

**WCN Board of Directors Meeting
Friday, December 4, 2020 9:30 am – 1:30 pm
Washington Center for Nursing Office
Minutes**

Present: Sofia Aragon, Michelle James, Theresa Berry, Debbie Brinker, Chris Birchem, Steven Simpkins, Melissa Hutchinson, Antwinett Lee, Jamie Shirley, Brenda Little, Diane Sosne, Edna Cortez, Estrellita Munoz, Rebecca Pizzitola, Katie Eilers; Victoria Fletcher, Tim Bock

Guests: Mary Sue Gorski, Gerianne Babbo, Rosie Houck

Excused: Sally Watkins

Topics	Discussion	Action Needed
Call to order Welcome Agenda Review	Michelle James called the meeting to order at 9:35 am. Michelle moved the Board of Directors into the WCN Board of Directors Annual Meeting.	
Annual Meeting	Please see WCN Board of Directors Annual Meeting Minutes dated December 4, 2020. The WCN Board of Directors Annual Meeting adjourned at 10:03 am.	
Consent Agenda 1. WCN September 18, 2020 Board Minutes 2. WCN September 18, 2020 Finance Committee Minutes 3. WCN September 18, 2020 Board Action Items List 4. WCN October 15, 2020 Board Minutes	Michelle asked if there were any questions or any item to pull off the Consent Agenda for discussion. Michelle asked Steven to give a quick update on the financials. We are right on track and we have a few payments to come in and we should be balanced. We had budgeted items we did not spend down because of the COVID pandemic. Chris Birchem moved to approve the Consent Agenda. Antwinett Lee seconded. All approved. We are a bit ahead of schedule. Let's take some time to thank Rebecca and Chris. Members gave kudos to both for their service to WCN.	Moved, second to approve the Consent Agenda. All approved.

<p>5. Statement of Operations 11.20.20 (P&L)</p> <p>6. Balance Sheet 11.20.20</p> <p>7. Budget vs Expenses YTD 11.20.20</p> <p>8. DOH Surcharge July 2018 – June 2020</p> <p>9. Grant Budget vs Expenses YTD 11.20.20</p> <p>10. WCN_990 Tax for 2019 (complete)</p>		
<p>NCQAC Critical Gaps</p>	<p>Welcome Gerianne and Mary Sue. Gerianne began with background of the Critical Gaps project.</p> <ul style="list-style-type: none"> • Workforce data collected from nurses in WA State. • May 2020 report published. • July 9, 2020 workshop to consider how findings might impact stakeholder groups and industry. • July 2020 six potential and/or actual GAPS in the nursing workforce were identified. • Sept 10, 2020 workshop six Critical Gaps were discussed. • Nov 13, 2020 draft gap closure plans developed and presented to the Commission. • Nov 13, 2020 Commission recommended <i>Action Now!</i> framework to continue the work. <p>The six Critical Gap Plans to expand are:</p> <ul style="list-style-type: none"> • ARNP Specialty – Increase Capacity for PMHNP students in Washington State Programs • Community Health -Improve knowledge in community-based RN roles to raise awareness of career roles and options. 	<p>WCN to draft a consensus document for review by DOH, NCQAC, and WCN at their January meeting. The consensus document will include history of Action Now, including budget, staff, facilitation, fundraising, and other activities needed to accomplish goals.</p> <p>Issues raised in Critical Gaps work is central to WCN's role and mission. WCN is</p>

	<ul style="list-style-type: none"> • Diversity - Promote more diverse leaders into management and leadership positions to better reflect communities served and improve data collection on the diversity of the nursing workforce • Education - Revisioning quality clinical practice options in the era of Covid-19 and beyond • Long Term Care - Link educational programs directly with the LTC healthcare delivery • Rural Health - Understand reasons for, and impact of, nurses travelling in/out of rural areas for work. <p>Why use the Action Now framework? Mary Sue noted the NCQAC endorsed the Action Now framework. Action Now is a flexible framework that was designed for a variety of initiatives. This work would build on the success from 2017/2019 focus on Nursing Education and passage of HB 2158 to increase faculty salaries in the CTC. It enhances the work of small groups ensuring coordination and synergy of efforts keeping the work moving forward and it supports statewide participation by many stakeholder groups.</p> <p>In the critical gaps work, there are action steps developed and each gap has a workgroup. The workgroup chairs have been leaders at this point. The Steering Committee for this project would be the chairs of the workgroups, additional members with expertise, members of the gap closure planning committee, guest members as needed, and leaders from CNEWS, WCN and NCQAC and other organizations with workforce expertise. This will take a commitment and understand that members may have to direct their time and energy to other priorities. E.g., NCQAC has had to increase staff focus on processing licenses for COVID-19 response. They would like WCN to be involved. Next steps are they are hoping that they will get commitments from invited members. They understand that priority shifts all the time and timelines may vary because of the major projects at this time. Michelle notes this will be more important than ever.</p> <p>How do we pull the right people together? What is the budget plan? WCN's COVID study will be tied to this work. There needs to be a commitment of resources, in-kind resources, that can where we can make the priorities. It was noted Sofia chairs the Critical Gaps Diversity workgroup and this is a large part of the puzzle. Many Board Members have been involved in this work. What is NCQAC's role moving forward?</p>	<p>to engage in the leadership of this work with further negotiation on roles and responsibilities with NCQAC and other organizations.</p>
--	--	--

	<p>Mary Sue noted NCQAC is committed to this work. The leadership team is a collaborative group with the same level of commitment.</p> <p>This is different from last iteration of Action Now. The workgroups are already tasked to give progress in March and May 2021. We were hoping for the leadership to meet in January, but NCQAC is focused on getting nurses licensed. Feb is probably the earliest for the first meeting. Geri noted the excitement for the work. Timelines might be iffy, but the work is energized. Melissa noted the CNS group is very excited and working hard. Victoria noted with Action Now WCN was a major collaborator. If NCQAC has magic wand, what are you looking for from WCN? Response was that NCQAC would like WCN to be part of the core leadership team. Definitely on the workgroups and collaborate with the work of WCN in an intentional way. WCN will want to explore the resources needed to support the project and staffing of the project. How can we budget that time and resources during this time? So far it has been volunteer work. Sofia introduced the idea of a consensus document. Mary Sue responded in that would be a good start on a discussion on possible outcomes and obstacles. Everyone thanked Gerianne and Mary Sue for their presentation.</p> <p>After the presentation, the board members did a debrief. Katie felt diversity/inclusion needs to be overarching over the whole project. WCN can provide accountability and consider putting ourselves forward. Antwinett agrees with Katie. What healthcare looks like when you don't look like the majority. Debbie says it is an opportunity. Sofia would advocate having an ethnic nurse association on the committee. This can be an exercise in clarifying roles. WCN has the workforce planning role. We need to be at the table, a consensus document might be a way to find out how we best contribute. Action item to draft a consensus document with history of Action Now and the work involved. Discussion about what is required of participation in leadership.</p>	
DOH/NCQAC Contract Update	Sofia presented the contract extension through June 30, 2021. No plans by DOH for re-bid of the WCN Contract with assurances from Kristin Peterson. In addition, if there are future plans of a bid, WCN will receive ample notice and a transparent process. Sofia has met with Niki to discuss the contract and the contractor relationship. As we build our relationship with NCQAC, what are the mutual goals? The recommendation from the facilitator to meet more frequently. One month is a meeting with Paula and Sofia. The other month is the whole group. New contract needs to be into the department by April 2021.	Sofia to meet with Paula Meyer monthly and DOH-NCQAC-WCN meetings will be more frequently than the current quarterly basis.

		New DOH contract deliverables to be submitted to DOH in April 2021
Data (Summary and Deep Dives)	<p>Sofia noted that the Board has not gotten a full presentation on the nursing workforce reports completed by the UW Center for Health Workforce Studies Sofia provided highlights on the data, including several attachments.</p> <p>Update on the Impact of COVID-19 on the Nursing Workforce Steering Committee – We want to coordinate with other groups, so we don't duplicate our efforts. Our timeline is so short, we may only have time for secondary data. We may want additional studies after we finish this portion. Peter Buerhaus, a nurse workforce researcher from Montana received a 2-year grant from RWJF to study COVID. Sofia will be reaching out to him. Communications to the Steering Committee will go out regularly and most likely monthly. We are posting minutes and recordings on website.</p> <p>What lies ahead? There is lots of data on how clinicals in nursing education have had to shift, safety recommendations have effective nursing environments. The need for the development of a Nursing Strategic Plan has been brought up several times. Sofia noted this has been done several years ago and the WCN was a goal and outcome of that effort. The WCN should consider this as an initiative in the near future. This effort might include what do we see happening in the next ten years and what does that look like. Needs to take into consideration Critical Gaps, the Covid-19 Impact on Nursing Workforce Study, and upcoming Future of Nursing 2030 report. Health Care Commission has been looking at that. What can we learn from this and what do we need to do this together? What different roles in nursing do we want to support? What data can we generate to inform that work? We have some time to plan this out.</p> <p>Sofia spoke of the strategic plan we have through 2021. Still have issues to work out on the quality of the workforce data. Assuming we are staying with current data collection through nursys e-notify and DOH, NCQAC reports that HELMs would be operational by 2022. We want NCQAC at the table since they will be collecting the data. She has reached out to Mary Sue about the data and improving the quality of the data. Still need a contact at NCQAC as they are hiring new staff that will be heading up the data project. All hands at NCQAC right now are on licensing.</p>	

	<p>Growing Diverse Leaders - Sofia has been working to create nursing fellowship experiences in leadership. Mary Mahoney, Children's, Harborview, and others are interested in collaborating. The HRSA Nursing Workforce Diversity grant awards up to \$500,000 a year for 4 years. Other groups are applying for this grant and we are exploring partnerships. The Leadership WNAC is in support</p> <p>Financial Updates. Additional surcharges are \$70,000 and we have proposed to the NCQAC to use those funds to hire a Research Associate. Sofia noted the voluntary contributions by board members and other supporters are down this year, partly because we haven't had a fundraiser this year and didn't have UFCW donation.</p> <p>Office Move. With assurance from DOH about our contract, we have decided to move. We are reviewing the lease for the new space. We are moving on January 16, 2021.</p> <p>WCN used \$45,000 in reserve funds used for delay in receiving surcharge funds from DOH and these funds have been replenished. There will be ongoing uncertainty due to COVID-19 impact to licensure. We have not been able to get a projection from NCQAC on surcharges for 2021. They are guessing it will be the same as the previous contract period. We did get the Payroll Protection Act funds. So, we are back to having a 4-month reserve. We are advised we will likely not have to repay PPA funds. We have the opportunity in January to apply for loan forgiveness. Sofia is hearing that many nursing leaders are staying on for the pandemic and then planning on retiring or leaving due to the intense environment and/or burnout.</p> <p>Bylaws Revision – The committee met with 501 Commons. They are swamped and want to reconvene and meet about developments. Debbie noted it goes well with our strategic plan. Very thoughtful and may reach some changes. If anyone would be interested, please let Debbie know.</p> <p>Chris asked whether we can look into nurses who take time off or sabbatical. We haven't done that, but it may be part of the COVID study. We may talk with the researcher about how do we find that information, how would we get that? Michelle noted that Providence has been reaching out to their recent retirees and they have had good success on them coming back for focused care and can involve less than full time nursing.</p>	<p>WCN talking points on how the different approaches of affirmative action, diversity, and anti-racism would be helpful to the board and Sofia will develop.</p> <p>Sofia to send out her slides to the Board.</p> <p>Board members who want to join the bylaws review committee can contact WCN staff or Debbie Brinker.</p>
--	---	--

Executive Session	Moved into Executive Sessions 12:30 pm.	The WCN Board supports continuing optional health benefits to employees
Meeting Evaluation	<p>Michelle asked the members for feedback on the meeting, what things that went well, what things to change. Thanks again to Rebecca and her hard work for WCN, especially for her support of the Leadership WNAC work.</p> <p>Chris thanked the Washington Center for Nursing for their support and he noted he learned a lot and has grown a lot. It is hard for him to leave the Board, but it is necessary with his mother's health. He is so glad to have Edna replace him and notes she will be a great addition to the board. Don't forget to invite him to the events and he'd be happy to volunteer when possible.</p>	
Next Meeting	<p>Meeting adjourned at 1pm</p> <p>The next WCN Board of Directors Meeting is March 26, 2021 from 9:30 am to 1:30 pm with the WCN Finance and Sustainability Meeting from 8:30 am to 9:30 am.</p>	

Submitted by: Frank Kohel

Approved: Sofia Aragon