

The Georgia Board of Nursing met September 17-18, 2008 in Conference Room 104 and Testing Center Room B at the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217.

**WEDNESDAY, SEPTEMBER 17, 2008**

**MEMBERS PRESENT**

Scott Thigpen, RN, MSN, CEN, CCRN  
Toni Barnett, RN, Ph.D., APRN  
Kellie R. Lockwood, RN, MSN  
Mary Anderson, RN, BSN, MA  
Susan Ayers, RN, BSN, MPH  
Linda Herren, RN, CRNA, President  
Karen K. Wessinger, BSHE, Vice President  
Delynn Keeton, RN, MN, CPHRM

**STAFF PRESENT**

Sandy Bond, RN, MSN, MBA, Executive Director  
Gwen Dodson, Administrative Assistant  
Adrienne Price, RN, MSN, Nursing Consultant – Legal/Discipline  
Julia Gould, RN, MS, Nursing Consultant – Education  
Katrina Martin, RN, BSN, COHN-S, Nursing Consultant–Practice  
Janet Jackson, JD, Assistant Attorney General

**PERSONAL APPEARANCES**

DW-RNI090094                      Personal Appearance

**VISITORS PRESENT (During Executive Session, visitors are excused unless scheduled for personal appearance)**

Leonard Keesee              Marsha McKenna              Kai Matthes, MD, PhD              Cindy Westmoreland              Scott Barfield

The Board held a work session discussing Board business at 9:00 a.m. until 10:00 a.m.

Mrs. Herren was excused at 9:45 a.m. to go to a meeting with Randall Vaughn.

Mrs. Wessinger called the meeting to order at 10:00 a.m. on Wednesday, September 17, 2008. A quorum to conduct disciplinary matters was determined to exist.

**GHA WORKFORCE COUNCIL LIAISON – DELYNN KEETON**

- Mrs. Keeton presented the Board with a report from the GHA Workforce Council.

**QUALIFIED MEDICATION AIDE PROGRAM – DELYNN KEETON**

- Mrs. Keeton presented the Board with a report from the Department of Human Resources Division of MHDDAD regarding the QMA program.

**NCSBN COURSES – SCOTT THIGPEN/DELYNN KEETON**

- Mrs. Keeton presented the Board with a copy of a list of NCSBN Learning Extension CE Courses for Nurses provided on the website <http://www.learningext.com/>. for August 2008.

Mrs. Keeton moved, Mrs. Anderson seconded and the Board voted to enter into **Executive Session** in accordance with O.C.G.A. §§ 43-1-2(k), 43-1-19(h), 43-26-5(c) and 43-26-11, *to deliberate on applications and enforcement matters and to receive information on applications, investigative reports, and pending cases.* The motion passed unanimously. Those who voted to enter into Executive Session: Mrs. Ayers, Dr. Barnett and Mrs. Lockwood.

At the conclusion of Executive Session on Wednesday September 17, 2008, Mrs. Wessinger declared the meeting to be "Open" pursuant to the Open and Public Meetings Act, O.C.G.A. 50-14-1-et.seq

### **INVESTIGATIVE REPORTS**

(RNI=Registered Nurse Investigative Case Number)

**RNI080457** – Mrs. Wessinger moved to close the case. Mrs. Anderson seconded the motion and it carried unanimously.

**RNI070404** – Mrs. Ayers moved to send the case to the Office of Inspector General for possible criminal prosecution. Dr. Barnett seconded the motion and it carried unanimously.

**RNI080185** – Mrs. Keeton moved to have a Cease & Desist Hearing at the November 2008 Board meeting. Mrs. Lockwood seconded the motion and it carried unanimously.

**RNI080389** – Mrs. Lockwood moved to refer to the Attorney General's Office for a Hearing or Revocation based on Criminal history. Mrs. Ayers seconded the motion and it carried unanimously.

Mrs. Herren returned to the meeting at 10:25 a.m.

**RNI070287** – Mrs. Wessinger moved to close the case. Mrs. Anderson seconded the motion and it carried unanimously.

Mr. Thigpen arrived at the meeting at 10:30 a.m.

**RNI070297** – Dr. Barnett moved to close the case. Mrs. Wessinger seconded the motion and it carried unanimously.

**Loflin, Betty Sue** – Mrs. Keeton moved to accept the voluntary surrender and close the case. Mrs. Ayers seconded the motion and it carried unanimously.

**RNI070498** – Mr. Thigpen moved to close the case. Dr. Barnett seconded the motion and it carried unanimously.

**RNI070288** – Mrs. Keeton moved to close the case. Mrs. Wessinger seconded the motion and it carried unanimously.

**RNI080453** – Mr. Thigpen moved to close the case with a Letter of Concern re: Alcohol. Mrs. Keeton seconded the motion and it carried unanimously.

**RNI070104** – Mrs. Wessinger moved to order licensee to have an Expedited MPE. Results are to be reviewed by the Cognizant board member and the Legal/Discipline Nursing Consultant. If warranted, refer to the Attorney General's Office for a hearing or consent order utilizing evaluation results and/or recommendations. Dr. Barnett seconded the motion and it carried unanimously.

**RNI080514** – Mrs. Lockwood moved to close the case with a Letter of Concern re: Anger Management. Mrs. Anderson seconded the motion and it carried unanimously.

**RNI070364** – Mrs. Ayers moved to order licensee to have an Outpatient MPE. Results are to be reviewed by the Cognizant board member and the Legal/Discipline Nursing Consultant. If warranted, refer to the Attorney General's Office for a hearing or consent order utilizing evaluation results and/or recommendations. Dr. Barnett seconded the motion and it carried unanimously.

**RNI080299** – Dr. Barnett moved to close the case. Mrs. Anderson seconded the motion and it carried unanimously.

**RNI070363** – Mrs. Wessinger moved to close the case with a Letter of Concern re: Scope of Practice. Mrs. Ayers seconded the motion and it carried unanimously.

**RNI080473** – Mrs. Anderson moved to refer to the Attorney General's Office for a Voluntary Surrender or Indefinite Suspension. Mrs. Ayers seconded the motion and it carried unanimously.

**RNI050334** – Mrs. Lockwood moved to refer to the Attorney General's Office for a Voluntary Surrender or Indefinite Suspension. Licensee must complete a MPE for Board review before restoration of license is to be considered or lifting of suspension. Mrs. Wessinger seconded the motion and it carried unanimously.

**RNI080433** – Mrs. Anderson moved to close the case. Dr. Barnett seconded the motion and it carried unanimously.

**RNI080319** – Mrs. Keeton moved to docket the Cease & Desist order and close the case. Mrs. Ayers seconded the motion and it carried unanimously.

**RNI070271** – Mrs. Anderson moved to have MPE results to be reviewed by the full Board for re-entry consideration. Mr. Thigpen seconded the motion and it carried unanimously.

### **COMPUTER-ASSISTED PERSONALIZED SEDATION (CAPS) – MARSHA MCKENNA**

Marsha McKenna with her guests presented the board with an update of pivotal study research using the SEDASYS System by Ethicon Endo-Surgery, Inc.

Mr. Thigpen moved, Mrs. Anderson seconded and the Board voted to enter into **Executive Session** in accordance with O.C.G.A. §§ 43-1-2(k), 43-1-19(h), 43-26-5(c) and 43-26-11, *to deliberate on applications and enforcement matters and to receive information on applications, investigative reports, and pending cases*. The motion passed unanimously. Those who voted to enter into Executive Session: Mrs. Ayers, Mrs. Lockwood, Mrs. Keeton, Mrs. Wessinger and Dr. Barnett.

At the conclusion of Executive Session on Wednesday, September 17, 2008 Mrs. Herren declared the meeting to be "Open" pursuant to the Open and Public Meetings Act, O.C.G.A. 50-14-1-et.seq.

### **OPEN RECORDS REQUEST**

(RNI=Registered Nurse Investigative Case Number)

**RNI090090** – Mrs. Wessinger moved to release all information to Camden County Sheriff's Department. Mrs. Keeton seconded the motion and it carried unanimously.

**RNI090014** – Dr. Barnett moved to release records to Pennsylvania Board of Nursing. Mrs. Ayers seconded the motion and it carried unanimously.

### **VOLUNTARY SURRENDER**

(RNI=Registered Nurse Investigative Case Number)

**Kilby, Tammy Speed** – Mrs. Keeton moved to accept the voluntary surrender. Mrs. Wessinger seconded the motion and it carried unanimously.

**Sapp, Leanne Kidd** – Mrs. Lockwood moved to accept the voluntary surrender. Mr. Thigpen seconded the motion and it carried unanimously.

### **REQUEST TO LIFT NARCOTIC RESTRICTIONS**

(RNI=Registered Nurse Investigative Case Number)

**RNI090123** - Mrs. Keeton moved to deny request to lift suspension based on lack of documented sobriety. Mrs. Ayers seconded the motion and it carried unanimously.

**RNI090120** - Mrs. Lockwood moved to lift narcotic restriction and follow monthly drug screens, quarterly hair screens and naltrexone maintenance. Dr. Barnett seconded the motion and it carried unanimously.

## **REQUEST TO LIFT RESTRICTIONS**

(RNI=Registered Nurse Investigative Case Number)

**RNI090096** - Mrs. Wessinger moved to deny request based on previous history with the Board. Mr. Thigpen seconded the motion and it carried unanimously.

## **REQUEST FOR RECONSIDERATION**

(RNI=Registered Nurse Investigative Case Number)

**RNI080571** – Mrs. Ayers moved to rescind previous Board motion and refer to the Attorney General's Office for a Public Consent order for an additional year and a fine of \$500 for violation of previous consent order. Mrs. Anderson seconded the motion and it carried unanimously.

## **NCLEX APPLICATIONS**

(RNI=Registered Nurse Investigative Case Number)

**RNI090060** – Mrs. Wessinger moved to close the case with a Letter of Concern re: Criminal history & Judgment and proceed with licensure by Examination. Mrs. Keeton seconded the motion and it carried unanimously.

**RNI090061** – Mrs. Anderson moved to close the case with a Letter of Concern re: Alcohol, proceed with licensure by Examination and flag the system. Dr. Barnett seconded the motion and it carried unanimously.

Mrs. Keeton moved, Mrs. Anderson seconded and the Board voted to enter into **Executive Session** in accordance with O.C.G.A. §§ 43-1-2(k), 43-1-19(h), 43-26-5(c) and 43-26-11, *to deliberate on applications and enforcement matters and to receive information on applications, investigative reports, and pending cases*. The motion passed unanimously. Those who voted to enter into Executive Session: Mrs. Lockwood, Mrs. Ayers, Dr. Barnett, Mrs. Wessinger and Mr. Thigpen.

At the conclusion of the Executive Session on Wednesday, September 17, 2008, Mrs. Herren declared the meeting to be "Open" pursuant to the Open and Public Meetings Act, O.C.G.A. 50-14-1-et.seq.

## **PERSONAL APPEARANCES**

(RNI=Registered Nurse Investigative Case Number)

**RNI090094** – Mrs. Keeton moved to refer to the Attorney General's Office for a Hearing or Public Consent Order to issue temporary permit to complete a Board approved re-entry program to include substance abuse stipulations, quarterly reports-employer, aftercare, personal & psychotherapy, monthly drug screens while in re-entry program, a fine of \$1500 for past disciplinary history with Board and the fine to be paid by September 2009. Upon successful completion of re-entry program proceed with licensure with customary impairment restrictions. Mr. Thigpen seconded the motion and it carried unanimously.

## **NCLEX APPLICATIONS**

(RNI=Registered Nurse Investigative Case Number)

**RNI090064** – Mrs. Keeton moved to deny licensure until legal probation is completed. Mrs. Anderson seconded the motion and it carried unanimously.

**RNI090078** – Mr. Thigpen moved to proceed with licensure by Examination. Dr. Barnett seconded the motion and it carried unanimously.

## **ENDORSEMENT APPLICATION REVIEW**

(RNI=Registered Nurse Investigative Case Number)

**RNI090079** – Mrs. Wessinger moved to proceed with licensure by Endorsement. Mrs. Lockwood seconded the motion and it carried unanimously.

**RNI090066** – Mrs. Anderson moved to refer to the Attorney General's Office to include tracking the IPN program in Florida. Mr. Thigpen seconded the motion and it carried unanimously.

**RNI090080** – Mrs. Wessinger moved to close the case with a Letter of Concern re: Criminal and proceed with licensure by Endorsement. Mrs. Ayers seconded the motion and it carried unanimously.

**RNI090081** – Dr. Barnett moved to close the case with a Letter of Concern re: Criminal and proceed with licensure by Endorsement. Mr. Thigpen seconded the motion and it carried unanimously.

#### **APRN APPLICATION**

(RNI=Registered Nurse Investigative Case Number)

**RNI090062** – Mrs. Lockwood moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose past criminal history on original application. Grant authorization when fine is paid. Mrs. Ayers seconded the motion and it carried unanimously.

#### **REINSTATEMENT APPLICATION REVIEW**

(RNI=Registered Nurse Investigative Case Number)

**RNI090082** – Mrs. Ayers moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose past criminal history on original application. Dr. Barnett seconded the motion and it carried unanimously.

**RNI080796** – Mrs. Wessinger moved to close the case with a Letter of Concern re: Criminal and proceed with licensure by Reinstatement. Mrs. Anderson seconded the motion and it carried unanimously.

#### **MPE REVIEW**

(RNI=Registered Nurse Investigative Case Number)

**RNI070365** – Mrs. Anderson moved to refer to the Attorney General's Office for a Hearing or Consent Order to include a Voluntary Surrender or Indefinite Suspension. May petition to restore licensure after presenting documentation of successful completion of a 6 month outpatient program, psychotherapy, monitoring by a pain management specialist, involvement in a 12-step program for Board review. Documentation must include treatment recommendations from the psychotherapist and pain management specialist. Mr. Thigpen seconded the motion and it carried unanimously.

**RNI080589** – Mrs. Keeton moved to refer to the Attorney General's Office for a Hearing or Public Consent Order to include substance abuse stipulations, narcotic restrictions for two (2) years, quarterly reports-employer, aftercare, personal & psychotherapy, RN license only, a fine of \$500 for violation of previous consent order and follow MPE recommendations. Mr. Thigpen seconded the motion and it carried unanimously.

**RNI090043** – Mrs. Lockwood moved to close the case with a Letter of Concern re: Advising applicant to follow MPE recommendations. Mrs. Keeton seconded the motion and it carried unanimously.

#### **POSSIBLE VIOLATION OF CONSENT ORDER**

(RNI=Registered Nurse Investigative Case Number)

**RNI090122** – Dr. Barnett moved to lift narcotic restrictions on October 31, 2008 only if in compliance with quarterly reports. Mrs. Ayers seconded the motion and it carried unanimously.

**RNI090095** – Mrs. Anderson moved to refer to the Attorney General's Office for a Hearing or Consent order to include a Voluntary Surrender or Indefinite Suspension for violation of previous consent order and may reapply for lifting after 12 months of continuous documented sobriety. Mrs. Anderson seconded the motion and it carried unanimously.

**RNI090058** – Dr. Barnett moved to deny employment in a Pain Clinic. Mr. Thigpen seconded the motion and it carried unanimously.

### **ACTION IN ANOTHER JURISDICTION**

(RNI=Registered Nurse Investigative Case Number)

**RNI080806** – Mrs. Wessinger moved to close the case and flag the system. Dr. Barnett seconded the motion and it carried unanimously.

### **COMPLAINT INVESTIGATION**

(RNI=Registered Nurse Investigative Case Number)

**RNI080603** – Mrs. Ayers moved to order licensee to have an Outpatient MPE. Results are to be reviewed by the Cognizant board member and the Legal/Discipline Nursing Consultant. If warranted, refer to the Attorney General's Office for a hearing or consent order utilizing evaluation results and/or recommendations. Mrs. Wessinger seconded the motion and it carried unanimously.

**RNI090043** – Mrs. Lockwood moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose arrest citation on the original application. Mrs. Wessinger seconded the motion and it carried unanimously.

**RNI080759** – Mrs. Lockwood moved to refer to the Attorney General's Office for a Hearing or Public Consent order for an Indefinite Suspension based on action by New York Board of Nursing. Mrs. Wessinger seconded the motion and it carried unanimously.

**RNI090093** – Mrs. Ayers moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose previous arrest on the original application. Mr. Thigpen seconded the motion and it carried unanimously.

### **COMPLAINT REVIEW**

(RNI=Registered Nurse Investigative Case Number)

**RNI090059** – Mrs. Lockwood moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose DUI on the original application. Dr. Barnett seconded the motion and it carried unanimously.

**RNI090042** – Mrs. Keeton moved to refer to the Attorney General's Office for a Hearing or Public Consent order to include a three (3) month suspension for felony drug conviction and order licensee to have an Outpatient MPE. Results are to be reviewed by the Full Board before lifting of suspension will be considered. Mr. Thigpen seconded the motion and it carried unanimously.

### **MISCELLANEOUS-SELF REPORT**

(RNI=Registered Nurse Investigative Case Number)

**RNI080202** – Dr. Barnett moved to order licensee to have an Outpatient MPE. Results are to be reviewed by the Cognizant board member and the Legal/Discipline Nursing Consultant. If warranted, refer to the Attorney General's Office for a hearing or consent order utilizing evaluation results and/or recommendations. Mrs. Anderson seconded the motion and it carried unanimously.

**RNI090067** – Mrs. Wessinger moved to refer to the Attorney General's Office for a Hearing or Public Consent Order to include probation for (4) four years, substance abuse stipulations, narcotic restrictions for two (2) years, quarterly reports-employer aftercare, personal, psychotherapy, a fine of \$500 for violation of previous consent order and revocation of CRNA authorization. Mrs. Ayers seconded the motion and it carried unanimously.

### **ENDORSEMENT APPLICATION REVIEW**

(RNI=Registered Nurse Investigative Case Number)

**RNI070076** – Mrs. Anderson moved to rescind the previous Board motion from the July 2006 Board meeting and proceed with licensure by Endorsement. Mrs. Wessinger seconded the motion and it carried unanimously.

**RNI090043** – Mrs. Keeton moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose arrest on the original application. Mrs. Anderson seconded the motion and it carried unanimously.

**RNI090127** – Mrs. Lockwood moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose arrest and Board sanction in Texas on the original application and proceed with licensure by Endorsement. Dr. Barnett seconded the motion and it carried unanimously.

**RNI090126** – Mrs. Lockwood moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose reprimand by West Virginia on the original application and proceed with licensure by Endorsement. Dr. Barnett seconded the motion and it carried unanimously.

#### **REINSTATEMENT APPLICATION REVIEW**

(RNI=Registered Nurse Investigative Case Number)

**RNI090125** – Mr. Thigpen moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose criminal background on the original application and proceed with licensure by Reinstatement. Mrs. Anderson seconded the motion and it carried unanimously.

**RNI090124** – Mrs. Keeton moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose DUI on the original application and proceed with licensure by Reinstatement. Mrs. Lockwood seconded the motion and it carried unanimously.

#### **NCLEX APPLICATIONS**

(RNI=Registered Nurse Investigative Case Number)

**RNI090130** – Mr. Thigpen moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose criminal background on the original application and proceed with licensure by Examination. Dr. Barnett seconded the motion and it carried unanimously.

#### **REINSTATEMENT APPLICATION REVIEW**

(RNI=Registered Nurse Investigative Case Number)

**RNI090129** – Mrs. Keeton moved to refer to the Attorney General's Office for a Hearing or Private Consent Order to include a fine of \$500 for failure to disclose previous Board action on the original application and proceed with licensure by Reinstatement. Mrs. Lockwood seconded the motion and it carried unanimously.

Mrs. Lockwood moved, Mr. Thigpen seconded and the Board voted to enter into **Executive Session** in accordance with O.C.G.A. §§ 43-1-2(k), 43-1-19(h), 43-26-5(c) and 43-26-11, *to deliberate on applications and enforcement matters and to receive information on applications, investigative reports, and pending cases*. The motion passed unanimously. Those who voted to enter into Executive Session: Mrs. Keeton, Mrs. Ayers, Dr. Barnett, Mrs. Wessinger and Mrs. Anderson.

At the conclusion of the Executive Session on Wednesday, September 17, 2008, Mrs. Herren declared the meeting to be "Open" pursuant to the Open and Public Meetings Act, O.C.G.A. 50-14-1-et.seq.

#### **LEGAL SERVICES**

(RNI=Registered Nurse Investigative Case Number)

**RNI080636** – Mrs. Wessinger moved to uphold previous Board motion from the May 2008 Board meeting and grant personal appearance at the November 2008 Board meeting. Mrs. Keeton seconded the motion and it carried unanimously.

**RNI080762** – Mrs. Anderson moved to uphold previous Board motion from the July 2008 Board meeting. Mr. Thigpen seconded the motion and it carried unanimously.

**RNI080761** – Mrs. Keeton moved to rescind previous Board motion from July 2008 Board meeting and refer to Legal Services for a Private Consent Agreement to include a fine of \$1000 for ULP and a fine of \$500 for failure to disclose work history on reinstatement of application. Mrs. Wessinger seconded the motion and it carried unanimously.

## EXECUTIVE DIRECTOR'S REPORT

Mrs. Bond reported on administrative items and the following:

- Initiate a Rules Committee for discussion of Rule 410-7-.01 Licensure by Endorsement by Registered Nurses Licensed in Another NCLEX-RN (SBTPE) Jurisdiction
- **Correspondence:** American Medical Association re: APRN's referring to themselves as doctors.

## NOTICE OF BORROWER DEFAULT ON REPAYMENT OF STUDENT LOANS

Mrs. Keeton moved to suspend the following license(s) to practice as a registered professional nurse for defaulting on Licensee's student loan, and further moved that this suspension will cease upon the receipt of notice by the Division Director or a notice of release from the Georgia Higher Education Assistance Corporation. Mrs. Wessinger seconded the motion and it carried unanimously.

Katrina D Wright, RN172098

## CONSENT ORDER-LEGAL SERVICES

(RNI=Registered Nurse Investigative Case Number)

Mrs. Keeton moved to accept the following Private Consent Agreements prepared by Legal Services.

RNI080768	RNI080698	RNI080775	RNI080769	RNI080764
RNI080774	RNI080713	RNI080773	RNI080664	RNI080651
RNI080672	RNI080766	RNI080767	RNI080765	RNI080763
RNI080760	RNI070166	RNI080563	RNI080673	RNI080505
RNI080641	RNI080639	RNI080666		

Mrs. Anderson seconded the motion and it carried unanimously.

## APPLICATION REVIEWS AND APPROVAL OF LICENSURE

Mr. Thigpen moved, Mrs. Keeton seconded and the Board voted to approve applications for licensure and advanced practice authorization for the months of July, 2008 and August, 2008 that were determined, pursuant to Board approved guidelines, to have met licensure/authorization requirements. See attached reports.

## ADVANCED PRACTICE COMMITTEE

Dr. Barnett reported on the following:

- **Hand-out:** APRN Joint Dialogue Group Report, July 7, 2008
- **Correspondence:** A letter from Dr. Richard J Ackermann, Professor of Family Medicine at Mercer University, re: Recognition of Clinical Nurse Specialists as Advance Practice Nurses
- (AMA) American Medical Association House of Delegates report
- Copies of Letters from Carolyn Jaramillo de Montoya, NAPNAP (National Association of Pediatric Nurse Practitioners to AMA Committee B members re: American Medical Ass. House of Delegates Resolution 214 (A-08) "Doctor of Nursing Practice"
- **Hand-out:** Nurse Practitioner DNP Education, Certification and Titling: A Unified Statement

Mrs. Lockwood moved, Mrs. Ayers seconded and the Board voted to enter into **Executive Session** in accordance with O.C.G.A. §§ 43-1-2(k), 43-1-19(h), 43-26-5(c) and 43-26-11, *to deliberate on applications and enforcement matters and to receive information on applications, investigative reports, and pending cases.* The motion passed unanimously. Those who voted to enter into Executive Session: Mrs. Keeton, Mr. Thigpen, Dr. Barnett, Mrs. Wessinger and Mrs. Anderson.

At the conclusion of the Executive Session on Wednesday, September 17, 2008, Mrs. Herren declared the meeting to be "Open" pursuant to the Open and Public Meetings Act, O.C.G.A. 50-14-1-et.seq.

### APPLICATION REVIEWS AND APPROVAL OF LICENSURE

(RNI=Registered Nurse Investigative Case Number)

**Applicant #112684** – Mrs. Keeton moved to refer to Legal Services for a Private Consent Agreement for Reinstatement to include a fine of \$1300 for unlicensed practice. Mrs. Thigpen seconded the motion and it carried unanimously.

**Applicant #1147825** – Mrs. Anderson moved to refer to Legal Services for a Private Consent Agreement for Reinstatement to include a fine of \$1300 for unlicensed practice. Mr. Thigpen seconded the motion and it carried unanimously.

**Applicant #1149832** – Mrs. Wessinger moved to deny re-entry application thru Hope Clinic Secondary based on the lack of acute care and clinical experience. Mrs. Keeton seconded the motion and it carried unanimously.

**Applicant #1137847** – Mrs. Anderson moved to deny re-entry based on inappropriate clinical setting and education courses are in excess of one year old from submission of application. Mrs. Thigpen seconded the motion and it carried unanimously.

### LEGAL/DISCIPLINE COGNIZANT REPORT

(RNI=Registered Nurse Investigative Case Number)

Mrs. Keeton moved to ratify the recommendations of the Cognizant Board member and to close the following complaints. Mr. Thigpen seconded the motion and it carried unanimously.

RNI080709	RNI080697	RNI080710	RNI080712	RNI080713	RNI080707	RNI080706
RNI080705	RNI080733	RNI080534	RNI080802	RNI080497	RNI090013	RNI050036
RNI090022	RNI080523	RNI080392	RNI090084	RNI090085	RNI080757	RNI080701
RNI090029	RNI090048	RNI090049	RNI080437	RNI080614	RNI090051	RNI080395
RNI080392	RNI080708	RNI090018	RNI090017	RNI090055	RNI090056	RNI090057
RNI060623	RNI060511	RNI080455	RNI080456			

### APPLICATION REVIEWS AND APPROVAL OF LICENSURE

(RNI=Registered Nurse Investigative Case Number)

Mrs. Ayers moved to accept the Cognizant Report regarding unlicensed/unauthorized practice and to refer identified cases to Legal Services for issuance of a Private Consent Agreement and fines. Mrs. Keeton seconded the motion and it carried unanimously.

Applicant #1149828, RV	Applicant #1144979, AD	Applicant #1150581, KH
Applicant #1142845, AB	Applicant #1141330, VG	Applicant #1141594, LS
Applicant #1139010, CT	Applicant #1150577, LR	Applicant #1151252, JM
Applicant #1149810, SK	Applicant #1151545, DS	Applicant #1146575, MH
Applicant #1145892, DB	Applicant #1150403, MA	Applicant #1155341, JU
Applicant #1143014, JK	Applicant #1120448, TS	

**Applicant #1142750, MB** – Mrs. Ayers moved to refer to Legal Services for a Private Consent Agreement for Endorsement to include a fine of \$100 for unlicensed practice. Mrs. Keeton seconded the motion and it carried unanimously.

### ADVANCED PRATICE COMMITTEE

Dr. Barnett moved to appoint Kim Hudson-Galloogly as a member of the Advanced Practice Committee. Mr. Thigpen seconded the motion and it carried unanimously.

## RESPONSE LETTER FROM SOUTH GEORGIA MEDICAL CENTER-KATRINA MARTIN

The Board reviewed a letter from Ken Kiser, Assistant Administrator for Patient Care Services from South Georgia Medical Center, regarding their response on the Board's concern of employing unlicensed nursing personnel at South Georgia Medical Center.

### MISCELLANEOUS

- ***Email Correspondence to Executive Director:*** Washington State University's inquiry to Georgia Board of Nursing re: online RNB program to BSN program, does faculty members need a Georgia license to teach nurses living Georgia?

Mrs. Herren adjourned the meeting at 5:30 p.m.

### THURSDAY, SEPTEMBER 18, 2008

#### MEMBERS PRESENT

Linda Herren, RN, CRNA, President  
Karen Wessinger, BSHE, Vice President  
Delynn Keeton, RN, MN, CPHRM  
Scott Thigpen, RN, MSN, CEN, CCRN  
Susan Ayers, RN, BSN, MPH  
Mary Anderson, RN, BSN, MA  
Kellie R. Lockwood, RN, MSN  
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Janet Jackson, JD, Assistant Attorney General  
Adrienne Price, RN, MSN, Nursing Consultant – Legal/Discipline  
Renea Gray, Administrative Assistant – Legal/Discipline

#### VISITORS PRESENT (During Executive Session, visitors are excused unless scheduled for personal appearance)

Stephanie Townsend	Christine Starr	Chaundra Simmons	Raquel Sands	Karen Schwartz
Lisa Beck	Angela Brown	Karne Stewart	Debbie Hackman	Charlotte Price
Deborah Savage	Julie German	Patricia Moreno	Pamela Sullivan	Melissa Elliott
Teri Meyers	Jennifer Bell	Cindy Balkstra	Bridget Nettleton	Lynn Waits
Sandra Thompson	Linda Starkey	Sherryl Bright	Patrice Wilson	Bobby Elliott
Mary Jacobs	Lisa Story	Rebecca Marosky	Rebekah Newsome	Kim Caleca
Debbie Hatmaker	Wendi Clifton	Jay Morgan	Jeremy Arie	John Ebersole
Shantel Hill	Carol McMichael	Grace Roper	Andre Glover	Bobby Childs
Kevin Caleca	Alfreda Fraser	Terry Taylor	Jennifer Fadbro	Hannah Parker
Marianna Tuten	Stephanie Collins	Theresa Browne	Deana Thomas	Phillip Eldridge
Melissa Browder	Martha Mobley	Georgia Burke	Scott Kale	Katie Mathews
Sue Owens	Cindy Lander	Rebecca Corvey	Patsy Duncan	Chandrae Pryor
Kim Giles	Nancy Wagster	Shyram Minter	Gloria Davidson	Kelly Hall
Ron Vinko	Shane Brake	Mark Ivory	Lynn Gregory	Kathleen Wright
Corella Ross	Keita Devero	Erica Meredith	Portia Risper	Mary Bennett
Anne Claxton	Maxwell Taylor	Amy Moore	Wesley Moore	Deb Bailey
Nancy Barton	Shelia Kerl	Mary Smith	Pamela Ponder	Teresa Brown
Melvin Jones	LaShonela Noble	Sandy Adison	Camilla Walton	Buffie Duncan

Karen Waters	Susan Zes	Janet Doling	Yolanda Willis	Donald Mason
Patrice Parris	Susan Johnson	Brandon Byerly	Nancy Thomas	Lillian Clowers
Vann Causey	Jacqueline Palmer	Denise Aowoler	Jacqueline Gray	Sharon McCrorey
Jason Mocraft	Maliya Collins	Nikkia Williams	Victoria Lindskoor	Georgia Stanford
George Sweat	Joanna Crawford	Leana Fowle	Tsahori Allen	Lisa Shook
Lakecta Chambers	Carmen McGee	David Mayfield	Sherrie Durden	Zanobia Hilliard
Althetia Hubbard	Sage H.	Kerry Bullard	Keith Minter	Myrtle Monroe
K.P. Clayton	Sue Odom	Lynn Nichols	Debbie Callahan	Varre Floyd
Sherri Taylor	Brian Abbott	Eulissa Walters	Jodi Gary	Joan Cranford
Anne Purvis	Judith Gift	Lisa Brown	Victoria Kirk	Michelle Dozier
Denebra Sanders	Laura Lee Arrowood	Vickie Horne	Lauren Preston	Juan Reluz

Mrs. Herren called the meeting to order at 8:35 a.m. on Thursday, September 18, 2008. A quorum to conduct disciplinary matters was determined to exist.

**APPROVAL OF BOARD MINUTES**

Mrs. Anderson moved to accept the July 9-10, 2008 minutes with corrections noted. Mrs. Lockwood seconded the motion and it carried unanimously.

Mrs. Wessinger moved to accept the August 13, 2008 conference call minutes. Mrs. Keeton seconded the motion and it carried unanimously.

**RULES HEARING 410-12-.03**

The Georgia Board of Nursing acknowledges correspondences regarding comments to adopt Rule 410-12-.03 from the following:

- Helen Taggart, Professor Armstrong Atlantic State University
- Atlantic Area Clinical Nurse Specialists & Southeast Regional Clinical Nurse Specialists
- Jeanne Clements, President of American Psychiatric Nurses Association
- Cindy Balkstra, President of Georgia Nurses Association
- Carol Hartigan, Certification Programs Strategist of AACN Certification Corporation
- Dr. Janine Heath, Associate Dean of Medical College of Georgia

A discussion was held with visitors Karen Schwartz and Stephanie Townsend and the Board regarding the adoption of rule 410-12-.03. Karen Schwartz noted that a system needs to be in place to maintain current certification online for APRNs. The Board noted that a policy can be put in place to randomly audit certification credentials during renewals. Stephanie Townsend expressed her difficulties on not being able to be licensed in Georgia as a CNS-PMH and her support of the rule being passed.

Mrs. Ayers moved to adopt rule 410-12-.03 as posted. Mrs. Wessinger seconded the motion and it carried unanimously.

**410-12-.03 Rules for Nurse Practitioners. Amended.**

(1) Definition

- (a) A nurse practitioner is a registered professional nurse who is recognized by the Board to engage in advanced practice registered nursing.
- (b) The nurse practitioner practices in a manner consistent with Chapter 410-13 of the Georgia Board of Nursing Rules and Regulations.

(2) Scope and Standards of Practice for the Nurse Practitioner:

(a) The nurse practitioner provides advanced practice nursing care and medical services specific to the nurse practitioner respective specialty to individuals, families and groups, emphasizing health promotion and disease prevention as well as the diagnosis and management of acute and chronic diseases. The nurse practitioner collaborates as necessary with a variety of individuals to diagnose and manage clients' health care problems.

(b) The nurse practitioner practices in a manner consistent with the nationally recognized nursing practice standards for the respective nurse practitioner specialty that is consistent with the Board-recognized national certification organization identified in Rule 410-12-.12.

(3) Requirements for initial authority to Practice as a Nurse Practitioner:

(a) evidence of current licensure as a registered professional nurse in Georgia;

(b) a completed Board application with required fee;

(c) official transcript which verifies graduation with a master's or higher degree in nursing for the respective nurse practitioner specialty or a graduate level post-master's certificate in an advanced practice registered nurse practitioner specialty and evidence of advanced pharmacology within the curriculum or as a separate course, advanced physical assessment, and pathophysiology.

(d) verification of current national certification from the respective Board-recognized certifying organization.

(4) The applicant must document one of the following within in four (4) years immediately preceding the date of current application:

(a) 500 hours of practice as an advanced practice registered nurse;

(b) graduation from a nursing education program or a graduate level post-master's certificate in an advanced practice registered nurse practitioner specialty within the four.

(c) completion of a Georgia Board-approved advanced practice registered nurse reentry/refresher program within the four (4) years immediately preceding the date of current application.

(5) An applicant who is unable to meet the requirements of (4) (a) (b) or (c) must satisfactorily complete the following:

(a) 40 hours of study relevant to advanced registered nursing practice within one (1) year of the date of application. Relevant advanced practice registered nurse study must include at least four (4) different content areas. The Board may waive the 40 hours of study if the applicant has passed a national recognized certification organization examination within the four (4) years immediately preceding the date of current application.

(b) current health care provider course of cardio-pulmonary resuscitation unless completed within one (1) year of the date of application with a Georgia Board of Nursing approved RN reentry;

(c) study of the Georgia Registered Professional Nurse Practice Act, O.C.G.A. §§ 43-26-1 *et seq.* and Board rules; and

(d) 160 hours of relevant advanced practice registered nursing supervised by an advanced practice registered nurse in a comparable specialty area and in accordance with other Board criteria.

(6) Biennial Renewal of Board Authorization to Practice as a Nurse Practitioner:

(a) The date for renewal of Board authorization as a nurse practitioner will coincide with the renewal license period. Authorization shall be administratively revoked if not renewed.

(b) For continued authority to practice, the nurse practitioner must submit:

1. renew licensure as a registered professional nurse in Georgia;

2. submit a completed renewal application for advanced nursing practice;

3. Attest to advanced practice registered nurse practice in accordance with applicable Georgia laws and rules; and
4. submit payment of the renewal fee.

(c) Any licensee who fails to renew authorization must apply to reinstate the authorization.

**Authority §§ 43-26-3 (1) and (1.1), 43-26-5 (a) (2), (11), and (21), 43-1-25.**

Mr. Thigpen moved that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as provided by the Attorney General's Office. Mrs. Lockwood seconded the motion and it carried unanimously.

**NEW POLICY**

Mrs. Anderson moved to randomly audit advance practice RN authorization to ensure current certification as part of the renewal process. Mrs. Keeton seconded the motion and it carried unanimously.

**MISCELLANEOUS**

Mrs. Anderson moved to recognize NP's as providing psychiatric care in addition to CNS-PMH who provide psychiatric mental health care in the state of Georgia. Mr. Thigpen seconded the motion and it carried unanimously.

Mrs. Anderson moved to accept the ANCC certification of CNS/NP exam for mental health nursing. Mr. Thigpen seconded the motion and it carried unanimously.

**PMH-NP APPLICATION-KATRINA MARTIN**

**Applicant #1147875, ST** – Mrs. Keeton moved to accept application for authorization as an NP Rule 410-12-.03 becomes effective. Mrs. Wessinger seconded the motion and it carried unanimously.

**MISCELLANEOUS**

Mr. Thigpen moved to refer rule 410-7-.01, Licensure by Endorsement for Registered Nurses Licensed in Another NCLEX-RN (SBTPE) Jurisdiction to the Rules Committee. Mrs. Keeton seconded the motion and it carried unanimously.

Mr. Thigpen moved, Mrs. Lockwood seconded and the Board voted to enter into **Executive Session** in accordance with O.C.G.A. §§ 43-1-2(k), 43-1-19(h), 43-26-5(c) and 43-26-11, *to deliberate on applications and enforcement matters and to receive information on applications, investigative reports, and pending cases*. The motion passed unanimously. Those who voted to enter into Executive Session: Mrs. Wessinger, Mrs. Keeton, Mrs. Anderson, Dr. Barnett and Mrs. Ayers.

At the conclusion of Executive Session on Thursday, September 18, 2008 Mrs. Herren declared the meeting to be "Open" pursuant to the Open and Public Meetings Act, O.C.G.A. 50-14-1-et.seq.

**CONSENT AGREEMENTS/ORDERS – ATTORNEY GENERAL'S OFFICE**

(RNI=Registered Nurse Investigative Case Number)

Mr. Thigpen moved to accept the Attorney General's Status and Activity Report and to accept the following Consent Agreements/Orders as prepared by the Attorney General's office.

Gould, Janice	Jones, Cynthia	RNI080754	Macam, Jovito	Militello, Beverly
RNI080596	RNI070085	Wallis, Sandra	RNI060503	Wirgau, Randall
RNI070012	RNI080737	Brazzeal, Angela	RNI070309	RNI080738
Fabus, Robert	Grindle, Jody	Lofton, Cynthia	Popham, Sarah	RNI050198

RNI070487

Turner, Tonya

RNI030053

Dr. Barnett seconded the motion and it carried unanimously.

RNI060379 – Mrs. Keeton moved to close the case. Mrs. Wessinger seconded the motion and it carried unanimously.

Turner, Tonya – Mr. Thigpen moved to deny request to precept teaching clinical rotations and provide a copy of the job description to see if she qualified for the teaching position with current employer without licensure. Mrs. Lockwood seconded the motion and it carried unanimously.

RNI030356 – Mrs. Lockwood moved to accept Private consent order and allow nurse to continue present employment position. Mr. Thigpen seconded the motion and it carried unanimously.

RNI030053 – Mr. Thigpen moved to accept the Private consent order pending receipt of the original consent order. Mrs. Anderson seconded the motion and it carried unanimously.

RNI060402 – Mr. Thigpen moved to close the case. Mrs. Anderson seconded the motion and it carried unanimously.

RNI030181 – Mrs. Anderson moved to rescind previous MPE order and issue a new MPE order as presented. Mrs. Ayers seconded the motion and it carried unanimously.

RNI080367 – Mr. Thigpen moved to order licensee to have an Outpatient MPE. Results are to be reviewed by the Cognizant board member and the Legal/Discipline Nursing Consultant. If warranted, refer to the Attorney General's Office for a hearing or consent order utilizing evaluation results and/or recommendations. Mrs. Wessinger seconded the motion and it carried unanimously.

RNI080545 – Mrs. Lockwood moved to close the case. Dr. Barnett seconded the motion and it carried unanimously.

RNI050039 – Mrs. Lockwood moved to close the case. Mrs. Ayers seconded the motion and it carried unanimously.

RNI070001 – Dr. Barnett moved to close the case with a Letter of Concern re: Drugs. Mr. Thigpen seconded the motion and it carried unanimously.

## LEGAL SERVICES

(RNI=Registered Nurse Investigative Case Number)

RNI080761 – Mrs. Lockwood moved to extend temporary permit for three months. Mrs. Wessinger seconded the motion and it carried unanimously.

## MISCELLANEOUS

Mrs. Ayers moved to refer the impact of HB 1041 to the Education Committee for a recommendation to be presented at the November 2008 Board meeting. Dr. Barnett seconded the motion and it carried unanimously.

## DEBBIE HATMAKER, GEORGIA NURSES ASSOCIATION, FOR EXCELSIOR COLLEGE

A public forum was held between the Georgia Board of Nursing and representatives from the Georgia Nurses Association & Excelsior College regarding HB1041. (Speakers for Georgia Nurses Association- Debbie Hatmaker, Speakers for Excelsior College- John Eberole, Bridget Nettleton, Amy Moore & Nancy Barton)

At the conclusion of the forum Linda Herren, Board President, informed the audience that the impact of HB1041 was referred to the Education Committee to make a recommendation and present the recommendations at the November 2008 Board meeting.

## INTERNATIONAL APPLICATIONS – JULIA GOULD

II – Mrs. Lockwood moved to notify TT that, in order to be considered as a duly qualified applicant for licensure by examination, she must enroll in and graduate from an approved nursing education program leading to initial licensure as a first-level registered nurse. The program must meet criteria similar to, and not less stringent than, those established by the Georgia Board of Nursing. [410-6-.02 (1), (2)] Dr. Barnett seconded the motion and it carried unanimously.

## DEVELOPING PROGRAMS

### Augusta State University

Mrs. Anderson moved to accept the following:

1. Accept Report I for the proposed baccalaureate degree nursing program at Augusta State University. [410-4-.01 (4)]
2. Four (4) scannable copies of Report II must be received in the board office no later than June 10, 2009 for review at the Board's July 15-17, 2009 meeting. The materials must include the revised internally consistent written plan that describes the connection between nursing and non-nursing courses and the rationales for the placement and sequence of courses. [410-4-.01 (4)(e); 410-4-.01 (5)]

Dr. Barnett seconded the motion and it carried unanimously.

### Gordon College RN/BSN Program

Dr. Barnett moved to accept the following:

1. Accept the 20-month report submitted by Gordon College in support of the development and implementation of its RN/BSN Completion Program. [410-4-.01 (3)(a), (b), (c), (d) and (e)]
2. Based upon documented compliance with Rules 410-4-.01 (1) through (3), Developmental Approval is granted to the proposed RN/BSN Completion Program at Gordon College. [410-3-.02 (1)(a)]
3. Seven (7) scannable copies of Report I must be received in the board office no later than April 8, 2008 for review at the Board's May 13-15, 2009 meeting. [410-4-.01 (4)]

Mrs. Lockwood seconded the motion and it carried unanimously.

### Macon State College BSN

Mrs. Lockwood moved to accept the following:

1. Accept Report I submitted by Macon State College for its prelicensure baccalaureate nursing program. [410-4-.01 (4)]
2. Four (4) scannable copies of Report II must be received in the board office no later than February 12, 2009 for review at the Board's March 18-20, 2009 meeting. [410-4-.01 (5)]

Mr. Thigpen seconded the motion and it carried unanimously.

## RESPONSES TO SITE VISIT REPORTS

### Georgia State University

At its May 14-15, 2008 meeting, the Board reviewed the February 14-15, 2008 site visit report. Mr. Thigpen moved to accept the following responses:

1. Accept Georgia State University's responses to the February 14-15, 2008 site visit report. [410-3-.11 (2)]
2. Based upon review and documentation of compliance with rules relating to annual reports, the most recent site visit report and responses to recommendations, and an overall passing percentage of at least 80% (323/353, 91.5%) of all

first-time NCLEX-RN writers over the last four years (2004-2007), Full Approval is extended through December 31, 2012. [410-3-.02 (2)(a)] Unless another reason presents itself, the next site visit will be scheduled for the 2011-2012 academic year. [410-3-.01 (8)]

Mrs. Wessinger seconded the motion and it carried unanimously.

### **College of Coastal Georgia**

At its May 14-15, 2008 meeting, the Board reviewed the February 19-20, 2008 site visit report. Mrs. Wessinger moved to accept the following responses:

1. Accept the responses to the February 19-20, 2008 site visit recommendations (2), (3), and (4) submitted by the College of Coastal Georgia. [410-3-.11 (2)]
2. Provide the description of the relationship, placement and sequencing of nursing and non-nursing courses no later than October 8, 2008 for review at the Board's November 12-14, 2008 meeting. [410-3-.11 (2)]

Mrs. Ayers seconded the motion and it carried unanimously.

### **Clayton State University**

At its July 9-10, 2008 meeting, the Board reviewed the April 24-25, 2008 site visit report. Mrs. Ayers moved to accept the following responses:

1. Accept the responses to the April 24-25, 2008 site visit report submitted by Clayton State University. [410-3-.11 (2)]
2. Based upon review and documentation of compliance with rules relating to annual reports, the most recent site visit report and responses to recommendations, and an overall passing percentage of at least 80% (200/227, 88.1%) of all first-time NCLEX-RN writers over the last four years (2004-2007), Full Approval is extended through December 31, 2012. [410-3-.02 (2)(a)] Unless another reason presents itself, the next site visit will be scheduled for the 2011-2012 academic year. [410-3-.01 (8)]

Mrs. Wessinger seconded the motion and it carried unanimously.

### **Northwestern Technical College**

At its July 9-11, 2008 meeting, the Board reviewed the March 6-7, 2008 site visit report. Mrs. Keeton moved to accept the following responses:

1. Accept the response submitted by Northwestern Technical College to the Board's July 9-11, 2008 recommendation. [410-3-.11 (2)]
2. Based upon review and documentation of compliance with rules relating to annual reports, the most recent site visit report and responses to recommendations, and an overall passing percentage of at least 80% (107/126, 84.9%) of all first-time NCLEX-RN writers over the last four years (2004-2007), Full Approval is extended through December 31, 2012. [410-3-.02 (2)(a)] Unless another reason presents itself, the next site visit will be scheduled for the 2011-2012 academic year. [410-3-.01 (8)]

Mrs. Ayers seconded the motion and it carried unanimously.

## **NCLEX-RN REVIEW**

### **Brenau University**

Dr. Barnett moved to accept based upon a passing percentage of first-time writers in 2007 of 76.9% (30/39), but with an overall four-year average passing percentage of 89.2%, Brenau University must submit a written assessment and plan of action no later than October 8, 2008 for review at the November 12-14, 2008 board meeting. [410-3-.02 (2)(b)] Mrs. Wessinger seconded the motion and it carried unanimously.

## LEGAL SERVICES

(RNI=Registered Nurse Investigative Case Number)

RNI080776 – Mrs. Keeton moved to accept the Private consent agreement with attached letter from attorney. Mrs. Lockwood seconded the motion and it carried unanimously.

## MISCELLANEOUS

Mr. Thigpen moved to refer the complaint against KC to Enforcement to investigate the possible offering of non-approved nursing education. Mrs. Keeton seconded the motion and it carried unanimously.

There being no further business, the meeting adjourned Thursday, September 18, 2008 at 3:25 p.m.

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Linda Herren, *President*

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Sylvia Bond, *Executive Director*

The minutes were recorded by Gwen Dodson, *Administrative Assistant*, and approved December 10, 2008.