

WEST VIRGINIA STATE BOARD OF EXAMINERS  
FOR LICENSED PRACTICAL NURSES

**MINUTES**  
JUNE 12, 2025  
BOARD MEETING

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PPTOPIC	DISCUSSION	DECISION
DATE	June 12, 2025	
MEMBERS & STAFF PRESENT	Coralee Hatcher Orpha Swiger Francine Kirby-Chittum – per phone Michelle Chapman Lisa Shitz Victoria Carter Jennifer Hubbard	
CALL TO ORDER	10:03AM	Called to order by Coralee Hatcher. Approved by Orpha Swiger. Motion carried by all.
INTRODUCTION OF GUESTS	See attached Guest List	
REVIEW/APPROVAL PROPOSED AGENDA		Motion was made by Coralee Hatcher to accept the proposed agenda. Seconded by Francine Kirby-Chittum. Motion carried.

APPROVAL OF MEETING MINUTES – FEBRUARY 13, 2025		Motion was made by Orpha Swiger to accept February 13, 2025, Minutes. Seconded by Francine Kirby-Chittum. Motion carried.
REPORT/DISCIPLINARY REVIEW COMMITTEE	See Attached List. Disciplinary Actions and Consent Agreement Summary of Cases from February 13, 2025, through June 12, 2025. Verbal report of cases completed with the Disciplinary Review Committee.	
BUDGETARY INFORMATION	Expenditures – FY 2025 – 3 <sup>rd</sup> Quarter. The total expenditures third quarter for FY 2025 was \$128,536.67. The Account balance at the end of the third quarter FY2025 was \$27,009.34.	
REPORT OF PURCHASING CARD EXPENDITURES	Per requirements of the Auditor’s Office copies of the Purchase card log for the months of February 2025 through June 2025. Staff will be happy to respond to any inquiries Board members may have regarding these expenditures.	

<p>NCLEX-PN – TESTING RESULTS – AS OF MAY 31, 2025</p>	<p>NCLEX-PN – Testing Results – as of May 31, 2025. Summary results for the quarter ending March 31, 2025, are listed. These indicate that the passing rate for the West Virginia candidates for the quarter ending March 31, 2025, is 77.92%. Records reflect 77 West Virginia candidates with 60 passing. The national passing average for the quarter ending March 31, 2025, was 86.28%. The state is below the National Average. Also, provided is a listing of individual schools passing rates in WV. Staff will be happy to respond to any inquiry members may have regarding this concern. 2025 NCLEX Virtual Conference will be held on September 10, 2025. An update will be provided at a later date.</p>	
<p>NATIONAL COUNCIL STATE BOARD OF NURSING (NCSBN)</p>	<p>Tri-Regulator Symposium-March 6<sup>th</sup> &amp; 7<sup>th</sup> 2025 in Tysons Corner, VA. Along with the Mid-Year Meeting - March 11<sup>th</sup> -13<sup>th</sup>, 2025 in Pittsburgh, PA were both attended by Lisa Shiltz. Basically the regulatory boards that license U.S. dentists, physicians, pharmacists and nurses have established the ORC in effort to bring new resources and</p>	

	<p>strategies to the nation's opioid epidemic response, Composed of leaders from the American Association of Dental Boards (AADB), the Federation of State Medical Boards (FSMB), the National Association of Boards of Pharmacy (NABP) and the National Council of State Boards of Nursing (NCSBN), the Collaborative aims to reduce opioid substance use disorder among the public as well as health care practitioners.</p> <p>NCSBN Mid-Year Meeting, March 11<sup>th</sup>-13<sup>th</sup>, 2025, in Pittsburgh, PA. There was more discussion on substance abuse by our health care workers as well as the public and the root causes being from stress and burnout. Nurses are leaving the workforce because of the workload, understaffing and inadequate salaries. More than 138,000 nurses left the workforce in 2022, and they reported stress, burnout and retirement as key reasons as those they surveyed two years before that. Employment levels have rebounded slightly, with 87.7% of RN licensees and 70.6% of LPN/VN licensees now actively employed in nursing. Median pre-tax annual earnings for both RNs and LPNs have increased 10-16%, likely driven by inflation and rising demand for health care services.</p>	
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	<p>The Annual Meeting in Chicago, IL, August 27-30, 2024, will be updated at our next Board meeting after it has happened. Lisa Shiltz and Victoria Carter are attending.</p>	
NLC UPDATE	<p>Currently 43 states have enacted the NLC and have implemented the compact, if you hold a West Virginia Multistate License you can practice in Pennsylvania and Guam now; the nurse cannot practice in Connecticut, Massachusetts, or US Virgin Islands yet. The staff is happy to respond to the impact the compact has made on the Board staff.</p> <p>NLC Annual Meeting in Chicago, August 12, 2025. Information will be provided at a later date.</p>	
WVNA	<p>Governor Patrick Morrisey Proclamation of Nurses week May 6-12, 2025</p> <p>ANA Bylaws Changes- Requests. Advancing Rural Health through Nursing Innovation and Advocacy.</p> <p>Rural communities in the United States face significant barriers to healthcare access, leading to stark health disparities compared to urban populations. Recommended models would be telehealth,</p>	

	<p>mobile clinics and community health programs. Policy development for the effective use of artificial intelligence from the lens of ethics within the scope of nursing practice. AI technology into nursing practice can improve clinical decision-making and impact patient safety and outcomes. The issue is how nurses can use AI tools within their scope of practice. Revising and protecting the role of the nurse. Nursing Scope of Practice. Provide feedback from this informed proposal, as the revision of the Scope and Standards of Practice takes the next step.</p> <p>Unity Day at the Capital was March 31, 2025. This was to recognize “The Power of West Virginia Nurses”.</p>	
AUDITS	<p>FBI and WVSP Audit - March 3, 2025. See attached. Purchasing On-site Audit. The Purchasing Division’s Inspection Services Unit performs this function by regularly conducting inspections of all spending units subject to Purchasing Division oversight. Based on the findings contained in this report, the Purchasing Division finds no formal Correction Action Plan is required. No further action is required at this time.</p> <p>2025 West Virginia Annual Purchasing Conference,</p>	

<p>SCHOOLS OF PRACTICAL NURSING</p>	<p>August 25<sup>th</sup> &amp; 26<sup>th</sup> 2025, will be held at Glade Spring Resort. Victoria Carter and Lisa Shiltz will be attending. Report to follow at a later date.</p>	
<p>BRIDGEVALLEY COMMUNITY AND TECHNICAL CENTER SCHOOL OF PRACTICAL NURSING</p>	<p>BridgeValley Community and Technical Center School of Practical Nursing. The 1-year review on April 14, 2025. BridgeValley Community and Technical Center School of Practical Nursing, 1 year follow-up visit showed compliance with all requirements of the West Virginia State Board of Examiners for Licensed Practical Nurses. The Full Accreditation visit will be due on May 30, 2026. BridgeValley Community and Technical Center School of Practical Nursing will need to submit the required documentation to the Board 30 days before the Accreditation visit.</p>	
<p>CABELL COUNTY CAREER TECHNOLOGY CENTER SCHOOL OF PRACTICAL NURSING</p>	<p>Cabell County Career Technology Center School of Practical Nursing 1 year review May 21, 2025. The 1-year follow-up visit showed compliance with the requirement of the West Virginia State Board of Examiners for Licensed</p>	

<p>MINGO EXTENDED LEARNING CENTER SCHOOL OF PRACTICAL NURSING</p>	<p>Practical Nurses. The Full Accreditation visit will be due by May 20<sup>th</sup>, 2027. Cabell County Career Technology Center School of Practical Nursing will need to submit the required documentation to the Board 30 days before the accreditation visit.</p> <p>Mingo Extended Learning Center School of Practical Nursing 1-year Provisional Status, follow-up visit on April 15, 2025. The coordinator sent a couple of examples of changes being made, but the information was not sent to the Board in advance, it was viewed on this visit. All problems with curriculum content and hours for syllabi, calendars, master plan hours both theory, clinical, and integrated hours have been corrected for every course. This included errors with Pediatrics, Obstetrics, Pharmacology, Medical Surgical Nursing I and II, nutrition, anatomy, PVR integration. Administrator and staff list, and handbooks on website and Book List updated. Update skills sheet with weekly updates and documentation for student skillset completion. Grading scale is off on some subjects: Reflects a total of 100%. The courses with correct percentages (totaling 100%) do not have class work included in the final grading</p>	<p>Motion was made by Coralee Hatcher that Mingo Extended Learning Center School of Practical Nursing Provision Status be changed to Full Accreditation Status through April 30,2027. Seconded by Orpha Swiger. All in favor. Motion carried by all.</p>
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<p>WEST VIRGINIA JUNIOR COLLEGE SCHOOL OF PRACTICAL NURSING</p>	<p>percentage: Exam, quiz, final only is stated, but plan for upcoming year is to revise this. The lowest TEAS score accepted is changed based on recommendation to a score of 55, with alternates as no lower than 50 to help improve NCLEX pass rates. Discussed HESI Benchmark scores and option to hold transcript until they meet the passing standard before taking NCLEX.</p> <p>Students spoke highly of all faculty, particularly in the clinical setting. The job description states for secretary states time is split evenly between LPN and RN program. Simulation lab hours with clinical hours are greater than theory hours. Program Coordinators: Amanda Poling is Nursing Director concerns regarding dual roles of nursing director and coordinator, but she has the following support staff: Rodney Wilson is the full-time clinical coordinator. Kelly Hoffman is support for Clarksburg Campus, Faith White is to be Program Coordinator, Amy Ward Charleston Coordinator, Kelly Pauley is Director. Reviewing test: Currently they have to request a review with the instructor. The students stated they were not getting a review with students this was not done as a trial, but it was not effective so the</p>	<p>The Board Recommends: West Virginia Junior College School of Practical Nursing be gully accredited through May 19, 2028. Motion was made by Francine Kirby-Chittum to be fully accredited through May 19, 2028. Seconded Orpha Swiger. Motion carried by all.</p>
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<p>BEN FRANKLIN CAREER CENTER SCHOOL OF PRACTICAL NURSING</p>	<p>plan of improvement is to have them take test, from result of test fall under 80% required to do remediation, then each student analysis will be done individually; only required to turn in if &lt;80% this will be implemented next week. They use EHR for care plans, use canvas with weekly schedules and quizzes and discussion boards.</p> <p>Ben Franklin Career Center School of Practical Nursing. The program needs to complete med surg syllabus. The calendar, syllabi, and master plan all hours needed to match. Code 8.5 the faculty shall devote not less than ¼ nor more than ½ of the actual instructional time to theory. The completion rate is down to 78.6 % and the NCLEX pass rate is down to 71.43.% for the last class. The advisory meetings need to be completed twice a year, the COE occupational advisory bylaws are not the same as the practical nursing bylaws, these need to be switched out. Need to update the member list for advisory. The affiliation agreements need to be updated and include dates and signature of program coordinator and the facility with specific date of coverage. Need to utilize the simulations equipment. It is okay to have students teach skills, but they need to have</p>	<p>Recommendation was made by the Board that Ben Franklin Career Center School of Practical Nursing be placed on a one-year Provisional status to correct the above problems. The Board will make a 6 month visit to evaluate program. Motion made by Orpha Swiger to approve. Seconded by Francine Kirby-Chittum. Approved by all.</p>
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	<p>an actual check-off. Instructors must help student's complete skills and be present with students not on their laptops in the clinical setting other than charting the clinical day. Program coordinator needs to be a part of the admission process and to have input into who is accepted into the program and may consider doing interviews before coming into the program to see if they are prepared. Encourage to meet with UTC or Boone CTC program coordinators for help with coordinator program coordinators for help with coordinator process.</p>	
PREVIOUSLY APPROVED MEETING DATES	<p>Thursday, February 12, 2026, at 10:00A.M.  Thursday, June 12, 2025, at 10:00A.M.  Thursday, October 16, 2025, at 10:00A.M.</p>	<p>There was a typo for the October 16, 2025, meeting date. It did say Thursday, October 24, 2025, but it was supposed to say October 16, 2025, so that is this correction.</p>
PROPOSED MEETING DATE	<p>Thursday, June 11, 2026, at 10:00A.M.</p>	<p>Approved by common consent.</p>
MISCELLANEOUS	<p>No safety issues have been identified</p>	

<p>ADJOURN REGULAR MEETING</p>	<p>Regular meeting recessed at 11:00A.M.</p>	<p>Motion by Coralee Hatcher to adjourn Regular meeting. Seconded by Orpha Swiger.</p>
<p>RECESS REGULAR MEETING (TO BE READ VERBATIM BY CHAIR)</p>	<p>Chapter 6 Article 9A Section 4(2)(B)(12) of the Code of West Virginia provides for Executive Sessions to be held by governmental agencies to discuss any matter which, by express provision of Federal Law or state statute or rule of court rendered confidential, or which is not considered to be a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of this code. Chapter 6 Article 9A Section 4(2)(A) of the Code of West Virginia provides for Executive Sessions to be held by governmental agencies to consider personnel matters. All motions arising from the discussion during the executive session shall be made and voted upon in an open meeting immediately following an executive session.</p> <p>To proceed to executive session the following motion must be made and approved:</p> <p>“In accordance with Chapter 6, Article 9A, Section 4(2)(A), I move that the Board recess and reconvene in an Executive Session for the purpose of discussing personnel matters”</p>	

	<p>According to Bylaws of the Chapter 6 Article 9A Section 4(2)(B)(12) of the Code of West Virginia provides for Executive Sessions to be held by governmental agencies to discuss any matter which, by express provision of Federal Law or state statute or rule of court rendered confidential, or which is not considered to be a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of this code. Chapter 6 Article 4(2)(A) of the Code of West Virginia provides for Executive Sessions to be held by governmental agencies to consider personal matters. All motions arising from the discussion during the executive session shall be made and voted upon in an open meeting immediately following an executive session.</p> <p>To proceed to executive session the following motion must be made and approved:</p> <p>“In accordance with Chapter 6, Article 9A, Section 4(2)(A), I move that the Board recess and reconvene in an Executive Session for the purpose of discussing personnel matters”</p>	
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EXECUTIVE SESSION – CLOSED TO THE PUBLIC	Executive Session called to order at 11:05A.M.	Called to order by Orpha Swiger. Second, by Francine Kirby-Chittum. Motion carried.
STAFF CONSIDERATIONS	Evaluation of staff as conducted by the Executive Director, Michelle Chapman. Copies will be provided to members of the Board. Members are asked to discuss options regarding individual raises for the following employees: Michelle Chapman, Lisa Shiltz, Victoria Carter and Jennifer Hubbard. The Board granted pay raises for a 4% increase for all staff.	Motion made by Coralee Hatcher to approve raises. Seconded by Orpha Swiger. Motion carried
ADJOURN EXECUTIVE SESSION	Executive Session adjourned at 11:45A.M.	Motion made to adjourn by Coralee Hatcher. Motion carried.

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APPROVAL BY:

Coralee Hatcher

Coralee Hatcher, President

06/13/2025

Date

PREPARED BY:

Victoria L. Carter

Victoria L. Carter Adm. Services Assistant

06/13/2025

Date