



**Board of Nursing  
Business Meeting Minutes  
July 11, 2025  
8:30 AM- 5:00 PM**

This meeting was held virtually, individuals who participated in the virtual meeting and didn't have a computer or phone access were invited to attend at the **Labor and Industries**, located at [7273 Linderson Way SW, Tumwater, WA 98501](https://www.lni.wa.gov/locations/tumwater). 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:**

Kimberley Tucker, PhD, RN, CNE, 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  
Dawn Morrell, BSN, RN  
Sharon Ness, RN  
Norma Perez, M.Ed., Public Member  
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 Regulatory Affairs  
Catherine Woodard, Director, Discipline and WHPS

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

**II. Call to Order**

**A. Introductions**

**B. New officers take their seats**

1. Kimberley Tucker, Chair
2. Quina Daniels, Vice Chair
3. Maikia Moua, Secretary/Treasurer

**C. Order of the Agenda**

**D. Land Acknowledgement – Ella Guilford**

**E. Announcements**

1. Recognition for staff nominated for outstanding leadership awards.
  - a. Alison Bradywood
  - b. Sarah Bear
  - c. Amber Bielaski
  - d. Catherine Woodard
2. WABON is planning a conference for October 20, 2026 in SeaTac at the Airport Conference Center, interested board members are to reach out to Dr. Bradywood or Ms. Mauden
3. New feedback processes
  - a. WABON is soliciting feedback on the website, common response themes so far are related to communications, and licensing.
4. WABON has not yet received board appointments from the Governor, the board is planning an orientation in September pending those appointments. Final decision on the date was recommended to be assigned to board officers.

ACTION: Mr. Mendoza moved, with a second by Ms. Guilford, to allow officers to adjust the September date to allow for an orientation. The motion passed.

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

**A. Approval of Minutes**

1. WABON Business Meeting
  - a. May 9, 2025
2. Advanced Practice Subcommittee
  - a. May 21, 2025
  - b. June 2025 – No Meeting
3. Discipline Subcommittee
  - a. No meeting
4. Consistent Standards of Practice Subcommittee
  - a. April 1, 2025
5. Licensing Subcommittee
  - a. April 2025 – No meeting
  - b. May 2025 – No meeting
  - c. June 2025 – No meeting
6. Research Subcommittee
  - a. April 21, 2025

7. Education Subcommittee

a. No meeting

**B. Letter from NCSBN President Phyllis Johnson**

**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/WABON monthly meetings**

1. June 6, 2025

**F. Out-of-state travel reports**

1. April 28-30, 2025. Erin Bush and Lynn Batchelder, Santa Rosa, CA - NCSBN Discipline Case Management Conference
2. June 2-4, 2025. Alison Bradywood, New Castle, NH – NCSBN Executive Officer Summit

**IV. Chair Report – Kimberly Tucker – DISCUSSION/ACTION**

**A. Schedule of Meetings and locations for next year**

The board historically has met six times per year with virtual meetings at least during winter months (November, January). In-person board meetings cost \$5000-12,000 depending on location and number of days (up to two). Operational budget constraints are important to consider in electing in-person locations. The board discussed budget constraints and upcoming dates/locations for 2026.

- September 12 – Virtual
- November 14 - Virtual
- January 9 - Virtual
- March 13 - Virtual
- May 8 - Virtual
- July 9 & 10 - Virtual
- Sept 10 & 11 - Virtual
- November 13 - Virtual

ACTION: Ms. Daniels moved, with a second by Mr. Mendoza, to approve the schedule of meetings and locations for the next year. The motion passed.

**B. Volunteers for Land Acknowledgement for next year**

The board discussed land acknowledgements for 2026 and volunteers selected dates.

- September 12 – Maikia Moua
- November 14 – Alisha Halverson
- January 9 – Quiana Daniels
- March 13 – Norma Perez
- May 8 – Heleena Hufnagel
- July 10 – AJ Mendoza
- Sept 10 & 11 – Luis Herrera
- November 13 – Quiana Daniels

**C. Appointment of subcommittee panel chairs and members**

The board reviewed the members of subcommittees. Board members are to reach out to Ms. Mauden regarding any changes. An updated document to be sent to board members post changes.

#### **D. Out of State Travel Plans Presentation**

Board members reviewed out of state travel plans, and the board previously restricted travel to those paid for by NCSBN. Board members who would like to attend a meeting are to reach out to Bethany and Alison.

### **V. 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 12.5% of biennial budgeted allotments, or 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 recent months have continued to lag adjusted projections and YTD revenues are 3.2%, or just about \$1M short of adjusted projections.

Mr. Archuleta further reported 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. Dr. Bradywood reported five staff positions are to be eliminated as of August 31 to slow the decent of the budget shortfall along with DOH’s layoffs. Dr. Bradywood explained the layoff process and how DOH human services assists those experiencing the reduction toward open position elsewhere within DOH if possible.

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

1. 2025 Bill Implementation - Completed
2. Data-Driven Practice: Performance Measures – Debbie Carlson  
Ms. Carlson presented progress and key improvements which included: Defining and standardizing practice performance measures. Developed tools for data collection methods. Developed tool to redirect inquiry to appropriate department or unit. Created a framework to manage questions efficiently and effectively.
3. Diversity, Equity, Inclusion, & Belonging (DEIB) – Completed
4. Communications – Social Media Presence – Christopher Archuleta  
Mr. Archuleta presented a communications update on the website and GovDelivery. Top opened GovDelivery notices focused on the credentialing freeze in February. Website users average approximately 90,000, with average engagement of approximately 1.5 minutes. Top website pages included verifying a license, license renewal, and upgrading to an MSL.

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

Mr. Hoehn reported on the HELMS project, release three is expected to be released in December with no further financial outlay.

#### **D. WHPS Rebranding – Catherine Woodard**

Ms. Woodard presented on WHPS rebranding proposal shared during the workshop. Neither the name nor the acronym is descriptive of the purpose or function of the program. WHPS also does not have a dedicated vision statement. A rebranding of WHPS to a name that better identifies the purpose of the program and speaks to the support for nurses in the SUD monitoring program would promote program participation for nurses in need. A rebrand of the program name and related logo, along with a descriptive vision statement, will promote sensitivity to a human-centered approach to regulation related to SUD.

ACTION: Ms. Morrell moved, with second by Ms. Moua, to support staff efforts to develop options for a new name for the WHPS program along with a vision statement for board consideration and adoption at the September business meeting. The motion passed.

**E. WCN Updates – Jacob Garcia, Heleena Hufnagel**

Mr. Garcia and Ms. Hufnagel reported on their experience as reviewers for WCN deliverables and Dr. Bradywood reported on the progress of the RFP and the facilitation with the Carter Group. Dr. Herrera requested copies of the deliverables. Ms. Maunden to send the most recent to the board for review.

**F. Interagency Aesthetics Taskforce Update**

Dr. Bradywood reported the Interagency Aesthetics Taskforce website has been developed and is located on the DOH website: [Information and Guidance for Operating a Med Spa or Business Offering Esthetic Services to the Public | Washington State Department of Health](#)

**G. HEALWA Usage Survey**

Dr. Bradywood presented on the HELWA usage survey, the survey is expected to close prior to the end of July.

**H. Board Procedure Creation, Adoption, and Review Process**

Dr. Bradywood presented a recommendation for the creation of new creation, adoption and review process for procedures. J12.05 Board Procedure Creation, Adoption and Review proposes to; 1) Define the subject matter of Board-specific procedures; 2) Outline the approval process based on the type of revision required. Substantive changes receive, at a minimum, approval from Board Leadership (Chair, Vice Chair, Secretary/Treasurer). Non-substantive changes are delegated by the Board to division Directors, with oversight provided by the Executive Director (ED); and 3) Reduce the full Board's time in reviewing Board non-substantive and operational procedures. This procedure does not apply to routine staff operational procedures, which are the responsibility of the ED.

ACTION: Ms. Moua moved, with a second by Ms. Perez, to approve J12.05 as presented. The motion passed.

**I. Welcome to the Secretary of Health**

Dr. Bradywood reported the Department of Health has a new Secretary of Health, Dennis Worsham. Dennis joined DOH as the Secretary on July 7, 2025. He previously served as the deputy secretary for DOH from 2014-2016. Since leaving DOH in 2016, he led King County through the COVID response as Interim Director, and most recently transforming the Snohomish Health District into a full county health department. He has held several leadership roles throughout his 32-year career public health at both local and state levels. He began his career in public health at the Snohomish Health District in the 1990s where he worked as an HIV/STD/hepatitis program manager and health educator.

**VI. Subcommittee Report – DISCUSSION/ACTION**

**A. Advanced Practice – Ajay Mendoza, Chair – No report**

**B. Consistent Standards of Practice – Ella Guilford, Chair**

**1. School Nurse Delegation to Unlicensed Assistive Personnel (UAP) in Public and Private Schools, K-12 Grades Advisory Opinion**

Ms. Carlson presented the revised advisory opinion that reflects legislative updates, clarifies reoccurring questions, introduces a new format for improved usability, includes the Registered Nurse Delegation Decision Tree, and clarifies whether injectable epinephrine administration qualifies as delegation under RCW 28A.210.383.

ACTION: Ms. Guilford moved, with a second from the Consistent Standards of Practice Subcommittee, to approve the School Nurse Delegation to School Personnel in Public and Private Schools, K-12 Grades Advisory Opinion. The motion passed.

**2. Anaphylaxis and Epinephrine Administration – Public and Private Schools, K-12 Grades FAQs**

Ms. Carlson presented the revised FAQs that incorporate streamlined responses to frequently asked questions. Key updates include clarifications on the use of school personnel for administering epinephrine, and decision-making resources, and references to RCWs/WACs.

ACTION: Ms. Guilford moved, with a second from the Consistent Standards of Practice Subcommittee, to approve the Anaphylaxis and Epinephrine Administration-K-12 Grades, Public and Private Schools FAQs. The motion passed.

**3. Opioid Overdose Reversal Medication (OORM) Advisory Opinion**

Ms. Carlson presented the revised advisory opinion that provided updated information with new options for OORM used to respond to questions about scope of practice for nurses and unlicensed assistive personnel administering OORM.

ACTION: Ms. Guilford moved, with a second from the Consistent Standards of Practice Subcommittee, to approve the Opioid Overdose Reversal Medication Advisory Opinion. The motion passed.

**C. Discipline – Sharon Ness, Chair – No report**

**D. Licensing – Dawn Morrell, Chair – No report**

**E. Research – Maikia Moua, Chair**

**1. Publication Announcement**

Mr. Oswal reported on the imminent publication of “Potential Discrimination in Nursing Complaint Intake Cases” article authored by Lohitvenkatesh Oswal, Mary Sue Gorski, RN, PhD, Catherine Woodard in the Journal of Nursing Regulation with NCSBN.

**2. English Proficiency Exams**

Mr. Oswal presented on the English proficiency exams preliminary data. Internationally educated nurses are required to take an English Proficiency Exam (EPE) to practice in the United States in most states (except for OR and MT), with exceptions. While criteria vary, there is a lack of evidence to support or inform EPE requirements. WABON have compiled 13 years of EPE data available at WABON and compared the rate of discipline to the overall population. Next steps are to explore additional data to better inform Washington state’s EPE regulations.

**F. Education – Kimberley Tucker, Chair – no report**

**VII. Education – Gerianne Babbo - DISCUSSION/ACTION**

**A. Nursing Education**

**1. Annual Education Report – Emma Cozart**

Ms. Cozart present the Annual Education report, the report combines results from five different surveys; 1) the in state prelicensure nursing program survey administered by the National Council of State Boards of Nursing (NCSBN), 2) the in state post-licensure program survey administered by the WABON, 3) the in-state refresher program survey administered by WABON, 4) the out-of-state program survey administered by WABON, and 5) the nursing assistant program survey administered by WABON.

ACTION: Mr. Mendoza moved, with a second from Dr. Halverson to approve the Nursing Education Program 2023-2024 Annual School Report. The motion passed.

**2. Preceptorship Grant Updates**

Ms. Hayward presented on the preceptorship grant to date and the report of the Office of the Governor. To date there have been 5,761 precepted experiences since fall 2022 with the primary focus within urban regions typically in the acute care setting. Other sessions included clinics, community, mental health, and long term care.

## Recommendations:



Sustain and scale preceptor incentives and enrollment in nursing education programs to support increased clinical placements and preceptor incentives



Support rural and underserved placements through targeted investment



Incentivize cross-sector collaboration among education and health care institutions



Develop a long-term funding strategy including state matching funds or tax incentives



Allow flexibility in preceptorship hours instead of just 80 hours. Allow a sliding scale of hours and payments to include 40, 50, 60 or 80 hours into the incentive.

### 3. Process Improvement Initiatives

Dr. Babbo presented process improvement initiatives including development of a taskforce for site visits, to improve clarity, efficiency, and ease of documentation; creating a formal system on documenting work completed by the unit more systematically; creating workflows; templates specific to NPAP; improving presentation flows. The education unit is developing a workshop to present the templates.

Dr. Babbo discussed working with the research unit to improve the annual report questions working with schools to promote meaningful data.

Dr. Babbo reported that in January education rules are under review, with the goal is to add clarity, and have been sent to the policy team.

## VIII. **Workplace Violence Prevention: Creating a Culture of Safety, Katie Blanchard, PhD-c, MSN, NPJ-BC, CNE, CPP, RN**

Ms. Blanchard presented workplace violence. The presentation included defining workplace violence, why it is important, and provided evidence-based interventions.

## IX. **Public Comment**

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

Katie Johnson – expressed appreciation to school health delegation revision, she asked in non-health settings how can administrators follow the nurse practice act, Ms. Johnson is concerned related to safety and disseminating the advisory opinion. Dr. Tucker stated the practice group will follow up on their concern. Dr. Bradywood stated the board is aware of the concern and is currently working on addressing it.

## X. **Rule Hearing: SB 5582 Nurse Administrator Rule**

The board began the rules hearing at 1:23pm. Ms. Dagum presented the proposed rule, the Engrossed Second Substitute Senate Bill (E2SSB) 5582 (Chapter 126, Laws of 2023), now codified as RCW 18.79.150, 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 (E2SSB 5582, Sec. 7). Currently, WAC 246-840-517 requires a doctoral degree for nurse administrators of baccalaureate programs. There were Five rule workshops (December 2024 - February 2025) solicited feedback from interested parties. The resulting proposed language maintains the current qualifications but expands the process for candidates 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.

Testimony period began in the Rules Hearing at 1:25pm and was concluded at 1:30pm. No testimony was presented; written comments received and were available in the packet. One written comment was received that was not supporting the change and one received did support.

ACTION: Mr. Mendoza moved, with a second from Ms. Guilford, to adopt the proposed rule filed with the Washington State Register as WSR 25-12-079 on June 2, 2025, amending WAC 246-840-517. The motion passed. Mr. Garcia recommended a template or exemplar for what is required and recommended be available for education programs once completed.

The rules hearing ended at 1:32 PM

## **XI. Legislation & Rules Update – Anthony Partridge - DISCUSSION/ACTION**

### **A. Agency Request Legislation – RCW 18.79.260: RN Delegation**

Mr. Partridge presented the current language in RCW 18.79.260 is overly prescriptive. Request legislation is needed to amend the statute to provide high-level oversight while allowing rules to define operational structures and processes. The proposed amendments to the nurse delegation statute have two options, one would be limited to the RN delegation, and two would include the LPN delegation as well.

ACTION: Ms. Daniels moved, with a second from Mr. Mendoza, to approve the submission of the request legislation proposal, addressing both RN and LPN delegation, for the 2026 legislative session. The motion passed.

ACTION: Mr. Mendoza moved, with a second from Ms. Guilford, to have the board officers approve the final language by the end of August. The motion passed.

### **B. 2026 Legislative Priorities**

Mr. Partridge presented the 2026 legislative priority recommendations. Nursing is the focal point of numerous public health and workforce legislative agendas. These recommended priorities include addressing nurse delegation, mental health support for healthcare providers, advanced practice reimbursement parity, workforce retention, and continuing to build the nursing workforce.

ACTION: Ms. Daniels moved, with a second from Mr. Mendoza, to adopt the proposed 2026 legislative priorities for the Washington State Board of Nursing. The motion passed.

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

Ms. Dagum presented a rules update, the following rules are in progress: Nurse Administrator Requirement, Nursing Assistant chapter updates, and the chapter rewrite for RN and LPN Licensing and continuing competency.

#### **1. Early Remediation for Nursing Assistants**

Ms. Dagum presented the development of an early remediation process for nursing assistants as part of the transition in regulatory authority. Incorporating this approach into the Board's disciplinary framework will promote fairness, protect the public, and support workforce retention.

ACTION: Dr. Herrea moved, with a second from the Discipline Subcommittee, to develop an early remediation process for nursing assistants as part of the transition in regulatory authority and implementation of SB 5051. The development of this process will be part of the current nursing assistant rulemaking. The motion passed.

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

### **1. Nursing Assistant Education Update Brief - Reuben Argel, Christine Tran**

Mr. Argel and Ms. Tran presented a nursing assistant education update. Mr. Argel reported the total amount of training programs has reduced due to federal funding changes.



2. Update on Fraudulent Nursing Assistant Certificate of Completion - Reuben Argel  
Mr. Argel provided an update on the fraudulent certificate of completion (COC), at least five have been identified. The Nursing Assistant team is working with schools to identify the COCs.
3. Skills Testing Pilot Update - Christine Tran  
Ms. Tran reported on a survey of programs who are participating in the pilot and those who decided not to participate to better understand why. The pilot's evaluation tool and testing materials have been refined due to feedback. The team has been selected for a project presentation at a conference.
4. Nursing Assistant Language Support Project - Sandra Graham  
Ms. Graham reported on language support for multilingual nursing assistant programs.

### **XIII. Meeting Evaluation**

1. Did the length of the packet meet your needs?  
Strongly Agree 57%, Agree 43%, Neither Agree or Disagree 0%, Disagree 0%, Strongly Disagree 0%
2. Was the information and SBAR in the packet helpful?  
Strongly Agree 71%, Agree 29%, Neither Agree or Disagree 0%, Disagree 0%, Strongly Disagree 0%
3. Did you feel like your voice was heard?  
Strongly Agree 64%, Agree 36%, 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 79%, Agree 21%, Neither Agree or Disagree 0%, Disagree 0%, Strongly Disagree 0%
5. What could be improved?
  - Alisha Halverson - n/a
  - Maikia Moua - liked the additional page numbers on the agenda
  - Ella Guilford - Nothing at this time.
  - Sharon Ness - No improvement
  - Quiana Daniels - More strategic breaks
  - Kimberley Tucker - More time for lunch break at business meeting this time.
  - AJ Mendoza - NA
6. Comments
  - Alisha Halverson - n/a
  - Norma Perez - A 3 pm end time is very much appreciated.
  - AJ Mendoza - Thanks all, always lovely to meet together
  - Heleena Hufnagel - This was a busy week but one of our best, thank you!

### **XIV. 3:01pm Closing**