

LOUISIANA STATE BOARD OF PRACTICAL NURSE EXAMINERS  
 3421 NORTH CAUSEWAY BLVD, STE 505, METAIRIE, LA 70002  
 MINUTES OF THE MEETING OF MARCH 7 AND 8, 2013

DATE AND PLACE  
 OF MEETING

On March 7, 2013, the Louisiana State Board of Practical Nurse Examiners met at 3421 N. Causeway Blvd, Suite 201, Metairie, Louisiana, 70002.

DECLARATION  
 OF QUORUM AND  
 CALL TO ORDER IN  
 OPEN SESSION

A quorum was present, and the meeting was called to order in open session at 2:05 p.m.. Dr. Fulmer presided.

ROLL CALL

DRAFT

MEMBERS	
M. Kaleem Arshad, M.D.	Present
Brent Campanella, M.D.	Present
Ruby Chancellor, LPN, Vice-Chair & Secretary/Treasurer	Present
Myra Collins, LPN	Present
Roberta Connelley, RN	Present
Gwendolyn Dunn, LPN	Present
Bobby Fulmer, M.D., Chairman of the Board	Present
Kellie Hebert, LPN	Absent
Patricia Juneau, RN	Absent
Candace Melancon, LPN	Present
Albertha Prince, LPN	Present
Kenison Roy, M.D.	Present
Mohammad Suleman, M.D.	Present

STAFF/LEGAL  
 COUNSEL PRESENT  
 AT VARIOUS TIMES

STAFF	
Lynn Ansardi	Present
Nancy Mc Carthy	Present
Julie Prange	Present
Tammy Labit	Present
Kerri Palmer	Present
Kristen Bogran	Present
Tammy Diecidue	Present

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MOTION TO ENTER  
EXECUTIVE  
SESSION

Ruby Chancellor moved that the board convene in executive session to consider reports related to disciplinary matters against licensees and/or applicants for licensure, to discuss cases in litigation, to discuss litigation strategy, disciplinary matters against licensees and/or applicants for licensure and personnel matters.

SECOND: Myra Collins

A roll call vote was taken.

YEAS: Fulmer, Connelley, Dunn, Arshad, Melancon, Prince, Suleman, Campanella, Chancellor, Collins, and Roy.

NAYS: 0

ABSTENTIONS: 0

The motion passed

The board went into executive session at 2:07p.m..

RECESS

Roberta Connelley moved that the board staff leave the room so that the board members could discuss personnel matters. After discussing personnel matters, the board members came out of executive session at approximately 4:00 p.m. and recessed for the day.

SECOND: Myra Collins

YEAS: Fulmer, Dunn, Arshad, Melancon, Prince, Suleman, Campanella, Connelley, Collins, Chancellor, and Roy.

NAYS: 0

ABSTENTIONS: 0

The motion passed

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DATE AND PLACE  
OF MEETING

On March 8, 2013, the Louisiana State Board of Practical Nurse Examiners met at the Jefferson Parish East Bank Library, 4747 W. Napoleon Ave., Metairie, Louisiana, 70002.

DECLARATION  
OF QUORUM AND  
CALL TO ORDER

A quorum was established on March 8, 2013, at 10:00 a.m. and the meeting was called to order with Dr. Fulmer presiding.

ROLL CALL

MEMBERS	
M. Kaleem Arshad, M.D.	Present
Brent Campanella, M.D.	Present
Ruby Chancellor, LPN, Vice-Chair & Secretary/Treasurer	Present
Myra Collins, LPN	Present
Roberta Connelley, RN	Present
Gwendolyn Dunn, LPN	Present
Bobby Fulmer, M.D., Chairman of the Board	Present
Kellie Daigre, LPN	Absent
Patricia Juneau, RN	Absent
Candace Melancon, LPN	Present
Albertha Prince, LPN	Present
Kenison Roy, M.D.	Present
Mohammad Suleman, M.D.	Present

STAFF/LEGAL  
COUNSEL PRESENT  
AT VARIOUS TIMES

STAFF	
Lynn Ansardi	Present
Nancy Mc Carthy	Present
Julie Prange	Present
Tammy Labit	Present
Tammy Diecidue	Present
Kristen Bogran	Present
Cherrill Sensebe	Present
Kerri Palmer	Present
Lloyd Poincot	Present
Jerry Sullivan	Present

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WELCOME Roberta Connelley welcomed the audience.

RECOGNITIONS The board recognized Mr. Jesse Shaffer, LPN, for his heroic efforts during Hurricane Isaac.

MOTION TO ADOPT PROCLAMATION OF FORMER EXECUTIVE DIRECTOR Roberta Connelley moved that the proclamation of the former executive director, Claire D. Glaviano, RN, be adopted as printed in the book of reports.  
SECOND: Myra Collins  
YEAS: 11  
NAYS: 0  
ABSTENTIONS: 0  
The motion passed

MOTION TO ADOPT MINUTES OF OCTOBER 4 AND 5, 2012 ANNUAL BOARD MEETING Roberta Connelley moved that the minutes of the annual board meeting of October 4 and 5, 2012, be adopted as printed in the book of reports.  
SECOND: Myra Collins  
YEAS: 11  
NAYS: 0  
ABSTENTIONS: 0  
The motion passed

MOTIONS RELATED TO DISCIPLINE

MOTION I move that in the case of (Janice Heard) Social Security number ending with [REDACTED]-5146, the board adopt the hearing officer's Findings of Fact and Conclusions of Law without exception, and that the applicant's request for licensure is hereby denied with the stipulations as attached to this motion.  
MAKER: Gwen Dunn  
SECOND: Albertha Prince  
YEAS: 11  
NAYS: 0  
ABSTENTIONS: 0  
The motion passed

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MOTION

I move that in the case of (Joyce Guillory) Social Security number ending with [REDACTED]-1288, the board adopt the hearing officer's Findings of Fact and Conclusions of Law without exception, and that the respondent not be licensed until/unless she has satisfactorily completed the stipulations as attached to the motion. When all stipulations are met and upon favorable review of information requested in said stipulations, the respondent may then be issued a license to practice practical nursing in the state of Louisiana and said license is to be immediately placed on probation for a minimum period of one (1) year with stipulations as attached to the motion.

MAKER: Roberta Connelley

SECOND: Ruby Chancellor

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

MOTION

I move that in the case of (Frances Cook) License # 200307, the board adopt the hearing officer's Findings of Fact and Conclusions of Law without exception and that the respondent's practical nursing license in the state of Louisiana be revoked. The respondent is to be fined \$500.00 for the violations detailed in the Conclusions of Law and a hearing assessment fee of \$500.00 is to be submitted to the board within 90 days of the date of the board order.

MAKER: Albertha Prince

SECOND: Gwen Dunn

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

MOTION

I move that in the case of (Kristin Parker) license number 280919, the board adopt the hearing officer's Findings of Fact and Conclusions of Law without exception and that the respondent's license remain suspended for no less than two (2) years with the stipulations as attached to the motion. When all stipulations are met and upon favorable review of information requested in said stipulations, the respondent's practical nursing license in the state of Louisiana is to be immediately placed on probation for a minimum of four (4) years with stipulations as attached to the motion.

MAKER: Myra Collins

SECOND: Roberta Connelley

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

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## MOTION

I move that the following consent agreements be accepted by the board:

License # 200124	Tara Ayres
License # 210056	Shannon Bagwell
S.S. # ending with 8261	Arielle Bailey
S.S. # ending with 5487	Meagan Bernard
S.S. # ending with 4604	April Borne
S.S. # ending with 1691	Tressi Boudreaux
S.S. # ending with 7090	Cynthia Bradstreet
License # 930516	Earl Bridgewater
License # 20120191	Kimberly Brown
License # 20101007	Krishanna Campbell
License # 220598	Jason Cardin
S.S. # ending with 1795	Rhonda Charles
License # 260674	Stacey Christmas
License # 920571	Michelle Clary
S.S. # ending with 5469	Carondia Cole
License # 230722	Deitra Cyriaque
License # 860159	Stephanie Dock
S.S. # ending with 8887	Leonard Douglas
S.S. # ending with 6345	Melissa Durand
License # 270782	Dana Elshout
License # 250076	Natalie Estilette
S.S. # ending with 7850	Christy Flint
S.S. # ending with 5798	Valerie Gerard
S.S. # ending with 9468	Dwan Gibson
License # 210494	Yolanda Goff
S.S. # ending with 0805	Erin Hedrick
S.S. # ending with 3040	Gwendolyn Jackson
S.S. # ending with 2233	Latoya Jackson
License # 270571	Hattie Johnson
License # 930842	Delores Jones
S.S. # ending with 9460	Roslyn Jones
S.S. # ending with 2227	Jamee Jordan
License # 20101254	Ronnie Laird
S.S. # ending with 9856	Dominique Landry
License # 880001	Laura Langford
S.S. # ending with 1420	Lee Anna Lee
License # 740090	Brenda Lewing
S.S. # ending with 8041	Ashley Marceaux
License # 20110873	Peggy Maza
License # 941491	Marion Mc Craw
License # 970054	Ashley Morse
License # 920355	Billie Jo Moy

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License # 950745	Amy Pace
S.S. # ending with 4863	Rose Parker
S.S. # ending with 8294	Elizabeth Pierce
S.S. # ending with 0879	Amber Poche
S.S. # ending with 7818	Nickie Polk
License # 960516	Theresa Priest
S.S. # ending with 0911	Marshall Rayburn
License # 220140	Wanda Rhame
License # 260271	Kimberly Rutherford
License # 240230	Tedi Shumake
License # 20120565	Shannon Smith
S.S. # ending with 5340	Beverly Sutton
S.S. # ending with 0137	Jennifer Tamburo
S.S. # ending with 5187	Angie Thomas
License # 220767	Yashmyra Victorian
License # 890895	Melissa Vidrine
S.S. # ending with 0491	Robert Watts

MAKER: Candace Melancon

SECOND: Myra Collins

YEAS: 11

NAYS:

ABSTENTIONS:

The motion passed

COMPLIANCE  
DEPARTMENT  
REPORT

Julie Prange presented the report of the compliance department. No action was needed or taken.

EDUCATION  
REPORT

Nancy Mc Carthy presented a written report of all Louisiana writers of the NCLEX-PN from 9/14/2012 to 2/20/2013, and a report regarding the status of each practical nursing program. No action was needed or taken on this matter.

PROGRAM  
SUMMARY

A summary report and update of programs on provisional accreditation, initial accreditation, restored to full accreditation, and school closures were provided. No action was needed or taken on this matter.

PROGRAM(S) ON  
PROVISIONAL  
ACCREDITATION

Programs on provisional accreditation include the following: Dryades YMCA School of Commerce, New Orleans, LA, and the Shreveport Campus, Shreveport, LA.

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PROGRAM(S) CITED FOR NON-COMPLIANCE OF BOARD RULES      At the time of the printing of the book of reports, the following programs had been cited for non-compliance with board rules: Baton Rouge – CATC, Baton Rouge; Alexandria, CLTCC, Alexandria; Bastrop – LDCC, Bastrop; Ferriday – CLTCC, Ferriday; Huey P. Long – CLTCC, Winnfield; LSU-Shreveport, Shreveport; Mansfield – NWLTC, Mansfield; Nunez Community College, Chalmette; and Ruston - LDCC, Ruston, LA.

SHREVEPORT CAMPUS      The board, at their annual board meeting in October, 2012, voted to place the Shreveport p.n. program on probation for a period of 3 months with stipulations. The Shreveport campus has since rectified their deficiencies, and the last two (2) p.n. classes to graduate passed with over an 80% pass rate.

MOTION      Roberta Connelley moved to restore the practical nursing program at the Shreveport Campus to full accreditation and allow them to re-start two (2) p.n. classes per year.  
 SECOND: Candace Melancon  
 YEAS: 11  
 NAYS: 0  
 ABSTENTIONS: 0  
 The motion passed

PROGRAM REQUESTS      A request was made by Unitech Training Academy to start a practical nursing program in Metairie, Alexandria and Lake Charles, LA.

MOTION      Roberta Connelley moved that Unitech be allowed to proceed to Phase II, and if they are in compliance, be allowed to admit their first practical nursing class in all three parishes.  
 SECOND: Candace Melancon  
 YEAS: 11  
 NAYS: 0  
 ABSTENTIONS: 0  
 The motion passed

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A request was made by Healthcare Training Institute to start a practical nursing program in Kenner, LA.

MOTION

Roberta Connelley moved that Healthcare Training Institute be allowed to proceed to Phase II, and if they are in compliance, be allowed to admit their first practical nursing class.

SECOND: Gwen Dunn

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

PROGRAM  
 EXPANSION  
 REQUEST

The Delta College of Arts and Technology, Lafayette, LA requested approval for a second evening program to begin in the spring of 2013.

MOTION

Roberta Connelley moved to allow the Delta College of Arts and Technology, Lafayette Campus to enroll a second evening class starting in spring 2013.

SECOND: Myra Collins

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

POLICIES FOR  
 NON-COMPLIANT  
 PN PROGRAMS

Roberta Connelley moved to adopt the policies written in the book of reports with the exception of the 1 year policy. If a practical nursing program receives three (3) notices of non-compliance within 3 submissions of required reports/paperwork, the program will be placed on provisional accreditation. A \$500.00 fee will be assessed, and a written or physical onsite survey will be required.

SECOND: Candace Melancon

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

REPORT OF THE  
 EXECUTIVE DIRECTOR

Ms. Ansardi presented a report regarding the Nursing Supply and Demand Committee. No action was needed or taken.

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BUDGET TO ACTUAL 2 <sup>nd</sup> quarter, FY 2013	<p>Ms. Ansardi presented the budget to actual figures for the 2<sup>nd</sup> quarter.</p> <p><u>Dr. Campanella</u> moved to approve the budget to actual for the 2<sup>nd</sup> quarter, FY 2013.</p> <p>SECOND: Myra Collins</p> <p>YEAS: 11</p> <p>NAYS: 0</p> <p>ABSTENTIONS: 0</p> <p>The motion passed</p>
ATTORNEY FEES	<p>Ms. Ansardi presented a report requested by the board members at the October, 2012, board meeting regarding attorney fees. No action was needed or taken.</p>
RENEWAL DATA 2012/2013	<p>Ms. Ansardi presented the raw data by each parish for the renewal seasons ended 1/31/2012, and 1/31/2013. No action was needed or taken.</p>
ATTORNEY GENERAL'S OPINION	<p>At the October, 2012, board meeting a motion was made and seconded to request a formal opinion from the Attorney General's Office concerning the board members' ability or disability to discuss cases or consent agreements with board staff.</p> <p>Ms. Ansardi presented the Attorney General's Opinion, which concluded that it is NOT improper for board members to discuss cases they will be deliberating on, and that it is imperative that the board members receive, review and discuss all matters brought before them.</p>
ATTORNEY INVOICE AUGUST, 2012 (FRANCIS MULHALL)	<p>Due to questionable charges on the August, 2012, billing invoice, of Mr. Francis Mulhall, the former board attorney the compliance director was asked to review the invoice and request an explanation of the charges from Mr. Mulhall. The board received his response which was presented at the meeting for consideration.</p>
MOTION	<p><u>Dr. Campanella</u> moved to pay Mr. Mulhall's August, 2012, billing invoice.</p> <p>SECOND: Myra Melancon</p> <p>YEAS: 11</p> <p>NAYS: 0</p> <p>ABSTENTIONS: 0</p> <p>The motion passed</p>

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ATTORNEY'S SEPTEMBER AND OCTOBER, 2012 INVOICES  
 (FRANCIS MULHALL) A discussion ensued regarding Mr. Mulhall's September and October, 2012 billing invoices.

MOTION

Dr. Campanella moved to delay payment of the September and October, 2012, invoices until board staff investigates the timeliness of the submission of the invoices and to give authority to the board attorney and the executive director to pay the invoices at their discretion.

SECOND: Myra Collins

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

HEARING OFFICER TRAINING

Ms. Ansardi informed the board members that any board member who would like to attend a training course to be a hearing officer for the board's disciplinary cases, should contact the board office for information. No action was needed or taken.

PROPOSED POLICIES  
 NARCOTIC USE  
 ON/OFF DUTY

A discussion ensued regarding the use of narcotics in the work place and board ordered assessments.

Board members suggested that they table creating any policies regarding these issues and to have the board staff look further into matters concerning these issues. No action was taken at this time.

PROPOSED BY-LAWS  
 AND RULES OF ORDER

Included in the book of reports were proposed by-laws and rules of order for review.

MOTION

Dr. Suleman moved to have the proposed by-laws and rules of order looked at by board counsel to review and make the necessary changes to abide by the laws governing the practical nursing board.

SECOND: Candace Melancon

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

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ELECTRONIC  
 COMMUNICATION  
 POLICIES/PROCEDURES

At the annual board meeting held in October, 2012, Dr. Roy, made the motion to have the executive director prepare policy/procedures regarding appropriate communication to and among board members when communicating by e-mail. This motion was seconded by Dr. Suleman.

Included in the book of reports were proposed policy/procedures regarding appropriate communication when communicating by e-mail for review.

MOTION

Dr. Suleman moved to adopt the proposed policies/procedures concerning professionalism in electronic communication by board members/staff.

SECOND: Dr. Roy

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

ELECTION OF  
 CHAIRPERSON  
 SECRETARY/TREASURER

Candace Melancon moved to nominate Ms. Myron Collins, LPN, as the new chairperson. The chair declared Ms. Collins elected by acclamation.

Myra Collins moved to nominate Candace Melancon, LPN as the new secretary/treasurer. The chair declared Ms. Melancon elected by acclamation.

FINANCIAL DISCLOSURE  
 STATEMENT

The board members were given the FDS, and were informed to submit their information by May 15 of this year. No action was needed or taken.

ETHICS DISCLOSURE

A copy of the laws relating to the Code of Governmental Ethics, along with a signature sheet each member must sign and date attesting that they have read and understand these laws, was included in the book of reports. No action was needed or taken.

JAN LANCASTER  
 LETTER/PERSONNEL

Included in the book of reports was a letter concerning a personnel matter. No action was needed or taken.

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SALARIES OF  
 PERSONNEL

Roberta Connelley moved to increase the annual salary of Nancy Mc Carthy, RN, Associate Executive Director by 11.3%, making it retroactive from October 5, 2012, when she was appointed as the associate executive director.

SECOND: Myra Collins

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

Roberta Connelley moved to increase the annual salary of Lynn Ansardi, RN, Executive Director by 13.78%, making it retroactive from July 1, 2012, when she was appointed as the interim executive director.

SECOND: Myra Collins

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

BANKING  
 RESOLUTIONS  
 MOTION

Candace Melancon made the motion to allow Nancy Mc Carthy, RN, Associate Executive Director, as an authorized signer on all board banking accounts.

SECOND: Gwen Dunn

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

The motion passed

MOTION

Ruby Chancellor moved to allow board staff to use any/all state authorized facilities when conducting banking business.

SECOND: Myra Collins

YEAS: 11

NAYS: 0

ABSTENTIONS: 0

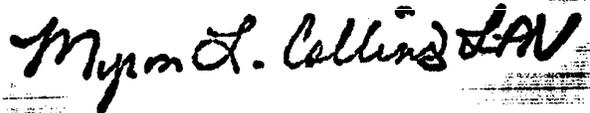
The motion passed

NEW LEASE

A discussion ensued regarding the expiration of the office space leased by the board at 3421 N. Causeway Blvd., Suite 505, Metairie, LA, which expires on January 4, 2014.

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- MOTION** Candace Melancon moved to allow board staff to enter into pre-negotiations concerning a new lease.  
 SECOND: Albertha Prince  
 YEAS: 11  
 NAYS: 0  
 ABSTENTIONS: 0  
 The motion passed
- RECOGNITIONS** The board recognized Gwendolyn Dunn, LPN, as the newly elected treasurer of the NFLPN.
- FUTURE BOARD MEETING DATES** Dr. Fulmer announced that June 20 and 21, 2013, would be the next dates when the board would meet. Board staff has secured the Jefferson Parish East Bank Library for June 21, 2013. All members present were in favor.
- APPLICANT REQUEST FOR LICENSURE BY WAIVER** An applicant for licensure submitted an application and written request for the board to waive the board's laws/statutes pertaining to qualifications to obtain a practical nursing license in the state of Louisiana. A discussion ensued regarding this matter. However, no action was or could be taken on this matter. Roberta Connelley suggested that the applicant appear before the Louisiana State Legislature to have such laws/statutes changed.
- PUBLIC COMMENT** No one requested to make additional public comment.
- MOTION TO ADJOURN** Dr. Fulmer moved that the meeting adjourn.  
 SECOND: Dr. Suleman  
 YEAS: 11  
 NAYS: 0  
 ABSTENTIONS: 0  
 The motion passed, and the meeting adjourned at 11:40 a.m..



Myra Collins, LPN, Chairwoman