



**Nursing Care Quality Assurance Commission (NCQAC)  
Licensing Subcommittee Minutes  
October 18, 2022 1: 00 pm to 2: 00 pm**

**Committee Members:** Dawn Morrell, BSN, CCRN, RN, Chair  
Adam Canary, LPN  
Helen Myrick, Public Member  
MaiKia Moua, RN, BSN, MPH

**Staff:** Amber Zawislak-Bielaski, MPH, Assistant Director of Licensing  
Shana Johnny, MN, RN, Nurse Practice Consultant, Ad- Hoc  
Karl Hoehn, JD, Assistant Director of Discipline- Legal Services  
Lori Underwood, Licensing Supervisor

This meeting was digitally recorded to assist in the production of accurate minutes. All recordings are public record. The minutes of this meeting will be posted on our website after they have been approved at the **November 18, 2022**, NCQAC meeting. For a copy of the actual recording, please contact the Public Disclosure Records Center (PDRC) at [PDRC@doh.wa.gov](mailto:PDRC@doh.wa.gov).

**I. 1:00 PM Opening – Dawn Morrell, BSN, CCRN, RN Subcommittee Chair**

- **Roll Call**
- **Call to Order** - Commissioner Dawn Morrell, Commissioner Helen Myrick, Commissioner Yvonne Strader, Ms. Amber Zawislak-Bielaski, Dr. Shana Johnny, Mr. Karl Hoehn, Ms. Lori Underwood, Ms. Mary Sue Gorski, Mr. Gary Mahon

**II. Standing Agenda Items**

- **Announcements/Hot Topic/NCQAC Business Meeting Updates** - Commissioner Morrell asked the committee if there were any topics to be discussed, no topics were brought forward.
- **Approve Minutes for August 9, 2022** - Commissioner Strader moved with a second from Commissioner Myrick to approve the minutes for August 9, 2022.

**III. Old Business**

- **Florida School Issues and Current Actions** – Ms. Zawislak-Bielaski and Ms. Underwood advised that there were no new updates to add.
- **Temporary Practice Permit Rules** – No updates

**IV. New Business**

- **Governor’s Weekly Report** – Ms. Underwood reviewed the weekly report to the Governor’s office and advised that we were currently issuing Temporary Practice Permits at six days. She mentioned as a comparison that in January to September of 2021 we had received a total of 18,376 new applications; from January to September of 2022 we have received a total of 25,136 new

applications. She noted that this was a 37% increase and to address this, we have been shifting our resources in staff to accommodate this increase.

- **End of Emergency Impacts** – Ms. Zawislak-Bielaski explained that Ms. Dagum had created a resourceful document explaining the impacts of the end of the Emergency declaration. These handouts were sent out to the public and to different healthcare facilities. This helped to make everyone aware of all the different impacts of the emergency and what it means for their profession. She also added that these handouts were sent to the schools as well. Ms. Zawislak-Bielaski reviewed the “End of COVID-19 Emergency Orders and State of Emergency” document with the subcommittee. Commissioner Myrick and Commissioner Morrell commented on how well this document was created and presented.
- **Licensing Staffing Prediction Model** - Presentation by Gary Mahon – Ms. Zawislak-Bielaski introduced Mr. Mahon as he presented the prediction model to the subcommittee. Mr. Mahon has been working with Ms. Zawislak-Bielaski and Mr. Archuleta for the past few months reviewing data and helping us to look at our numbers and determine if there was a way for us to predict our busy season so we can create a correct, proactive staffing model. Ms. Zawislak-Bielaski shared the spreadsheet while Mr. Mahon explained the document.

Mr. Mahon walked the subcommittee through his presentation. He explained the different charts as it related to workloads. He explained that these charts reflected the last two years of historical data, it displayed seasonal trends, and separated the exam applications and the endorsement applications. He explained that according to the data, the endorsement’s reflected a big spike in February, March, and April. With the exam applications, the spikes were in April, May, and June. Additionally, nurse techs reflected a spike in April; in May it tapered off into June. Mr. Mahon continued to explain the different charts and its focus and the importance of getting this data into chart form to help us understand what is going on. He shared that they are waiting on reports from IT department to help provide additional information for these charts. Mr. Mahon further explained that productivity is the rate at which applications are processed, and we’ve defined it as the number of applications per FTE per month; we’re measuring the efficiency or the throughput. He continued to explain that productivity becomes the bridge between the workload, which is the application volume and the workforce, which is the staffing requirements. Mr. Mahon demonstrated how the changes in the productivity predictions impact the staffing requirements. He concluded his presentation by explaining the importance of using this tool in determining staffing requirements into the future.

Commissioner Morrell complimented Mr. Mahon on his presentation and asked if there were any questions. She agreed that this tool will be most helpful in predicting staffing needs. Ms. Gorski commented on this presentation and shared her appreciation for the value of this model. She added that some things we may want to consider would perhaps be on the renewal process as it would affect these peaks. Commissioner Strader commented on how this is similar to staffing for the flu season or OB dips; having a prediction tool will help so you can plan ahead.

- **ESB 5229 Update - Health Equity Education Requirement** – Dr. Shana Johnny provided a summary. She shared that last month the Nursing Commission had a motion to open the rules for ESSB 5229. Since then, there was a meeting with the Department of Health policy leads which worked with stakeholders and interested parties to develop the model rules around Health equity education. Dr. Johnny explained that they would be meeting with a Community Board next week.
- **SB 5183 Update - (SANE) Forensic Nurse Examiner Training Strategies Development** – Dr. Shana Johnny provided an update. She explained that it's an understanding that there is an interest in reducing the cost of training and increasing access to this training. There is a twenty-seven-page report addressing this training that was developed for legislature; it is in draft form. Dr. Johnny explained that she took the report and summarized the main points and included it in the packet. She reviewed the key findings of the report and explained that it will be presented to the Commission in the November meeting.

**V. Ending Items**

- **Public Comment** – No public comments
- **Review of Actions** – Commissioner Morrell inquired if the subcommittee still wanted to hold a December meeting. She inquired if they needed to add anything to the January Commission meeting. Commissioner Myrick and Commissioner Strader suggested to keep it scheduled for December, and if there is not any pressing issues, perhaps it could be cancelled. Commissioner Morrell agreed.
- **Meeting Evaluation**
- **Date of Next Meeting** - December 20, 2022
- **Adjournment** – 1:56 PM

