



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

Illinois Nursing Center Advisory Board Meeting Minutes
December 7, 2006

Members Present: Chair, Michele Bromberg

Bridget Cahill, Kathryn Christiansen, Nancy Cutler, Susan Ehlers, Linda Fahey, Donna Hartweg, Marcia Maurer, James Renneker, Maureen Shekleton, Deborah Terrell

Others: Dovetta McKee, facilitator

The meeting was called to order by Chair Michele Bromberg at 8:10 am. Roll was called and it was determined that a quorum was present.

The first item on the agenda was announcements and administrative updates. There was a motion by Linda Fahey and seconded by Maureen Shekleton to approve the minutes of the November 2, 2006 meeting as submitted. The motion carried. Board Membership Report-Revised Advisory Board Contact Sheet. State Travel Expense Orientation Completed. State I.D Cards Completed. State Employee Ethics Act Orientation and Form Completed. Brenda Cleary, North Carolina Center for Nursing Director, has been invited and confirmed that she can attend the March meeting.

The next item on the agenda was Old Business. IDPH Scholarships: Mark Gibbs from IDPH participated by conference call. The Board defined the merit component. Criteria used: Evaluation process that can be consistently implemented in a way that would minimize any potential abuses by applicants. It can be implemented through a simple and uncomplicated process that keeps the administrative burden to a minimum. Other important considerations: insure that support is provided to those students who will graduate as quickly as possible, and have demonstrated a level of performance that generates confidence that the student is going to graduate within a certain period of time. There was a motion by Marcia Mauer, seconded by Donna Hartweg to submit a proposed merit tool to IDPH for review and comment. The motion carried. Outcomes: Merit component defined based on five criteria. Applicant has earned a cumulative grade point average of 2.85 or higher. (15 Points) Applicant has earned a 2.85 or higher grade point average in nursing coursework. (20 Points) Applicant will qualify for graduation within one academic year. (25 Points) Applicant demonstrates the potential to complete a nursing program. (15 Points) Applicant has demonstrated leadership and integrity in their work experience and/or community service, and/or campus involvement within the past two years. (25 Points) Created a user friendly tool that can be easily integrated into the DPH scholarship selection process. It requires the applicant to submit a resume and other supporting documentation to the academic program Dean to complete. The student would be responsible for completing their portion of the application and submitting documentation that provides evidence of achieving the criteria outlined on the grid. Requires the school Dean to provide a notarized signature, review the application and supporting documentation, and verify proof of achievement that the applicant meets the enumerated criteria. They must review

the application and all supporting evidence. The Deans must have evidence to assign a score. Requires school to complete and return the MATRIX FORM AND THE SCHOLARSHIP APPLICATION to IDPH. Form will be submitted to IDPH for evaluation and approval.

The next item for consideration was, New Business: Discussion of the mission statement, Best Practices Report on the Michigan Center for Nursing – Survey Recommendations, the Center's Research Agenda and creating the job description for the Center Consultant were discussed.

The mission statement discussed was: The mission of the Illinois Center for Nursing is to ensure an exceptional nursing workforce for the people of Illinois.

The Michigan Center suggested the first survey should provide a baseline of demographic data - age, where RNs/LPNs live and where they work. The Center should utilize the results of the first survey to establish future survey strategies and goals.

The Center will identify a survey company using the state process which requires a written RFP. Board members requested and received copies of the survey completed by Survey Research Labs at the University of Illinois for RNs and LPNs done in 2000 and 2001. Initial questions for consideration were: What are the social demographics of the nursing population? For whom are they caring? Board members requested data collected from license renewals and an electronic copy of the executive summary from the Illinois survey completed in 2001.

The job description for the center consultant is: Experience with the start-up of a state nursing workforce center. A social policy background, research skills, strategic planning, public policy, grant writing, fund development skills, technology skills, outreach/facilitation skills and data analysis skills.

There were no other matters for consideration and the meeting was adjourned by 2:30 PM.