

**Texas Statewide Health Coordinating Council
Texas Center for Nursing Workforce Studies Advisory Committee
Minutes of Meeting Held
Wednesday, October 21, 2015
10:00 a.m. to 3 p.m.**

**Department of State Health Services
1100 W 49th St, Room M100
Austin, Texas 78751**

Members Attending

Dona Carlin, MSN, RN
Jennifer Cook, PhD, MBA, RN
Patti Hamilton, PhD, MBA, RN
Rachel Hammon, BSN, RN
Terry Jones, PhD, RN
Lula Pelayo, PhD, RN
Linda Rounds, PhD, RN, FNP, FAANP, FAAN
Roxanne Schroeder, MSN, RN
Lisa Taylor, PhD, RN, CNS, FNP
Kathy Thomas, MSN, RN
Remy Tolentino, MSN, RN, NEA-BC
Sally Williams
Cindy Zolnierrek, PhD, RN

Members Absent

Mona Dawson, DNP, GNP-DC, RN
David Marshall, JD, DNP, RN, CENP, NEA-BC
Susan Ruppert, PhD, APRN, FNP-C, ANP-BC, FNAP, FCCM, FAANP, FAAN
Betty Sims, EdD, MSN, RN
Elizabeth Sjoberg, JD, RN

Staff Present

Cate Campbell, MPH, Program Specialist, TCNWS
Francisco Gonzalez, MA, Research Specialist, TCNWS
Timothy Hawkins, Program Specialist, TCNWS
Pam Lauer, MPH, Program Director, TCNWS
Matt Turner, PhD, DrPH(c), MPH, MA, BA, HPRC

Public

TCNWS Advisory Committee Meeting Minutes October 21, 2015

<p>1. Welcome and Introductions</p>	<p>Roxanne Schroeder called the meeting to order at 10.07 a.m. She welcomed the committee and staff members present, who introduced themselves. It was announced that the meeting will be tape recorded as required by the Administrative Procedures Act and that members should state their name for the record when making motions.</p>
<p>2. Establish Quorum and Approval of Excused Absences</p>	<p>With 12 members present a quorum was established.</p> <p>Excused absences were requested for Mona Dawson, David Marshall, Susan Ruppert, Betty Sims, Gail Acuna, and Elizabeth Sjoberg.</p> <p>Motion to approve excused absences made by: Rachel Hammon Seconded by : Donna Carlin</p> <p>The motion carried.</p>
<p>3. Review of October 21, 2015 Agenda</p>	<p>The agenda was not reordered.</p>
<p>4A. Approval of Minutes for June 3, 2015 Meeting</p>	<p>A review of the June 3 meeting minutes elicited (the following revisions—list if any/no revisions.)</p> <p>Motion to approve minutes made by: Kathy Thomas Seconded by: Lula Pelayo</p> <p>The motion carried.</p>

<p>4B. Approval of 2015 Governmental Public Health Nurse Staffing Study Reports</p>	<p>Tim Hawkins and Frank Gonzalez presented the Texas Governmental Public Health Nurse Staffing Study Reports.</p> <ul style="list-style-type: none"> A. Agency Characteristics – <ul style="list-style-type: none"> • Revisions: Address wording in Program areas and work on graph. • Motion to approve: Jennifer Cook • Seconded: Kathy Thomas B. Recruitment and Retention – <ul style="list-style-type: none"> • Revisions: Look at filling positions by agency type. Change title of budgeted positions. Reword paragraphs in budgeted positions. Move IOM recommendations to conclusion. • Motion to approve: Jennifer Cook • Seconded: Kathy Thomas C. Staffing – <ul style="list-style-type: none"> • Revisions: Add total number of nurses to FTEs. Clarify percentages in Staff mix. Make sure figure titles match, make 3 graphs for job functions. Clarify that you are talking about FTEs in Temporary nurses. Add number to percentage in consequences of inadequate staffing. . • Motion to approve: Cindy Zolnierek • Seconded: Terry Jones D. Vacancy and Turnover – <ul style="list-style-type: none"> • Revisions: Look at graphs and tables because some may not make sense. Check numbers in graphs and titles • Motion to approve: Linda Rounds • Seconded: Sally Williams E. Design and Methods – <ul style="list-style-type: none"> • Revisions: Add FTEs and change wording from was to were. • Motion to approve: Jennifer Cook • Seconded: Terry Jones F. Recommendations – <ul style="list-style-type: none"> • Revisions: Add “Office of” to academic linkages, describe preventative medicine, add what works for #10 last bullet, look deeper into health service regions, and graduate programs and public health nurses. • Subcommittee will look at recommendations. • Motion to approve subcommittee to look at recommendations: Cindy Zolneirek • Seconded: Remy Tolentino
<p>4C. Update from the TCNWS – Pam Lauer</p>	<p>Pam Lauer updated the committee on current TCNWS projects, which included:</p> <p>Supply and Demand Model</p> <ul style="list-style-type: none"> • TCNWS contracted with IHS Global to develop supply and demand projections for Texas.

	<ul style="list-style-type: none"> • Pam indicated that the contractor would be presenting later in the meeting. <p>HB 2696 – Workplace Violence Against Nurses</p> <ul style="list-style-type: none"> • Pam indicated that a taskforce was established for this project with Elizabeth Sjoberg and Cindy Zolnierrek co-chairing the group. Their first meeting was held on October 8th and their next meeting is scheduled for November 30th. • The current plan is to develop two survey instruments that can go live late Spring 2016 with data collection being finalized over the summer and for reports to be ready for the committee’s review in October or November 2016. <p>2016 Hospital Nurse Staffing Study and Long Term Care Nurse Staffing Study</p> <ul style="list-style-type: none"> • Pam indicated that TCNWS will be reconvening the task forces from 2014 to provide guidance on this project. • The general timeline is to conduct the surveys between late March and early May and have reports ready for review and approval at the Fall 2016 meeting. <p>Vacancy at CNWS</p> <ul style="list-style-type: none"> • There is still one vacant position in the TCNWS. The position that was vacated by Amy was filled with TCNWS’ own Cate Campbell. That led to Cate’s position being posted. Pam will be scheduling interviews for that position over the next few weeks. <p>Advisory Committee Vacancy</p> <ul style="list-style-type: none"> • M’Lissa Quintanilla, our LVNAT representative on the committee, has resigned her position. • Pam asked for recommendations for a new LVN representative. <p>Future TCNWSAC Meeting Dates</p> <ul style="list-style-type: none"> • Pam announced the TCNWSAC meeting dates for 2016: <ul style="list-style-type: none"> ○ February 24, 2016 ○ June 1, 2016 ○ October 12, 2016 <p>2015 NEPIS Update – Frank Gonzalez</p> <ul style="list-style-type: none"> • Updated committee about surveys sent to programs and awaiting data. <p>2015 Home Health and Hospice Care Nurse Staffing Study – Cate Campbell</p> <ul style="list-style-type: none"> • Gave preliminary data results from HHHCNSS
<p>4D. New Appointments to Advisory Committee</p>	<p>TCNWS received one nomination to fill the vacant state agency position on the advisory committee. The nomination was for Monica Hughes, the Director of Public Health Nursing at the Department of State Health Services.</p> <p>Motion to approve the appointment of Monica Hughes to the TCNWSAC made by: Cindy Zolneirek Seconded by: Donna Carlin</p> <p>The motion carried.</p>

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<p>4E. Review and Approval of 2014-2015 Biennial Report</p>	<p>The period for this report does not end until December. As such, the committee decided to table this agenda item until the next meeting.</p> <p>Motion to table agenda item until next meeting made by: Jennifer Cook Seconded by: Cindy Zolneirek</p> <p>The motion carried.</p>
<p>4F. Review and Approval of 2016-2017 Operations Plan</p>	<p>Pam Lauer presented the proposed 2016-2017 operations plan for the TCNWS. Updates to this plan from the previous plan include the supply and demand projections report and HB 2696 studies on workplace violence.</p> <p>Motion to approve 2016-2017 operations plan made by: Terry Jones Seconded by: Patty Hamilton</p> <p>The motion carried.</p>
<p>4G. Organizational Updates from TNA and THECB</p>	<p>Donna Carlin gave an update on behalf of the Texas Higher Education Coordinating Board.</p> <ul style="list-style-type: none"> • Provided updates on bills passed in legislative session. <p>Cindy Zolnerek gave an update on behalf of the Texas Nurses Association.</p> <ul style="list-style-type: none"> • Provided update from TNA which included update on violence against nurses in the workforce.
<p>4H. Presentation of Preliminary Texas Nursing Workforce Supply and Demand Projections</p>	<p>Tim Dall, Terry West, and Ritashree Chakrabati presented the nurse workforce supply and demand model that is being used to develop projections for Texas and shared preliminary demand projections.</p>
<p>6. Final Announcements and Public Comment</p>	<p>Roxanne Schroeder is leaving and members can submit nominations to governor.</p>
<p>6. Adjourn</p>	<p>Meeting adjourned at 3:13 p.m.</p>