



**Nursing Care Quality Assurance Commission (NCQAC)**  
**Meeting Minutes**  
**Friday, January 13, 2023**  
**8:30 AM- 5:00 PM**

This meeting was held by zoom, if you would like to request a copy of this recording, please visit the DOH Public Records Portal at <https://doh.wa.gov/about-us/public-records>. This was a virtual meeting. People could attend the meeting if they did not have a computer or phone access at Labor & Industries: 7273 Linderson Wy SW, Tumwater, WA 98501, Room S130.

**Commission Members:**

Yvonne Strader, RN, BSN, BSPA, MHA, Chair  
Helen Myrick, Public Member, Vice-Chair  
Adam Canary, LPN, Secretary/Treasurer  
Jonathan Alvarado ARNP, CRNA  
Quiana Daniels, GCertHealthSc, BS, LPN  
Ella B. Guilford, MSN, M.Ed., BSN, RN  
Judy Loveless-Morris, PhD, Public Member  
Joan Madayag, LPN  
Ajay Mendoza, CNM  
Dawn Morrell, RN, BSN, CCRN  
Sharon Ness, RN  
Emerisse Shen, FNP, ARNP  
Kimberly Tucker PhD, RN, CNE

**Excused:**

MaiKia Moua, RN, BSN, MPH

**Assistant Attorney General:**

Sierra McWilliams, Assistant Attorney General

**Staff:**

Paula R. Meyer, MSN, RN, FRE, Executive Director  
Chris Archuleta, Director, Operations  
Gerianne Babbo, Ed.D, MN, RN, Director, Education  
Shad Bell, Assistant Director, Operations  
Amber Bielaski, MPH, Assistant Director, Licensing  
Debbie Carlson, MSN, RN, CPM, Director, Practice  
Mary Sue Gorski, PhD, RN, Director, Advanced Practice,  
Research and Policy  
Karl Hoehn, JD, FRE, Assistant Director, Discipline – Legal  
Grant Hulteen, Assistant Director, Discipline – Investigations and  
WHPS  
Bethany Mauden, Administrative Assistant  
Kathy Moio, PhD, RN, Director, Nursing Assistant Programs  
Catherine Woodard, Director, Discipline and WHPS

**I. 8:30 AM Opening – Yvonne Strader, Chair – DISCUSSION/ACTION**

**II. Call to Order**

- A. Introductions** – Mr. Ajay Mendoza, new member
- B. Order of the Agenda**
- C. Land Acknowledgement** – Mr. Jonathan Alvarado
- D. Announcements**

**III. Consent Agenda – DISCUSSION/ACTION**

Consent Agenda items are considered routine and are approved with one single motion.

**ACTION:** Dr. Tucker moved to approve the consent agenda. Ms. Morrell seconded the motion. The motion passed.

**A. Approval of Minutes**

- 1. NCQAC Business Meeting
  - a. November 18, 2022
- 2. Advanced Practice Subcommittee
  - a. October 19, 2022
- 3. Discipline Subcommittee
  - a. August 23, 2022
- 4. Consistent Standards of Practice Subcommittee
  - a. October 7, 2022
- 5. Licensing Subcommittee
  - a. No meeting.
- 6. Research Subcommittee
  - a. October 17, 2022
- 7. Education Subcommittee
  - a. November 22, 2022

**B. National Council of State Boards of Nursing (NCSBN)**

- 1. Research Agenda
- 2. Letter from the president, Jay Douglas

**C. Performance Measures**

- 1. Investigations
- 2. Legal
- 3. Washington Health Professional Services (WHPS)
- 4. Nursing Assistant Program Approval Panel (NAPAP)
- 5. Nursing Program Approval Panel (NPAP)

**D. Licensing Report to the Governor’s Office**

**E. Washington Center for Nursing/NCQAC monthly meetings**

- 1. November 29, 2022

**F. Out of State Travel Reports**

- 1. NCSBN Leadership and Public Policy Conference, Jessilyn Dagum, Yvonne Strader - November 2-4, St. Augustine, FL

**IV. NCQAC Panel Decisions – DISCUSSION**

The NCQAC delegated the authority as provided by law for certain decisions to a panel of at least three members. A member of the NCQAC must chair panels. Pro tem members of NCQAC may serve as panel members. The following decisions are provided for information.

## **NCQAC Panel Decisions – DISCUSSION. Continued**

### **A. Nursing Program Approval Panel (NPAP)**

1. November 17, 2022
2. December 1, 2022
3. Dec 12, 2022
4. December 15, 2022
5. January 5, 2022

### **B. Nursing Assistant Program Approval Panel (NAPAP)**

1. November 14, 2022
2. December 12, 2022

## **V. Chair Report – Yvonne Strader – DISCUSSION/ACTION**

### **A. Search Committee**

Ms. Strader reported that the search committee was given authority by the NCQAC to conduct the search and refine the candidates to be presented to the NCQAC. The committee independently reviewed 29 applications. Next steps are references and identified top candidates to proceed to the March 9 & 10 meeting. March 9<sup>th</sup> includes a social event. Ms. Meyer reported the upcoming process to include candidate rankings, presentations, and questioning.

### **B. Joint Operating Agreement (JOA)**

Ms. Strader reported that the team met with DOH leadership to discuss the JOA. The team will schedule Additional meetings to finalize the agreement and bring to the full NCQAC for consideration. NCQAC delegated to the officers the revision and negotiation of the JOA.

### **C. Recruitment for new NCQAC and pro tem members**

Ms. Strader reported the positions open for recruitment for the NCQAC. Ms. Strader applied for reappointment, with an additional public member opening. Ms. Strader encouraged the public to apply online.

### **D. NCSBN midyear meeting, Seattle, March 28-30, 2023**

NCQAC approved Ms. Myrick, Mr. Canary, Ms. Morrell, Ms. Loveless-Morris, and Ms. Daniels to attend with Ms. Meyer and Ms. Strader. Ms. Meyer encouraged additional NCQAC members to send an email if they would like to attend.

### **E. Nominations Committee**

Ms. Strader discussed the nominations committee duties that include officer nominations and nominations for NCSBN and staff awards. Committee members are Sharon Ness, Dawn Morrell, and Joan Madayag with Lori Underwood as the staff member. Position descriptions were available on page 52 of the packet.

### **F. New Assignments** – Ms. Strader appointed Mr. Mendoza to Case Disposition Panel, Education Subcommittee, and a member of the Nursing Program Approval Panel (NPAP-A). Mr. Mendoza is mentored by Dr. Tucker.

## **VI. Executive Director Report – Paula Meyer – DISCUSSION/ACTION**

### **A. Budget Report – Adam Canary, Chris Archuleta**

Mr. Archuleta reported on the budget report. The fiscal outlook showed the combination of higher than projected revenues and underspending the budget. These actions result in a net gain of almost \$3M to the reserve balance since the beginning of the biennium. Mr. Archuleta anticipates revenues to continue to exceed projections with the new fee increase implemented on December 1, 2022. Additionally, Mr. Archuleta expects savings with in-directs to continue through the remainder of the biennium. Direct expenditures and service unit will accelerate as more staff are onboarded and as travel is reinstated. Mr. Archuleta does not anticipate reaching full expenditure by the end of the biennium. As a result, the revenue balance will exceed recommended levels until June 2023. The final HELMS withdrawal, \$2.6M, scheduled for the end of June 2023, returns the revenue balance below the recommended reserve once again.

## **Executive Director Report – Paula Meyer – DISCUSSION/ACTION. Continued.**

### **B. Strategic Plan Update**

LPN Academic Progression – Dr. Gorski reported the research subcommittee is working on next steps for LPN Academic Progression to be reported at the July 2023 meeting. Page 55 of the packet includes additional information.

Communications – Mr. Bell reported the launch of the new website as positive; ongoing improvements and data dashboards continue to be added. The Communications Taskforce completes their work in June. The NCQAC commended the communications taskforce for the website improvements and information. Page 56 of the packet includes additional information.

Nursing Assistant – Dr. Moasio reported thirty-six applicants for the LPN Apprenticeship program by the date of the meeting. Page 58 of the packet includes additional information.

WHPS – Mr. Hulteen reported on the WHPS program. Dr. Furman is currently working on the upcoming conference. Substance Use Disorder Review Panel (SUDRP) went into effect on July 2, with six NCQAC and pro tem members as SUDRP members. The panel performs non disciplinary work and approves graduation from the WHPS program. Page 62 of the packet includes more information.

### **C. Rules Update – Jessilyn Dagum**

Ms. Dagum gave a report on the ongoing rules processes. Page 68 of the packet includes details.

NCQAC scheduled a rules hearing on ARNP inactive and expired licenses on January 27 at 12:00pm.

### **D. Health Enforcement and Licensure Management System (HELMS) Update**

Integrated Licensure and Regulatory System (ILRS) approached the end of its lifespan. Ms. Meyer explained there are further delays with implementation of the new database with CarahSoft and MTX due to staffing. Department of Health (DOH) management met in person with CarahSoft and MTX to discuss delays. These continuing issues may delay the final payment. DOH projects October 2023 as the launch date. Mr. Marcus Bailey, the HELMS Project Director, will be leaving the project due to being at the end of his contract. DOH named Ms. Candria Rauser as the interim Project Director. Ms. Meyer thanked Mr. Bailey, Ms. Corrado, Mr. Hoehn and Ms. Bielaski for their work as the liaisons between NCQAC and HELMS.

### **E. Statement on Simulation in Nursing Education**

The summary was presented for consideration to adopt as a position paper for the NCQAC. The position paper may be used in meetings with legislators, educators, and the public.

**ACTION:** Dr. Tucker moved to adopt the statement on Simulation in Nursing Education. Ms. Ness seconded the motion. The motion passed.

### **F. Procedure Updates – Chris Archuleta**

#### **1. J10.03 Travel Reservation Requests**

Mr. Archuleta presented the procedure for travel reservations.

**ACTION:** Ms. Daniels moved adopt the revisions to Procedure J10.03 Travel Reservation Requests. Ms. Ness seconded the motion. The motion passed.

#### **2. H03.04 In and Out of State Travel Approval**

Mr. Archuleta presented the procedure for in and out of state travel approval with an edit.

**ACTION:** Mr. Canary moved to a adopt the revisions to Procedure H03.04 In and Out of State Travel Approval. Dr. Tucker seconded the motion. The motion passed.

### **G. Recruiting New Pro Tem Members**

Ms. Meyer discussed recruitment of new pro tem members. The Secretary of Health acts as the appointing authority to appoint pro tem members. The Secretary delegated this authority to the Executive Director. The executive director appoints pro tem members based on need. Out of thirty pro tem members, five pro tem members complete their fourth and final term on June 30, 2023. NCQAC identified a need for a Mental Health Nurse, and Home Health provider.

## **VII. Sub-committee Report – DISCUSSION/ACTION**

### **A. Advanced Practice – Jonathan Alvarado, Chair**

1. No report

- VII. Sub-committee Report – DISCUSSION/ACTION Continued**
- B. Consistent Standards of Practice – Sharon Ness, Chair**
    - 1. Nursing Assistant Training Requirements/Deadlines Update
  - C. Discipline – Adam Canary, Chair**
    - 1. No report
  - D. Licensing – Dawn Morrell, Chair**
    - 1. No report
  - E. Research – Sharon Ness, Chair**
    - 1. Student Engagement Report
      - Ms. Ness presented the Licensing Data and Workforce Data Dashboard.
  - F. Education – Kimberly Tucker, Chair**
    - 1. No report

**VIII. Education – Dr. Gerianne Babbo, Dr. Kathy Moisio - DISCUSSION/ACTION**

**A. Nursing Education**

Dr. Babbo reported nursing education updates.

1. Out of state nursing program approval for nurse technician eligibility  
New application was posted to the website.
2. Resources for nurse educators  
Working with Dr. Sharon Fought to develop new resources for nursing educators.
3. Clinical placement updates  
New avenue of clinical placements that may remove barriers and be in partnerships with the consortium.  
Several programs seek expansion in clinical placements.
4. Nursing education Governor’s budget  
New funding for nursing education, simulation expansions, etc. was included in the Governor’s budget.
5. Preceptorship Grant update/webpage  
The Preceptorship Grant Program launched in October and processed the first cycle of payments. Staff approved 118 applications.  
Ms. Soeum presented the Preceptorship Grant webpage.

**B. Nursing Assistant Update:**

Dr. Moisio reported nursing assistant updates.

1. Common Curriculum rolling out to all nursing assistant training programs.
2. Testing  
Mass examination plan helped to reduce the backlog of testing. Seventy-three RN evaluators participated in the mass examination at a variety of schools.
3. Rules  
Five of seven interested parties’ meetings completed.

**IX. Education Session**

**Diversity, Equity, Inclusion, and Accessibility: American Indian People – Tammy Cooper-Woodrich - DISCUSSION/ACTION**

Ms. Cooper-Woodrich is a member of the Nooksack Indian Tribe and Tribal storyteller. She served on the Tribal Council and is a vocational counselor at the North Intertribal Vocational Rehabilitation Program. The presentation will demonstrate the power of storytelling in promoting diversity, equity, inclusion, and accessibility with American Indian people.

**X. Public Comment**

This time was allowed for members of the public to present comments to the NCQAC. No public comments were made.

**XI. Washington Center for Nursing – Sofia Aragon - DISCUSSION/ACTION**

Ms. Aragon provided an update on deliverables and actions from the Washington Center for Nursing. Ms. Aragon, the executive director of the Center for Nursing, provided research and reports related to nursing, nursing education, supply, and demand.

**XII. Prescription Monitoring Program – Carly Bartz-Overman - DISCUSSION/ACTION**

Ms. Bartz-Overman provided an update on the Prescription Monitoring Program (PMP). The DOH developed the PMP to identify prescribing patterns and assist prescribers in analyzing patient patterns.

**XIII. Disciplinary Timelines – Catherine Woodard, Karl Hoehn - DISCUSSION/ACTION**

Mr. Hoehn provided a report on the disciplinary process. The Uniform Disciplinary Act, RCW 18.130, defines the disciplinary process. Washington Administrative Code (WAC) defines the timelines for the phases of the process in [WAC 246-14](#). Ms. Woodard and Mr. Hoehn described the phases and time allowed per phase. Page 101 of the packet includes the presentation.

**IX. Legislative Panel – Helen Myrick - DISCUSSION/ACTION**

Ms. Myrick and Ms. Meyer provided a report from the legislative panel on the NCQAC decision packages, bills filed and other legislative work.

**A. Joint Letter to Sen. Patty Murray on Long Term Care funding**

The Governor's office approved the letter requesting attention in the federal budget for long term care workers. The NCQAC, Department of Social and Health Services (DSHS) and Washington Health Care Association (WHCA) sent the letter.

**XV. Meeting Evaluation**

**XVI. 4:00 PM Closing**