



**Board of Nursing  
Business Meeting Minutes  
May 9, 2025  
8:30 AM- 5:00 PM**

This meeting was held virtually, individuals who participate in the virtual meeting and didn't have computer or phone access were invited to attend at the **Department of Health, building Town Center 2, room 167** located at [111 Israel Rd SW, Tumwater, WA 98501](https://www.wa.gov/locations/111-israel-rd-sw-tumwater-wa-98501). 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  
Heleena Hufnagel, BS, MBA-HCA, Public Member  
Sharon Ness, RN  
Michael Syputa, LPN  
Kimberly Tucker PhD, RN, CNE

**Excused:**

Ella B. Guilford, MSN, M.Ed., BSN, RN  
Alisha Halverson, DNP, CNM, ARNP  
Luis Herrera, DNP, ARNP, FNP-BC  
Ajay Mendoza, CNM  
Norma Perez, M.Ed., Public Member

**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 – Sharon Ness**

**D. Announcements**

**1. Special Recognition**

The Board of Nursing Recognized the contributions of Nancy Ostrander, RN, for 66 years of service to the People of Washington State.

**2. Nurses Week**

The Board of Nursing gave thanks to Nurses for Nurses Week!

**3. Memorial Day**

Mr. Argel presented the “Angels of Bataan and Corregidor”. 77 American military nurses taken prisoner in the Philippines, provided lifesaving care to the civilian POWs in the Santo Tomas and Los Banos Internment Camps where they were held from 1942-1945. All Army and Navy Nurses were awarded the Bronze Star Medal for extraordinary heroism in action.

**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 Mr. Garcia, to approve the consent agenda. The motion passed.

**A. Approval of Minutes**

**1. WABON Business Meeting**

a. March 14, 2025

**2. Advanced Practice Subcommittee**

a. January 15, 2025

b. March 19, 2025

**3. Discipline Subcommittee**

a. February meeting cancelled

**4. Consistent Standards of Practice Subcommittee**

a. February 4, 2025

**5. Licensing Subcommittee**

a. March 18, 2025 – Approved December 17, 2024, minutes

b. April – No Meeting

**6. Research Subcommittee**

a. October 21, 2024

**7. Education Subcommittee**

a. No meeting

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

#### **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. Licensing Report to the Governor's Office**

#### **D. Washington Center for Nursing/WABON monthly meetings**

1. March 27, 2025
2. April 21, 2025, quarterly meeting with DOH.
3. April 24, 2025
4. April 28, 2025 – no minutes

#### **E. Out-of-state travel reports**

1. Alison Bradywood – NCSBN Midyear & Alabama Office of Apprenticeship

#### **F. Procedures Revision** *(name change and formatting only – non-substantive)*

1. B31.03 Effect of Military Status on Credentials
2. B38.03 Social Security Numbers
3. E01.05 Nursing Program Approval Process
4. E03.05 Complaints and Actions Related to Nursing Education
5. E05.03 Continuing Approval for Nursing Programs in Washington State
6. E06.03 Approval of Student Clinical Learning in Washington for Out-of-State Nursing Programs
7. E07.03 Nursing Education Unit Complaint Investigation Procedure
8. A31.04 Timely Resolution of SOAs/STIDs
9. A37.03 ARNP Hearings
10. A41.04 Investigative Mental or Physical Examinations
11. A47.04 Surrender of Credential

### **IV. Chair Report – Dawn Morrell – DISCUSSION/ACTION**

#### **A. NCSBN Annual Business Meeting (Chair and ED as delegates)**

The incoming Chair and ED are to attend the NCSBN Annual Business Meeting as delegates with the WABON award winner. The meeting is scheduled for August 13-15 in Chicago.

#### **B. Signature Authority – H16.04**

1. The executive director is required to bring the procedure before the Board prior to the end of the biennial fiscal year. In accord with RCW 18.130.050 and RCW 18.130.095, WABON will determine which decisions are delegated to staff and who has signature authority to sign on behalf of the Board after a Board or panel decision.

ACTION: Ms. Ness moved, with a second from Dr. Tucker, to adopt the procedure as revised to align with the end of the biennial fiscal year (2027) unless an earlier revision is necessary. The motion passed.

**IV. Chair Report – Dawn Morrell – DISCUSSION/ACTION. Continued.**

**C. 2025-2026 Out of State Travel Plans**

Ms. Morrell, presented the 2025-2026 Out of State Travel Plans, interested Board Members are to reach out to the ED and Chair. Funds are limited but may be requested for NCSBN events.

**D. Disciplinary Hearing Dates**

Board Members are asked to review the disciplinary hearing dates, Ms. Nolet to send a fillable form for signups.

**E. Service Awards**

1. Board Members completing their terms of service.
  - a. Sharon Ness
  - b. Adam Canary
2. Pro Tem members completing their fourth term of service.
  - a. Mary Baroni
  - b. Bianca Reis
  - c. Tracy Rude

**V. Executive Director Report – Alison Bradywood – DISCUSSION/ACTION**

**A. Budget Report – Maikia Moua, Chris Archuleta**

Mr. Archuleta stated that the WABON budget is underspent by \$4.7M and the current revenue balance is (\$329K). 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 presented projections on licensure which originally 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 average conversion rates are 6.4% and 20.6% respectively.

**B. Facility and State Budget Update – Alison Bradywood, Chris Archuleta**

Dr. Bradywood and Mr. Archuleta presented an update on the state budget and facility changes. The State Budget was approved by congress and sent to the Governor for signature, he has until about the end of May to sign or veto. Mr. Archuleta reported that the Department of Health has decided to vacate Town Center one building which will affect space in Town Center two including WABON office space. Only a small contingent to be affected as only about five staff members work out of the office with some drop in spaces and meeting rooms may require scheduling.

**C. WCN Update**

Dr. Bradywood gave a brief update on the progress toward the one-year contract with WCN, deliverables are currently being developed and are expected to be submitted before the end of May.

**V. Executive Director Report – Alison Bradywood – DISCUSSION/ACTION. Continued.**

**D. Strategic Plan Update**

1. 2023 Bill Implementation - Complete

2. Data-Driven Practice – No Report

3. Diversity, Equity, Inclusion, & Belonging (DEIB) – Anthony Partridge

Mr. Partridge reported the DEIB taskforce’s focus was on policy development and integration, community and interested parties’ engagement, and assessment. He further reported the taskforces work plan is 84% complete, and included next steps on operationalizing principles and concepts, and developing diverse partnerships.

4. Communications – Social Media Presence – Shad Bell

Mr. Bell presented website analytics and future plans with social media. Data in this report was collected through Google Analytics, and includes all website traffic during the first quarter of 2024, from January 1st, 2025, through March 31st, 2025. Like last quarter, WABON saw declines in the number of users and the total number of pages viewed in Q1 of 2025 as compared to Q4 of 2024. Social media numbers continue to increase thanks to work by Mr. Smoots who has taken over social media.

**E. WHPS Update – Catherine Woodard**

1. WHPS post-completion survey results

Ms. Woodard presented the WHPS post-completion survey results. With the help of pro-tem board members and former WHPS graduate Allison Wood, WHPS and WRAMP staff developed a short, anonymous survey and sent it to 100 WHPS participants who successfully completed the program between January 2023 and December 2024. The survey’s purpose was to obtain information focused on areas of established support and potential improvement for future participants.

2. UW nursing student project on nurse handbook infographics

Ms. Woodard discussed the nurse handbook and the proposed infographics in development.

3. Stipend program budget

Ms. Woodard discussed the state of the stipend program for WHPS, due to not being re-funded by the state the funds will be spent by the end of June. The program hopes the stipend program will be renewed in a future budget.

**F. Operation Nightingale – Catherine Woodard**

Ms. Woodard reported on operation nightingale. Discipline is working with licensing and research to review a recent FBI list showing schools/nurses issued fraudulent licensure to see if they have reached Washington State.

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

Mr. Hoehn reported on the progress of HELMS phase two implementation. He further reported HELMS was included in the State budget taking the burden from programs. Board members discussed the progression of HELMS and future planning.

## VI. Subcommittee Report – DISCUSSION/ACTION

### A. Advanced Practice – Ajay Mendoza, Chair

No report.

### B. Consistent Standards of Practice – Ella Guilford, Chair ~ presented by Quiana Daniels

#### 1. Advisory Opinion Procedure – F03.06

WABON staff and the Consistent Standards of Practice Sub-Committee (CSPSC) review procedures to remain compliant with BON policy and best practice standards, supporting clarity among staff and interested parties. The CSPSC recommends adopting revisions of the Advisory Opinion Procedure to align with the rule writing process.

ACTION: Ms. Daniels moved, with a second by Dr. Tucker, to adopt the procedure as revised to align with the end of the biennial fiscal year (2027) unless an earlier revision is necessary. The motion passed.

#### 2. Telehealth Advisory Opinion Rescind – AO 25.00

Chapter 18.134 RCW (Uniform Telehealth Act), introduces changes to telehealth practices, notably permitting out-of-state practitioners to deliver care in Washington State without requiring Washington State licensing or multi-state licensing. This new legislation raises various issues that intersect with the existing Telehealth Advisory Opinion, creating potential confusion for practitioners, nurses, and interested parties.

The CSPSC recommends rescinding the existing Telehealth Advisory Opinion and developing a set of Frequently Asked Questions (FAQs) to clarify the new regulations and provide guidance to practitioners.

ACTION: Ms. Daniels moved, with a second by Ms. Moua, to rescind the existing Telehealth Advisory Opinion and develop a set of Frequently Asked Questions (FAQs) to clarify the new regulations and provide guidance to practitioners for LPN, and RNs. The motion passed and is to be revised at a future meeting.

### C. Discipline – Sharon Ness, Chair

Three discipline procedures were updated for terminology and references. These include adjustments related to current practice.

Procedure A46.05 *Summary Actions* now includes reference to the new procedure J25, *Disciplinary News Releases and Hot Topic Messages*. Board staff are now responsible for generating news releases related to board business and disciplinary matters.

Procedure A48.04 *Case Status Correspondence* now includes a clause that staff will not send a notification letter to a respondent if it would impede an effective investigation. The reference is found in the uniform procedure rules in RCW and is referenced at the top of the procedure.

Procedure A53.03 *Notice of Required Evaluation* adds reference to a related procedure and clarifies tasks such as copying WHPS on service of the NRE and correcting the workflow when a contract with WHPS is deemed appropriate.

ACTION: Ms. Ness moved, with a second from the Discipline Subcommittee, to adopt revisions to the procedures A46.05 Summary Actions; A48.04 Case Status Correspondence; A53.03 Notice of Required Evaluation to align with current terminology, best practices, and a new related procedure. The motion passed.

**D. Licensing – Dawn Morrell, Chair**

1. Nurse License Verification Procedure B36.02

WABON ceased printing of credentials and renewal notices upon the implementation of the HELMS database and utilizing electronic primary source verification for all nursing credentials, the procedure was revised to reflect the change in processes.

ACTION: Ms. Morrell moved, with a second from Dr. Tucker, to approve changes to the Nurse License Verification procedure to align with the implementation of the HELMS database.

**E. Research – Maikia Moua, Chair**

1. Student Engagement – Heather Hamilton

Ms. Hamilton reviewed student projects for spring/summer 2025.

2. Performance Measures – An overview of process using research performance measures- Emma Cozart

Ms. Cozart presented performance measure processes including data collection, performance reporting and quarterly score card, and annual reporting/presentation.

**F. Education – Kimberly Tucker, Chair**

1. No report

**VII. Education Session**

Assistant Director Meridith Smtih and Ms. Stefanie Turner from the Alabama Office of Apprenticeship presented the nurse apprenticeship program. The program was developed in 2019 and the first cohorts launched in May 2022. The program now includes 80 clinical facilities and 23 nursing programs across the state. Mobile Infirmary is a 689 licensed bed facility and key clinical partner in the apprenticeship program. There are 290 RN and LPN completed apprentices, and 539 currently registered apprentices.

**VIII. Public Comment**

This time allows members of the public to present comments to the WABON. No comments were made.

## **IX. Education – Gerianne Babbo, Reuben Argel - DISCUSSION/ACTION**

### **A. Nursing Education – Gerianne Babbo**

#### **1. Preceptorship Grant 2025**

Dr. Babbo reported the program had received 493 submissions, and the new CRNP program received 62 applications. The CRNP program was not funded past June 2025. The preceptor staff will be completing an OFM report which is due Sept 25, 2025.

#### **2. Education Rules in Progress**

Dr. Babbo reported education is working with rules on the completion of a CR 102 for SB 5582 Nurse Administrator.

#### **3. NCSBN Webinar on Model Act**

Dr. Babbo invited board members to a webinar on the Model Act to be offered by NCSBN.

### **B. Nursing Assistant – Reuben Argel, Christine Tran**

#### **1. Strategic Plan Updates**

Mr. Argel reported there are currently 188 approved Nursing Assistant Training programs

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

Two programs to start in spring 2025. The project was selected for presentation at the June 2025 Nation Forum in Philadelphia.

#### **3. Skills Testing Pilot Updates**

Ms. Tran reported that in February 2025 a survey was sent to participating programs to gather input on the process and to not participated programs on the barriers. Positive outcomes observed included the path to credentialing more linear and easier to explain, higher pass rates and clarity. Pass rates continue to be 88% for the pilot program, with 86% for non-pilot programs.

#### **4. Briefing on Nursing Assistant and Language Research Pilot**

Ms. Priya reported the purpose is to support our multilingual community in becoming NAs through a process that honors all languages and encourages English language learning.

The information will be used to develop standards and strategies for NA programs to assist their students from the time of enrollment up to the time of credentialing.

## **X. Legislation & Rules Update – Quiana Daniels, Anthony Partridge - DISCUSSION/ACTION**

### **A. 2025 Legislative Session Report**

Ms. Daniels and Mr. Partridge reported on the 2025 Legislative Session. The session ended on April 27 and was successful including and increased presence at the capital, building relationships and networking. WABON is earning a positive reputation that had people seeking out WABON for opinions on legislation. SB 5051 Nursing Assistant Consolidating Regulatory Authority was passed unanimously in both chambers and signed on April 4, it becomes effective on July 1, 2026.

### **B. 2026 Agency Request Legislation**

RCW 18.79.260 contains prescriptive language outlining specific tasks and settings where nurse delegation is permitted. The RCW presents challenges, including limited flexibility, barriers to access, and regulatory inconsistency.



ACTION: Ms. Daniels moved, with a second from Dr. Tucker, to approve the development of a request legislation proposal for the 2026 legislative session to amend RCW 18.79.260 concerning nurse delegation. The motion passed.

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

#### **1. Rules Overview**

Ms. Dagum presented a rules overview of rules in progress including SB 5582 Nurse Administrator, RN and LPN Licensing chapter rewrite, NA Skills testing and Advanced practice chapter rewrite.

#### **2. Draft Rule Language – RN/LPN Licensing and Continuing Competency Rule**

As required by RCW 43.70.041, the board is undertaking a comprehensive, phased rewrite of chapter 246-840 WAC to clarify and update outdated language, rewrite and reformat existing rules to reflect current best practices, and restructure sections as necessary.

ACTION: Mr. Garcia moved, with a second by Ms. Moua, to approve the changes to the RN/LPN licensing and continuing competency rules as proposed and move forward with the CR-102 process.

## **XI. Nominations Committee - Jacob Garcia - DISCUSSION/ACTION**

### **A. Elections of Officers**

The WABON elects the chair, vice chair and secretary/treasurer for the coming year.

ACTION: Mr. Garcia moved, with a second from Mr. Syputa, to elect the slate of candidates. Ms. Morrell called roll to pass the motion. All the members present said aye.

The new Board Officers are:

Kimberley Tucker – Chair

Quiana Daniels – Vice Chair

Maikia Moua – Secretary/Treasurer

### **B. Annual WABON Award**

Mr. Garcia presented the WABON Award. Each year, the WABON recognizes staff for the award. The 2025 winner announced was Ms. Bonnie King for her dedication and work on procedures.

## **XII. Meeting Evaluation**

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

Strongly Agree 89% Agree 11% Neither Agree or Disagree 0% Disagree 0% Strongly Disagree 0%

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

Strongly Agree 89% Agree 11% Neither Agree or Disagree 0% Disagree 0% Strongly Disagree 0%

3. Did you feel like your voice was heard?

Strongly Agree 89% Agree 11% Neither Agree or Disagree 0% Disagree 0% Strongly Disagree 0%

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

Strongly Agree 89% Agree 11% Neither Agree or Disagree 0% Disagree 0% Strongly Disagree 0%

5. What could be improved?

Jacob Garcia N/A

6. Comments

Quiana Daniels - Great meeting!

Jacob Garcia - Great meeting

Heleena Hufnagel - Thank you again, team for all the work put into this meeting.

## **XIII. Closing 2:50 PM**