

**Mission Statement**

***Protect the public by regulating the practice of nursing***

Time and Place of Meeting      A regular meeting of the North Carolina Board of Nursing was held at the North Carolina Board of Nursing office in Raleigh, North Carolina on May 23, 2024. Meeting convened at 9:02 a.m.

Presiding      Dr. LaDonna Thomas, RN

Members Present      Dr. Lora Bartlett, RN – Vice Chair  
Andrea Jeppson, LPN  
Arlene Imes, LPN  
Dr. Brooke Kistler, RN  
Dr. Carmen Shaw, RN  
Cheryl Wheeler, LPN  
Ms. Dianne Layden, Public Member  
Dr. Edna Ennis, RN  
Karen York, RN  
Dr. Racquel Ingram, RN  
Sandra Lewis, RN  
Tom Minowicz, Public Member

Members Absent      Dr. Amy Steele, Public Member

Staff Present      Dr. Crystal Tillman, Chief Executive Officer  
Dr. Sara Griffith, Chief Nursing Officer  
Meredith Parris, Chief Legal Officer  
Angela Ellis, Chief Administrative Officer  
Gayle Bellamy, Chief Financial Officer  
Dr. Terry Ward, Education Consultant

Ethics Awareness and Conflict of Interest      Ethics Awareness and Conflict of Interest Statement was read. No conflicts were identified

Consent Agenda      The Consent Agenda be approved as presented.  
**MOTION:** That the Consent Agenda be approved as presented.  
Layden/Passed.

The following items were accepted/approved by adoption of the Consent Agenda:

- Minutes of January 25, 2024 (Board Meeting)
- Minutes of February 28, 2024 (Administrative Hearings)
- Minutes of April 10, 2024 (Called Board Meeting)

- Governance and Finance Committee
  - (a) Summary of Activities
- Education
  - (a) Education Program Activity
  - (b) NCLEX Quarterly Pass Rates
  - (c) Issue Statement: External Examinations
  - (d) Issue Statement: Direct Master's Entry (DME) Program
  - (e) Education Summit Summary Report
- Practice
  - (a) Approval NA II Courses
  - (b) Sexual Assault Nurse Examiner (SANE) Program Activity
- Licensure Review Panel
  - (a) Summary of Activities
- Settlement Committee
  - (a) Summary of Activities
- Administrative Actions on Non-Hearing
  - (a) Disciplinary Activities
  - (b) Compliance Matters
  - (c) Practice Matters
- Drug Monitoring Programs
  - (a) Program Statistics
- Meetings/Conferences
  - (a) Summary of Activities

Meeting Agenda

The Meeting Agenda be adopted with modifications.

**MOTION:** That the Meeting Agenda be adopted as presented.

Wheeler/Passed

Chief Executive Officer

Chief Executive Officer Dr. Crystal Tillman reported the following:

- Welcome to new Board Member:
  - Dr. Brooke Kistler, ADN/Diploma Nurse Educator
- Welcome to new employee Youssef Bounkiba
- Members and staff attended Nurses Night at the Legislature
- Bulletin will be distributed to all Legislators
- Presentation from Brieanne Lyda-McDonald, Project Director for NC Institute of Medicine (NCIOM). The presentation included recommendations for preparing future nurses, developing, sustaining and retaining nurses and valuing the work of nurses.
- Recommendations from the NCIOM will be published in the Bulletin. The 2024 focus is recruitment and retention

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CEO Regulatory Report	<p>Received and reviewed CEO Regulatory Report. The report included updates and data related to the following:</p> <ul style="list-style-type: none"><li>• Laws, Rules and Regulations</li><li>• Education</li><li>• NCLEX</li><li>• Licensure</li><li>• Practice</li><li>• Investigations</li><li>• Legal</li><li>• Monitoring</li></ul>
Strategic Plan Update	<p>Received and reviewed strategic plan updates presented by Dr. Sara Griffith, Angie Matthes and Angela Ellis. The updates included Strategic Initiative #1: Enhance public protection through collaborative leadership; Strategic Initiative #2: Advance best practices in nursing regulation; Strategic Initiative #3: Cultivate an organization that supports diversity, equity and inclusion; Strategic Initiative #4: Foster mobility of licensed nurses and facilitate access to safe nursing care.</p>
Governance and Finance Committee	<ul style="list-style-type: none"><li>• Received and reviewed Board Composition and Tenure Recommendations. The recommendations included: <b>MOTION:</b> That the Board approve the Committee recommendations as follows:<ol style="list-style-type: none"><li>1. Increase composition to 15 members;</li><li>2. add an APRN position for a total of 2;</li><li>3. Term of Office remains 4 years and can serve 2 consecutive terms;</li><li>4. Term of Office for Chair and Vice-Chair remains 1 year and can serve 2 consecutive terms; and</li><li>5. Board Composition reviewed every 5 years or as directed by the Board.</li></ol>If the Committee recommendation is approved by the full Board, these recommendations will be utilized as the basis for requesting amendments to the Nursing Practice Act. Should the Nursing Practice Act not be amended within 3 years, the proposed amendments will go back to the Governance and Finance Committee for regularly scheduled review. Committee Recommendation/Passed</li><li>• Received and reviewed Conference Attendance Policy. <b>COMMITTEE RECOMMENDATION:</b> That the Board approve the proposed policy regarding Conference Attendance for inclusion in the Code of Conduct/Job Description and Governing Policies. <b>MOTION:</b> Postpone the matter for further discussion at the September Board Business meeting. Layden/Passed.</li><li>• Received and reviewed</li></ul>

- 3<sup>rd</sup> Quarter Financials
- Review of Investments (Wells Fargo Group)
- Received and reviewed the Audit proposal  
**MOTION:** That the Board select the accounting firm Bernard Robinson & Company, LLP to perform audit services for FY2024-2026. Further the Board will evaluate the performance of the audit firm at the end of year 1. Approval and continuation of the audit contract will be assessed for each subsequent year.  
Committee Recommendation/Passed
- Received and reviewed the Fiscal Planning/Budget report.  
**MOTION:** That the Board approve the proposed budget for fiscal year July 1, 2024 through June 30, 2025.  
Committee Recommendation/Passed
- Received and reviewed request for designation of funds for IT Operations and Building Maintenance & Capital Asset Improvements.  
**MOTION:** That the Board approve the designation of \$1,000,000 of unrestricted net assets for future funding needs as indicated.  
Committee Recommendation/Passed

Education Program Activity	<p>Received and reviewed Determination of Program Approval Status – Initial Approval for New Program</p> <ul style="list-style-type: none"> <li>● Stanly Community College, Locust – Application for establishment of a new Practical Nursing Program</li> </ul> <p><b>MOTION:</b> That the Board grant Stanly Community College initial approval for the PN program with a maximum total enrollment of 24 students to begin August (Fall) 2024. Shaw/Passed</p>
NCAC Chapter 36 – Administrative Code (Rules)	<p>Received and reviewed Petition for Rulemaking to amend 21 NCAC 36 .0810(2) and adopt 21 NCAC 36 .0229.</p> <p><b>MOTION:</b> Because these proposed rules are in the interest of protecting the public, the recommendation is that the Board direct staff to proceed with rulemaking for both 21 NCAC 36 .0810(2) and 21 NCAC 36 .0229 as drafted Jeppson/Passed</p>
Nominating Committee	<p>Conducted election for the 2024 Nominating Committee</p> <p><b>MOTION:</b> That the following board members be elected to the Nominating Committee: Andrea Jeppson, Tom Minowicz, Carmen Shaw Ingram/Passed</p>
Executive Session	<p>Closed Session for the purpose of consulting with the Board’s attorney and preserving the attorney-client privilege consistent with the General Statute 143-318.11. The Board was updated by Mrs. Meredith Parris on pending matters</p>

regarding Kimball Sargent, Victorial Cueto and Alexandra Stephen, all of which are on appeal in Wake County Superior Court.

**MOTION:** 11:57 am Closed Session  
Minowicz/Passed

Open Session

**MOTION:** 12:27 pm Open Session  
Wheeler/Passed

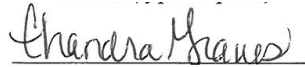
Adjournment

**MOTION:** 12:28 pm Meeting be adjourned.  
Minowicz/Passed.

Minutes respectfully submitted by:

June 3, 2024

Date Submitted



Chandra Graves, Manager, Administration

September 26, 2024

Date Approved



Crystal L. Tillman, DNP, RN, CPNP, PMHNP-BC, FRE  
Chief Executive Officer