comment on findings then offer recommendations. The next event is scheduled at Miami University. This program aligns with statutory requirement 464.0195(2)(c)2.

Informational.

Recruitment and Retention

FCN's Shaping the Future: Becoming Nursing Faculty is an online, OnDemand, continuing education program that aims to explore the role of nursing faculty. This program aligns with statutory requirements 464.0195(2)(a)2, 464.0195(2)(a)3, and 464.0195(2)(a)5 and is available for nurses in Florida through May 2024.

FCN's Prelicensure Professional Networking Program has two aims:

- Encourage and coordinate academic-practice partnerships
- Facilitate nursing students' transition from academia to practice.

The program aligns with statutory requirement 464.0195(2)(a)6.

Informational.

Nursing Workforce Resources

Dissemination of research and scholarly work by means of presentations at state and national conferences helps the FCN to meet statutory requirement 464.0195(2)(b)3.



Well-being needs to be a focus for the nursing workforce. Design, development, and implementation of a Florida Center for Nursing Well-Being Advisory Board will align with statutory requirement 464.0195(20)(c)2.

Motion to move proceed with Well-Being Advisory Board planning and execution by Dr. Heston. Seconded Dr. McGuinness.

Motion carried unanimously.

The Florida Center for Nursing led efforts on a HRSA grant submission in response to the funding opportunity HRSA-23-129. The proposal is currently under technical review.

The Florida Center for Nursing utilizes social media and digital marketing to promote the positive image of nursing. Over the past 90 days, the FCN has demonstrated an increase in followers, page visits, impressions, and engagement on each of the social platforms: Facebook, LinkedIn, Instagram, and X (formally known as Twitter).

Informational.

8. National Forum of State Nursing Workforce Centers

The National Forum of State Nursing Workforce Centers is a national network of 43 nursing workforce entities reaching more than 4 million nurses across the nation. The each unique center focuses on addressing the nursing shortage, support the advancement of nurse workforce initiatives, and share best practices in nursing workforce research, planning, development and formulation of policy.

Annually, the National Forum of State Nursing Workforce Centers conducts a membership survey. Results of the 2023 Annual State Subscriber Survey were reviewed.

The National Forum of State Nursing Workforce Centers 2024 annual conference is scheduled June 17-19, 2024 in San Diego, CA. The conference will bring together nursing, workforce, and leaders from across the country to learn, share and network. This national conference will focus on these key issues that affect the nursing workforce shortage:

- K-12 pipeline
- Pre-requisite education, pre-nursing pathways
- Pre-licensure education at the RN and APRN levels
- Health and well-being of the nursing workforce



- Upskilling the workforce through academic and/or mentoring programs
- Optimizing the nursing workforce
- Workforce data
- State and Federal Policy

Informational.

9. Other Matters

The HRSA Nurse Faculty Loan Repayment Program (NFLP) appears to be structured such that eligibility is dependent upon employment teaching in an RN program and does not recognize PN faculty as eligible. This is a limitation of the resource as there is a nursing faculty shortage across RN and PN programs.

Motion to adjourn at 4:15 p.m. Called by Dr. Enns

Minutes of September 14, 2023 Florida Center for Nursing board of directors meeting reviewed and approved at the December 13, 2023 meeting.



Research Committee Charter

Overview:

The Florida Center for Nursing (FCN) conveys “The Florida Center for Nursing is established to research and address issues of supply and demand for nursing, including issues of recruitment, retention, and utilization of nursing workforce issues.”

The FCN has an experienced research team that defines the research agenda and executes the research process to include the development, implementation, analysis and dissemination of findings. The FCN Executive Director has the vision and oversight of the research team and drives strategy based on the Florida Statutes 464.0195.

Role of the Committee/Purpose:

To provide feedback to the Florida Center for Nursing (FCN) regarding the research agenda and goals.

Committee Responsibilities as determined by the FCN Board of Directors:

1. Support the Florida Center for Nursing mission, vision, and values.
2. Review and provide feedback regarding FCN Research agenda and goals.
3. Provide feedback pertaining to proposed FCN nursing workforce studies.
4. Identify and propose potential research ideas to the FCN Executive Director and BOD, that address the supply and demand needs of the nursing workforce.
5. Develop and submit reports to the Board of Directors, Chairperson of the Board, and the Executive Director outlining their progress and recommendations.

Note: Committees shall make recommendations to the FCN Board of Directors, but final decisions shall be made by the Board of Directors.

Committee Membership:

The Florida Center for Nursing (FCN) Research Committee will have a chairperson selected by the FCN Board of Directors (BOD). Committee membership shall be open to all members of the FCN- BODs. The FCN Research Committee chairperson will recruit members for the committee. Members shall serve for a two-year term, after which they may be reappointed or replaced.

Committee Meetings:

The FCN Research Committee chairperson shall facilitate committee meetings. The FCN Research Committee is supported administratively by FCN staff. Meetings shall be held twice

annually, and additional meetings may be called as needed. The FCN staff shall provide notice of meetings in advance of the meeting. A quorum shall be required for meetings, and decisions shall be made by a majority vote of the members present. Meeting minutes will be created outlining key topics discussed at the meeting. The committee minutes are submitted to the FCN Research Committee for review and approval. The FCN Research Committee minutes will be available to the FCN BODs for review.

Committee Disbandment:

The FCN Research Committee may be disbanded by the Board of Directors if its mandate(s) have been fulfilled, or if deemed no longer necessary. The committee shall provide a final report to the Board of Directors before being disbanded.



Finance Committee Charter

Overview:

The Florida Center for Nursing (FCN) conveys “The Florida Center for Nursing is established to research and address issues of supply and demand for nursing, including issues of recruitment, retention, and utilization of nursing workforce issues.”

The FCN has an experienced research team that defines the research agenda and executes the research process to include the development, implementation, analysis and dissemination of findings. The FCN Executive Director has the vision and oversight of the research team and drives strategy based on the Florida Statutes 464.0195.

Role of the Committee/Purpose:

To evaluate execution of FY budget and provide recommendations for upcoming fiscal year (FY).

Committee Responsibilities as determined by the FCN Board of Directors:

1. Support the Florida Center for Nursing mission, vision, and values.
2. Review and provide feedback on financial policies.
3. Address audit findings.
4. Monitor risks and exposures.
5. Conduct other duties as assigned by the Board of Directors.
6. Outcomes of Finance Committee meetings, reports, and recommendations shall be presented to the FCN Board of Directors.

Note: Committees shall make recommendations to the FCN Board of Directors, but final decisions shall be made by the Board of Directors.

Committee Membership:

The Florida Center for Nursing (FCN) Finance Committee will have a chairperson selected by the FCN Board of Directors (BOD). Committee membership shall be open to all members of the FCN- BODs. The FCN Finance Committee chairperson will recruit members for the committee. Members shall serve for a two-year term, after which they may be reappointed or replaced.

Committee Meetings:

The FCN Finance Committee chairperson shall facilitate committee meetings. The FCN Finance Committee is supported administratively by FCN staff. The FCN Finance Committee meets 2 times per year to examine FCN funding including grants. FY opening meeting and after staff annual appraisals. Suggested spring and fall (to align with USF CON workflow/timeline). Also ad hoc (prn) post any financial changes.

Committee Disbandment:

The FCN Finance Committee may be disbanded by the Board of Directors if its mandate(s) have been fulfilled, or if deemed no longer necessary. The committee shall provide a final report to the Board of Directors before being disbanded.