

**Texas Statewide Health Coordinating Council  
Texas Center for Nursing Workforce Studies Advisory Committee  
Minutes of Meeting Held Wednesday, October 22nd, 2014  
10:00 a.m. to 3:00 p.m.**

**Texas Department of State Health Services  
1100 W. 49<sup>th</sup> St.  
Austin, Texas 78756**

**Members Attending**

Gail Acuna, MA, RN  
Donna Carlin, MSN, RN  
Jennifer DM Cook, PhD, MBA, RN  
Mona Dawson, DNP, GNP-DC, RN  
Patti Hamilton, PhD, RN  
Terry Jones, PhD, RN  
Pearl E. Merritt, EdD, RN  
Lula Pelayo, RN, PhD  
M'Lissa Quintanilla, LVN  
Vicki Ragsdale, PhD, RN  
Roxanne Schroeder, MSN, RN  
Betty Sims, EdD, MSN, RN  
Elizabeth Sjoberg, JD, RN  
Lisa Taylor, PhD, RN, CNS, FNP  
Katherine Thomas, MSN, RN  
Remy Tolentino, MSN, RN, NEA-BC  
Sally Harper Williams  
Cindy Zolnierrek, PhD, RN

**Members Absent**

Rachel Hammon, BSN, RN (Excused)  
David Marshall, JD, DNP, RN, CENP, NEA-BC (Excused)  
Jay Norwood, MSN, RN (Excused)

**Staff Present**

Pam Lauer, MPH, Program Director, TCNWS  
Amy Brown, MA, Research Specialist, TCNWS  
Cate Campbell, MPH, Research Specialist, TCNWS  
Ann Barnett, Manager, HPRB  
Matt Turner, HPRC  
Nagla Elerian, CHS

**Public**

Jettie Eddleman  
Patrick Francis  
Aaron Kleinschmidt  
Elizabeth Resfrego

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<p><b>1. Welcome and Introductions</b></p>	<p>Acting chair Elizabeth Sjoberg called the meeting to order at 10:07 a.m. Elizabeth 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><b>2. Establish Quorum and Approval of Excused Absences</b></p>	<p>Quorum was established. A motion to approve excused absences was made by Cindy Zolnierrek and seconded by Donna Carlin. The motion carried.</p>
<p><b>3. Review of October 22, 2014 Agenda</b></p>	<p>The agenda was not reordered.</p>
<p><b>4. Approval of Minutes for July 16, 2014 Meeting</b></p>	<p>M'Lissa Quintanilla pointed out a mistake in her credentials.  A motion to approve the minutes with corrections was made by Pearl Merritt and seconded by Kathy Thomas. The motion carried.</p>
<p><b>5. Review and approval of 2014 Hospital Nurse Staffing Study (HNSS) Reports—Cate Campbell</b></p>	<p>Cate Campbell presented the following reports to the committee for review. The committee agreed to vote on the reports as a whole. After review and discussion of all reports, Terry Jones moved for approval contingent upon the completion of committee-generated revisions. The motion was seconded by Cindy Zolnierrek. The motion carried.</p> <ul style="list-style-type: none"> <li>• Hospital Characteristics</li> <li>• Hospital Staffing</li> <li>• Hiring Practices</li> <li>• Vacancy and Turnover</li> <li>• Recruitment and Retention</li> <li>• Transition to Practice Programs for Newly Licensed RNs</li> <li>• Methods of Interim Staffing</li> <li>• State Mental Health Hospitals</li> <li>• Rural and Critical Access Hospitals</li> <li>• Design and Methods</li> <li>• Appendices</li> <li>• Highlights and Recommendations</li> </ul>
<p><b>6. Review and approval of 2014 Long Term Care Nurse Staffing Study (LTCNSS) reports—Amy Brown</b></p>	<p>Amy Brown presented the following reports to the committee for review. The committee agreed to vote on the reports as a whole. After review and discussion of all reports, Lula Pelayo moved for approval contingent upon the completion of committee-generated revisions, the motion was seconded by Remy Tolentino. The motion carried.</p> <ul style="list-style-type: none"> <li>• Design and Methods</li> <li>• Vacancy and Turnover</li> <li>• Recruitment and Retention</li> <li>• Staffing</li> <li>• Methods of Interim Staffing</li> <li>• Directors of Nursing</li> <li>• Transition to Practice</li> <li>• Highlights and Recommendations</li> </ul>
<p><b>7. Organizational Updates—Cindy Zolnierrek,</b></p>	<p>Texas Nurses Association (TNA) Update—Cindy Zolnierrek</p> <ul style="list-style-type: none"> <li>• Updated the committee on the handling of the Ebola situation and the training of nurses in disease prevention</li> </ul>

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<p><b>Elizabeth Sjoberg, and Donna Carlin</b></p>	<ul style="list-style-type: none"> <li>• Next steps: Preparation for legislative session. Will not be taking forward legislation but will be acting against other pieces of legislation brought forth by others</li> </ul> <p>Texas Higher Education Coordinating Board (THECB) Update—Donna Carlin</p> <p>Texas Hospital Association (THA) Update—Elizabeth Sjoberg</p> <ul style="list-style-type: none"> <li>• Provided material from the American Hospital Association concerning the Ebola situation and PPE guidance</li> <li>• Provided material on The Texas Way program—expand access to care for the uninsured, working populace</li> </ul>
<p><b>8. TCNWS Update—Pam Lauer</b></p>	<ul style="list-style-type: none"> <li>• 1 vacancy for Research Specialist II with TCNWS</li> <li>• Current projects include             <ul style="list-style-type: none"> <li>○ Revisions to HNSS and LTCNSS</li> <li>○ Collecting and verifying NEPIS data</li> <li>○ Generating NEPIS reports for next advisory committee meeting (Feb. 18, 2015)</li> <li>○ Gearing up for next round of employer surveys, TGPHNSS and HHCNSS</li> </ul> </li> <li>• Update to supply and demand model—Pam will notify committee of progress by email</li> <li>• Provided information on National Forum of State Nursing Workforce Centers Annual Conference in Denver, June 10-12</li> <li>• Pam informed the committee of her taking a leave of absence in January</li> </ul>
<p><b>9. Final Announcements and Public</b></p>	<ul style="list-style-type: none"> <li>• Jettie Eddleman announced she was attending the meeting in place of Rachel Hammon.</li> </ul>
<p><b>10. Adjourn</b></p>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 3:08.</li> </ul>