

The Florida  
**Board of Nursing**

# Meeting Minutes

November 21, 2014  
Telephone Conference Call



**Linda Horton, EdD, PhD, MSN, NS-C**  
Vice Chair

**Joe Baker, Jr.**  
Executive Director

## Friday, November 21, 2014 at 1:30pm

### Call to Order

The meeting was called to order at 1:34pm

### Roll Call

#### **Board Members Present:**

Linda Horton, EdD, PhD, MSN, NS-C - *Vice-Chair*  
JoAnn Trybulski, PhD, ARNP, DPNAP  
Jody Bryant Newman, EdD, EdS  
Kathryn L. Whitson, MSN, RN  
Ann-Lynn Denker, PhD, ARNP  
Cathy Gordon, LPN, BPS  
Diana Forst BA, RN  
Deborah Wakefield McKeen, LPN

#### **Board Members Absent:**

Len Connors, Consumer  
Todd Katz, Consumer  
Jessie Colin, PhD, RN, FRE, FAAN

#### **Attorneys:**

Lee Ann Gustafson, Senior Assistant Attorney General  
Rachel Clark, Assistant Attorney General

#### **Board Staff:**

Joe Baker, Jr., Executive Director  
Will Spooner, Program Operations Administrator  
Sarah Starling, Program Operations Administrator  
Janet Doke, Nursing Education Consultant  
Amanda Bowen, Regulatory Supervisor

### A. Elections

#### 1. Chair

A motion was made by Forst to nominate Horton. Motion was seconded by Newman and passed unanimously. A motion was made by Horton to reconsider. Motion was seconded by Forst and passed unanimously.

A motion was made by Horton to nominate Denker. Motion was seconded by Gordon. Motion passed unanimously.

#### 2. Vice Chair

A motion was made by Newman to nominate Horton. Motion was seconded by Forst and passed unanimously.

### B. Delegation of Authority to Board Staff

A motion was made by Horton to award delegations to staff as outlined in MQA policy through the new chair, Dr. Denker. Motion was seconded by Forst and passed unanimously.

### C. The meeting adjourned at 1:48pm.

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**I. Policy**

This policy creates a clear and concise process for documenting any authority delegated to staff by a board. These actions reflect our commitment to excellent customer service.

**II. Authority**

Section 456.0132, F.S.

**III. Supportive Data**

Not applicable.

**IV. Signature Block with Effective Date**

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(signature on file)

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Lucy C. Gee, M. S.  
Director, Division of Medical Quality Assurance

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11/22/2013

Date

**V. Definitions**

Not applicable.

**VI. Protocol**

Not applicable.

**VII. Procedures**

A. Board staff may request or a board/council may request staff to perform specific administrative functions.

1. Board may delegate duties to staff.
  - a. Simultaneous with board elections, a vote for delegation of authority will be scheduled.
  - b. A memo signed by the board chair shall be used to document the delegation of authority.
  - c. Any clarification shall be in writing and submitted to the board at a regularly scheduled meeting.
2. Duties that may be delegated to staff include, but are not limited to:
  - a. Issuance of licenses

- b. Referral of complaints
  - c. Signing any document at the direction of the Board
  - d. Setting board agenda
3. Documentation of the delegation of authority shall be maintained in a readily retrievable manner. The delegation of authority shall be signed by the board chair and maintained in the board office files.

**VIII. Distribution List**

Division Director, MQA  
Bureau Chief, Bureau of Enforcement  
Bureau Chief, Bureau of Health Care Practitioner Regulation  
Bureau Chief, Bureau of Operations  
Manager, Strategic Planning Services Unit  
Asst. Chief, Investigative Services Unit  
Investigation Manager, Consumer Services Unit and Compliance Management Unit  
General Counsel, MQA  
Chief Legal Counsel, Prosecution Services Unit  
Policy Coordinator, Director's Office  
MQA Web Manager, electronic copy

**IX. History Notes**

This policy supersedes DOHP 385-HC09-05, dated January 14, 2005; DOHP 385-HC09-07, dated August 23, 2007; Distribution list updated November 22, 2013.

**X. Appendix**

Not applicable.