



**Hawai'i State Center for Nursing Advisory Board Meeting Minutes**

Tuesday, November 15th, 2022

Time: 5:30 -7:00 P.M.

Hawai'i State Center for Nursing Conference Room – C105 H  
Biomedical Sciences Building - 1960 East-West Rd, Honolulu, HI 96822

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**ATTENDANCE:**

Name	Present	Name	Present	Name	Present
Anne Scharnhorst, Chair	Yes	Doreen Nakamura, Member	No	Laura Reichhardt, Director HSCN	Yes
Bonnie Castonguay, Vice Chair	Yes	Arthur Sampaga Jr., Member	Yes	Katherine Finn Davis, Assoc. Director EBP	Yes
Linda Beechinor, Member	Yes	Julio Zamarripa, Member	Yes	Carrie Oliveira, Researcher, HSCN	Yes
Rhoberta Haley, Member	No	Voting Members present:	<b>7</b>	Liane Muraoka Hussey, Pgm Lead., HSCN	No
Gloria Fernandez, Member	Yes	Clementina Ceria-Ulep, Ex Officio	Yes	Brianne Atwood, Pgm Coord., HSCN	Yes
Rose Hata, Member	Yes			Amy Ono, Admin & Fiscal Supp., HSCN	No
Present total:					<b>12</b>

TOPIC	DISCUSSION	ACTION
Welcome: Call to Order Anne Scharnhorst Video Timestamp 0:00:00	Chair Anne Scharnhorst called the HSCN Advisory Board meeting to order at 5:34 A.M. The Chair welcomed members and attendees to the meeting. <b>Roll Call:</b> A round-table roll call was taken for Advisory Board members and staff members present. A quorum was present for the meeting. No members of the general public were in attendance. Welcome and introductions concluded at 5:36 P.M.	None

TOPIC	DISCUSSION	ACTION
<p>Public Comment Video Timestamp 0:02:18</p>	<p>Board Chair Scharnhorst called for public testimony and read the Center’s public testimony statement.</p> <p><b>Public Testimony:</b> “Any interested person may submit testimony in writing to the Board on any agenda item by regular mail, email, or fax. An individual or representative wishing to testify in person should register prior to the start of the meeting. Testimony must be related to an item that is on the agenda, and such a person shall be required to identify the agenda item to be addressed by the testimony. Submit testimony by one of the following methods: Email to HSCFN@hawaii.edu, FAX to (808) 956-0547, mail to Hawaii State Center for Nursing Advisory Board 2528 McCarthy Mall Webster Hall 402 Honolulu, Hawai‘i 96822. Each individual is allotted five minutes, or an amount of time otherwise designated by the Chairperson, to provide testimony to the Board.”</p> <p>No members of the public were present to provide oral testimony. The Board did not receive written testimony for any agenda item before the meeting.</p> <p><b>Agenda:</b> The Chair reviewed the planned agenda for the meeting.</p> <p>The comment period concluded at 5:39 PM.</p>	<p>None</p>
<p>Review Work Effort Topics Laura Reichhardt Video Timestamp 0:04:03</p>	<p>Laura Reichhardt provided a report on the state of HSCN work efforts to continue the discussion on preparing for strategic planning which began during the 2022 Strategic Planning session held on October 1, 2022. To facilitate further discussion and in response to a request by the board to better understand current work efforts and ongoing needs, the HSCN prepared the 2022 Strategic Planning and Priority Setting document. A summary of the discussion on the ongoing need is included herein.</p> <p><i>* Please refer to the meeting packet for full details of the current status of work.</i></p> <p><b>Work Effort Topics (Mandates)</b></p> <p><b>Advisory</b> <b>Mission and Vision:</b> The board discussed the need to update the mission and vision at the 2022 Strategic Planning session held on October 1, 2022.</p> <ul style="list-style-type: none"> <li>• <b>Advisory Board action needed:</b> Assign members to a subcommittee to undertake the review and update the language.</li> <li>• <b>Administrative Action needed:</b> Assign staff to support efforts</li> </ul> <p><b>Research</b> <b>Workforce Research:</b> Workforce research programs continue to improve both in the level of detail,</p>	

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	<p>production of specialty reports, and accessibility of data for the public.</p> <ul style="list-style-type: none"> <li>• Advisory Board action needed: No action is needed.</li> <li>• Administrative Action needed: To continue work efforts and maintain the course.</li> </ul> <ol style="list-style-type: none"> <li>1. <b>Supply Survey unmet need:</b> Action plan with HBON on fielding improvement, contract with a professional editor to improve support for research reporting, contract with a professional graphic designer to brand formatting and reduce staff formatting efforts. <ul style="list-style-type: none"> <li>• Advisory Board action needed: None</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>2. <b>Education Capacity unmet need:</b> Hire a professional editor or graphic designer <ul style="list-style-type: none"> <li>• Advisory Board action needed: No action is needed</li> <li>• Administrative Action needed: To continue work efforts and maintain the course.</li> </ul> </li> </ol> <p><b>Quality Outcomes and Best Practices</b></p> <ol style="list-style-type: none"> <li>3. <b>Evidence-based Practice unmet need:</b> Organizational adoption by statewide partners and scalable and accessible programs. <ul style="list-style-type: none"> <li>• Advisory Board action needed: May require advisory action</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>4. <b>Nursing Continuing Professional Development unmet need:</b> Prioritization of efforts to improve impact and yield. <ul style="list-style-type: none"> <li>○ <b>Writing Workshop</b> <ul style="list-style-type: none"> <li>• Advisory Board action needed: May require advisory action</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>○ <b>Success Pays - ANCC Certificate Program</b> <ul style="list-style-type: none"> <li>• Advisory Board action needed: May require advisory action</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>○ <b>Academic Progression in Nursing</b> <ul style="list-style-type: none"> <li>• Advisory Board action needed: May require advisory action.</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>○ <b>Leadership In Action Conference</b> <ul style="list-style-type: none"> <li>• Advisory Board action needed: May require advisory action.</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> </ul> </li> <li>5. <b>Simulation Collaborative unmet need:</b> None <ul style="list-style-type: none"> <li>• Advisory Board action needed: No action is needed.</li> <li>• Administrative Action needed: To continue work efforts and maintain the course.</li> </ul> </li> <li>6. <b>Continuing Nursing Education unmet needs:</b> Online management system for learners, fees structure for joint-partnership (administrative fees); fees can generate revenue adequate to fund designated staff and/or online learning management system, needs staffing optimization and</li> </ol>	

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	<p>resources</p> <ul style="list-style-type: none"> <li>• Advisory Board action needed: No action is needed.</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> <p><b>Recruitment and Retention</b></p> <ol style="list-style-type: none"> <li>1. <b>Wellness as a factor for Recruitment and Retention unmet needs:</b> Solutions yet to be prioritized and recommended to state and collaborative has requested that the HSCN Advisory Board identifies statewide priorities. <ul style="list-style-type: none"> <li>• Advisory Board action needed: Requires advisory action.</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>2. <b>Challenges Recruiting Nurses:</b> Chief Nursing Officer Collective continues to identify inadequate applicants and licensure delays impacting staffing. Licensure Compact legislation may be forthcoming. <ul style="list-style-type: none"> <li>• Advisory Board action needed: May require advisory action.</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>3. <b>Policy Engagement unmet need:</b> Revised strategy, overall, will help address this area. <ul style="list-style-type: none"> <li>• Advisory Board action needed: N/A</li> <li>• Administrative Action needed: N/A</li> </ul> </li> <li>4. <b>Transition to Practice Support unmet needs:</b> Residency programs for LTC and other non-acute settings, including funding and staff. Statewide transition to practice programs for incumbent nurses <ul style="list-style-type: none"> <li>• Advisory Board action needed: No action is needed.</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>7. <b>Education Capacity</b> <ul style="list-style-type: none"> <li>○ <b>Hawaii Clinical Placement Collaborative (HCPC) unmet need:</b> None <ul style="list-style-type: none"> <li>• Advisory Board action needed: No action is needed.</li> <li>• Administrative Action needed: To continue work efforts and maintain the course.</li> </ul> </li> <li>○ <b>Clinical Placement for Allied Health unmet needs:</b> Needs alternative funding source and requires significant start-up staffing and resources. <ul style="list-style-type: none"> <li>• Advisory Board action needed: Requires advisory action.</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>○ <b>Faculty Shortages unmet needs:</b> Needs updated strategy and prioritization of goal/objectives/activities. More work is needed to move towards stabilization. <ul style="list-style-type: none"> <li>• Advisory Board action needed: Requires advisory action.</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>○ <b>Preceptor Shortages unmet needs:</b> Strategy and prioritization of preceptor development. <ul style="list-style-type: none"> <li>• Advisory Board action needed: Requires advisory action.</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> </ul> </li> </ol>	

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	<ul style="list-style-type: none"> <li>○ <b>Simulation Capacity unmet needs:</b> Mannikin funding and purchasing. Funding for school staff. <ul style="list-style-type: none"> <li>• Advisory Board action needed: None</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> <li>○ <b>APRN Access to Care unmet needs:</b> Establish a work group to review remaining barriers and propose recommendations to remove identified barriers. Develop an education campaign to improve understanding of what APRN scope is, and how efforts to address obsolete laws differ from the expansion of the scope of practice. Administrative work effort support. <ul style="list-style-type: none"> <li>• Advisory Board action needed: Requires advisory action</li> <li>• Administrative Action needed: Requires administrative action.</li> </ul> </li> </ul> <p>The HSCN staff continues to work hard to address all programmatic areas. Staff are currently operating to the full extent possible and are not able to undertake new or additional activities It may be prudent to refocus HSCN activities and retire activities and programs or reorganize efforts to achieve the best outcomes for the State.</p> <p>Laura Reichhardt requested the board’s guidance on the future trajectory of HSCN efforts and requested member input on how the center may best maintain quality, meaningfully provide for our state, and address state needs in a focused and achievable way.</p> <p>The HSCN priorities session concluded at 6:02 P.M.</p>	

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<p>Define a Strategy for Selecting Priorities</p> <p>Anne Scharnhorst</p> <p>Video Timestamp 0:28:17</p>	<p>Chair Anne Scharnhorst commended the Center for its efforts to support the state. The Chair led a discussion to identify a strategy for selecting strategic planning priorities.</p> <p>The chair requested the board members utilize their experience to refine strategic planning priorities and asked for their feedback. A summary of the discussion is included herein.</p> <p><b>Chair Comments</b></p> <p>The member’s variety of perspectives provides an opportunity. I am interested in putting effort into a few really well-done things. The board needs to define a new process for assessing needs, values, and focus areas.</p> <p><b>Define a strategy for selecting priorities</b></p> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• The Finance and Fees committee achieved its goal of increasing licensure fees and providing funding for the Center’s undertakings.</li> <li>• While funding is available to increase staffing, increasing staffing alone may not be the most responsible approach.</li> </ul> <p><b>Member comments on focusing priorities</b></p> <ul style="list-style-type: none"> <li>• Can we identify 2 or 3 primary priorities and do them well?</li> <li>• The board should focus on addressing the most critical and basic needs first and ensure adequate staffing to address those priorities.</li> </ul> <p>The strategy session concluded at 6:11 P.M.</p>	
<p>HSCN Strategic Planning</p> <p>Laura Reichhardt</p> <p>Video Timestamp 0:36:50</p>	<p>Board members shared their thoughts on current HSCN activities and recommendations for priority areas and activities. A summary of the discussion is included herein.</p> <p><b>HSCN Priorities</b></p> <p><b>Member comments on HSCN priorities</b></p> <ul style="list-style-type: none"> <li>• I look at identifying our needs as triage. I agree with retiring the APIN program and Success Pays, many of the nurses are getting certified in the comfort of their own homes, and have moved from group work to individual activities.</li> <li>• Wellness as a factor in recruitment and retention jumps out at me. We need to be looking at the root causes. The nursing community is demoralized. Our healthcare system should support nurses in a time of crisis. Nurses did not have what they needed to protect themselves and their families. Work should be done to repair sentiment and resources devoted to Wellness.</li> <li>• Workforce shortage is a big issue - moreover wellness is a contributor to recruitment and retention and resilience. Academia can continue to produce, but if we are not retaining nurses it's fruitless.</li> <li>• Joint appointments with nurses from the practice arena to teach in academic programs</li> </ul>	<p>HSCN will work to schedule subcommittee and workgroup meetings</p>

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	<ul style="list-style-type: none"> <li>• Perhaps we could do focus groups in each of the hospitals, how can we improve your experiences to bring joy back into nursing?</li> <li>• Staffing (limits capacity and leads to burnout) - leading to an inability to have non-essential meetings like EBP.</li> <li>• We need to be thinking of innovative ways to address staffing (creative models).</li> <li>• Nurses should be supported with a healthy environment by employers. We continue to maintain an unhealthy environment by placing the responsibility back on the individual nurses to self-care.</li> <li>• Are there other groups focusing on these topics which we may comfortably rely upon to address these issues?</li> <li>• Policy is really a strength of the Center. Efforts should continue in policy areas.</li> <li>• APRN Access to Care: Leveraging APRNs with the current physician staff can assist in addressing the nursing shortage. We want to make sure we are producing our APRNS</li> <li>• Recruitment and Retention of Nursing Faculty is critical to ensure we adequately continue to produce nurses. I would like to continue to maintain this as a priority.</li> <li>• New graduates are coming into nursing with the newest knowledge. Opportunities for senior nurse training to assist in preceptor availability, and retention as well as updating skills for working nurses. Helping to bridge the generational gap in nursing. New nurses have so much to teach senior nurses.</li> <li>• Every employer is working actively to assess and improve wellness in their facilities. Perception of resources may not be representative of actual activities and support.</li> <li>• Laura followed up with a few remarks on discussion points, these included: <ul style="list-style-type: none"> <li>• Wellness is taking up a lot of Center time and is a high concern for colleagues and partners.</li> <li>• The Center is not really able to pull back on NRP and clinical placement activities. Pulling back on APRN Access to Care - Policy, regulations, and practice, may lead to a slide back in progress.</li> </ul> </li> </ul> <p><b>Priority Topic Areas/Themes Identified:</b> Laura Reichhardt reviewed a list of topics identified by members during the discussion, these included:</p> <ul style="list-style-type: none"> <li>• Workforce shortage,</li> <li>• Recruitment and Retention, Retention being a priority.</li> <li>• Wellness,</li> <li>• Practice shortage,</li> <li>• Preceptor,</li> <li>• Staffing,</li> <li>• Retiring APRIN and Success Pays</li> <li>• Peeling back other activities, such as Leadership in Action.</li> </ul> <p><b>Chair Comments:</b> Recruitment, Retention, and Wellness appear to be areas with the most overlap. Members voiced their agreement.</p>	

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	<p>The Chair asked for the board members to help HSCN with these tasks and asked what practical measures can the board do to help move these areas forward such as establishing committees and task forces.</p> <p>Laura Reichhardt reiterated that efforts to prioritize HSCN activities are ongoing and efforts will continue in subsequent Advisory Board meetings. Board members may participate in existing HSCN program committees and workgroups. Members however may not meet to discuss board business outside of public meetings held in accordance with Sunshine laws.</p> <p><b>Subcommittees and Workgroup Membership:</b> Laura requested members volunteer for workgroup and subcommittee activities. Members volunteered themselves orally for the following groups:</p> <ul style="list-style-type: none"> <li>• <b>Mission and Vision Sub-committee (Advisory Board Sub-committee):</b> <ul style="list-style-type: none"> <li>○ Anne Scharnhorst, Julio Zamarripa, Arthur Sampaga Jr., and Gloria Fernandez</li> <li>○ Katherine Finn-Davis, Brianne Kuwabara</li> </ul> </li> <li>• <b>Wellness, Recruitment, and Retention working group (HSCN Program Workgroup):</b> <ul style="list-style-type: none"> <li>○ New Members: Anne Scharnhorst, Bonnie Castonguay, Clementina Ceria-Ulep, Arthur Sampaga Jr., and Gloria Fernandez</li> <li>○ Brianne Kuwabara, Carrie Oliviera</li> </ul> </li> </ul> <p>The HSCN Strategic Planning session concluded at 6:57 PM.</p>	
<p>Announcements  Laura Reichhardt  Video Timestamp  1:23:30</p>	<p>Laura Reichhardt provided announcements to the board on upcoming topics. A summary of the announcements is included below.</p> <p><b>Mandatory Ethics Training:</b></p> <p>Act 165: A newly enacted state law (<a href="#">Act 165 (2022)</a>) requires that all state employees and board and commission members participate in mandatory ethics training, as offered by the Hawai'i State Ethics Commission.</p> <p>HSCN Advisory Board Members are not required to complete self-directed state ethics training by law, however, it is highly recommended. State employees, who are not required to file financial disclosures annually, are required to undertake self-directed training. Members were provided with <a href="#">links</a> to the ethics training resources.</p> <p><b>2023 Leadership In Action Conference Call for Nominations: AONL Awards</b></p> <p>Nominations are open to recognizing outstanding nurse leaders. The deadline for nominations is December 13, 2022.</p> <ul style="list-style-type: none"> <li>• <u>Duane D. Walker Award</u>, <u>Nurse Mentor Award</u>, <u>Emerging Leader Award</u>, <u>Emerging Nurse Award</u>, <u>Nurse Advocate Award</u></li> </ul>	<p>None</p>



TOPIC	DISCUSSION	ACTION
	<p><b>2023 Board Meeting Schedule</b></p> <p><b>Motion</b></p> <p>A motion was made by Anne Scharnhorst to approve the 2023 HSCN Advisory Board meeting schedule. The motion was seconded by Bonnie Castonguay. The vote was carried out with a unanimous vote and confirmed by the Chair. Meetings will be held in person with an online attendance option, where allowed by law.</p> <p>The announcements concluded at 7:05 PM.</p>	
<p>Adjournment Anne Scharnhorst Video Timestamp 1:32:34</p>	<p>The meeting was adjourned by Chair Anne Scharnhorst at 7:06 PM.</p>	

Next Meeting            The next Board Meeting will be held on January 17<sup>th</sup>, 2023. Location: HSCN Conference Room with a teleconference attendance option where permitted by Sunshine Laws.

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