

**Texas Statewide Health Coordinating Council  
Texas Center for Nursing Workforce Studies (TCNWS) Advisory Committee  
Minutes of Meeting Held Tuesday, August 23, 2016  
2:00pm to 4:00pm**

**Teleconference from  
Department of State Health Services  
1100 West 49th Street, Room M643  
Austin, TX 78756  
Call-in Number: 1-646-749-3122  
Participant Passcode: 711-929-525  
<https://global.gotomeeting.com/join/711929525>**

**Members Attending**

Gail Acuna, RN, MA  
Donna Carlin, MSN, RN  
Jennifer DM Cook, PhD, MBA, RN  
April Ernst, MSN, RN, CNE  
Patti Hamilton, RN, PhD  
Monica Hughes, BSN, RN, NE-BC  
David Marshall, JD, DNP, RN, NEA-BC, CENP  
Lula Pelayo, PhD, RN  
Susan Ruppert, PhD, APRN, FNP-C, ANP-BC, FNAP, FCCM, FAANP, FAAN  
Courtney P. Sherman, DNP, RN, WHNP-BC  
Elizabeth Sjoberg, JD, RN  
Lisa Taylor, PhD, RN, CNS, FNP  
Katherine Thomas, MSN, RN, FAAN  
Sally Harper Williams  
Cindy Zolnierrek, PhD, RN

**Members Absent**

Mona Dawson, DNP, GNP-DC, RN  
Rachel Hammon, BSN, RN  
Terry L. Jones, PhD, RN  
Linda Rounds, PhD, RN, FNP, FAANP, FAAN  
Remy Tolentino, MSN, RN, NEA-BC

**Staff Present**

Ann Barnett, Manager, HPRB  
Cate Campbell, MPH, Research Specialist, TCNWS  
Amanda Ingram, MPH, Research Specialist, TCNWS  
Pam Lauer, MPH, Program Director, TCNWS  
Matt Turner, Program Director, HPRC

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<p><b>1. Welcome and Introductions</b></p>	<p>David Marshall called the meeting to order at 2:05pm, and welcomed the committee members and staff present. It was announced that the meeting would 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>With 15 members present a quorum was established.</p> <p>Excused absences were requested for Rachel Hammon, Remy Tolentino, and Linda Rounds. Absences for Terry Jones and Mona Dawson are unexcused.</p> <p>Motion to approve excused absences made by Jennifer Cook and seconded by Susan Ruppert. The motion carried.</p>
<p><b>3. Review of the August 23<sup>rd</sup>, 2016 Agenda</b></p>	<p>Two items were added to the agenda:</p> <ul style="list-style-type: none"> <li>• Appointment of LVN Representative</li> <li>• General update from TCNWS</li> </ul>
<p><b>4A. Approval of Minutes for February 24, 2016</b></p>	<p>A review of the February 24<sup>th</sup> meeting minutes elicited the following revisions:</p> <ul style="list-style-type: none"> <li>• Add Monica Hughes as present</li> </ul> <p>Motion to approve minutes made by Lula Pelayo and seconded by Elizabeth Sjoberg. The motion carried.</p>
<p><b>4B. Approval of 2015 Demographics and Trends Report</b></p>	<p>Pam Lauer informed the committee that an executive summary, and updated maps and citations will be added to the 2015 Demographics and Trends Report, and feedback is being addressed.</p> <p>Cate Campbell presented the 2015 Demographics and Trends Report.</p> <p>Revisions to the report:</p> <ul style="list-style-type: none"> <li>• Clarify why certain states' supply ratios are comparable to Texas (page 15)</li> <li>• Verify figure D1 in regards to a drop in LVNs in 2012</li> </ul> <p>Motion to approve the 2015 Demographics and Trends Report made by Donna Carlin and seconded by Gail Acuna. The motion carried.</p>
<p><b>4C. Supply and Demand Projections Report</b></p>	<p>Pam Lauer presented the current draft of the Supply and Demand Projections Report.</p> <p>Revisions to the report included but were not limited to:</p> <ul style="list-style-type: none"> <li>• Explain the projected increase in demand for CNMs</li> <li>• Explain differences between HRSA's projections and this report</li> </ul>

	<ul style="list-style-type: none"> <li>• Explore including margins of error for projections</li> <li>• Define the ways in which the Bureau of Labor Statistics and HRSA measure demand</li> <li>• Reformat the report to contain one page of highlights, and detailed information by location in appendices.</li> </ul> <p>There is a vendor presentation on August 29<sup>th</sup>, 2016 regarding the supply and demand projections.</p> <p>The committee was asked to make recommendations on how often the model should be updated.</p> <p>Revisions will be made and sent to the committee for review. Another call will be scheduled in September 2016 to approve the Supply and Demand Projections Report.</p>
<p><b>4D. Appointment of LVN Representative</b></p>	<p>The TCNWS Advisory Committee received one nomination for Ida Mae Jeffers to fill the LVN representative vacancy.</p> <p>Motion to approve the appointment of Ida Mae Jeffers to the TCNWS Advisory Committee was made by Susan Ruppert and seconded by Courtney Sherman. The motion carried.</p>
<p><b>4E. Update from TCNWS</b></p>	<p>Pam Lauer updated the committee on TCNWS projects, including:</p> <ul style="list-style-type: none"> <li>• The Research Specialist II position was filled in April by Amanda Ingram.</li> <li>• Workplace Violence Against Nurses:             <ul style="list-style-type: none"> <li>○ The facility responses have been collected</li> <li>○ The individual nurse surveys are currently being collected; data analysis will occur after Labor Day.</li> <li>○ There may be a second meeting scheduled in October to approve these reports.</li> </ul> </li> <li>• The Nursing Education Program Information Survey (NEPIS) has undergone revisions to avoid data duplication.</li> <li>• The TCNWS Advisory Committee meeting is to be held October 12, 2016:             <ul style="list-style-type: none"> <li>○ The Hospital Nurse Staffing Survey (HNSS) and Long Term Care Nurse Staffing Survey (LTCNSS) will be reviewed.</li> </ul> </li> <li>• A teleconference may be scheduled in November to discuss recommendations.</li> <li>• TCNWS is considering conducting all employer surveys concurrently every odd-numbered year</li> </ul>

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	Cate Campbell provided the committee with an update on the LTCNSS and HNSS: <ul style="list-style-type: none"><li>• Cate Campbell and Frank Gonzalez have a task force meeting next week</li></ul>
<b>5. Final Announcements and Public Comment</b>	None
<b>6. Adjourn</b>	The meeting was adjourned at 3:37pm.