

**Minnesota Board of Nursing
Discipline Resources Committee Meeting Minutes**

August 6, 2021
8:30 a.m.– 10:30 a.m.
Board of Nursing Conference Room
1210 Northland Dr #120
Mendota Heights, MN
Virtual Meeting -Teams

Members Present: Laurie Warner, Chair (in-person)
Jacob Anderson
Rhonda Johnson
Rui Pina

Staff Present: Mariclaire England
William Hager

**Members of the
Public Present:** Brianna Larue

Call to Order/Declaration of Quorum

Laurie Warner called the meeting to order at 8:40 a.m. and noted the presence of a quorum.

Review and Approval of Meeting Agenda

The meeting agenda was approved.

Review and Approval of Minutes

Minutes from the December 6, 2019, meeting were reviewed and approved by consensus.

Discussion topics

- Review of charges to the committee
- Final review of disciplinary conference document
- Education tools regarding reporting of violations
- OnBase references and resources and possible revisions and additions
- Possible review of the Civil Penalty Guidelines

Update on Committee Board members

M. England provided an update on Board Member appointments to the Committee for FY 2021-2022: Laurie Warner, Jacob Anderson, Kaleeca Bible, Rhonda Johnson, Katherine Lynch, and Rui Pina.

Preparing for a Disciplinary Conference

Committee members reviewed, further revised, and finalized the document “Disciplinary Conference: How to Prepare and What to Expect.” The document is intended to assist a licensee to know what to expect and how to prepare for a disciplinary conference. Committee members determined the document should be posted on the Board’s website, included in the mailing of a Notice of Conference, have paper copies available for access, and a link provided. Members recommended creating a pamphlet for the document in the future.

Education tools regarding reporting of violations

Committee members reviewed how the Board communicates reporting of violations of the nurse practice act and the grounds for reporting. M. England updated the members that the reporting forms were updated in 2020 with the new Alims system and complainants can now submit reports online. Communication of reporting is done through the website, newsletter, and public presentations.

Committee requests

The committee requested staff look into moving the OnBase reference folder to the top of the list and updating the links to the various documents.

The committee determined to recommend a review of the Guidelines for Civil Penalties (Adopted by the Board in 2006 and 2011) in the future as staffing allows.

Next meeting

Staff will send an on-line poll to determine to committee members to determine availability for a meeting in 2022.

Adjourn

L. Warner adjourned the meeting at 10:30 a.m.

Recorded by: M. England