

## STRATEGIC PLAN GOALS

- Promote value of credential
- Embrace mission-focused change
- Advance technology/security

### NBCRNA Board of Directors Meeting

Friday April 26, 2019

Little Rock, AR

#### ATTENDEES:

##### Board Members

President: Mary Wojnakowski, PhD, CRNA

Vice President: Terry Wicks, DNP, MHS, BSN, CRNA

Secretary-Treasurer: Kevin Driscoll, DNP, MSN, CRNA

Lori Anderson, DNP, MSN, CRNA; Pamela Chambers, MSN, CRNA, EJD; Stephen Klinkhammer, DNP, CRNA, CHSE, APNP, APN; Jessica Kubisch, DNAP, MS, CRNA; Susan McMullan, PhD, MSN, CRNA; Cormac O'Sullivan, PhD, MSN, BSN, CRNA; Dennis Spence, PhD, CRNA; Edward J. Susank; Mark Zahniser, MD; Rishelle Zhou, CRNA, MS, LLB

David Coffman, DO, PhD (*via conference call and GoToMeeting*)

##### AANA BOARD LIAISON:

AANA STAFF: Lynn Reede, DNP, MBA, CRNA, FNAP

Guest(s): Mark Thorsby, CAE, *FrontWheel Consulting*

Staff: Karen Plaus, PhD, CRNA, FAAN, CAE; Mary Browne, MA; Leah Cannon, CPA, CAE; Heidi Diederich; Lisa Kamen, CAE; John Preston, DNSc, CRNA, FNAP, APN

Excused: Sonja Moore, DNP, CRNA

***CONFIDENTIAL INFORMATION not for distribution beyond NBCRNA Board of Directors. All agenda materials and discussions are to be kept confidential.***

***CONFLICT OF INTEREST (COI) If any board member, staff or guest has a COI with any of the agenda items or discuss, this will be verbally identified at the beginning of the meeting.***

#### Call to Order

The meeting was called to order at 8:08 AM, CST. The agenda was approved as presented. There were no conflicts of interest (COI) or disclosures noted by board, guest or staff.

#### Topic I – Executive Session

The AANA liaison was excused for an Executive Session.

#### Topic II – Governance

##### **Roles Description:**

Consultant Thorsby presented the recommended revisions to the Board Role Descriptions.

*It was moved, and seconded, to approve the recommended changes to the Board Role Descriptions as amended (with the exception of the Evaluation and Research Advisory Committee).*

*The motion carried unanimously.*

The Evaluation and Research Advisory Committee will be discussed at a later date.

**Information Architecture:**

Consultant Thorsby presented the Information Architecture analysis done by staff.

**Committee Restructure:**

BOD Wojnakowski presented moving both the Evaluation and Research Advisory Committee and Communications Committee to standing committees of NBCRNA as an organization. One board member would be appointed to each committee as a liaison.

*It was moved, and seconded, to approve the recommended changes to the committee structure as presented.*

*The motion was withdrawn.*

*It was moved, and seconded, to approve the recommended changes to the committee structure as amended, moving the Communications Committee and Evaluation and Research Advisory Committee to standing committees with representation from the board.*

*The motion carried unanimously.*

*It was moved, and seconded, to accept the change in name of the Bylaws, Policies and Procedures Committee to the Bylaws and Policies Committee.*

*The motion carried unanimously.*

**NBCRNA Future Board Meeting Dates:**

Consultant Thorsby presented the recommendation to move the Board meeting dates to better align with the fiscal year.

*It was moved, and seconded, to approve moving the Board Meeting dates to February, June and October, with staff adjustments as necessary, as presented.*

*The motion carried unanimously.*

**Topic III – NBCRNA Leadership Reports**

**President’s Report:**

BOD Wojnakowski presented the highlights since the last BOD meeting.

**CEO’s Report:**

Staff Plaus presented the CEO Report, including the Operational Reports and Departmental Priorities.

**AANA Board Liaison’s Report/AANA BOD Staff Report:**

AANA Reede presented the AANA Update.

*It was moved, and seconded, to accept the Leadership Reports as presented.*

*The motion carried unanimously.*

**Topic IV – NBCRNA 2019 Committee Reports and Discussions**

**Leadership Development and Nominations:**

BOD O’Sullivan provided a report on the committee activity.

*The Leadership Development and Nominations Committee recommended that the Committee select the Emerging Leader Fellow and present to the Board for confirmation.*

*The motion carried with one abstention.*

BOD O’Sullivan presented the charge to create a research “scholar” or “fellow” position to assist the Evaluation and Research Advisory Committee. Several scenarios were discussed.

The results of the Leadership Development Survey were presented.

*The Leadership Development and Nominations Committee moved to amend BOD Policy 2.7.12 Director Reimbursement for non-NBCRNA and non-AANA sponsored meetings, to include reimbursement of all CRNA BOD members to attend each of the four major AANA sponsored meetings within their first 3-year term.*

*The motion carried unanimously.*

**Communications:**

BOD Wicks reported on the activities of the Communications Committee and reviewed the Communications Dashboard since the last BOD meeting.

**Bylaws, Policies and Procedures Committee:**

BOD Spence stepped out, recusing himself from the BPP discussion.

BOD Chambers presented the Bylaws, Policies and Procedures Committee recommended succession plan policy. After some discussion, the policy was amended to the following:

- **For a Board member applying for a staff leadership position** – Any sitting board member who desires to apply for a staff position must resign from the BOD when applying for the staff position.
- **For staff applying for a Board position** – Any staff member who desires a seat on the organization BOD must resign their position as a staff member when appointed to the BOD position.
- **For current or former Board member applying for a contractor position** – If a former board member is to perform services for the organization in the capacity of an independent contractor (i.e. being paid a negotiated fee by the NBCRNA and not an employee), the CEO shall inform the full BOD prior to hiring the former board member. Exceptions to the use of former board members as independent contractors prior to one year from their last role as a board member may be made on a case by case basis by vote of the full BOD (majority rule decision). Current (sitting) board members may not be hired as independent contractors for the organization.

*The Bylaws, Policies and Procedures Committee moved to add the succession plan to the Policies Manual as amended. The motion carried with two abstentions.*

**Topic V – Policies and Discussion**

**Discipline:**

Staff Preston presented modifications to the language around the pass/fail for the CPCA. The following edits were proposed:

- Section II.A.7, pg. 9 – Add new section, II.A.7, “Staff will notify the nurse anesthetist of suspension or other recommended or imposed sanction and the reason for the sanction by certified mail or by such other method as Staff deems appropriate. It is the responsibility of the nurse anesthetist to maintain current and accurate contact information with the NBCRNA. All communication will be issued to the address provided by the nurse anesthetist. The claim that an applicant did not receive notice from the NBCRNA will not excuse the individual from denial, suspension or revocation of certification or from imposition of any other sanction available under this policy.”
- Section II.B.3.b, pg. 10 – Delete “with the exception of the circumstances described in Section II.B.4”
- Section II.B.4, pg. 10 – Delete “Nurse anesthetists who have failed to pass the CPC Assessment on the fourth attempt and have been denied eligibility for continued certification, may request review or appeal of the adverse decision in accordance with the procedure described in this Policy. The NBCRNA will not, under any circumstances, extend a nurse anesthetist’s expiration date for CPC Compliance. CPC certification will expire on schedule, even if there is a pending review or appeal.”

- Sections II.B.5, pg. 10; II.C.4, pg. 11; and IV.A, pg. 13 – Add “The NBCRNA Fee Schedule is located on the NBCRNA website, [www.NBCRNA.com](http://www.NBCRNA.com) or available by contacting the NBCRNA.”

*It was moved, and seconded, to approve and immediately adopt the revisions to the Policies and Procedures for Discipline, Administrative Action and Appeals as presented.*

*The motion carried unanimously.*

**Reentry Program:**

*It was moved, and seconded, to launch in June and rename the CPCA, when used for Reentry Program participants, the Reentry Exam.*

*The motion carried unanimously.*

**Status of New Certifications:**

Staff Preston presented information on recertification statuses, requesting approval to:

- Revise “Not currently recertified” certification statuses and display on the NBCRNA Credential Verification site.
- Provide enhanced certification history on the NBCRNA Credential Verification site.

*It was moved, and seconded, to revise certification statuses proposed.*

*The motion carried unanimously.*

*It was moved, and seconded, to approve the ability to reward the CRNA credential to an individual that had lost the credential, upon resolution of the reason(s) for the action and any associated factors or matters, so long as that previously certified individual had initially completed a Council on Accreditation of Nurse Anesthesia Educational Programs accredited unbridged program of nurse anesthesia education, met all initial eligibility to take the NCE and had previously successfully completed and passed the NCE.*

*The motion carried unanimously.*

*It was moved, and seconded, to display a full certification history and any associated status, within defined date parameters not to exceed eight years, on the publicly available NBCRNA credential verification section of our website.*

*The motion carried unanimously.*

**The meeting was adjourned at 5:16 p.m., CST.**

**Minutes Recorded by Heidi Diederich, Manager of Governance and Board Relations**

**Minutes Approved by Secretary Treasurer on June 10, 2019.**

**Kevin Driscoll, DNP, MSN, CRNA**