

**Kansas State Board of Nursing  
Landon State Office Building  
Board of Nursing Library, Room 1051  
February 18, 2003  
Finance Committee Minutes**

Time: 3:30 p.m. – 4:30 p.m.

Committee Members: Barbara Stec, Public Member, Chair  
Mark Steadham, Public Member, Vice-Chair

Absent: Teresa Harder, ART, LPN, CST – with prior approval

Staff: Mary Blubaugh, MSN, RN  
Jennifer Hermann, Administrative Officer  
Adrian Guerrero, Information Technology Consultant I

Call to order: The Finance Committee was called to order by Barbara Stec at 3:30 p.m. in Room 1051.

Add/Rev. Agenda: Error on Old Business. Budget update FY02 should read Budget update FY03.

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

Complaints/concerns: None

Old Business

On-line verification: M. Blubaugh stated INK produced Online License Verification database that includes the individual search option and changes in per search fees. The database was submitted with a two-year contract. M. Blubaugh requested permission to negotiate a one-year contract due to a low comfort level with some design elements of the database. A. Guerrero discussed INK's role in the Online License Verification database including credit card payment. A. Guerrero explained some design elements of the database that are in question and also requested a one-year contract. M. Steadham suggested attempting negotiation but agreeing to two-year if necessary to move the project along.

Move/Office space: M. Blubaugh stated move to LSOB, 10<sup>th</sup> Floor is complete. The amount budgeted for Herman Miller (61K) is still encumbered. 22K of the 100K rolled over from last year was spent during the move. Outstanding move expenses will include the front door card swipe, additional file cabinets, and final Herman Miller components. M. Blubaugh requested approval to purchase furniture for the

Library stating approximately 7K would be required. B. Stec stated additional furnishings seemed appropriate. M. Steadham agreed. Recommendation will be made to Board.

Budget update FY03:

M. Blubaugh discussed the Appropriations Committee's recommendation to use 61K in KSPIT account to purchase server and begin working on nursing shortage. Appropriations Committee did not recommend enhancements for FY04 and FY05. One representative recommended a survey to determine why nurses left the profession. M. Blubaugh stated we would pursue the survey.

Budget FY04 and FY05—Update on appeal

M. Blubaugh discussed Governor's recommendations that all fee-funded agencies reduce FY04 budgets by 5.9%. This calculates to 83K for the Board. M. Blubaugh stated there is currently 50K in capital outlay that may be put on hold. M. Blubaugh stated additional possibilities for reduction include:

- Out-of-state travel – two staff to delegate assembly saving 2K.
- Four board meetings per year saving approximately 5K
- Reduce printing of NPA's saving 3 – 4K
- Furloughs of employees—7 days for each employee.

M. Steadham requested other options for reducing budget. M. Blubaugh explained abandoned positions would not be filled. M. Steadham asked if it was realistic to postpone all 50K in capital outlay. M. Blubaugh explained some of capital outlay is software licenses and when possible those are being updated this year. M. Blubaugh also explained the new server coming out of KSPIT account would have normally come from capital outlay. Most of the 55K can be saved with those changes. M. Steadham suggested office supply budget as an opportunity to reduce costs as currently only 1/3 of budgeted amount has been spent. M. Blubaugh agreed that would be an opportunity for reduction but explained large purchases are generally made at year-end to carry over.

New Business:

Review 74-1109 – Education Conference Fund

M. Blubaugh explained that K.S.A. 74-1109 allows for an Education Conference Fund. There is no limit to the fund

and fees accepted are used to sponsor additional education. M. Blubaugh suggested keeping the fund and making no changes to the statute.

Next Agenda

Old Business:

Online Verification  
Budget update—FY04 & FY05

New Business:

Opportunities for budget cuts—line item

Adjourn:

Meeting adjourned 4:05PM

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Chairperson

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Date