

**Tennessee Board of Nursing Committee to  
Review New Scope of Services for  
Tennessee Center for Nursing  
Vanderbilt University Medical Center  
CCC-3300 Medical Center North  
1161 21<sup>st</sup> Avenue, South  
Nashville, TN 37232-2104**

**August 18, 2009**

**Minutes**

Call to Order	Marilyn Dubree called the meeting to order at 9:30 a.m. August 18, 2009.
Board Members Present	Marilyn Dubree, R.N. Kathleen Harkey, Consumer Member
Tennessee Center for Nursing Members/Staff Present	Lois Wagner, Executive Director
	Sharon Adkins
	Chris Clarke
	Laura Beth Brown
	Aleshia Garrett
Board of Nursing Staff Present	Elizabeth Lund, Executive Director Donna Fairchild, Nurse Consultant Alison Cleaves, Deputy General Counsel Ashley Carter, Deputy General Counsel
Guests	Ms. Dubree recognized and welcomed guests present.
Purpose of the Meeting	Ms. Dubree spoke to the purpose of the meeting to help the parties understand the spirit and intent of the new scope of services and harmoniously operationalize the terms of the contract.
Discussion of BON Expectation re Scope of Services	The group worked through the scope of services and clarified the following: <ul style="list-style-type: none"> <li>• TCN will submit an electronic copy of the strategic plan to the BON executive director by September 18, 2009. Ms. Lund will forward the plan to the BON and copy TCN executive director, Lois Wagner.</li> <li>• BON staff (Debbie Lovell via Joan Harper) will work with TCN to ensure that data is made available to TCN through either online or individual reports. TCN will advise Lund of data elements it believes are missing from the online reporting</li> </ul>

	<p>program.</p> <ul style="list-style-type: none"> <li>• TCN will formulate a survey to be distributed to the BON to ascertain the Board’s research questions/topics. It was agreed that the survey would not be open ended and may include the framework of nursing regulation-education, practice, discipline and licensing to both illuminate for the Board TCN research/projects in progress/completed and areas of need. Wagner will forward the electronic survey to Lund to forward to the BON by 9/18. This survey will assist to inform the Board discussion at the 9/25/09 board meeting.</li> <li>• After receiving input from the BON, TCN’s advisory group will convene to further identify research questions and formulate a plan for addressing the questions through such means as a review of the literature, white paper, research project, etc.</li> <li>• TCN documents will be provided to the BON prior to distribution to the public.</li> <li>• Scope of Services document, A.1.c. Delete current language and substitute as follows: Keep the Board of Nursing informed on the selection of an executive director, operational and other policies, selection for the Board of Directors and other business activities.</li> <li>• TCN will provide the BON by 9/25/09 information related to state workforce centers: state, amount of budget including the amount and/or percentage of total budget received by the home state board versus other sources of income. BON staff is asked to provide the budgets of other Boards of Nursing.</li> <li>• In order to facilitate communication TCN staff is expected to attend an orientation to nursing regulation and executive board members are encouraged to attend. BON staff will facilitate the orientation either in conjunction with new board member orientation or in another manner.</li> <li>• TCN executive director will attend all business meetings of the BON and will attend at least one half day of meetings in which disciplinary hearings are conducted.</li> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• TCN and BON staff will work together to coordinate meeting calendars to facilitate communication/business processes.</li> </ul>
Budget Attachments to the Contract and Invoices	Lois Wagner answered questions relative to her

	status as a Vanderbilt employee and full time executive director of TCN. TCN has “bought out” her full time services through a contract which is represented on both the contract budget attachments and invoices under the category of professional fees/grant and award. It was suggested that a footnote or other notation be made on the budget attachments/invoices to clarify the “salary” and “professional fees/grant and award” to make it clear where the executive director’s salary falls.
Adjournment	11:30 a.m.
These minutes were ratified by the Board of Nursing at the September 2, 2009, meeting.	