



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

Wednesday, June 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

Business Meeting Minutes

9:15 a.m. Business Meeting called to order and roll call conducted.

Attendance

FCN Board of Directors: Kristina Cloversettle, Julianne Colle, Suzanne Depew, Mary Anne Enns (virtual), Michele Heston (virtual), Robert M. Keiser (virtual), Louisana Louis, Jacqueline Munro

FCN Staff: Rayna Letourneau, Ana Sanchez, Osmaida Sanchez

Excused

Robin McGuinness



Quorum established.

Recorder: Osmaida Sanchez

1. Statutory changes for fiscal year 2023-2024

Reviewed SB 240 and SB 274.

SB 240 provides changes to statutory requirements of the Florida Center for Nursing (FCN) such that the FCN must “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. Additionally, changes to the due dates of reporting are made such that “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.”

SB 274 revises the primary goals of the FCN “to provide that development of a statewide plan for nursing manpower must include the encouragement and coordination of the development of partnerships with hospitals which provide opportunities for nursing students to obtain clinical experience.”

Informational.

2. Appointments to Board of Directors

According to The Appointments Office, Executive Office of Governor Ron DeSantis, Office: (850) 717-9243, www.flgov.com/appointments:

- Appointed members to the Florida Center for Nursing Board of Directors can continue to serve even once their date of expiration comes around as a holdover.
- If any members would like to be considered for reappointment, they can contact The Appointments Office via email and the office can confirm their applications are up to date.
- It is difficult to give an accurate estimation of when an appointment will be made.



- Applications will be reviewed by an analyst and The Appointments Office will reach out to the individuals if more information is needed.

Informational.

3. FCN Board of Directors Allowance

F.S. 464.0196 states “the members of the board are entitled to receive per diem and allowances prescribed by law for state boards and commissions.” Discussion followed regarding other Florida health professions boards receiving allowances. Specifically, the Florida Board of Nursing allowance is \$50 a day that board members are entitled to when they are on official business. The allowance is typically for a travel day and then any meeting day of the board.

Motion to issue a \$50 daily allowance for Florida Center for Nursing Board of Directors when they are on official business, to include travel days and meeting days by Ms. Cloversettle. Seconded by Dr. Keiser.

Yea-6

Nay-2

Motion carries.

4. Florida Center for Nursing Bylaws

F.S. 464.0196 states the FCN Board’s duty is “to elect a chair and officers, to serve 2-year terms.”

Discussion related to electing a co-chair and a succession plan for Board officers modeled after the National Forum of State Nursing Workforce Centers, such that the FCN co-chair will have the following roles and responsibilities:

In the absence or disability of the chair, the co-chair shall perform all duties of the chair and in doing so shall have the powers of the chair. The co-chair’s term will be one year. The co-chair’s term of one year will be followed by a two-year term as chairperson and one year as chair-emeritus.

Motion to amend the FCN Bylaws to include the role of co-chair with the following roles and responsibilities, “In the absence or disability of the chair, the co-chair shall perform all duties of the chair and in doing so shall have the powers of the chair. The co-chair’s term will be one year. The co-chair’s term of one year will be followed by a two-year term as chairperson and one year as chair-emeritus,” effective July 1, 2023 made by Dr. Keiser. Seconded by Dr. Heston.

Motion carried unanimously.



Motion to amend the FCN Bylaws to establish a Finance Committee and Research Committee by Dr. Munro. Seconded by Dr. Keiser.

Motion carried unanimously.

Meeting Break at 10:29 a.m.

Resumed at 10:45 a.m.

5. FCN Strategic Planning

Discussion regarding a framework to be used by the Florida Center for Nursing for strategic planning. Using a strategic planning framework, the Board reviewed the current organizational vision, mission, and values. The Board agrees the mission statement should be a one-sentence statement describing the reason the FCN exists. The mission statement should be clear, simple, and easily explained.

Motion to revise the Florida Center for Nursing's mission statement to be "*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*" by Dr. Keiser. Seconded by Ms. Cloversettle.

Yea-6

Nay-1

Motion carries.

Discussion related to strategic priority areas. The Florida Center for Nursing identifies the following priority areas:

1. Supply and Demand
2. Recruitment and Retention
3. Nursing Workforce Resources

Informational.

6. FCN Quarterly Impact Report from Executive Director

a. Supply and Demand

The FCN State of Nursing Education in Florida and Proposed Solutions Think Tank event was hosted by Valencia College on June 9, 2023. Key findings from the FCN education survey were presented. Stakeholders reviewed and commented on data analysis prepared for the center and recommended strategies to increase the number of nursing faculty in Florida and improve Florida's NCLEX pass rates.



Supply and demand data has been collected and analysis is ongoing. Report will be generated for dissemination.

Informational.

b. Recruitment and Retention

Per statutory requirement to pilot innovative projects to support the recruitment, development, and retention of qualified faculty employment and advancement 494.0195(2)(a)(5), the Florida Center for Nursing launched a continuing education activity titled “Shaping the Future: Becoming Nursing Faculty.” More information can be found by clicking the following link <https://usfcorporatetraining.instructure.com/courses/2703>.

Informational.

c. Nursing Workforce Resources

Per statutory requirement to promote media and positive image-building efforts for nursing 494.0195(2)(b)(3), the Florida Center for Nursing has focused efforts on social media via the following platforms: Twitter, LinkedIn, Facebook, and Instagram. Number of followers and posts are monitored and have significant increase in quarter 4 of fiscal year 2023.

Informational.

Meeting Break at 12:00 p.m.

Resumed at 1:00 p.m.

7. Informational presentation from CareerSource Florida

The CareerSource Florida Director of Apprenticeships, Healthcare, Life Sciences Workforce Program Development, Ms. Susan Bosse, provided information to educate the FCN board of directors.

Discussion included:

- Strategies and resources to help narrow the talent gap in healthcare.
- Registered Nurses in Florida Occupation Snapshot Report from Lightcast.
- Building the community’s workforce.
- Opportunities for CareerSource Florida and the Florida Center for Nursing to collaborate.

Informational.



8. Social Media Policy and Procedure

Motion to implement a social media policy to outline standards for creating and distributing all official digital communications on social media channels called by Dr. Munro. Seconded by Ms. Colle.

Motion carried unanimously.

8. FCN Board Structure for Research and Finance Committees

The research committee, led by Dr. Munro, will comprise of Dr. Louis, Ms. Depew, and Dr. Letourneau. The finance committee, led by Dr. Keiser, will comprise of Ms. Cloversettle, Ms. Colle, Ms. Sanchez, and Dr. Letourneau. Each committee will convene to determine goals and objectives.

Informational.

9. Annual Appraisal of the FCN Executive Director

A closed executive session evaluated Dr. Letourneau's annual performance. A motion to implement a stipend added to the executive director's base salary was called by Dr. Keiser and seconded by Ms. Enns. The amount of stipend for FY 2023-2024 (July 1, 2023 through June 30, 2024) is \$70,000 plus a 3% merit increase, totaling \$72,100.

Motion carried unanimously.

The performance appraisal committee will begin FY 2023-2024 process during quarter 3 (March 2024). Future merit increases will be annual and based on key performance indicators, metrics, and outcomes.

10. Matters Arising

Future Board of Directors meetings will rotate and be hosted by board members. Dr. Keiser will host the September meeting at Keiser University. Dr. McGuiness will host the December meeting at AdventHealth.

Motion to adjourn at 4:24 p.m. called by Ms. Cloversettle. Seconded by Ms. Enns.

Approval of minutes of June 21, 2023 Florida Center for Nursing board of directors meeting via electronic voting.