

**NORTH CAROLINA BOARD OF NURSING  
REGULAR BOARD MEETING**

**September 22, 2017  
MINUTES**

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 September 22, 2017. Meeting convened at 9:00 a.m.
Presiding	Pat Campbell, Public Member
Members Present	Martha Ann Harrell, Public Member Sharon Moore, RN Frank DeMarco, RN Mary Jones, LPN Lisa Hallman, RN Bob Newsom, LPN Carol Wilson, LPN Glenda Parker, RN Yolanda VanRiel, RN Peggy Walters, RN Becky Ezell, RN Ashley Dixon, Public Member
Members Absent	None
Staff Present	Julia George, RN, Executive Director Anna Choi, General Counsel Gayle Bellamy, Chief Financial Officer Angela Ellis, Chief Administrative Officer Crystal Tillman, Manager, Education and Practice Amy Fitzhugh, Chief Legal Officer Chandra Graves, Executive Assistant
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. <b>MOTION:</b> That the Consent Agenda be approved as presented. Jones/Passed.
Consent Agenda	The following items were accepted/approved by the adoption of the Consent Agenda: <ul style="list-style-type: none"><li>• Minutes of May 12, 2017 (Board Meeting)</li><li>• Minutes of May 11, 2017 (Administrative Hearings)</li><li>• Minutes of July 27, 2017 (Administrative Hearings)</li><li>• Board Governance Committee</li></ul>

- (a) Summary of Activities
- (b) Board Assessment Action Plan (FYI)
- (c) BOES Update
- (d) Results of Semi-Annual Debriefing
- Executive Director
  - (a) Ratification of Mail Referendum for 21 NCAC 36 .0815 Reporting Criteria
  - (b) 2017 Election Report (FYI)
- Education and Practice Committee
  - (a) Education Program Activity (Attachment A)
  - (b) Ratification of Full Approval Status:
    - Bladen Community College – ADN and PN
    - Central Carolina Community College – ADN and PN
    - Foothills Community College – ADN
    - Isothermal Community College – PN
    - Rowan-Cabarrus Community College – PN
    - Winston-Salem State University – BSN
  - (c) Ratification to Approve the Following Expansions in Enrollment:
    - Cape Fear Community College – ADN, increase of 20 for a total of 200 beginning August 1, 2017
    - Davidson Community college – LPN, increase of 10 for a total of 30 beginning August 17, 2017
    - Gardner-Webb University – BSN, increase of 30 for a total of 150 beginning May 1, 2017
  - (d) Notification of Alternate Scheduling Options:
    - Cape Fear Community College – LPN to ADN Option
    - Edgecombe Community College – LPN to ADN Option
    - Forsyth Community College – LPN to BSN RIBN Option
    - Halifax Community College – LPN to ADN Option
    - Gardner-Webb University – ABSN Program Option
    - Pfeiffer University – LPN to BSN Program Option
    - Stanly Community College – LPN to ADN Option
  - (e) FYI Accreditation Decisions by ACEN (Initial or Continuing Approval – Next Visit):
    - Durham Technical Community College – PN – Continuing approval and removal of conditions – Fall 2022
    - Gaston College – ADN – Continuing approval – Fall 2024
    - Gaston College – PN – Continuing approval with conditions – Fall 2024
    - Pitt Community College – ADN – Continuing approval and removal of conditions status – Spring 2022
    - University of North Carolina-Greensboro – BSN – Acceptance of substantive change report – focused visit Fall 2018
  - (f) FYI Accreditation Decisions by CCNE (Initial or Continuing Approval – Next Visit):
    - Mars Hill University – BSN – Initial approval – Fall 2021
    - Western Carolina University – BSN – Continuing approval – Fall 2026

Winston-Salem State University – BSN – Continuing approval –  
Fall 2019

- Proposed revisions to Position Statements:
  - Adult Care Settings
  - Delegation of Immunization Administration to UAP
  - Delegation of Medication Administration to UAP
  - Delegation: No-Nursing-combined with Position Statement Delegation & Assignment of Nursing Activities
  - Delegation: NAI Credentialed as Advanced EMT/Paramedic Assisting Clients with Self-Administration of Medications
  - LPN Scope of Practice – Clarification
  - RN Scope of Practice – Clarification
  - Office Practice Setting – UAP Delegation
  - Out of State Nurses Practicing in NC for a Limited Period of Time
  - Wound Care – Assessment and Debridement
- 2017 2<sup>nd</sup> Quarter NCLEX Pass Rates
- Licensure Review Panels
  - (a) Licensure Review Panel Report (Attachment B)
- Hearing Committee
  - (a) Settlement Cases (Attachment C)
- Report on Non-Hearing Discipline, Investigation/Monitoring, Practice Matters (Attachment D)
  - (a) Administrative Actions on Non-Hearing Disciplinary Activities
  - (b) Administrative Actions on Non-Hearing Compliance Matters
  - (c) Administrative Actions on Non-Hearing Practice Matters
- Drug Monitoring Programs
  - (a) Program Statistics
- Meetings/Conferences/Liaison Activities

## Meeting Agenda

The Meeting Agenda be adopted as presented.

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

## Open Comment Period

No requests to address the Board.

## Election of Officers

Bob Newsom, LPN, presented the slate of candidates for the Chair and Vice-Chair positions for 2018. Candidate for Chair: Pat Campbell, Public Member. Candidate for Vice-Chair: Frank DeMarco, RN. No Nominations were received from the floor.

**MOTION:** That the Board accept the Slate of Candidates for Chair and Vice Chair as presented and elect Pat Campbell Chair and Frank DeMarco Vice Chair by acclamation.

Jones/Passed

## Finance Committee

- Received and reviewed Summary of Activities to include 4<sup>th</sup> Quarter Financials and review of investments as presented by Jessica Christie and Joe Bryan with Wells Fargo Advisors.

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- Received and reviewed request for designation of funds for IT Operations, Office Operations, Disaster Recovery and Research Projects.  
**MOTION:** That the Board approve designation of \$524,296 of unrestricted net assets for IT Operations, Office Operations, Disaster Recovery, and Research Projects.  
Committee Recommendation/Passed
  - Received and reviewed request for donation from the North Carolina Foundation for Nursing Leadership Academy.  
**MOTION:** That the Board approve a Platinum Donor Donation of \$5000 to the North Carolina Foundation for Nursing Leadership Academy.  
Committee Recommendation/Passed
- Board Governance      Received and reviewed proposed revisions to Policy B6 Conference Attendance. (Attachment E)  
**MOTION:** That the Board approve the revisions to Policy B6 Conference Attendance as presented.  
Committee Recommendation/Passed
- Executive Director      Received updates as follows:
- North Carolina was the 26<sup>th</sup> state to pass the Enhanced Nurse Licensure Compact (eNLC).
  - Provided update on the Tri-Regulator Conference held in July and the Tri-Regulator meeting held in September.
  - Provided an update on the collaborative work with OEMS.
  - Recognized Dr. Crystal Tillman who completed the Institute of Regulatory Excellence (IRE). Dr. Tillman presented her IRE project Evaluation of the Student Practice Event Evaluation Tool (SPEET) by Nursing Students.
  - Received and reviewed the 2017 Strategic Plan Roadmap.
  - Provided update on the newly redesigned BON website, to include a presentation by Lonzell Fogle, Board Staff
  - Recognized Dr. Linda Burhans who was the recipient of the NCSBN Meritorious Award.
- Strategic Planning Task Force      Received and reviewed the 2018-2021 Strategic Plan  
**MOTION:** That the Board approve the 2018-2021 Strategic Plan as presented.  
Harrell/Passed
- NCAC Chapter 36 - Rules      Received and reviewed NCAC Chapter 36
- Received a verbal update on 21 NCAC 36 .0815 Reporting Criteria  
**MOTION:** That the Board approve proposed amendments to 21 NCAC 36 .0815 Reporting Criteria and direct staff to proceed with the rulemaking process. (Attachment F)  
DeMarco/Passed
  - Received and reviewed an update on Sunset Review (Attachment G)  
**MOTION:** That the Board approve the Report for 21 NCAC 36, Board of Nursing and direct staff to proceed with next steps in the periodic review of rules.

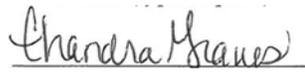
## Walters/Passed

- Ad Hoc Committee for Discipline Review
- Received and reviewed Summary of Activities from the Ad Hoc Committee for Discipline Review to include update on the Absolution Policy.
- Received and reviewed the Expedited Letter of Concern.  
**MOTION:** That the Board approve the use of an Expedited Letter of Concern with addition of unsubstantiated reports and events outside the scope of practice.  
Committee Recommendation/Passed
  - Received and reviewed the Licensure Review Panel Question Grid.
  - Received and reviewed the Abandonment Protocol  
**MOTION:** That the Board approve the amended Abandonment Protocol  
Committee Recommendation/Passed
  - Received and reviewed the Modification to Program Orders  
**MOTION:** That the Board approve the proposed modifications to Program Orders.  
Committee Recommendation/Passed
- Education & Practice
- Received and reviewed summary of activities from the Education and Practice Committee to include update of review of the refresher course rules. Staff will present potential rule recommendations at the next Committee meeting.
- Miscellaneous
- Received recommendation of Sarah Dumas, CNM for appointment to Midwifery Joint Committee.  
**MOTION:** That the Board approve the appointment of Sarah Dumas to the Midwifery Joint Committee effective January 2018.  
Jones/Passed
  - Confirmed results of the Election of Officers for the year 2018  
Chair: Pat Campbell, Public Member  
Vice-Chair: Frank DeMarco, RN
  - Resolutions and plaques were presented to Deborah Herring and Bob Newsom whose terms expire December 31, 2017. (Attachment F)
- Further, plaques were presented to Pat Campbell and Deborah Herring recognizing their service in 2017 as Chair and Vice-Chair respectively.
- Legal Matters
- No Legal Matters for discussion.
- Adjournment
- MOTION:** 11:30 am Meeting be adjourned.  
Wilson/Passed.

Minutes respectfully submitted by:

October 11, 2017

Date Submitted



Chandra Graves  
Executive Assistant

January 19, 2018

Date Approved



Julia L. George, RN, MSN, FRE  
Executive Director



## ATTACHMENT A

### EDUCATION PROGRAM ACTIVITY September 2017

#### Ratification of Full Approval Status:

- Bladen Community College – ADN and PN
- Central Carolina Community College – ADN and PN
- Foothills Community College – ADN
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#### Notification of Alternate Scheduling Options:

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#### FYI Accreditation Decisions by ACEN (Initial or Continuing Approval – Next Visit):

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  - Gaston College – ADN – Continuing approval – Fall 2024
  - Gaston College – PN – Continuing approval with conditions – Fall 2024
  - Pitt Community College – ADN – Continuing approval and removal of conditions status – Spring 2022
  - North Carolina A&T State University – BSN – Acceptance of substantive change report – focused visit Spring 2022
  - University of North Carolina-Greensboro – BSN – Acceptance of substantive change report – focused visit Fall 2018
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## ATTACHMENT B

The Licensure Review Panel met on March 9, 2017 and submits the following report regarding actions taken:

- |  |   |
|--|---|
| Reviewed two (2) candidates for reinstatement    | <ul style="list-style-type: none"><li>• Ginger Menius Hinson, RN 178626<br/>Upon completion of Board's application process for reinstatement, reinstate license with probationary conditions.<br/>ACCEPTED</li><li>• Brigida Talaski Amos, LPN 66675<br/>Upon completion of Board's application process for reinstatement, reinstate license with probationary conditions.<br/>ACCEPTED</li></ul> |
| Reviewed one (1) candidate for initial licensure | <ul style="list-style-type: none"><li>• Jami Mosley, RN Applicant<br/>Applicant denied licensure. May petition for licensure after September 2018.</li></ul>  |
| Reviewed two (2) candidates for endorsement      | <ul style="list-style-type: none"><li>• Renel Denise Baker, LPN Applicant<br/>Upon completion of Board's application process for licensure, issue unencumbered license.</li><br/><li>• April Dawn Howard, LPN Applicant<br/>Upon completion of Board's application process for licensure, issue license subject to conditions of Chemical Dependency Discipline (CDDP)<br/>ACCEPTED</li></ul>     |

The Licensure Review Panel met on May 18, 2017 and submits the following report regarding actions taken:

- |   |  |
|---|--|
| Reviewed two (2) candidates for reinstatement                             | <ul style="list-style-type: none"><li>• Carlisa Renae Keitt, LPN 77110<br/>Licensee denied reinstatement. May not petition for reinstatement for a minimum of six (6) months and until obtains an evaluation by a Board-approved psychiatrist to determine fitness to practice. Shall obtain NA sponsor and provide written relapse prevention plan.</li><li>• Kimberly Dawn Garason, LPN 67298<br/>Licensee denied reinstatement. Prior to petition for reinstatement, Licensee shall submit evidence of four (4) months of clean drug screens and obtain an evaluation by Board-approved Addictionologist.</li></ul> |
| Reviewed one (1) candidate for endorsement                                | <ul style="list-style-type: none"><li>• Da'Nilda Lourdes Hernandez, LPN Applicant<br/>Upon completion of Board's application for licensure, issue license subject to probationary conditions.<br/>ACCEPTED</li></ul>   |
| Reviewed one (1) request for extension to satisfy probationary conditions | <ul style="list-style-type: none"><li>• Melanie R. Slate, RN 171153<br/>Licensee granted extension of twelve (12) months to satisfy probationary conditions.<br/>ACCEPTED</li></ul>  |
| Reviewed one (1) candidate for initial licensure                          | <ul style="list-style-type: none"><li>• Michael Paul Withers, RN Applicant<br/>Applicant denied licensure. May not petition for licensure for a minimum of twenty-four (24) months.</li></ul>  |
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## APPEALED TO ADMINISTRATIVE HEARINGS

The Licensure Review Panel met on June 8, 2017 and submits the following report regarding actions taken:

- |   |  |
|---|--|
| Reviewed one (1) candidate for reinstatement                              | <ul style="list-style-type: none"><li>• Sheryl Denise Burwell, RN 144961<br/>Upon completion of Board's application process for reinstatement and Board-approved RN Refresher Course, reinstate license.</li></ul>   |
| Reviewed one (1) candidate for endorsement                                | <ul style="list-style-type: none"><li>• Mary Annette Taylor, LPN Applicant<br/>Applicant denied licensure</li></ul>  |
| Reviewed one (1) request for extension to satisfy probationary conditions | <ul style="list-style-type: none"><li>• Linda Leathers Brixon, RN 115824<br/>Licensee granted extension for six (6) months to satisfy probationary conditions.<br/>Accepted</li></ul>  |
| Reviewed two (2) candidates for initial licensure                         | <ul style="list-style-type: none"><li>• Yvrose Laurore, LPN Applicant<br/>Applicant denied licensure<br/>APPEALED TO ADMINISTRATIVE HEARINGS</li><br/><li>• LaTina Annette Clark, LPN Applicant<br/>Upon completion of Board's application process for licensure, issue license.</li></ul> |

## ATTACHMENT C

The Hearing Committee met on March 17, 2017 and reviewed three (3) Settlement Cases

**Wendy Errett Leogrande, RN 156489; NP 201651** – Probationary approval to practice as Nurse Practitioner for twelve (12) months.  
ACCEPTED

**David Elliott Humphrey, RN 171940** – Intervention Program (IP)  
ACCEPTED

**Linda Darlene Ishman, LPN 37425** – Addictionologist evaluation. If Substance Use Disorder, enter Chemical Dependency Discipline Program (CDDP). If no Substance Use Disorder, probationary license for twelve (12) months.  
REQUESTED ADMINISTRATIVE HEARING

The Hearing Committee met on June 29, 2017 and reviewed two (2) Settlement Cases.

**Erika Rheannon Gabbard, RN 231303, CNS 279** – Letter of Concern

**Brandon Wayne Hunter, RN 163081** – Chemical Dependency Discipline Program (CDDP)  
ACCEPTED

## ATTACHMENT D

TOOK THE FOLLOWING ACTIONS REGARDING NON-HEARING ACTIVITIES BY THE ADOPTION  
OF THE CONSENT AGENDA

### Ratified Probation:

Manda Earley Jackson, RN 63431 – Action in another jurisdiction

### Ratified Probation with Conditions:

Amy Elizabeth Fender, RN 135370 – Documentation Errors, Falsification of Medical Records

Brandy Jean Powers, LPN 81485 – Documentation Errors, Falsification of Medical Records

### Ratified Probation with Drug Screen:

Jamie Alexandra Howell, RN 247293 – Diversion of Controlled Substances

Virginia Rose Kennedy, RN 210986 – Impaired on Duty

Kimberley Noggle Roberts, RN 145426 – Positive Drug Screen

Rachael Elaine Stephenson, RN 250765 – Diversion of Controlled Substances

### Ratified Reprimand:

Lori Arvin Dixon, RN 116093 – Documentation Errors, Failure to Maintain Accurate Record

Kimberly Ann Drennen, RN 146066 – Diversion of Controlled Substances

Nancy Threatt Leonardo, RN 120752 – Court Conviction

Donna Bailey Miller, LPN 23219 – Action in another Jurisdiction

Barbara Ann Moten, LPN 77076 – Court Conviction

April Bostian Peoples, RN 279942 – Court Conviction

Vicki Lee Shure, RN 64666 – Action in another Jurisdiction

### Ratified Reprimand with Conditions – Courses Required:

Angela Beers, LPN 84032 – Withhold Crucial Healthcare Information, Failure to Maintain Accurate Record

Marcia Ann Faschan, RN 208219 – Action in another Jurisdiction

James Russell Fleischer, LPN 47508 – Failure to Assess/Evaluate

Debra Cesal Friel, RN 158735 – Practice Without a License

Delisha Lavon Guerrier, RN 226702 – Failure to Assess/Evaluate

Brandy Hicks, LPN VA 0002090523 – Failure to Administer Prescribed Medication

C. Dorthea Johnson, LPN 63137 – Practice Without a License

Catherine Williams McCoy, RN 119483 – Failure to Assess/Evaluate

Alicia Marie Outlaw, RN 234845 – Theft of Facility Property

Joann Boyce Rankins, LPN 65547 – Failure to Assess/Evaluate

Shakeva Panela Richards, RN 293071 – Action in another Jurisdiction

Rebecca Malpass Riggsbee, RN 829065 – Practice Without a License

Elva Denise Silvers, RN 215131 – Failure to Maintain Accurate Record

Cheryl Shelton Welch, RN 145755 – Practice Without a License

Amanda Carter Baalke, RN 290024 – Diversion of Controlled Substances

### Ratified Suspension:

Nicole Michelle Abbott, RN 239046 – diversion of Controlled Substances

Hayley Lammon Brown, RN 262607 – Diversion of Controlled Substances

Valerie Renee Cherry, LPN 72805 – Impaired on Duty  
Genevieve Cofield, RN SC 70681 – Breach of Patient Confidentiality  
Carla Newman Gordon, LPN 31581 – Diversion of Controlled Substances  
Amy Jo Linser, RN 272225 – Action in another Jurisdiction  
John Andrew O'Dell, RN 206485 – Diversion of Drugs  
Michael David Parker, RN 293070 – Diversion of Controlled Substances  
Faith Welsh Patterson, LPN 46222 – Diversion of Controlled Substances, Prescription Forgery/Fraud; Exceed Scope  
Andrea Nichole Tomassetti, LPN 84067 – Diversion of Controlled Substances  
Phillis Roberts Woods, RN 79299 – Diversion of Controlled Substances

Ratified Suspension with Conditions – Course Required:

Tamsey Hight Watkins, LPN 64329 – Diversion of Controlled Substances

Ratified Suspension Intervention Program:

Chanda Renee Sawyers, RN 234042 – Positive Drug Screen  
Stephanie Michelle Keener, RN 247871 – Positive Drug Screen

Ratified Suspension Alternative Program:

Tammi Wynn Plantan, RN 225050/NP5005477 – Positive Drug Screen  
Tammy Kathleen Austin, RN 92518 – Failure to disclose prescriptions for CS medications  
Patrick Bryant Baxter, RN 233988 – Positive Drug Screen  
Jennifer Lee Burbas, RN 228025 – Failure to comply with program requirements  
Celia Susana Crosby, RN 199542 – Positive Drug Screen/falsifying medication disposition form  
Donna Bright Hamby, RN 140797 – Failure to disclose prescriptions for CS medications  
Tanya Williams Thompson, RN 148220 – Failure to follow drug screening policies  
Adam Toney, RN 284301 – Positive Drug Screen  
Christopher Aaron Troyer, RN 269208 – Failure to comply with treatment, failure to check in for drug screening  
Margaret Adams Patterson, RN 161639 – Failure to drug screen  
Monica Ann Pierrard, RN 213452 – Positive Drug Screen

Ratified Suspension Chemical Dependency Discipline Program:

Shaunika Laquida Glover, RN 240835 – Positive Drug Screen  
Kimberly Jenkins Jeffery, RN 68615 – Positive Drug Screen  
Holly Robertson, RN 290669 – Requested to withdraw  
Trista Dawn Stiles, RN 249306 – Positive Drug Screen  
Cassie Stone, RN 224553 – Failed to drug screen as required  
Audra Lynn Westbrook, RN 202803 – Requested to withdraw

Ratified Probationary License- Drug Screen:

Kimberly Ann Drennen, RN 146066 – Failed positive drug screen based on forged Prescription Identification Form, Determined 4 forged forms submitted, failure to report February prescriptions on the required form, failed to report suspension from employment  
Darryl Joseph Silwedel, RN 120358 – Positive Drug Screen

Ratified Probationary License – Non Drug Screen:

Amy England Brown, RN 242177 – Failed to submit documentation to request extension

Carissa Marie Fields, RN 189474 – Failed to complete probation, no extension possible

Carol A. Smith, LPN – SC Compact LPN Privilege – Failed to submit documentation to request extension

Sherry Trotter, RN 129634 – Failing to submit probation reports/failing to respond to Board staff regarding the reports

Ratified Chemical Dependency Discipline Program Reinstatements:

Bethany Rachel Boroughs, RN 158379

8/11/2017

Tammy Bradley, RN 134323

8/4/2017

Fran Chavis Bullard, RN 197188

5/30/2017

Jamilyn Kelsh Burnett, RN 90328

6/26/2017

Jessica Turner Byrd, RN 235996

6/19/2017

Ivette Dianelle Cintron-Cubero, RN 188729/NP500472

8/16/2017

Connie Haney Conner, RN 157782

7/6/2017

Rayner Walcott England, RN 197278

5/31/2017

McKenzie Jean Herbst, RN 194798

4/28/2017

Carol Elaine Long, RN 260574

7/24/2017

Jennifer Angelica Perry, RN 232476

5/4/2017

Jennifer Beane Smith, RN 159999

6/14/2017

Ratified Probation Completed:

Beverley Lynne Alverson, LPN 43401

7/11/2017

John Mark Booth, RN 85691

7/11/2017

Angela McClellan Clay, LPN 61814

8/4/2017

Tanya Lurlean Cullers, LPN 67232

6/6/2017

Matthew John Fairclough, RN 265787

5/25/2017

Susan Dawn Odum, RN 132859

5/3/2017

Tia Elaine Saul, RN 260153

7/11/2017

Tamara Stroud Schlueter, RN 238810  
6/2/2017  
Cassandra Eubanks Williams, RN 191020  
6/8/2017  
Teresa Towery Smith, RN 165608  
7/5/2017  
Katy M. Stewart, RN 155432  
7/31/2017  
Natasha Zittin, RN 281259  
8/22/2017

Ratified Actions of Non-Disciplinary Consent Orders:

Withhold Crucial Healthcare Information – 2  
Failure to Maintain Minimum Standards – 1  
Abandonment – 1  
Neglect – 4  
Exceed Scope – 2  
Failure to Maintain Accurate Record – 6  
Sleep on Duty – 1  
Falsification of Medical Records – 4  
Harass, Abuse or Intimidate Client - 1



**Agenda M13**  
**Policy Update: B6 Conference Attendance**  
**September 2017**  
**Meeting**

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**Policy #B6**  
**Conference Attendance**  
**Area: Governance**

**Authority:** Board of Nursing

Policy:

The Board shall ~~support~~ provide an opportunity for each Board member's ~~to~~ attendance ~~as a representative of the North Carolina Board of Nursing at a national or regional conference as a representative of the Board of Nursing at least one time during each four-year tenure of service. Members shall complete a Conference Request Form each calendar year. The annual budget will include support for Board member attendance. Restraints considered when selecting Board member travel include projected overall operating expenses ~~of Board~~ and meeting location. Executive Director and Board Chair will select all Board member attendees as budget allows and members shall be notified of the decision.~~

Members shall complete a Conference Request Form each calendar year identifying his/her specific preferences for meeting/conference attendance. Information regarding meeting/conference will be provided to members for consideration in making requests.

Options for Meeting/Conferences include, but are not limited to the following:

**Specific Meetings/Conferences:**

**A. NCSBN Delegate Assembly (usually held in August):**

- ~~1. Annual budget will include support for Board members, in addition to Delegates, to attend Delegate Assembly.~~

Delegates, one of whom shall be a Board Member, will be chosen by Executive Director and Board Chair.

**B. Mid-year NCSBN Meeting (usually held in early March):**

- ~~1. Annual budget will include support for Board members to attend mid-year meeting.~~

The Board member delegate to NCSBN Delegate Assembly shall, when possible, be one of the Board member attendees.

**C. CLEAR Annual Conference (usually held in September):**

- ~~1. Annual budget will provide support for Board members to attend.~~

**D. Other Meetings/Conferences/Workshops**

1. Individual Board members may request to attend special conferences or meetings in which the topics/content relates to current or future Board activities. The Executive Director, in collaboration with the Board Chair, will act on such requests.
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**Agenda M13**  
**Policy Update: B6 Conference Attendance**  
**September 2017**  
**Meeting**

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2. Requests to attend any training workshops or programs directly related to one's role as a Board member will be considered by the Executive Director in collaboration with the Board Chair.

URL addresses for each meeting shall be included in the Board packet at the next scheduled Board meeting to provide all members with conference information.

**Procedure:**

1. Board members shall complete and submit a Travel Preference Form to the Administrative Coordinator upon election/appointment to the Board and update annually.
  2. The Administrative Coordinator will make travel arrangements and once finalized, will notify the Board member of arrangements. A copy of the travel information will be provided to the Board member at least 3 weeks prior to the meeting/conference. Information shall include:
    - Travel Summary
    - Travel Itinerary
    - Registration Confirmation
    - Hotel Confirmation
    - Fiscal Policy F06 – Per Diem and Reimbursement
  3. Board Members are responsible for submitting travel documentation to the Staff Accountant for within forty-five (45) days of the date of travel. Expense reimbursement forms are maintained on the Board Member SharePoint site.
  4. Board members may request a travel advance in an amount not to exceed the estimated cost of travel (meals, hotel, and transportation) in accordance with Policy F6 Per Diem and Reimbursement. Requests for travel advance must be made at least two (2) weeks prior to date of travel.
  5. A copy of the Board member travel packet will be maintained by the Administrative Coordinator in accordance with audit policy and records retention functional schedule.
-