

**Kansas State Board of Nursing  
Landon State Office Building  
Room 108  
December 17, 2002  
Finance Committee Minutes**

Time: 3:30 p.m. – 4:30 p.m.

Committee Members: Mark Steadham, Public Member, Vice-Chair  
Teresa Harder, ART, LPN, CST  
Artis Perret, RN, MSN, ARNP

Staff: Mary Blubaugh, MSN, RN  
Jennifer Hermann, Administrative Officer

Absent: Barbara Stec, with prior notice

Call to order: The Finance Committee was called to order by Mark Steadham at 3:30 p.m. in Room 108.

Add/Rev Agenda: KNAP Contract

Minutes: Mark Steadham approved the committee minutes from September 17, 2002.

Complaints/concerns: No complaints or concerns.

**Old Business:**

On-line verification: Mary Blubaugh discussed the status of proposed changes to the online verification database. Mary has been in contact with Access Kansas and requested a letter stating reasons for the incomplete online verification project. Access Kansas responded in writing and stated they are scheduled to begin development mid-January, 2003, with full attention to the project.

Move/Office space: Mary Blubaugh stated the move to the 10<sup>th</sup> Floor, Landon State Office Building is scheduled for January 6, 2003. Mary stated our office will be closed from January 6, 2003, through January 15, 2003. Mary explained notification of the move has been communicated to nurses through the newsletter, inserts in mailings and renewal packets, and walk-ins. Mary stated she will plan an open house early in 2003.

Budget update FY02: Mary Blubaugh stated KSBN is currently 68K under budget. Mary explained the budget will be more in line after the move (February or March) due to moving expenses. Mary stated she expects to end FY '03 approximately 27K under budget.

**New Business**

KNAP Contract: The Investigative Committee recommended the KNAP contract be sent to the Finance Committee for recommendation to the Board to approve the contract. There is no change in dollar amount from last year's contract and no increase was requested by KNAP. Mark Steadham will report to the Board that the contract is within the budget and may be accepted.

Budget FY04 and FY05: Mary Blubaugh explained FY '04 and FY '05 budgets were accepted with the exception of requested enhancements. Mary has done oral and written budget appeals. The suggestion of the Budget Analyst was to spend down the KSIP account, currently at 62K, to address the nursing shortage. Mary asked for funds to be carried over to FY '04 if approval was not granted to spend KSIP monies in addressing the nursing shortage. Teresa Harder inquired about fund balances of other small agencies. Mary stated KSBN's balance is comparable to other small agencies.

Adjourn: Teresa Harder moved to adjourn the meeting at 4:00PM.

---

Vice Committee Chairperson                      Date