



HSCN ADVISORY BOARD NOTICE OF MEETING

Tuesday, May 19, 2020
Time: 5:30 pm -7:00 pm
Via ZOOM Teleconference

Due to COVID-19 Precautions, this meeting will be attended via Conference Call Only
Administered by the Hawai'i State Center for Nursing

Purpose:

The Advisory Board Meeting's purpose is to update the Advisory Board Members of HSCN mandates and activities, and to seek their input and guidance on current and future business.

Agenda:

Time	Item	Owner
5:30 P.M.	Welcome and Introductions	Susan Young
5:35 P.M.	Guest Speaker: Preparing & Responding to COVID-19 <ul style="list-style-type: none">a) Talk Storyb) Question and Answer Session	Wesley Lo
6:05 P.M.	HSCN Budget <ul style="list-style-type: none">a) History of Funding the Centerb) Next Steps	Laura Reichhardt
6:35 P.M.	Board Leadership Elections <ul style="list-style-type: none">a) Nominations Reviewb) Leadership Position Vote	Susan Young
6:50 P.M.	New Business <ul style="list-style-type: none">a) Open Discussion & Next Stepsb) Announcements<ul style="list-style-type: none">• National Forum of State Nursing Workforce Centers Annual Meeting: June 9, 2020c) Next Meeting: Strategic Planning Session, Aug 15th, 2020	Susan Young & Laura Reichhardt
7:00 P.M.	Adjournment	Susan Young

Next Meeting: August 15th, 2020

*Please look out for e-mail to follow the meeting with minutes for your approval, so they can be posted to the HSCN website within 40 days, in accordance with Act 64 SLH2017.

Attachments:

1. HSCN Board Roles and Responsibilities
2. 2020 HSCN Board Meeting Schedule

Remote Meeting Access Details (Via ZOOM Conferencing):

You may join the meeting remotely using a computer, smart device or by phone. Please use the Meeting ID and see the access details below for the appropriate modality of access.

Meeting ID: **564 633 919**

To join the meeting from your computer, tablet or smart phone, follow the link provided: [Link to access meeting: https://zoom.us/j/564633919](https://zoom.us/j/564633919)

To join the meeting using your phone: Dial, 1 (669) 990-6833, Or 1 (929) 436-2866 Or 1 (346) 248-7799, Or 1 (253) 215 8782, Or 1 (301) 715 8592 US

Auxiliary Service or Disability Accommodation:

If you require an auxiliary aid, auxiliary service or other accommodations due to a disability, please contact Brianne Atwood by phone at (808) 956-0545 or by email at batwood@hawaii.edu. Please make requests as early as possible, to allow adequate time to fulfill your request.

Upon request, this agenda/notice is available in alternative formats such as large print, or an ADA compliant electronic copy.

Invitation List:

Advisory Board Members

Name	Role/Title	Affiliation
Susan Young DHA, MSA, RN	Chairman, HSCN Advisory Board Assistant Professor	University of Hawai'i at West Oahu
Julio Zamarripa MSN, RN	Chairman, HSCN Advisory Board Registered Nurse	Straub Clinic and Hospital
Anne Scharnhorst RN, MN	Member Allied Health Department Chair	Maui Community College
Beth Hoban RN, MAOM	Member Founder, President, Chief Executive Officer	Prime Care Services, Hawai'i, Inc.
Susan Lee RN	Member Wound Care Nurse, Retired	Formerly with Lē'ahi Hospital
Rose Hata MSN, MBA, RN, APRN, CCRN, CCNS	Member Director, Queen Emma Nursing Institute	The Queen's Medical Center

Name	Role/Title	Affiliation
Arthur Sampaga RN, MSN, CCRN, CHEP, CNML	Member Chief Nursing Officer, East Hawai'i Region	Hilo Medical Center
Bonnie Castonguay RN	Member Co-founder and President	Ho'okele Health Innovations, LLC
Mary Boland DrPH, RN, FAAN	Ex-Officio Member Dean and Professor, School of Nursing & Dental Hygiene	University of Hawai'i at Mānoa

Other Attendees

Name	Role/Title	Affiliation
Wesley Lo	Guest Speaker/ Chief Executive Officer	Hale Makua Health Services
Laura Reichhardt MS, A-GNP-C, RN	Executive Director	Hawai'i State Center for Nursing
Katherine Finn Davis PhD, RN, APRN, CPNP, FAAN	Associate Director, EBP	Hawai'i State Center for Nursing
Carrie Oliveira PhD	Workforce Researcher	Hawai'i State Center for Nursing
Liane Muraoka RN	Program Lead	Hawai'i State Center for Nursing
Brianne Atwood	Program Coordinator	Hawai'i State Center for Nursing

Hawai'i State Center for Nursing Advisory Board Roles and Responsibilities

The Hawai'i State Center for Nursing (Center) was established in 2003 by the State Legislature to develop strategies for nurses statewide by:

- Collecting and analyzing data regarding the current and future status and trends of the nursing workforce;
- Conducting research on best practice and quality outcomes;
- Developing a plan for implementing strategies to recruit and retain nurses; and
- Researching, analyzing, and reporting data related to the retention of the nursing workforce.

Advisory Board Purpose

The Advisory Board provides input from individuals and community groups interested in the issue of nursing shortages and supports the implementation of the major functions of the Center. A Board member is appointed by the Governor of the State of Hawai'i and may serve for a term of four to eight years.

The Center Advisory Board is organized to actively champion professional nursing in Hawai'i and to improve healthcare and the health of our people. Our purpose is to engage the community in issues affecting professional nursing, including but not limited to:

- Leadership and convening
- Advocacy and public policy
- Research and information
- Professional development
- Communications and marketing

As a state-affiliated organization, Center functions under the Sunshine Law by providing notice of its meetings and minutes, which are open to the public.

Roles and Responsibilities

These responsibilities include, but are not limited to, the following:

- Actively champion the Center as it represents professional nursing in Hawai'i;
- Attend five Advisory Board meetings annually to ensure quorum and smooth functioning of the Advisory Board;
- Come to all meetings prepared to actively participate;
- Learn about the Center's programs. Help ensure the programs align with the mission of Center and needs of the community;

- Serve on a minimum of one committee, and take on special assignments between meetings, as appropriate, to facilitate the mission, strategic priorities and programs of the Center;
- Be available to the Director and key staff members in a timely manner via phone and e-mail. Share expertise, insights and networks, as appropriate;
- Respect the Center staff members' responsibility for managing day-to-day operations;
- Maintain strict confidentiality regarding Center's affairs;
- Actively listen to, engage with, and share information from key constituencies;
- Promote, advocate, and mobilize resources for the Center, its mission and programs;
- In the event that personal life events impact a member's ability to fulfill these responsibilities and maintain a healthful balance between work, volunteer and personal priorities, the member will inform the Director and request a hiatus in service or submit a resignation; and;
- The Advisory Board Chair will speak with the committee member when absences exceed 25% of the scheduled meetings in a year. If the unexcused absences continue, the Director shall notify the Office of the Governor.

Terms and Time Commitments

Advisory Board Members will be appointed by the Governor to staggering terms. Terms will be for a period of four years. A member may serve for consecutive terms up to eight years. Members may not be appointed to more than two consecutive terms. Vacancies in unexpired terms shall be filled by appointment for the remainder of the unexpired term.

Members attend four regular meetings and a Strategic Planning Meeting annually and may be asked to attend ad hoc meetings where necessary. Members are expected to serve on a minimum of one committee, and take on special assignments between meetings, as appropriate.

Composition and Appointments

The members of the advisory board for the center for nursing shall serve without compensation. Appointments are determined by the pursuant to section 26-34, of Hawai'i Statutes §304A-1404 to staggered terms, including:

1. Five members who are nurses with an active Hawaii nursing license, including but not limited to:
 - A. A nursing executive;
 - B. An advanced practice registered nurse;
 - C. A nurse affiliated with a nurse collective bargaining organization; and
 - D. A doctorally-prepared nurse educator or a doctorally-prepared nurse researcher; and
2. Four members who have a background or experience in health care delivery, finance, workforce, representation of hospitals and acute care hospitals of the State, and community agencies or consumer groups.

The Center may invite other members of the public with specific backgrounds to participate as ex officio, nonvoting members.

Hawai'i State Center for Nursing Advisory Board_FAQs

How can the Advisory Board members support the Center?

- Ask questions about the vision, goals, and activities the Center is engaged in so as to be an informed member of the Advisory Board and a champion for the Center.
- Know and understand the Centers programs, especially the goals and objectives of each so as to speak knowledgeably about them to interested parties.
- Ask your organization to support the Center conferences through staff registrations and direct conference support as a vendor or exhibitor.
- Sponsor staff teams to attend EBP Workshop and encourage EBP within facility.
- Speak positively about Center collaborations and programs such as the Nurse Residency Program, Centralized Clinical Placement System, Academic Progression in Nursing, Hawai'i Action Coalition, and advocate for them at your facility, when appropriate.
- Be willing to speak publicly about the Center if called upon.

What does the Director need from the AB?

- Commitment to the Center;
- Willingness to learn about the Center, its programs, plans and needs;
- Positive support and constructive feedback in a timely manner;
- Information about the community at large and, in particular, the health care system in Hawai'i and its needs and concerns;
- Active participation when called upon, such as in Center collaborative programs, at the legislature, etc.
- A "head's up" on new developments that may affect the Center or the Director, (eg. HHSC/Kaiser, HAH Health Workforce Initiative).

rev 01/04/2019



Board Chairperson, HSCN Advisory Board

Term of Office

The Advisory Board Chairperson will serve a term of two years to be voted on and begin during odd years. Terms are for two years with a maximum of two terms.

Qualifications

Must be an Advisory Board member, as viewed by other Board members, is a standard bearer for the profession of nursing in Hawai'i. S/he must be knowledgeable, or willing to become knowledgeable, regarding the many factors affecting the profession of nursing in the twenty-first century, both nationally and in Hawai'i. The Chairperson must be able to articulate the mandates, mission, vision and values of the organization and have the ability to inspire and motivate committee and staff members. As the Chairperson of the Board, be willing and able to provide timely advice, guidance and support to members of the Board, the Director and key staff, relevant to his or her duties as the Chairperson of the Center's Advisory Board.

Selection

The Chairperson is elected by the members of the Advisory Board. The election is ratified at the May-June meeting biennially, and the term begins July 1st.

Roles and Responsibilities

The person in this position is an important volunteer leader, representative and spokesperson for the Hawaii State Center for Nursing (Center). S/he must actively advocate on behalf of the Center and promote the profession of nursing in Hawai'i. These responsibilities include, but are not limited to, the following:

- Maintains expectations of Advisory Board Members;
- Engages in activities that promote the Center;
- Acts as a spokesperson for the Center when called upon to engage with state legislature and administration, Nursing organizations and educational institutions; labor unions, insurance companies, foundations and the media;
- Assigns standing and ad hoc committee responsibilities to Advisory Board members, Encourages members to support other activities of the Center that call for volunteer representation or participation;
- Assists with setting agendas for board meetings;
- Facilitates Advisory Board Meetings and promotes open discussion and timely decision making;
- Working with the Advisory Board members and the staff, ensures that the Center has sufficient funds to fulfill its mission.



Board Vice-Chairperson, HSCN Advisory Board

Term of Office

The Advisory Board Vice-Chairperson will serve a term of two years to be voted on and begin during odd years. Terms are for two years with a maximum of two terms.

Qualifications

Advisory Board member, as viewed by other Board members, is a standard bearer for the profession of nursing in Hawai'i. S/he must be knowledgeable, or willing to become knowledgeable, regarding the many factors affecting the profession of nursing in the twenty-first century, both nationally and in Hawai'i. The Vice-Chairperson must be able to articulate the mandates, mission, vision and values of the organization and have the ability to inspire and motivate committee and staff members. As the Vice-Chairperson of the Board, this person must have the expertise, time, energy and willingness to serve and have demonstrated a high degree of commitment to the mission.

Selection

The Vice-Chairperson is elected by the members of the Advisory Board. The election is ratified at the May-June meeting biennially, and begins July 1.

Roles and Responsibilities

The person in this position is an important volunteer leader, representative and spokesperson for the Hawaii State Center for Nursing (Center). S/he must actively advocate on behalf of the Center and promote the profession of nursing in Hawai'i. These responsibilities include, but are not limited to, the following:

- Maintains expectations of Advisory Board Members;
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- Acts as a spokesperson for the Center when called upon to engage with state legislature and administration, Nursing organizations and educational institutions; labor unions, insurance companies, foundations and the media;
- Assigns standing and ad hoc committee responsibilities to Advisory Board members, Encourages members to support other activities of the Center that call for volunteer representation or participation;
- Assists with setting agendas for board meetings;
- Assist the Chairperson with the facilitation of Board Meetings;
- Serve as the Advisory Board Chairperson when needed.

Hawai'i State Center for Nursing 2020 Advisory Board Meetings

Date	Type	Time	Location	Room	Remote Access Link
14-Jan-2020	Regular	5:30 P.M. – 7:00 P.M.	Hawaii State Center for Nursing Biomedical Sciences Bld. 1960 East West Road Honolulu, HI 96822	Conference Room 105H	https://zoom.us/j/738629934 Meeting ID: 738 629 934 (669) 900-6833 or (929) 436 2866
21-Apr-2020	Regular	5:30 P.M. – 7:00 P.M.	Conference Call Only ZOOM Conferencing	TBD	https://zoom.us/j/546703538 Meeting ID: 546 703 358 (669) 900-6833 or (929) 436 2866
19-May-2020	Regular	5:30 P.M. – 7:00 P.M..	Conference Call Only ZOOM Conferencing	Conference Room 105H	https://zoom.us/j/564633919 Meeting ID: 564 633 919 (669) 900-6833 or (929) 436 2866
15-Aug-2020	Strategic Planning Session	8:00 A.M. - 1:00 P.M.	Oahu Country Club	TBD	https://zoom.us/j/767392631 Meeting ID: 767 392 631 (669) 900-6833 or (929) 436 2866
17-Nov-2020	Regular	5:30 P.M. – 7:00 P.M.	Hawaii State Center for Nursing Biomedical Sciences Bld. 1960 East West Road Honolulu, HI 96822	Conference Room 105H	https://zoom.us/j/823129694 Meeting ID: 823 129 694 (669) 900-6833 or (929) 436 2866

- May 19th Meeting to include Advisory Board Leadership Elections.

To ensure equal accessibility, this document is available in alternative formats (e.g. large print, digital copy, audio, etc.) upon request. Please contact Brianne Atwood at batwood@hawaii.edu or by phone at (808) 956-0545 to requests accessible alternative formats.