

MINNESOTA BOARD OF NURSING  
SPECIAL BOARD MEETING MINUTES  
October 26, 2023

President Laura Elseth called the meeting to order 7:04 p.m. on October 26, 2023. The meeting was held virtually. Roll call of Board members was taken and a quorum declared. All votes were recorded by roll call.

<u>Members Present</u>	<u>Members Absent</u>
Katlynn Berntson Laura Elseth Summer Hagy Rhonda Johnson Latasha Lee Jacqueline Lloyd Cunningham Joseph Owen Rui Pina Maria Tran Sarah Simons	Lynette How Shaunequa James Katherine Lynch Jessica Mieke Tracy Sonterre-Rieger
<u>Staff Present</u>	
Kristin Batson Judy Berger	
<u>Guests Present</u>	
Julie Sabo	

Executive Director Position Description – Minimum and Preferred Qualifications

**Minimum Qualifications**

1. Master’s degree in nursing, public health, public administration or education, or equivalent related experience.
  - a. Motion by S. Simons, seconded by J. Lloyd Cunningham, to add “or higher” after master’s degree and delete “or equivalent related experience”.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)

No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Mieke, Sonterre-Rieger)

Motion Carried

2. Current unencumbered registered nurse license in Minnesota.
  - a. Motion approved at October 5, 2023, board meeting to remove word “registered”, to read “Current unencumbered nurse license in Minnesota”.
  
3. Progressive work experience in nursing, nursing administration, nursing regulation, nursing education or related areas including responsibility to coordinate between multiple agencies, departments, functions and/or external constituents to ensure effective performance of operational and administrative responsibilities.
  - a. Motion by S. Simons, seconded by K. Berntson, to move minimum qualification “Progressive work experience in nursing, nursing administration, nursing regulation, nursing education or related areas including responsibility to coordinate between multiple agencies, departments, functions and/or external constituents to ensure effective performance of operational and administrative responsibilities” to preferred qualifications.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)  
 No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Miehe, Sonterre-Rieger)

Motion Carried
  
4. Three years’ experience leading a nursing administration function at a director level, with oversight for multiple functions including organizational management, planning, budgeting, and financial administration.
  - a. Motion by M. Tran, seconded by S. Simons, to keep “Three years’ experience leading a nursing administration function at a director level, with oversight for multiple functions including organizational management, planning, budgeting, and financial administration” as a minimum qualification.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)  
 No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Miehe, Sonterre-Rieger)

Motion Carried
  
5. Knowledgeable about the Nurse Practice Act and related regulatory requirements, policies and procedures.
  - a. Motion by S. Simons, seconded by J. Lloyd Cunningham, to add word “Minnesota” before Nurse Practice Act, to read: “Knowledgeable about the Minnesota Nurse Practice Act and related regulatory requirements, policies and procedures “, and move from minimum qualifications to preferred qualifications.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)

No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Mieke, Sonterre-Rieger)

Motion Carried

6. Experience leading strategic planning, risk assessment, organizational change, process improvement, communication, and other change initiatives.

- a. Motion by J. Owen, seconded by S. Hagy, to move “Experience leading strategic planning, risk assessment, organizational change, process improvement, communication, and other change initiatives” from minimum qualifications to preferred qualifications.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)

No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Mieke, Sonterre-Rieger)

Motion Carried

7. Experience interpreting, evaluating, applying and communicating regulations for purposes of ensuring compliance, with oversight responsibility for ensuring compliance standards are met.

- a. Motion by J. Owen, seconded by S. Hagy, to move “Experience interpreting, evaluating, applying and communicating regulations for purposes of ensuring compliance, with oversight responsibility for ensuring compliance standards are met” from minimum qualifications to preferred qualifications.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)

No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Mieke, Sonterre-Rieger)

Motion Carried

8. Experience accurately interpreting, summarizing and presenting complex information orally and in writing including reports, policies, facts and statistics, financial information, strategic assessments and recommendations to senior leaders and/or board members.

- a. Motion by J. Owen, seconded by S. Hagy, to move “Experience accurately interpreting, summarizing and presenting complex information orally and in writing including reports, policies, facts and statistics, financial information, strategic assessments and recommendations to senior leaders and/or board members” from minimum qualifications to preferred qualifications.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)

No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Mieke, Sonterre-Rieger)

Motion Carried

9. Experience interpreting, evaluating, applying and communicating regulations for purposes of ensuring compliance, with oversight responsibility for ensuring compliance standards are met.

a. Motion by J. Owen, seconded by S. Hagy, to move “Experience interpreting, evaluating, applying and communicating regulations for purposes of ensuring compliance, with oversight responsibility for ensuring compliance standards are met” from minimum qualifications to preferred qualifications.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)

No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Miede, Sonterre-Rieger)

Motion Carried

10. Experience working in a capacity requiring strong attention to customer service with knowledge of customer service quality and delivery best practices.

a. Motion by J. Owen, seconded by S. Hagy, to move “Experience working in a capacity requiring strong attention to customer service with knowledge of customer service quality and delivery best practices” from minimum qualifications to preferred qualifications.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)

No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Miede, Sonterre-Rieger)

Motion Carried

### **Preferred Qualifications**

1. PhD degree in nursing, public health, public administration or education; or JD.

a. Motion by S. Simons, seconded by S. Hagy, to leave as is in preferred qualifications.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)

No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Miede, Sonterre-Rieger)

Motion Carried

2. Knowledgeable about Minnesota state agency, legislative and regulatory practices.

a. Motion by S. Simons, seconded by R. Johnson, to leave as is in preferred qualifications.

Vote: Yes – 10 (Berntson, Elseth, Hagy, Johnson, Lee, Lloyd-Cunningham, Owen, Pina, Simons, Tran)

No – 0; Abstain – 0; Absent- 5 (How, James, Lynch, Miede, Sonterre-Rieger)

Motion Carried

Revised qualifications will be sent to search committee for review then sent to board for final review.

**Adjourn**

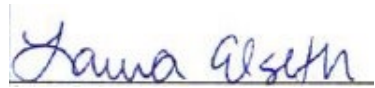
The meeting adjourned at 8:29 p.m.

Recorder:



\_\_\_\_\_  
KRISTIN BATSON  
Interim Executive Director

Attest



\_\_\_\_\_  
LAURA ELSETH  
President