

**Minnesota Board of Nursing
Executive Committee Meeting**

May 19, 2025 1:00-2:00 pm

1210 Northland Drive #120, Mendota Heights, MN 55120

Virtual Meeting via Teams

Members Present: Jessica Mieke, President
Summer Hagy, Secretary

Members Absent: Lynette How, Vice President

Staff Present: Caren Gaytko, Executive Director

1. Call to Order:

- a. President Mieke called the meeting to order at 1:04 p.m. and declared a quorum.

2. Approval of Meeting Agenda:

- a. Meeting agenda was approved

3. Executive Director Operational Updates:

- a. Performance Metrics
 - 35-40% increase in applications and re-registrations
 - Rapidly moving cases through; 12% cases older than a year; continuing to refine current processes resulting in streamlined workflows and faster processing of cases. Appreciate the continued commitment from all Board members; May- 56 conferences; June- 57 conferences scheduled
- b. Staffing updates
 - Beginning June 1, staff to work in office at least 50% of work schedule
 - Currently fully staffed with additional temporary staff to support licensure application increases and criminal background check support.

4. Strategic Plan Discussion:

- a. Review past strategic plan
- b. SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis: see attachment

5. Approval of June Board Meeting Agenda

- a. Meeting agenda reviewed and approved

6. **Adjournment**

- a. Meeting adjourned at 1:47 p.m.

Recorder:  _____
Summer Hagy, Secretary

Attest:  _____
Caren Gaytko, Executive Director

MN Board of Nursing Strategic Planning: SWOT Analysis

5/19/2025

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| Strengths <ul style="list-style-type: none">• Difference of backgrounds and experiences• Maturity of the board• Improved training and education – responsive• Synergy between Board staff and Board – expectations and work• Dedication• Human aspect of approaching discipline and nurses who are struggling• Responsive to ALIMS work• Understanding the work, right number and right people in place• Strong executive director• Collaboration with community partners in supporting nurses• Improved public perspective | Weaknesses <ul style="list-style-type: none">• Personal feelings vs. nature of the work• Conference processes and decision-making• Scheduling conferences• Canceling conferences• Past trauma• Lack of understanding of Board work and the Nurse Practice Act |
| Opportunities <p>Continued outreach to public</p> <ul style="list-style-type: none">○ Summit/conference/workshop○ Social media○ Acknowledging professional success <p>Board development as public needs arise</p> <ul style="list-style-type: none">○ Navigating our own diversity○ Collaborative decision-making○ Continued board staff cohesiveness <p>Promote innovation in education and practice</p> <ul style="list-style-type: none">○ Strategies to increase nurse educators○ Clinical sites and innovation <p>Continue to build on progress made</p> <ul style="list-style-type: none">○ Celebrate successes | Threats <p>Sustainability for volunteers – time, level of work, pace</p> <ul style="list-style-type: none">○ Scheduling○ Expectations, commitment○ Processes <ul style="list-style-type: none">• Board member not fulfilling all Board work requirements• Impact of recent government mandate• Lack of nursing faculty• Lack of clinical sites• Federal implications to the future of nursing |