



**Board of Nursing
Business Meeting Minutes**

**January 10, 2025
8:30 AM- 5:00 PM**

This was a virtual meeting, people could attend the meeting if they did not have a computer or phone access at Washington State Department of Health, [111 Israel Rd SE, Tumwater, WA, 98501](https://www.doh.wa.gov/locations/111-Israel-Rd-SE-Tumwater-WA-98501), in room TC2 167. 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>.

NOTE: Video recording is corrupted at 20-minute mark where the video/audio is compressed to the point of being unintelligible that reoccurs intermittently.

Board Members:

Dawn Morrell, BSN, RN, Chair
Quiana Daniels, BS, RN, LPN, Vice Chair
MaiKia Moua, BSN, MPH, RN, Secretary/Treasurer
Adam Canary, LPN
Jacob Garcia, MBA, MSN, RN, PCCN
Ella B. Guilford, MSN, M.Ed., BSN, RN
Alisha Halverson, DNP, CNM, ARNP
Luis Herrera, DNP, ARNP, FNP-BC
Heleena Hufnagel, BS, MBA-HCA, Public Member
Ajay Mendoza, CNM
Sharon Ness, RN
Norma Perez, M.Ed., Public Member
Michael Syputa, LPN
Kimberly Tucker PhD, RN, CNE

Assistant Attorney General:

Sierra McWilliams, Assistant Attorney General

Staff:

Alison Bradywood, DNP, MPH, RN, NEA-BC, Executive Director
Chris Archuleta, Director, Operations and Finance
Reuben Argel, MBA, BSN, RN, Director, Nursing Assistant Education
Gerianne Babbo, Ed.D, MN, RN, Director, Education
Shad Bell, Assistant Director, Operations and Communications
Amber Bielaski, MPH, Assistant Director, Licensing
Debbie Carlson, MSN, RN, CPM, Director, Practice
Mary Sue Gorski, PhD, RN, Director, Advanced Practice & Research
Karl Hoehn, JD, FRE, Assistant Director, Discipline and Legal
Grant Hulteen, Assistant Director, Discipline, Investigations & WHPS
Anthony Partridge, MPPA, Assistant Director of Regulatory Affairs
Catherine Woodard, Director, Discipline and WHPS

I. 8:30 AM – Opening – Dawn Morrell, Chair – DISCUSSION/ACTION

II. Call to Order

A. Introductions

1. New members Dr. Halverson, Dr. Herrera, and Mr. Syputa were introduced and welcomed to the board.

B. Order of the Agenda

C. Land Acknowledgement – Quiana Daniels

D. Announcements

III. Consent Agenda – DISCUSSION/ACTION

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

ACTION: Dr. Tucker moved with a second from Ms. Guilford, to accept the consent agenda. The motion passed.

A. Approval of Minutes

1. WABON Business Meeting
 - a. November 8, 2024
2. Advanced Practice Subcommittee
 - a. October 16, 2024
3. Discipline Subcommittee
 - a. October 15, 2024
4. Consistent Standards of Practice Subcommittee
 - a. October 8, 2024
5. Licensing Subcommittee
 - a. October 15, 2024
 - b. November 2024 – No Meeting
6. Research Subcommittee
 - a. No Meetings
7. Education Subcommittee
 - a. No Meetings

B. 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)

C. NCSBN Letter from Board President Phyllis Johnson

D. Licensing Report to the Governor's Office

III. Consent Agenda – DISCUSSION/ACTION. Continued.

E. Washington Center for Nursing/WABON monthly meetings

1. November 11, 2024
2. November 22, 2024, with DOH
3. December 19, 2024

F. Out-of-state travel reports

1. American Academy of Nursing Health Policy Conference – Alison Bradywood

G. Procedures

1. J10.04 WABON Travel Reservation Requests
2. W41.02 Short Term Analgesic Use
3. W44.03 Unauthorized Substance Use

H. Advisory Opinion

1. ARNP Telehealth

IV. WABON Panel Decisions – DISCUSSION

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

A. Nursing Program Approval Panel (NPAP)

1. November 7, 2024
2. November 21, 2024
3. December 5, 2024
4. December 19, 2024

B. Nursing Assistant Program Approval Panel (NAPAP)

1. December 9, 2024

V. Chair Report – Dawn Morrell – DISCUSSION/ACTION

A. Recruitment for Board Members (What do we need, who is ending term)

Ms. Morrell discussed recruitment and board completions. The following board members and pro tems terms are completed on June 30, 2025. Board members eligible for reappointment are encouraged to apply on the [Governor's Website](#).

a. Board Members Completions

- i. Term Completed: Sharon Ness
- ii. Eligible for Reappointment:
 - Quiana Daniels
 - Ella Guilford
 - Heleena Hufnagel
 - Ajay Mendoza
 - Maikia Moua

V. Chair Report – Dawn Morrell – DISCUSSION/ACTION. Continued.

b. Pro Tem Completions

Mary Baroni

Bianca Reis

Tracy Rude

B. Nominations Committee

Mr. Garcia, committee chair discussed the contact of board members and asked members to consider serving as an officer of the board. All board members are eligible to serve as an officer as position descriptions have been updated to remove the one year on the board to coincide with approved procedure.

C. Recruitment for Pro Tems based on the request and need of the board

D. NLC Mid-Year Meeting and NCSBN Mid-Year Meeting – March 10-13, 2025, Pittsburgh, PA

Ms. Morrell will be attending the mid-year meeting with Dr. Bradywood attending the NLC and mid-year meetings.

VI. Executive Director Report – Alison Bradywood – DISCUSSION/ACTION

A. Budget Report – Maikia Moua, Chris Archuleta

Mr. Archuleta reported the status of the budget and the director of the governor freezing hiring, service contracts, goods and equipment purchases, and travel.

“Effective December 2, 2024, for all agencies under my direction and control, I am directing a freeze on the following: (1) hiring not related to public safety or other non-discretionary activities as listed below, (2) execution of non-essential services contracts, (3) discretionary purchasing of goods and equipment, and (4) travel.”

Mr. Archuleta reported WABON is funded by fees so discretionary spending has already been limited.

Mr. Archuleta reported the recommended revenue balance should be 12.5% of biennial budgeted allotments. Revenue projections for the biennium were adjusted to account for the anticipated \$2.5M annual loss in fee revenues from implementation of phase one of the NLC in July 2023. Phase two and full implementation of the NLC occurred on January 31, 2024, when WABON began issuing MSLs and collecting the additional fees for the new MSL credentials (\$65 onetime fee for initial MSL and \$20 fee for renewal of MSL). Revenues from fees in recent months have lagged adjusted projections and YTD revenues are 6%, or just over \$1.4M short of adjusted projections. Actual direct expenditures are trending below budget as anticipated. Salaries and Benefits savings are due to open positions; Rent due to reduction of WABON footprint in Tumwater; and AG costs continue to come in below estimates.

Mr. Archuleta reported the fiscal outlook, WABON predicted a conversion rate of 50% of eligible single state license holders and 90% of new applications would upgrade or select the MSL each month. Since full implementation, those predictions have been adjusted down to

10% of eligible single state license holders and 50% of new applicants would convert monthly. The actual conversion rates have been closer to 7.3% and 20.7% respectively. As WABON is now operating with a negative fund balance, leadership is evaluating all options to offset the revenue deficit, including eliminating unnecessary spending and exploring reductions in staffing and/or reductions in FTE percentages. Current vacant positions will remain open and will not be filled. Mr. Archuleta discussed past fee adjustments in FY18 and reported the historical rationale and HELMS adjustments.

B. Strategic Plan Update

1. 2023 Bill Implementation - Complete
2. Data-Driven Practice – Debbie Carlson – No Report
3. Diversity, Equity, Inclusion, & Belonging (DEIB) – Anthony Partridge
Mr. Partridge reported on the progress of the DEIB taskforce. DEIB Task Force Work Plan is to Conduct an organizational DEIB Assessment; Develop and Implement DEIB Policy and Best Practices; Identify Staff and Board Members DEIB Training; Embed DEIB Concepts in Research; Enhance Inclusion and Accessibility.
4. Communications – Social Media Presence – Shad Bell
Mr. Bell reported on ongoing progress of website updates and social media.

C. Rules Update – Jessilyn Dagum

Ms. Dagum presented rules in progress including ARNP Education Requirements for Licensure, and the following CR 101 have been filed for Nurse Administrator Requirements, NA Skills Testing, RN and LPN Licensing and Continuing Competency.

D. Health Enforcement and Licensure Management System (HELMS) Update – Karl Hoehn

Mr. Hoehn reported progress on HELMS implementation. The Board is reminded that all Licensing and credentialing systems for health professionals and facilities will be unavailable from Friday, February 14, 2025, 5:00pm until Wednesday, February 19, 2025, in the morning to complete system upgrades for the next phase. Budgeting for continuing costs are pending the Governor's final budget.

VII. Education – Gerianne Babbo, Reuben Argel - DISCUSSION/ACTION

A. Nursing Education – Gerianne Babbo

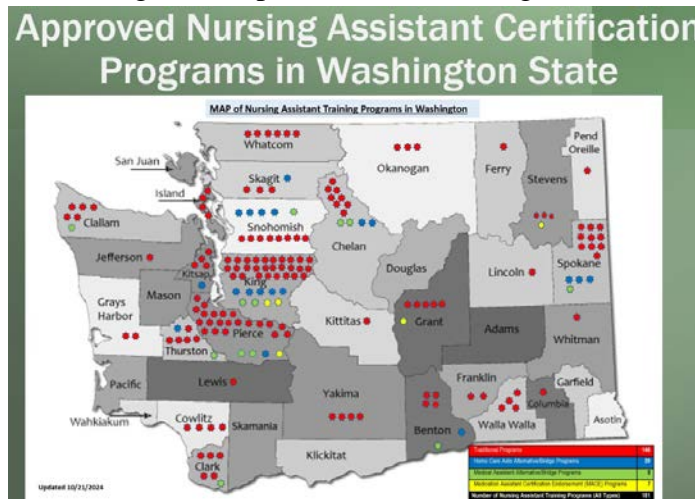
1. SB 5582 – Nurse Administrator Qualifications for BSN Programs
Dr. Babbo thanked Ms. Dagum, Ms. King, and Mr. Partridge for their rule work. Additional rules workshops are scheduled for January 22 and 23.
2. Washington State Student Nurse Preceptorship Grant Program
Dr. Babbo reported the preceptorship program is running as normal, but future payouts are pending the new Governor's budget.
3. Nurse Administrator Turnover
Dr. Babbo reported the education, research teams are collaborating with a doctoral student to gather qualitative and quantitative data on why nurse administrators of nursing programs leave their positions. The surveys and interviews will focus on workload,

compensation, career growth and workspace environment. The goal is to analyze trends to provide understanding of contributing factors to this turnover.

A. Nursing Assistant – Reuben Argel, Christine Tran

1. Strategic Plan Updates

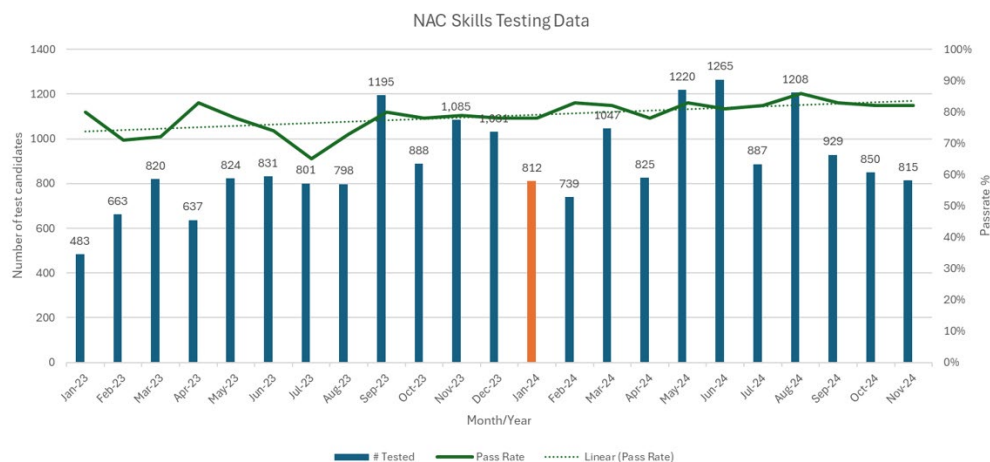
Mr. Argel and Ms. Tran presented approved Nursing Assistant Programs in Washington State and gave an update on skills testing.



2. SB 5582 – Rural Hospital and High School Nursing Assistant Partnership

Mr. Argel reported the Rural Hospital and High School Program Partnership has two pilot programs starting in Spring 2025, projected programs include Walla Walla University, Eastmont High School, and Quincy High School. Some challenges include high school CNAs are not being hired due to LNI rule confusion/misinterpretation and perception on hiring students. A public meeting has been scheduled for January 29 on zoom.

3. Skills Testing Pilot Updates



4. Specialty Curriculum – Notice of Delayed Enforcement

Mr. Argel presented in 2023, the Board adopted changes to WAC 246-841A-440, requiring that approved nursing assistant training programs implement a common curriculum. The requirement to implement specialty curricula in mental health,

developmental disabilities, and dementia was planned by rule for September 1, 2025. WAC 246-841A-440(1)(c).

Enforcing the addition of specialty curricula would create an unnecessary barrier to licensing for nursing assistants, already in short supply in this state. NAPAP and Nursing Assistant Education Program has since learned that implementation of the specialty curricula by this date will result in unanticipated impacts to nursing assistants and training programs.

ACTION: Ms. Daniels moved, with a second by Mr. Mendoza, to approve the request for the Delayed Enforcement of the Nursing Assistant Specialty Curricula of the Common Curriculum in WAC 246-841A-440 in order determine the best way to integrate this training into the profession. The Board will delay enforcement of WAC 246-841A-440(1)(c) until September 1, 2026. The motion passed, with a dissenting vote from Mr. Syputa.

5. Rescinding and refiling NA Skills Testing CR-101

Mr. Argel reported, the Board adopted changes to WAC 246-841A-440, in 2023 requiring that approved nursing assistant training programs implement a common curriculum, including specialty curricula. The current CR-101 for Chapter 246-841A WAC may need to be rescinded and a new CR-101 drafted to include addressing the specialty curriculum timing and implementation within this scope of work. Only one CR-101 may be open for this content at a time.

ACTION: Mr. Mendoza moved, with a second by Ms. Daniels, to rescind the current CR-101 for the nursing assistant skills testing rule filed on September 27, 2024, with Code Reviser under WSR# 24-20-087 and to file a new CR-101 to address skills testing in training programs, timeline and implementation of the specialty curriculum, any impacts from bills passed in the 2025 Legislative Session, and other related objectives. The motion passed.

6. Nursing Assistant Subcommittee Proposal

Mr. Argel reported, current practice is that the NAPAP requests the Nursing Education Subcommittee to convene a meeting when situation arises that requires board review, public comment, and board decision. The NA programs in Washington State have dramatically grown to 181 programs. This dramatic growth has created a need for a Nursing Assistant Education Subcommittee that is open to the public where Nursing Assistant specific policy decisions can be discussed in a public forum.

ACTION: Ms. Daniels moved, with a second by Ms. Moua, to approve the request for a Nursing Assistant Education Subcommittee. The motion passed.

VIII. Subcommittee Report – DISCUSSION/ACTION

A. Advanced Practice – Ajay Mendoza, Chair

1. Business Practices Advisory Opinion

Dr. Gorski reported WABON has received many inquiries from nurses concerning rules and guidelines for opening clinics or businesses and does not have a formal statement or authority over ARNP businesses or clinic requirements or being an owner of a professional health care corporation.

ACTION: Mr. Herrera moved, seconded by the Advanced Practice Subcommittee, to approve the Business Practices Advisory Opinion. The motion passed.

B. Consistent Standards of Practice – Ella Guilford, Chair

1. Washington State Hospital Association (WSHA) Comment – Informed Consent Advisory Opinion Draft

Ms. Carlson reported WABON approved developing an advisory opinion on informed consent. WSHA submitted concerns December 4, 2024.

ACTION: Ms. Guilford moved, with a second Quiana, to rescind the development of the informed consent advisory opinion. The motion passed.

2. Dispensing and Distributing Opioid Overdose Reversal (OORM) in Hospitals FAQ

Ms. Carlson reported WABON approved developing an FAQ to clarify the scope of practice of the Registered Nurse in hospitals specific to distributing and dispensing OORM at the November 12, 2024, business meeting.

ACTION: Ms. Guilford moved, seconded by the Consistent Standards of Practice Subcommittee, to approve the OORM frequently asked questions. The motion passed.

C. Discipline – Sharon Ness, Chair

1. WHPS Procedures

Ms. Ness reported, Board staff and the Discipline Subcommittee (DSC) regularly review procedures to remain current with best practice standards and to reflect operational changes.

- a. W31.03 Program Eligibility and Admission Types
- b. W40.03 Medication Use
- c. W42.04 Drug and Alcohol Testing
- d. W43.02 Missed Check-ins and Tests

ACTION: Ms. Ness moved, with a second from the Discipline Subcommittee, to adopt the revisions to WHPS procedures W31.03, W40.03, W42.04, and W43.02.

D. Licensing – Dawn Morrell, Chair

1. No Report

E. Research – Maikia Moua, Chair

1. Potential Discrimination in Nursing Complaint Intake Cases

Dr. Gorski discussed a Journal of Nursing Regulation article submitted regarding potential discrimination in nursing complaint intake cases to be in the March 15, 2025, issue.

2. Final Summary of 2023 Board Survey Recommendations

Dr. Gorski and Mr. Oswal discussed the WABON Board Survey has been conducted annually in the past. The WABON Board Survey collects feedback from active Board

members and Pro-tem members on their experiences with WABON meetings, subcommittees, and panels, and other processes.

ACTION: Ms. Moua moved, with a second from Ms. Daniels, to delay the Board Survey until Board appointments are fulfilled. The motion passed.

F. Education – Kimberly Tucker, Chair

1. No Report

IX. Education Session - Rural Nursing Education Program – Brenda Senger, PhD, RN, Assistant Professor, Nursing, Gonzaga University

Dr. Senger presented on a new model for a rural nursing education program in Washington State in partnership with Big Bend Community College.

X. Public Comment

This time allows members of the public to present comments to the WABON.

K. LaValley, B. Gill, C. Chesaneck, T. Jones, S. Walker, E. Slover, M. Priya, G. Pineda with additional public comments, spoke regarding their support for the delayed enforcement of the Nursing Assistant Specialty Curricula of the Common Curriculum due to concerns in increased costs to students and difficulties in program curriculum being approved within internal college processes.

XI. Legislative Update – Quiana Daniels, Anthony Partridge - DISCUSSION/ACTION

Ms. Daniels and Mr. Partridge presented a legislative update and the members of the legislative panel.

A. 2025 Regular Session

1. Legislative Panel Educational Modules

Mr. Partridge presented educational modules to enhance knowledge of the legislative process and how WABON participates in effective policy development and legislative advocacy.

2. Inter-professional Mental Health Proposal

Mr. Partridge discussed the establishment of an interactive screening program to improve access to behavioral health resources for health care providers which is gaining support from the house and senate.

XII. WCN Report – Sofia Aragon – DISCUSSION/ACTION

Dr. Aragon presented the WCN Annual Report, the report is a part of the contracted deliverable for the Washington Center for Nursing. Dr. Aragon reported the WCN submitted six deliverables in December.

XIII. Conference Update and Next Steps – Bethany Mauden – DISCUSSION/ACTION

Ms. Mauden presented conference next steps and lessons learned. The conference committee will be meeting to discuss future conferences prior to the May meeting perhaps for having another conference in 2026.

XIV. Meeting Evaluation

1. Did the length of the packet meet your needs?

Strongly Agree 9/15 (60%); Agree 3/15 (20%); Neither Agree or Disagree 3/15 (20%); Disagree 0/15 (0%); Strongly Disagree 0/15 (0%)

2. Was the information and SBAR in the packet helpful?

Strongly Agree 12/15 (80%); Agree 3/15 (20%); Neither Agree or Disagree 0/15 (0%). Disagree 0/15 (0%); Strongly Disagree 0/15 (0%)

3. Did you feel like your voice was heard?

Strongly Agree 12/15 (80%); Agree 3/15 (20%); Neither Agree or Disagree 0/15 (0%). Disagree 0/15 (0%); Strongly Disagree 0/15 (0%)

4. The meeting content was relevant to the Strategic Plan and to the Board?

Strongly Agree 10/15 (67%); Agree 4/15 (27%); Neither Agree or Disagree 1/15 (7%). Disagree 0/15 (0%); Strongly Disagree 0/15 (0%)

5. Comments

H. Hufnagel - Appreciate this group and all the hard work they do.

K. Tucker - Some very long-winded commenters

A. Halverson - N/A

M. Syputa - None

L. Herrera - Thank you! You all made me feel welcomed and I look forward to the next board meeting!

S. Ness - Great meeting.

J. Garcia - Was great especially the educational session

Q. Daniels - Great meeting!

Below was added for this meeting only, spelling was corrected of the city the March meeting will take place in.

6. In March we are meeting in Richland, WA (Tri Cities) will you attend in person?

A. Mendoza - Yes

A. Canary - I will attend, however if we limited to space d/t budget, I can attend virtually.

H. Hufnagel - Yes

K. Tucker - Yes

A. Halverson - Potentially

M. Syputa - Will be in Mexico for nephews wedding.

M. Moua - yes

D. Morrell - yes

L. Herrera - Yes

S. Ness - yes

J. Garcia - Yes i live in tri cities it would local :)

Q. Daniels - No, virtually

N. Perez - no

E. Guilford - I will Attend!

XV. Closing 4:00 PM