



**Board of Nursing
Business Meeting Minutes
March 14, 2025
8:30 AM- 5:00 PM**

This meeting was held in person at **Three Rivers Convention Center** located at [7016 W Grandridge Blvd, Kennewick, WA 99336](https://www.wa.gov/locations/7016-w-grandridge-blvd-kennewick-wa-99336) in room A/B and virtually via 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>.

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
Kimberly Tucker PhD, RN, CNE

Excused:

Michael Syputa, LPN

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
Anthony Partridge, MPPA, Assistant Director of Policy
Catherine Woodard, Director, Discipline and WHPS

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

II. Call to Order

A. Introductions

B. Order of the Agenda

C. Land Acknowledgement – Kimberly Tucker

D. Announcements

International Women’s Month

Retirement of Grant Hulteen, Kathy Bay

Emily Reichel – temporary moved to HSQA

Governor’s Executive Order – Report submitted

Special Recognition – Emma Cozart, Amber Bielaski

SBCTC – Concerns Reported

III. Consent Agenda – DISCUSSION/ACTION

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

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

A. Approval of Minutes

1. WABON Business Meeting
 - a. January 10, 2025
2. Advanced Practice Subcommittee
 - a. November 20, 2024
3. Discipline Subcommittee
 - a. December 17, 2024
4. Consistent Standards of Practice Subcommittee
 - a. December 3, 2024
5. Licensing Subcommittee
 - a. January – No meeting
 - b. February – No meeting
6. Research Subcommittee
 - a. January – No meeting
 - b. February – No meeting
7. Education Subcommittee
 - a. January 23, 2025

B. Letter from NCSBN President Phyllis Johnson

C. Performance Measures

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

D. Licensing Report to the Governor’s Office

E. Washington Center for Nursing/WABON monthly meetings

1. January 27, 2025, with DOH
2. January 30, 2025
3. February 27, 2025

G. Procedures

1. A07.05 Anonymous Complaints
2. A22.07 Expedited Case Disposition
3. A24.13 Approval of Evaluators in Nurse Discipline Cases
4. A25.08 Case Disposition Panels
5. A27.14 Sanction Schedules
6. A28.07 Drafting and Interpreting Disciplinary Documents
7. B14.40 Nursing Technician

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. January 10, 2025
2. January 16, 2025
3. February 4, 2025
4. February 6, 2025
5. February 18, 2025
6. February 20, 2025

B. Nursing Assistant Program Approval Panel (NAPAP)

1. January 21, 2025
2. February 10, 2025

V. Chair Report – Dawn Morrell – DISCUSSION/ACTION

A. Nomination Committee

1. Slate of Officer Candidates

The nominations committee presented qualified members willing to serve in leadership positions and a draft slate of candidates to the Board for elections in May.

Ms. Morrell asked for any floor nominations. There were none.

Candidates spoke to the Board regarding the positions they are seeking in the election.

ACTION: Mr. Garcia moved, with a second from Dr. Herrera, to accept the slate of officer candidates. The motion was approved.

B. Business Meeting Location Review

The WABON operational budget continues to be negative, though minimized through conservative spending. July and September business meetings are routinely held in person, and it is recommended the Board meets virtually.

ACTION: Ms. Daniels moved, with a second from Ms. Moua, that the Board approve virtual meetings for the remainder of the 2025 calendar year. The motion was approved.

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

A. Budget Report – Maikia Moua, Chris Archuleta

Mr. Archuleta reported, the recommended revenue balance or “reserve” should be approximately \$4.7M. 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 (actual loss in FY24 was \$2.2M). 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 December and January slightly outpaced adjusted projections and YTD revenues are 3.5%, or just over \$900K short of adjusted projections.

Mr. Archuleta further reported, because of the overestimation of the budgeted service units, budgeted indirect expenditures are also overestimated. When indirect charges are applied to actual expenditures, actual expenditures will trend below estimates. Trends are expected to continue for the remainder of the fiscal year.

1. State Budget Update – Alison Bradywood

Dr. Bradywood presented on the State Budget’s \$15B shortfall over the next 4 years. All state agencies asked to reduce by 6%, Focused reductions: COVID, review of current biennium (“recent”) projects, un-started programs, reductions with minimal impact. Governor’s recommendations to the legislature included, Furloughs (1 day/mo.) starting in July 2025 and will have no impact to DEI efforts, K-12, public safety including the WSP. The Department of Health Impacts to include layoffs to management, non-management, and COVID funded positions (~300). While most impacts will not affect WABON, staff are subject to “bumping”. Other measures DOH is implementing to decrease costs include ending leases for the Tumwater Campus (TC1), and medical storage facility. The legislative budget is expected in early March and the Governor’s budget sometime in May. The Board expressed their concerns regarding bumping of staff and the closure of the medical storage facility.

B. Strategic Plan Update

1. 2023 Bill Implementation - Complete

2. Data-Driven Practice – Strategic Plan Report – Debbie Carlson

Ms. Carlson and Practice Staff presented their strategic plan report.



3. Diversity, Equity, Inclusion, & Belonging (DEIB) – Anthony Partridge – No report.

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

B. Strategic Plan Update. Continued.

4. Communications – Social Media Presence – Shad Bell

Mr. Bell presented on the social media presence and website analytics.

Key Findings

1. **Total Visits:** The WABON website had 358,869 total sessions during Q4 of 2024, which is a decrease of 11.7% from the previous period, Q3 of 2024.
2. **Engagement Rate:** Of these 358,869 sessions in Q4 of 2024, 223,809 were considered “engaged sessions”, meaning that the sessions lasted longer than 10 seconds, or the user visited 2 or more pages during their session. The website therefore had an engagement rate of 62.4%, an increase of 5.8% from the previous period.
3. **Active Visitors:** The WABON website had 239,593 active users during Q4 of 2024. This is a decrease of 12.8% from the previous period, Q3 of 2024.
4. **New Visitors:** The WABON website had 220,844 new visitors during Q4 of 2024. This is a decrease of 13.8% from the previous period, Q3 of 2024.
5. **Page views:** The website recorded 841,196 total page views during the Q4 of 2024, representing a decrease of 10.9% from the previous period.
6. **Bounce Rate:** The website had a bounce rate of 37.6% during Q4 of 2024, a decrease of 8.3% from the previous period. Bounce rate indicates the number of sessions that were not engaged sessions.

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

Mr. Hoehn reported the second phase of implementation has been delayed until further notice to give the team time to deal with issues with the system. Any delay to phase two will affect phase three implementation of the same duration. Likely the implementation of phase two will be sometime in April. Further information about the actual timeframe is to be announced.

D. WHPS Annual Report and SUDRP Annual Report – Catherine Woodard

Ms. Woodward presented the WHP and SUDRP Annual Report. WHPS is responsible for the collection of data and performance measures necessary for the comprehensive, quality evaluation of the effectiveness of the WHPS program. From this data, WHPS staff analyze current performance trends, identifies business needs, supports data-driven decisions, and improves business operations. The annual report includes program performance from the previous calendar year, including recommendations from the National Council of State Boards of Nursing *Substance Use Disorder in Nursing Resource Manual and Guidelines* (2011).

ACTION: Ms. Ness moved, with a second from Dr. Herrera, to accept the WHPS and SUDRP Annual Report. The motion was approved.

E. Interagency Aesthetics Taskforce Update – Alison Bradywood

Dr. Bradywood presented the Interagency Aesthetics Taskforce has produced several documents recommended to be published on a central website as best-practice guidance. The jointly produced documents aim to set practice standards for safe and effective care related to aesthetics and Medi-spa treatments. All boards involved in the taskforce are to approve documents prior to posting.

ACTION: Ms. Moua moved, with a second from Ms. Guilford, to approve best-practice guidance documents to be placed on the Interagency Aesthetics Taskforce website.

VII. Subcommittee Report – DISCUSSION/ACTION

A. Advanced Practice – Ajay Mendoza, Chair

Mr. Mendoza presented, the Joint Administrative Rules Review Committee (JARRC) recommended that the board define "graduate degree" and provide for the exemptions in board procedures by rule. November 8, 2024, the Board reviewed the Rules Update Chapter 246-840 WAC Rewrite 5-year formal review process, requiring an update to related procedures.

ACTION: Mr. Mendoza moved, with a second from Dr. Halverson, to adopt the proposed amendments to Procedure B09.07 and B35.01. This will align the procedures with the new rule clarifying the education requirements for ARNP licensure and appropriately handling exemptions within the formal rulemaking process. The motion was approved.

B. Consistent Standards of Practice – Ella Guilford, Chair

1. No Report

C. Discipline – Sharon Ness, Chair

1. No Report

D. Licensing – Dawn Morrell, Chair

1. No Report

E. Research – Maikia Moua, Chair

1. No Report

F. Education – Kimberly Tucker, Chair

1. Nursing Assistant Substantial Equivalency

Dr. Tucker and Mr. Argel presented Nursing Assistant Substantial Equivalency to align training and competency standards. Currently, only one state (Arizona) requires applicants prove they have completed a training program that is equivalent in hours to their state requirements (120 hours). Two states (Rhode Island and South Carolina) require applicants to complete a training program equivalent in hours to their state requirements (RI 120, SC 100) unless the applicant has worked as an NAC for 3 months (RI) or 6 months (SC).

VIII. Education Session - Mary Baroni and Kimberly Tucker - Premera Grant Final Outcomes LPN to BSN Pathway Program

Dr. Baroni and Dr. Tucker presented an overview of the LPN to BSN Pathway Program Grant describing development, implementation, and outcomes of the grant funded initiative. Premera Blue Cross has contributed significant funding over the last five years to support increasing opportunities for academic progression for LPNs in our state. Initial funding began in 2019 with a preliminary LPN-to-BSN Pathway planning grant. A state-wide group of interested parties to consider strategies to increase opportunities for LPNs to progress in their careers. Out of this initial effort, plans to develop an LPN-to-BSN direct transfer agreement (DTA) emerged as well as a commitment to plan, implement, and evaluate at least two LPN-to-BSN pathways in the state. Saint Martin's University admitted the first cohort of LPN-BSN students in fall 2021. In fall 2022, Green River admitted their first cohort of students and in winter 2023, Columbia Basin and Wenatchee Valley Colleges enrolled their initial cohorts. Graduates Angelica Castro and Bethany Treat presented on their experiences.

IX. 1:00 PM – 1:15 PM – Public Comment

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

Sofia Aragon – WCN would like to continue the project and see if there are any efficiencies we can do. Questions about the six-month contract term extension. Recommended longer duration of the contract term extension to a full two years. Dr. Aragon spoke of the state and federal aspects toward DEIB. WCN addresses nurses' shortages and needs for nurses with the data showing an anticipated amount of 18,000.

Angela – Tri Tech Skill center – thanked the Board for the pilot program changes and what has been happening in regards for the NAC.

Tracy Rude – spoke in regard toward her support of the LPN to BSN Pathway program.

Antwinett Lee – WCN Board Chair – supports the contract continuation. Hearing concerns and striving to correct them.

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

A. Nursing Education – Gerianne Babbo

1. SB 5582 – Nurse Administrator Qualifications for BSN Programs
Dr. Babbo reported that Ms. Dagum will be presenting Nurse Administrator Qualifications during the rules update.
2. Preceptorship Grant Update
Dr. Babbo gave a brief presentation on the Preceptor Grant. The preceptor data dashboard is now active on the website: [Preceptor Grant Dashboard | Washington State Board of Nursing](#). Dr. Babbo thanked Emma Cozart, Debbie Carlson, Victoria Hayward, and Kaknika Pisith for their work in creating the data dashboard. Dr. Babbo reported that the fall preceptors increased by 8.1%, this program is growing quarterly.
3. NCSBN Model Rules Update
Dr. Babbo discussed the NCSBN Model Rules Update, which was held at the midyear NCSBN meeting. The model rules committee is reviewing the feedback and Dr. Babbo invited the Board to share their feedback.
4. Nurse Administrator Turnover Study
Dr. Babbo presented the Nurse Administrator Study. Development was completed to assess factors to answer the question of why and to make recommendations to better support the nurse administrators in their roles. In spring a doctoral student will be assisting in the study. Dr. Babbo stated turnover of nurse administrators is a national issue and a warning sign if turnover of several administrators over the course of three years.
5. [2025 NCSBN Environmental Scan: Going Beyond – Journal of Nursing Regulation](#) (publicly available)
Dr. Babbo encouraged the Board to review the NCSBN Environmental Scan.

B. Nursing Assistant – Reuben Argel, Alana Esteban, Ruth Rono

1. Strategic Plan Updates
Mr. Argel and Ms. Esteban presented on the Nursing Assistant strategic plan. In Washington State, 150 programs are traditional, 23 home care aid or bridge programs, 8

medical assistant alternative bridge programs, 7 MACE programs for a total of 188 approved programs covering most of the state. 2025 pass rates are above 80%.

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

Two pilot programs are starting in spring 2025, with three additional programs projected to begin in summer and fall for five in total. One area of concern is that high school NACs are not being hired by healthcare facilities. Some factors include rule confusion, and misinterpretation and perception on hiring students. The NAC team is holding a public zoom meeting in May.

3. Skills Testing Pilot Updates

Pilot Programs have started testing their own students. The goal of the pilot program is to reduce processing times for certification to less than seven days. As of February 25th, DOH licensing is processing NAC applications within 6-7 days of receipt. Rn student Ruth Rono and the NAC team are planning to present the project to the Seattle Nursing Research Consortium conference in April.

4. NCSBN Update on Nursing Assistants

Mr. Argel reported the NCSBN does not believe nursing assistants are regulated in such a way that NCSBN can support as most nursing boards do not regulate nursing assistants.

XI. Policy & Legislation – Quiana Daniels, Anthony Partridge - DISCUSSION/ACTION

A. Legislative Panel report

Mr. Partridge reported the legislative session has passed the key committee cutoffs. Most of our supported legislation has passed these crucial cutoffs. The legislative session officially ends on April 27. Mr. Partridge reported that the Board has begun to earn a reputation with the legislature with our increased presence at the capital, building relationships and networks, and engagement with legislative staff.

SB5051 - Consolidating Regulatory Authority for Nursing Assistants, passed the Senate and is currently in committee in the House.

HB1792 companion bill, did not survive the cutoff.

Legislative priorities: HB 1430 ARNP Reimbursement Parity, HB1720 Medication Assistance in Community Based Care Settings, SB5335 Rural Nursing Education Program.

B. Rules Update – Jessilyn Dagum

Ms. Dagum reported on current rules in progress including.

Nursing Assistant - Previous CR-101 rescinded due to limited scope; New CR-101 filed on February 18, 2025, with expanded scope; Policy Statement “Delayed Enforcement of the Nursing Assistant Curricula”. Next Steps: Prepare for public rule workshops

SB 5582 Nurse Administrator Requirements: Rule language was drafted based on data and feedback from interested parties; Next Steps: Draft rule language presented to the board for their consideration and approval. Once approved, move forward with CR-102 process.

Phase 1 of the chapter rewrite: Seven rule workshops were held to solicit input from the public; Continue to revise draft rule language based on feedback from interested parties; Next Steps: Finalize draft rule language and present to the board at the May business meeting

C. Nurse Administrator Rules

Ms. Dagum presented the Nurse Administrator Rules which states that the board may grant approval to baccalaureate nursing education programs where the nurse administrator holds a graduate degree with a major in nursing and has sufficient experience as a registered nurse (RN) but does not hold a doctoral degree. Ms. Dagum reported WABON conducted five rule workshops (December 2024 - February 2025) solicited feedback from interested parties. The resulting draft language maintains the current qualifications but expands the exception

process for candidates who do not fully meet requirements. The revised process allows the board to grant exceptions to the doctoral degree, educational qualifications, and/or experience requirements when there is a plan for structured mentorship, professional development, and support from the hiring institution.

ACTION: Dr. Tucker moved, with a second from Ms. Guilford, to approve the draft language for the SB 5582 Nurse Administrator Requirements rule as proposed and move forward with the CR-102 process. The motion passed.

XII. 2:30 PM – 3:45 PM – Executive Session

The Executive Session was closed to the public. The board to convene in Executive Session under RCW 42.30.110(i).

On return from the executive session the Board moved to add additional agenda items. These items included joining in facilitation with the Washington Center for Nursing, recommendation for initiation of an RFP, and a one-year contract with the Washington Center for Nursing.

ACTION: Ms. Moua moved, with a second from Dr. Tucker, to add the recommended agenda items. The motion was passed.

Additional Agenda Items

XIII. Join in facilitation with WCN

Dr. Bradywood asked Sofia Aragon from WCN to clarify their request for facilitator. Ms. Aragon clarified WCN recommended Carter Development. The focus on results-based facilitation was recommended to give WCN credit for all the work they do.

ACTION: Mr. Garcia moves, with a second from Ms. Guilford, to join facilitation with WCN with Carter Development with the option to delegate it to Executive Director to facilitate the contract. The motion was passed.

XIV. Recommended DOH to initiate an RFP process.

The Board discussed the initiation process for RFP, the process could take several months and WCN is welcome to apply.

ACTION: Ms. Moua moved, with a second from Mr. Mendoza, to recommend DOH to initiate the RFP process. The motion passed with one abstention.

XV. One-Year contract with WCN

The Board discussed recommendation to DOH to initiate a one-year contract with WCN for July 2025-2026. It was clarified to Ms. Aragon by Ms. McWilliams that the facilitation of the contract would not change. The statement of work can be for any given period of the contract.

ACTION: Mr. Garcia moves, with a second from Dr. Herrera, to recommend DOH initiate a one-year contract with WCN. The motion passed.

XVI. Meeting Evaluation

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

Strongly Agree 6/11 (55%), Agree 3/11 (27%), Neither Agree or Disagree 2/11 (18%), Disagree 0/11 (0%), Strongly Disagree 0/11 (0%)

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

Strongly Agree 8/11 (73%), Agree 2/11 (18%), Neither Agree or Disagree 1/11 (9%), Disagree 0/11 (0%), Strongly Disagree 0/11 (0%)

3. Did you feel like your voice was heard?

Strongly Agree 8/11 (73%), Agree 3/11 (27%), Neither Agree or Disagree 0/11 (0%), Disagree 0/11 (0%), Strongly Disagree 0/11 (0%)

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

Strongly Agree 9/11 (82%), Agree 2/11 (18%), Neither Agree or Disagree 0/11 (0%), Disagree 0/11 (0%), Strongly Disagree 0/11 (0%)

5. Comments

Luis Herrera - It was nice to meet everyone face to face. It was good to see the success of LPN-RN and LPN-BSN hybrid programs!

Alisha Halverson- Good meeting, nice to meet some folks in person. Thank you to all for your hard work and participation!

Ajay Mendoza - Thanks all, productive and efficient meeting

Ella Guilford - Great meeting and discussion.

Kimberly Tucker - Technical issues were a little frustrating

XVII. Closing

Adjourned at 4:17 pm