



**Florida Center for Nursing
Finance Committee Meeting**

Date: Wednesday, May 22, 2024

Time: 9:00 am EDT

Location: Teams (virtual)

Members in attendance: Dr. Robert Keiser (chair), Ms. Kristina Cloversettle

Ad hoc members: Ms. Ana Sanchez (recorder), Ms. Jessica Gelabert, Dr. Rayna Letourneau

Excused absence: Ms. Joanne Hoertz

Absent: Ms. Juliane Colle

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 vision of the Florida Center for Nursing is to ensure that the health care needs of the residents and visitors of Florida are met by a competent and sufficient nursing workforce.

Values:

- Accountability–We commit to deliver on the FCN’s statutory goals.
- Integrity–We practice high ethical standards through interpersonal and interprofessional relationships.
- Respect–We cultivate collaborative partnerships that promote access for everyone.
- Courage–We take bold steps to create innovative best practices to advance the nursing profession.

Notes:

- Ms. Gelabert presented the FY24 actuals
 - Labor and fringe are going to be a full payroll by end of FY24 and considered a healthy size for this operation
- Carry forward from FY23 review
 - \$1.5M for marketing campaign
- Ms. Gelabert presented the FY25 budget
 - Q – Dr. Keiser – why is it projected that travel will be lower next year?
 - A – In the first 2 years the FCN staff accepted all opportunities to represent the center and convene with communities of interest. In the 3rd year, travel plans will be more strategic and intentional based on FCN’s statewide strategic priorities.

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- Q – Dr. Keiser – asked about other hourly labor expenses
- A – Contracted employee expenses are included in this category
- Q – Ms. Cloversettle – why is travel budgeted higher than FY24 actual
- A – FY 24 has a high amount of encumbrance that may carry over into FY25
- Ms. Gelabert stated that the FCN’s budget is stable and will get more precise as initiatives continue to be executed
- BOD meeting cost analysis
 - Dr. Letourneau presented cost analysis chart and discussed benefits of having the meetings throughout the state
 - Dr. Keiser – for fiscal reason makes sense to have future BOD quarterly meetings in the West Central region.
 - Consider having FCN strategic initiative events adjacent to the BOD meeting to maximize travel, combine efforts and presence, and cost effective
 - Q – at last BOD meeting discussed attendance at quarterly meetings and consideration of travel; will more virtual opportunities be allowed
 - A – understanding is that most of the BOD prefers in person for next fiscal year with virtual as an option for extraordinary circumstances. We will continue with having in person meetings for this fiscal year and reevaluate prior to FY26 budget preparation
 - Q - Dr. Keiser – who from staff will be attending BOD meetings
 - A - Dr. Letourneau – Executive Director, Associate Director, and Senior Admin Assistant. Other team members will be invited if appropriate.
 - Summary – have meetings in West Central unless we can combine with an FCN event hosted at another region.
- FCN Donations
 - Dr. Letourneau provided update on the donations made by nurses at time of license renewal, collected by MQA then transferred to the FCN – approx. \$18K
 - FCN website also has a donation link to make donation directly to FCN. FCN is headquartered at University of South Florida (USF) so online donations go to FCN via USF Foundation.
 - Donation funds give more flexibility for approved expenses than the state appropriations
 - Ms. Gelabert explained that funds go through the USF’s foundation and the guidelines are separate from the state appropriations, but all still dedicated to the FCN
- Grants
 - Grant funding – 1 proposal submitted to National League for Nursing (NLN) under review –\$25K

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- FCN staff will continue seeking opportunities for grant funding

The meeting was adjourned at 9:39 a.m.

Next meeting will be in January 2025, FCN administrative team will coordinate scheduling.