

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

April 8, 2016
8:30 am – 10:30 am
Board of Nursing Conference Room
2829 University Ave SE, Minneapolis, MN

Members present: Cindy DeJarlais, Deb Meyer, Chris Norton, Michelle Harker, and Steve Strand.

Members absent: Brad Haugen

Staff present: Rene Cronquist, Barbara Damchik-Dykes, and Ben Hanson

Call to Order/Declaration of Quorum

S. Strand called the meeting to order at 8:30 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 of the February 5, 2016 meeting were approved.

Discussion Topics

Debrief regarding discussion of recommendation for change in petition conference procedure

The Committee's recommendation that Board members not be required to participate in petition conferences was presented to the full Board at the April 7, 2016, Board Meeting and passed. Discussion was held regarding whether a Board member's signature is required for any stipulations arising from petitioner conference or whether the stipulation should simply be sent directly to the Board. Committee members agreed that the stipulation should be sent directly to the full Board at the next available Discipline Meeting. This procedure better reflects the recommendations of the OLA Report to give staff more authority.

Facilitating discussion during hearings before the Board

Discussion was held regarding Board discussions during hearings before the Board. The Committee recognized that the Board Meetings should follow Robert's Rules of Order, and that adherence to Robert's Rules would keep discussion focused and efficient. The Committee decided to relay to the Executive Committee a suggestion to educate Board members on the hearing process and to be more mindful of the rules in the future. S. Strand will relay the conclusions of this discussion to the Board at the next Board Meeting. Staff will relay the discussion to the Executive Committee that education on the hearing process be part of Board member development.

Explore development of policies, guidelines or administrative rules to guide generally appropriate actions for certain types of complaints.

- Criminal Background Check and ALIMS Update

R. Cronquist provided the committee with an update to the CBC program and ALIMS database project. There is a July target date for the ALIMS to be implemented in the Board's Licensure division.

The CBC program is planned to have a phased roll-in for CBC's, starting with smaller groups of applicants and gradually increasing to all new applicants, hopefully by November 2016.

- Review information regarding review of CBC results from other states

The Committee discussed how other states approach the issue of expungements with CBCs.

- Review Draft Decision Making Factors

Discussion was held regarding a proposed Decision Making Factors document which may be used to aid Board members and staff in decision making with respect to CBCs. The document was drafted to allow for application of principals to a case without a pre-determination of the outcome. Discussion moved to whether the Committee thought a more discretionary system would be most useful, or whether a more concrete set of guidelines should be created with the understanding that more concrete guidelines would most likely need to go through the rule-making process.

At the conclusion of the discussion, Committee members decided they wanted to look at a hypothetical version of a more concrete set of guidelines to determine whether it would be more helpful than the more general set of decision-making factors currently drafted. They could then also see whether the more concrete guidelines would actually be required to be adopted as a rule or whether it could continue to exist as a public, but internal document. Staff members were tasked with putting together a set of guidelines that would both give guidance for when to open a complaint and for when and how to discipline nurses based on CBC results, including factors in resolving the complaint.

Future Committee Meetings

The Committee decided to set a standing meeting date and time for the Friday after each full Board Meeting from 8:30 a.m. to 10:30 a.m.

Next Steps

- Committee members will relay the discussion regarding the hearing process and focused discussion to the full Board at the next Board Meeting.
- Staff will suggest implementing or improving education on the hearing process as part of Board member development to the Executive Committee.
- Staff will draft or assemble a more concrete set of CBC decision-making guidelines for analysis at the next Committee meeting.

Next Meeting

Scheduled for Friday, June 3, 2016, 8:30 a.m. to 10:30 a.m.

Adjourn

S. Strand adjourned the meeting at 10:30 a.m.

Recorded by: B. Hanson