



**Illinois Department of Financial and Professional Regulation**  
**Division of Professional Regulation**

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 Governor

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 Acting Secretary

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 Division of Professional Regulation

**ADVISORY BOARD FOR THE ILLINOIS CENTER FOR NURSING**

Illinois Center for Nursing  
 Advisory Board Meeting  
 Thursday, December 5, 2013  
 Minutes

ATTENDANCE

ICN Board Members: Excused Absence: None

Present: Springfield:

- Donna Hartweg, Chairperson
- Janet Krejci
- Donna Meyer
- Marsha Prater

Present: Chicago:

- Maureen Shekleton, Vice-Chairperson
- Julie Bracken
- Kathleen Delaney
- Carmen Hovanec
- Mary Lebold
- Deborah Terrell

Guests (Springfield): None

Guests (Chicago): Michele Bromberg, IDFPN Nursing Coordinator; Susan Swart, ED ANA-IL, ISAPN

ICN Staff: Chicago: LBRoberts

D. Hartweg called meeting called to order at 09:41am

Topic	Discussion	Action
Announcements: Welcome, introductions	Introductions of Illinois Center for Nursing Board members, Introduction of guests, begin with attendees in Chicago, then Springfield. A quorum was present.	
	Approval Minutes; J. Krejci, move, J. Bracken second: approved.	Approved
	<b>Illinois Jonas Scholars</b> The three Jonas scholars in Illinois have been active participants in the Illinois Healthcare Action Coalition (IHAC) since December 2012. Each student, based on an area of interest, chose to work with one of the four IHAC Workgroups. The three Workgroups, Education, Practice and Leadership benefitted from the end product delivered by the Jonas Scholars: Ben Inventor (Rush), Sara Adams (UIC) and Teresa Yambo (Rush). All deliverables will be made available on the IHAC website	

	<p><a href="http://www.illinoisshac.com">www.illinoisshac.com</a></p> <p>All three Illinois Jonas scholars were invited to present during the Jonas Nurse Leaders Conference in Washington, D. C. in October 2013. The Projects were successful because we worked to limit the depth and scope of the projects and we identified an individual leader as a source of contact to enable continued work.</p> <p><b>Illinois Clinical Faculty Academy – upcoming programs</b></p> <ol style="list-style-type: none"> <li>1. W. R. Harper Community College, January 10 &amp; 11, 2014</li> <li>2. Illinois Central College, Peoria, Illinois, August 6 &amp; 7, 2014</li> <li>3. South Metro Higher Education Consortium, August 6 &amp; 7, 2014</li> </ol> <p><b>Legislative Update</b></p> <p>Brief review of legislation impacting nurses &amp; patients:</p> <p>Increase RN licensure fee of \$10.00/year; increase to be used in part to fund the scholarships administered through Illinois Department of Public Health, Center for Rural Health.</p> <p>Illinois Public Act 097-0710, President’s Veteran Employment Task Force, Subcommittee on Credentialing &amp; Licensing – Illinois participated in the national meeting last month, Washington, DC.</p> <p>1.2 million veterans are returning to Illinois, focus is gap analysis of current licensed professions with military curricula. Initial Illinois focus: LPN, policemen and paramedics. Navy and Air Force – similar to be entrants to the LPN bridge program; Army – will partner with paramedic program. The Illinois Board of Nursing completed a gap analysis showing 14 essential components. There will be a pilot program of the initial curriculum.</p> <p><b>Communication – no new information</b></p> <p><b>Illinois Healthcare Workforce Investment Board Task Force:</b></p> <p>There will be a total 5 meetings during FY2014; the final meeting is scheduled for July 2014. The subcommittee/workgroup information will be available by January 2014.</p>		
<p><b>Old Business</b></p> <p><b>New Business</b></p>	<p><b>Review of ICN Mission, Vision, Goals, Mandates and Statute</b></p> <p>The agenda was reordered as this Old Business review will be incorporated into the Strategic Planning process; move to New Business.</p> <p><b>Strategic Planning</b></p> <p>-- Meeting with IDFPR Director Jay Stewart and Chair D. Hartweg: discussion during this first meeting included that ICN Advisory Board is different from other IDFPR Boards, FY2014 budget, planning for nursing workforce survey, the appointment process, future meetings.</p> <p>--Resource documents distributed prior to this meeting reviewed.</p> <p>--ICN Strategic Plan was last completed utilizing a facilitator in 2007. Consensus to dedicate February 2014 meeting to strategic planning. Agreement: subcommittee to review and summarize gap analysis, stakeholder interviews prior to February 2014 ICN Board meeting. Discussion: some areas maybe not as relevant as in 2006, will need to prioritize, determine what hold onto and strengthen, complete SWOT analysis, determine flexible plan to maintain workforce focus, alignment with statute, goals and mandates. Reference documents</p>		

	<p>reviewed – will be mailed to ICN Board prior to February meeting. Volunteers: D. Hartweg, M. Shekleton, J. Krejci, C. Hovanec, D. Meyer</p> <p>IDFPR Nursing RN Survey: may be able to attach to 2014 RN licensure renewal process, 90% Illinois RNs renew through on-line process. Workforce survey vetted is in compliance with national minimum data set and questions from NCSBN/Forum survey distributed January 2013, this survey was finalized in 2010 – no funding to distribute since that time. The last survey was completed in 2007. Plan: review survey prior to submission for distribution.</p>		
<b>1115-1125</b>	<b>Break</b>		
	<p>Consent agenda: review utilization of consent agenda process Discussion: none; J. Krejci move, D. Meyer second</p>		Motion: Passed
<b>Old Business</b>	<p><b>Illinois Board of Higher Education (IBHE) Nurse Educator Fellowship</b> Long-term follow-up of FY2007 – Fy2013 award recipients completed, preliminary results include a 75% response rate. Discussion: are there additional metrics important to IBHE based on the results of the ICN survey? (IBHE was consulted prior to this survey distribution). The Joint meeting of IACN and IOADN and ICCB Deans and Directors is scheduled for February 7, 2014 2/7/14, share information. Consider an article, include innovative teaching techniques, etc</p> <p>Board of Nursing (BON) Annual Survey also includes faculty data. M. Bromberg, Nursing Coordinator presented a brief summary: this survey of all Illinois pre-licensure nursing education programs is mandatory to maintain BON approval. The survey was developed in 2008, includes the national minimum data set, is distributed annually in August. Other faculty data: AACN and NLN do this for schools they accredit, a 3-5 year retrospective. Request information from BON: totals last 3 years of faculty vacancies, number of qualified students and number admitted.</p> <p><b>ICN Programs:</b> Discussion deferred until next meeting.</p> <ul style="list-style-type: none"> <li>• Clinical Faculty Academy</li> <li>• Standard Clinical Affiliation Agreement</li> </ul>		
<b>Old Business</b>	<p>Institute of Medicine (IOM) Campaign for Action: Future of Nursing: <i>Leading change, Advancing Health</i>: Illinois Healthcare Action Coalition (IHAC) <a href="https://www.facebook.com/IHAC2013">https://www.facebook.com/IHAC2013</a> –Robert Wood Johnson Foundation (RWJF) State Implementation Program (SIP) grant – notification of grant recipients is anticipated within the next few weeks, this is a 2:1 matching grant, funds for Illinois are still needed.</p> <ul style="list-style-type: none"> <li>• IHAC Workgroups – Education, Leadership, Collaboration, and Practice, they are meeting every 4-6 weeks, reporting process, regular communication to IHAC Executive Committee continues.</li> <li>• IHAC independent website is anticipated live on Dec 18, 2013.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Consumer Voices and Campaign for Action: initial conference call meeting held on 11/12/14. Illinois is one of three states chosen as pilot along with Colorado and New York. P. Robbins, ANA-IL and L. B. Roberts represented IHAC. All 3 states are receiving funding from RWJF through either Community Catalyst or CCNA, goal: increased distribution of information about ACA, increased ACA enrollment, and an opportunity for nursing organizations to have a leadership role in this process.</li> <li>• 11/26/13: Local Illinois organizations meet, strategize outreach: EverThrive Illinois/IL MCHC, Shriver Poverty Law Center and IHAC met. Plan: 3 webinars, and presentation at April 1, 2014 Political Action Day, Springfield, Illinois. P. Robbins to present for IHAC. ANA-IL/INF so sponsor 1 hour free CE for each webinar.</li> <li>• IL only state with state-federal ACA enrollment, other states state enrollment only.</li> <li>• CCNA to host monthly conference calls with status updates on this pilot project that include measurable outcomes, goal: increased enrollment of the uninsured, nurse ambassadors to lead information sharing of resources for the uninsured to sign up for health insurance through ACA.</li> </ul>		Motion: M. Shekleton move, C. Hovanec second - publicize educational resource; motion passed.
	Next meeting: February 6, 2014: 0900-1500, Chicago offices of IDFPR.		
Adjournment	1240pm, M. Prater moved, M. Shekleton seconded – meeting adjourned.		

The Illinois Center for Nursing (ICN) was established in 2006 to advocate for appropriate nursing resources necessary to meet the healthcare needs of the citizens of Illinois. ICN is working with industry professionals and educational institutions to ensure that Illinois has a nursing workforce necessary to meet the demands of a growing and aging population. ICN Website: [www.nursing.illinois.gov](http://www.nursing.illinois.gov).

Members of the ICN Board of Directors:

Julie Bracken, Evergreen Park, IL; Kathleen Delaney, Evanston, IL; Carmen C. Hovanec, Chicago, IL; Donna Hartweg, Bloomington, IL; Janet Krejci, Bloomington, IL; Mary Lebold, Chicago, IL; Donna Meyer, Edwardsville, IL; Marsha Prater, Springfield, IL; Maureen Shekleton, Glen Ellyn, IL; Deborah Terrell, Flossmoor, IL.

The Illinois Healthcare Action Coalition (IHAC), <https://www.facebook.com/IHAC2013> was convened to advance *The Future of Nursing: Campaign for Action*<sup>™</sup>, a collaboration created by the Robert Wood Johnson Foundation and the AARP Foundation <http://championnursing.org/>.

## Illinois Center for Nursing Consent Agenda - Final Discussion

What does a consent agenda do: it saves board meeting time by differentiating between routine matters not needing explanation and more complex issues needing examination

Examples of items included in a consent agenda:

- Approval of minutes
- Reports provided for information only
- Announcements
- Routine, non-controversial, self-explanatory, mundane items

How consent items handled:

- The board chairperson determines whether an item belongs on the consent agenda
- The agenda is prepared with a numbered list of the consent items as part of, or as an attachment to the meeting agenda
- **The list and supporting documents that are part of the consent agenda are included in the board's packet that is distributed in sufficient time to be ready by all board members prior to the meeting**
- At the beginning of the meeting, the chairperson asks members of the board with items they wish to be removed from the consent agenda and discussed individually
- If any member requests that an item be removed from the consent agenda, it must be removed.
  - Members may request that an item be removed for any reason
    - They may wish, for example, to discuss the item, to query the item, or to register a vote against the item
- Once an item or items have been removed, the chair determines whether to take up the matter immediately or to place it on the regular meeting agenda
- Immediately following the opportunity to remove any items for separate discussion, the consent agenda is moved and approved as a set. Example:
  - "I move the consent agenda"
  - "I second the motion"
- When preparing the minutes, the recorder or Secretary includes the full text of recommendations that were adopted as part of the consent agenda

When should a consent agenda not be used?

- The consent agenda practice should not be used unless all members of the board understand and agree to its use
- This approach places more responsibility upon members to prepare prior to the meeting. *Obviously, if members do not read the information on the consent agenda prior to the meeting, they cannot responsibly agree to the inclusion of any particular item on the consent agenda*
- The worst outcome would be to take action on a matter of significant programmatic or legal importance without truly having the board's informed consent