

**Kansas State Board of Nursing
Landon State Office Building
Board of Nursing Library, Room 1051
Finance Committee Notes
May 14, 2003**

Time: 8:30 a.m. – 9:30 a.m.

Committee Members: Barbara Stec, Public Member, Chair
Mark Steadham, Public Member, Vice-Chair
Teresa Harder, ART, LPN, CST

Absent: Barbara Stec, Public Member, Chair

Staff: Mary Blubaugh, MSN, RN
Jennifer Hermann, Administrative Officer
Adrian Guerrero, IT Consultant

Call to order: The Finance Committee was called to order by M. Steadham at 8:35AM in the Board of Nursing Library, Room 1051.

Review onsite packets:

Additions/Revisions to Agenda: No additions/revisions

Minutes: The minutes from the February 2003 meeting were reviewed. M. Steadham approved the committee minutes from February 18, 2003.

Complaints/concerns: None

Old Business

On-line verification: M. Blubaugh stated that effective March 3, 2003 Online License Verification is up and running. M. Blubaugh stated that tracking verifications indicates there were 428 requests for verification received in house between January 1, 2003 and March 3, 2003. Between March 3, 2003 and current 247 requests for verification have been received in house. Online License Verification received 150 requests in the month of March and 183 requests in the month of April.

Contract: M. Steadham inquired about the contract with Access Kansas discussed at February 18, 2003 meeting. M. Blubaugh stated a one-year contract was negotiated.

Move/Office space: M. Blubaugh stated the cost to move the office totaled \$38,723. M. Blubaugh explained the move and furnishing is complete aside from a few more chairs that are on order.

Budget update FY03: M. Blubaugh discussed the FY03 current balance. M. Blubaugh reported that KSBN is currently under budget and that 62K from KSIP account was put into that line based on the recommendation of the Budget Analyst.

Backup: A. Guerrero was present to discuss the purchase of a new back-up system that would allow for future growth and be more reliable. A. Guerrero proposed an external system that will back up all domains and be more automated. Tapes will be stored at the Kansas State Historical Society (KSHS). The cost is estimated at 10 – 12K including licenses. M. Steadham inquired about other agencies involved in the analysis. A. Guerrero stated DISC has been involved in analyzing the system and recommends this option as the most efficient and cost effective. M. Steadham inquired whether monies for the enhancement could be taken out of the move fund. M. Blubaugh stated money is available from the move fund.

It was moved to approve purchase of a back up system for data retention per proposal by Adrian Guerrero, not to exceed \$15,000. Motion #1 Harder/Steadham Adopted.

Server: A. Guerrero was present to discuss the purchase of a domain controller file server that holds security, printing, and legal files. A. Guerrero explained the small size of the present server and proposed purchasing a new server system that allows for growth and new operating system. The current system is becoming obsolete and will not support a new operating system. The cost is estimated at 18 – 20K. M. Steadham inquired whether DISC has been involved in this proposed solution. A. Guerrero stated DISC has been consulted and solutions are comparable.

It was moved to purchase a server to enhance the network system for \$21,000 or less. Motion #2 Harder/Steadham Adopted.

Budget FY04 and FY05: M. Blubaugh gave an update on the budget appeal. M. Blubaugh stated the agency did not receive enhancements. M. Blubaugh explained appropriations increase of 11k for FY04 and 12K for FY05 due to salary increase of 1.5%.

New Business

Opportunities for Budget Cuts:

M. Blubaugh discussed the following opportunities to reduce budget:

- 1 Salaries will be reduced by 1K if the Board reduces the number of meetings to 4 per year from 5.
- 2 Printing and mailing cost will be reduced by 6K by decreasing number of Nurse Practice Act (NPA) books printed and mailed. M. Blubaugh discussed NPA books quickly outdated and now online including revisions.
- 3 Repair costs will be reduced by 5K due to new office space.
- 4 Travel expenses will be reduced by 2K by sending only two staff to delegate assembly.
- 5 Fees will be reduced by decreasing number of subscriptions to professional magazines.
- 6 Professional fees (Hearing officer, etc.) will be reduced by 1K (hearing officer, etc.).
- 7 Supply costs will be reduced by ordering supplies end of this FY.
- 8 Capital outlay will not be spent. Total savings achieved will total 83,202.

T. Harder inquired about an increase in fees. M. Blubaugh stated an increase in fees is not necessary at this time. M. Blubaugh explained decreases in budget are necessary due to 5.9% cut by Governor rather than a shortage off fee fund monies. M. Blubaugh stated that she will look at purchasing computers slated for FY 04 if funds are available at end of this FY.

It was moved to adjourn at 9:05 a.m. Motion #3 Harder/Steadham Adopted.

Adjourn: 9:05 a.m.

Chairperson

Date