



Hawai'i State Center for Nursing  
 Advisory Board Meeting Minutes  
 Tuesday, May 19th, 2020 at 5:30 PM-7:00PM  
 Hawai'i State Center for Nursing  
 Via ZOOM Teleconference

Biomedical Sciences Building - 1960 East-West Rd, Honolulu, HI 96822

Due to COVID-19 Precautions, this meeting was attended via Conference Call Only

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**ATTENDANCE:**

Name	Present	Name	Present	Name	Present	
Susan Young, Chair	Yes	Rose Hata	Yes	Laura Reichhardt, Director HSCN	Yes	
Julio Zamarripa, Vice Chair	Yes	Anne Scharnhorst	Yes	Katherine Finn Davis, Assoc. Director EBP	Yes	
Beth Hoban	Yes	Arthur Sampaga	Yes	Carrie Oliveira, Researcher, HSCN	Yes	
Susan Lee	Yes			Liane Muraoka Hussey, Pgm Lead., HSCN	No	
Bonnie Castonguay	Yes	Mary Boland, Ex Officio	Yes	Brianne Atwood, Pgm Coord., HSCN	Yes	
				Amy Ono, Admin & Fiscal Supp., HSCN	Yes	
Members present total:			9	Present total:		15

TOPIC	DISCUSSION	ACTION
Welcome and Introductions: Call to Order Susan Young	<p>The HSCN Advisory Board meeting was called to order at 5:34 PM.</p> <p>A welcome statement was provided by the Board Chair Susan Young. The Chair thanked Welsley Lo, the Chief Executive Officer of Hale Makua Health Services and CEO of Ohana Pacific Management for his willingness to join the meeting and share his time with the Board. Round table introductions from Advisory Board members and Staff members present followed.</p> <p>Member quorum was met for the meeting.</p> <p>Welcome and Introductions concluded at 5:37 PM.</p>	None

TOPIC	DISCUSSION	ACTION
<p>Preparing and Responding to COVID-19</p> <p>Wesley Lo</p>	<p>Guest Speaker: Preparing &amp; Responding to COVID-19</p> <p>Wesley Lo, the Chief Executive Officer of Hale Makua Health Services and CEO of Ohana Pacific Management provided an informal presentation on the impacts of and response to COVID-19 to Hale Makua Services and Ohana Pacific Management.</p> <p><b>Talk Story</b></p> <p>Makua Services and Ohana Pacific Management, include Post-Acute Care providers, Home Health agencies, and Adult Care and Care homes across four Hawaii islands. A patient at the Hale Makua post-acute Care facility tested positive for COVID-19, additionally, there were several COVID-19 positive patients being treated as part of Home Health services.</p> <p>Some of the ways in which they prepared for and responded to COVID-19, include;</p> <ul style="list-style-type: none"> <li>• Early adopter of screening entrants (including staff &amp; vendors).</li> <li>• Stopped visitors from entering facilities (as well as parking).</li> <li>• Stopped new admissions to allow transition to cohorted/isolated admissions for a min. of 14 days.</li> <li>• Allowed employees to use non-surgical PPE.</li> <li>• Upon notification of positive patients at Maui Memorial Hospital, they implemented a requirement for COVID-19 testing prior to admission.</li> <li>• All residents' cohorted residents were tested for COVID-19.</li> <li>• Implemented droplet precautions.</li> <li>• Contact traced patients were cohorted to a separate wing.</li> <li>• Physicians began weekly calls with the ID doctor at the Hospital which strengthened communication and preparation.</li> <li>• Early precautions and planning allowed for the isolation and management of positive patients.</li> </ul> <p><b>Question and Answer / Discussion</b></p> <p>Wesley Lo solicited the Board for questions. Discussion topics and questions included;</p> <ul style="list-style-type: none"> <li>• Smaller facilities have more difficulty in implementing isolation precautions.</li> <li>• Home Health care of COVID-19 patients.</li> <li>• Staffing protocols and evaluating staff risk level.</li> <li>• Contact tracing.</li> <li>• Mitigating staff fear.</li> <li>• Testing protocols.</li> </ul> <p>The guest speaker session concluded at 6:11 PM.</p>	<p>None</p>

TOPIC	DISCUSSION	ACTION
<p>HSCN Budget Laura Reichhardt</p>	<p>Laura Reichhardt provided a presentation on the HSCN Budget. A summary of the presentation and discussion is included herein.</p> <p><b>History of Funding the Center</b></p> <p>Budget Overview</p> <ul style="list-style-type: none"> <li>• HSCN fiscal management is routed through UH Mānoa SONDH</li> <li>• Current funding structure <ul style="list-style-type: none"> <li>• 83% Nurse License Fees</li> <li>• 3% Grants</li> <li>• 11% Fees</li> <li>• 3% Other Sources</li> <li>• In-Kind (SONDH office space, administrative support, etc)</li> </ul> </li> </ul> <p>Nurse Licensing Fees</p> <ul style="list-style-type: none"> <li>• \$40 per nurse (LPN or RN). APRNs are assessed the fee under their RN license</li> <li>• Established as a Special Fund - Is distinct from State General Budget and UH Budget</li> <li>• Fees collected upon initial license issuance and upon license renewal.</li> <li>• Fees collected by DCCA/PVL with quarterly invoice by HSCN to retrieve fees.</li> </ul> <p>Grants and Fees</p> <ul style="list-style-type: none"> <li>• Grants &amp; Fees represent 14% of the Budget</li> <li>• Grants received have been under \$50K for past 3 years</li> <li>• Fees collected support individual programs and personnel <ul style="list-style-type: none"> <li>• Evidence Based Practice: Fees, Underwritten by HSCN Special Funds, offset but not cost-neutral</li> <li>• APIN: Fees cover 25% of APIN personnel</li> <li>• CCPS: Fees cover cost of partner use of electronic database and 50% of personnel (100% of personnel allocation to CCPS)</li> <li>• NRP: Fees cover cost of partner use of curriculum and tools. Personnel is underwritten by HSCN</li> </ul> </li> </ul> <p>Changing Considerations</p> <ul style="list-style-type: none"> <li>• Nurse License Fees have been fixed since 2003</li> <li>• In 2018, the center increased personnel to full staffing, in line with 10 year projections.</li> <li>• In 2019, personnel costs increased considerably, which included dramatic increases to Fringe (non-salary contributions including insurance, social security, pension, etc).</li> <li>• COVID-19 is causing reasonable concern for an economic downturn.</li> </ul> <p>Potential Impact of Nurse License Compact</p> <ul style="list-style-type: none"> <li>• 34 states currently have adopted the NLC.</li> <li>• Nurses only need to maintain 1 license - their home state - and may work in any NLC state</li> </ul>	<p>None</p>

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	<p>without registering with the BON or being licensed in other NLC states.</p> <ul style="list-style-type: none"> <li>• Approximately 30% of Hawai`i's licensed nurses reside out of Hawai`i.</li> <li>• BON provided an estimate of approximately \$1,000,000 revenue loss to Hawai`i.</li> </ul> <p>Pros: Enables workforce mobility, enables employers to expedite hiring of out-of-state nurses.  Cons: Revenue decrease, regulation, oversight, and disciplinary action.</p> <p><b>Budget Review</b></p> <p>Laura Reichhardt reviewed the 5 year HSCN Budget. Laura Reichhardt noted the 2 year funding cycle (biennial budget) and highlighted the decrease over time to budget balances. Laura indicated the budget over time is decreasing beyond fiscal sustainability.</p> <p>Options to Increase the HSCN Budget</p> <p>Increase License Fees</p> <ul style="list-style-type: none"> <li>• HSCN fees are flat-funded since 2003.</li> <li>• BON assesses lower fees than HSCN.</li> <li>• May experience license fee loss if NLC is passed.</li> <li>• More safety in revenue diversification.</li> </ul> <p>Increase Grant Funding</p> <ul style="list-style-type: none"> <li>• Requires shift in work priorities as grant funds come in.</li> <li>• Potential to create 2-3 year funding for projects and initiatives</li> <li>• Would require at least \$100K increase in funding, annually, to offset current deficits</li> </ul> <p>Increase Fee-based Funds</p> <ul style="list-style-type: none"> <li>• Pre-existing efforts are well supported by partners -Fluctuations negatively affect partners and HSCN</li> <li>• Increases burden on our partners (Schools of Nursing, Hospitals, LTC/Home Health, etc)</li> </ul> <p>Laura Reichhardt indicated the need for HSCN to develop a long-term sustainability plan to ensure the future fiscal sustainability of the center and reviewed some of the options for increasing revenue and their impacts to the center.</p> <p>Long-term Sustainability Plan - Options</p> <ul style="list-style-type: none"> <li>• Ask Legislature for fee increase <ul style="list-style-type: none"> <li>• Timing is wrong: They are currently tasked with cutting \$1B from the state budget.</li> <li>• Longevity is promising: Extends base solvency and takes into respect inflation over time.</li> </ul> </li> <li>• Increase grant pursuits <ul style="list-style-type: none"> <li>• May increase workload; will increase personnel needs</li> <li>• Diversifies funding sources and creates short-term offsets of Special Fund reliance</li> <li>• Goal: Apply to at least \$100-200K worth of budgets annually with expectation of lower returns.</li> </ul> </li> <li>• Fees</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Do not increase partner requests for fees.</li> <li>• Risk of burdening partner budgets is greater than benefit of revenue</li> </ul> <p><b>Budget Discussion</b></p> <p>Laura Reichhardt asked the members to discuss funding options and consideration, share new ideas, and provide recommendations budgetary opportunities to aid in the generation of a solid business case and solvent budget. Discussion topics and ideas included;</p> <ul style="list-style-type: none"> <li>• What is the Centers real annual budget <ul style="list-style-type: none"> <li>• The budget is roughly 1.2 m biennially with an annual budget approximately 600K per year.</li> </ul> </li> <li>• What are the fees around the Nation? How does Hawaii compare to other States in the Nation? <ul style="list-style-type: none"> <li>• Hawaii's portion of license fees is greater than the National average.</li> <li>• Very few other state workforce centers have a structure funded heavily by License fees</li> <li>• Hawaii's staffing team is similarly sized; however other State workforces tend to be larger.</li> </ul> </li> <li>• How has the Center been broadening their income? <ul style="list-style-type: none"> <li>• Grants have largely been how the Center has been seeking to broaden income.</li> <li>• Most grants are small, require considerable resources. It is difficult to find grants that fit/align with the Centers' objectives.</li> <li>• The Center has been successful with smaller grants and has used many of the smaller grants to establish the Center with the funding agencies.</li> <li>• The focus of grant opportunities has largely been on State and Local grants. The Center has not yet focused on Federal level grants.</li> </ul> </li> <li>• Can the Center utilize Continuing Education as a source to increase income?</li> <li>• Is the Center valuable enough, has it proven its worth in the State to justify increasing licensure fees, by far the most stable funding source? <ul style="list-style-type: none"> <li>• UH will remain committed to providing in-kind support.</li> <li>• There is never going to be a good time to go for a fee increase.</li> <li>• How can we create a strategy that provides the highest probability of success.</li> <li>• COVID-19 is having an impact on the environment which needs to be taken into consideration.</li> <li>• Requires the support of the whole Board, their organizations and others not represented.</li> <li>• Often the health systems across the US mainland financially support workforces.</li> </ul> </li> <li>• Grants a clearly a way to diversify income; however they take a huge amount of human capacity and time, which often have a low return on investment. <ul style="list-style-type: none"> <li>• They are a great complimentary and supplementary strategy, but not stable/sustainable.</li> </ul> </li> <li>• There is a lot of publicity right now (due to COVID) for Nursing. As Board members, we should</li> </ul>	

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	<p>do really good PR, so the ask can be larger than a couple dollars. It does not sound unreasonable to increase fees, we just need to convince Legislature of the Centers value.</p> <ul style="list-style-type: none"> <li>• We should leverage current support in Legislature.</li> <li>• Nursing is the largest workforce in the State, however has a comparatively small footprint at DCCA. <ul style="list-style-type: none"> <li>• The bulk of re-lisensure fees go to support RICO, of which Nursing make up a very small portion of cases.</li> </ul> </li> <li>• When does the Fiscal Year Start? – July 1<sup>st</sup> to June 30<sup>th</sup>.</li> <li>• We would not start lobby for this year, it would likely be to strategize and lobby for fiscal year 21 or 22.</li> <li>• It is a good time to recognize how important Nursing is to our Healthcare system due to the increased press from COVID.</li> <li>• The end impact will be to all the nurses. The visibility of the Center should be increased. It's important that all nurses know the value of the Centers efforts to justify the increase. <ul style="list-style-type: none"> <li>• The Center has been working to increase visibility, through efforts like the Community-Based Health Care Management Teams committee, however we will need to do much more to market/raise visibility.</li> </ul> </li> <li>• If we have individuals on the Board who have experience with Legislature or working with larger Systems, we should consider putting together an ad hoc taskforce to get work done between Board meetings to provide support for Laura and strategize clearly a way forward.</li> <li>• Mary Boland indicated her willingness to work on the ad hoc committee.</li> <li>• Is there money to use for outreach and marketing? <ul style="list-style-type: none"> <li>• No, there isnt really a budget item, nor are there really grants available for marketing. A call-to-action or a campaign may be a way to undertake marketing.</li> </ul> </li> </ul> <p>The Budget Update session concluded at 6:54 PM.</p>	
<p>Board Leadership Elections Laura Reichhardt</p>	<p>Board Leadership Elections</p> <ol style="list-style-type: none"> <li>a) Nominations Review</li> <li>b) Leadership Position Vote</li> </ol> <p>Due to time constraints, a motion was made by the Chair to move voting for leadership positions to online after the Board meeting. Julio Zamarripa seconded the motion.</p> <p>The Board Elections session concluded at 6:56 PM.</p>	<p>HSCN will initiate Leadership vote by secure, blind, electronic survey to voting Board Members.</p>

TOPIC	DISCUSSION	ACTION
<p>New Business</p> <p>Laura Reichhardt</p>	<p>New Business</p> <p>a) Open Discussion &amp; Next Steps</p> <p>b) Announcements</p> <ul style="list-style-type: none"> <li>• National Forum of State Nursing Workforce Centers Annual Meeting: June 9, 2020</li> <li>• Due to COVID-19 restrictions on travel, the Center is able support all interested Board members interested in attending to do so. Interested members were encouraged to attend.</li> </ul> <p>Next Meeting: Strategic Planning Session, Aug 15<sup>th</sup>, 2020</p> <ul style="list-style-type: none"> <li>• At this time, Oahu Country Club remains closed. The location of the next meeting is dependent on COVID-19 restrictions.</li> </ul> <p>New Business concluded at 7:03 PM.</p>	<p>HSCN will communicate National Forum Annual Meeting details to Members.</p>
<p>Adjournment</p>	<p>Meeting adjourned by chair Susan Young at 7:04 PM.</p>	

Next Meeting                      The next Board Meeting will be held on August 15th, 2020. Location to be determined due to possible COVID-19 restrictions.

Please contact Brianne Atwood at 808-956-0545 or [batwood@hawaii.edu](mailto:batwood@hawaii.edu) for questions and additional information.