

# Guam Board of Nurse Examiners

Thursday, February 13, 2025, at 3:00 PM

Join Zoom Meeting

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Meeting ID: 827 1615 7165

Passcode: 204184

## MINUTES

Item		Discussion		Responsible Party	Reporting Timeframe	Status
I	Call to Order	Chaired by: Anna Varghese		Acting Chair	1512	Called to Order
	Proof of Publication	Guam Daily Post Ads and Public Portal		HPLO	1512	Confirmed
	Roll Call	<b>GBNE Members:</b> <u>Virtual Attendance:</u> <input type="checkbox"/> Greg Woodard, APRN-NPC, AOCNP, Chair <input checked="" type="checkbox"/> Anna Varghese, RN, DNP, Vice Chair <input checked="" type="checkbox"/> Charlotte Huntsman, GMRC, Public Member <input checked="" type="checkbox"/> Philip John Calalo, DNP, RN, Treasurer <input checked="" type="checkbox"/> Brenda Manzana, LPN, Secretary <input checked="" type="checkbox"/> Gia Ramos, RN <input checked="" type="checkbox"/> Margarita Gay, Member	<b>Other Attendees:</b> <u>Virtual Attendance:</u> Breanna Sablan, HPLO Acting Administrator Rosemary Carman, HPLO Don Sulat, DPHSS/HPLO Relida Sumaylo, DPHSS/Executive Officer Jolene Tovez, GDP Reporter Melinda Ong, RN Applicant Ann Rios, General Public, RN	GBNE	1512	Quorum Established
II	Approval of Agenda	Motion to approve: G. Ramos; 2 <sup>nd</sup> : C. Huntsman.		GBNE	1514	Unanimously Adopted
III	Approval of Minutes	Minutes dated 01/09/2025 Motion to Approve: Dr. Calalo; 2 <sup>nd</sup> : C. Huntsman.		GBNE	1515	Unanimously Approved
IV	Treasurer's Report	The most recent update came from the treasurer report of G. Ramos from the previous year. The latest itemized amounts were shared in the group chat. No further changes were reported.  A. Varghese suggested that Dr. Calalo email the information to the other board members. He acknowledged that B. Sablan had already sent the email, and he would be CC the rest of the board.		Dr. Calalo	1517	Noted
V	Committee Reports	<b>Rules and Regulations (Proposed).</b> B. Sablan updated the board regarding the NLC language that was received from the FBI's legal counsel. The verbiage was provided to the board. It was suggested that a board member be identified to collaborate with others in updating the draft rules and regulations, which had been reviewed by Attorney Strader. The language was sent shortly before the meeting, and it was recommended that members review it before proceeding with updates to the draft proposal.		GBNE	1518	Noted

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VI	Nursing Education	<p><b>A. Nurse Assistant Annual Report – GMTC</b>  A. Varghese noted that at the December meeting, the board had requested GCC to submit details regarding the initial approval for the ADM program, including a timeline for faculty and administration. This information was received last month. After reviewing it, the recommendation was made to provide initial approval for the program.</p> <p>There was a suggestion to check in with GCC to confirm whether they have appointed a nursing director yet, or if that is still in process. It was clarified that the current chair and administrator will remain in place until a new administrator is found, with the faculty required to meet board regulations. The timeline provided by GCC for meeting these requirements is set for Spring 2026.</p> <p>The board had received the timeline and updates from B. Sablan, and based on this, the recommendation was to grant initial approval for the ADM program. The program will submit reports in the summer, and moving forward, the board recognized the critical need for workforce development, having reviewed and approved all other requirements. The timeline, submitted last month, is the final piece in moving forward with approval.  <i>Motion to Approve: A. Varghese; 2<sup>nd</sup>: B. Manzana.</i></p>	A. Varghese	1519	Unanimously Approved. GCC has Provided a Timeline
VII	Administrator's Report		B. Sablan	1525	No Report
		<p><b>A. Diagnostic Laboratory Services Inquiry Regarding Ordering of Off-Island Labs</b>  The Diagnostic Laboratory Services (DLS) made an inquiry to the nursing board regarding patients visiting Guam who have lab orders from physicians off-island. The inquiry was about how to manage lab orders for such patients. Dr. Berg, the interim chair of the Medical Board, requested a meeting with the Allied Health and Nursing Boards. G. Woodard, the chair of the Nursing Board, along with Dr. Balajadia from Allied Health, met with Dr. Berg, and concluded that these lab orders would not pose a significant issue for continuity of care, as long as the request is made as a one-time occurrence by the off-island physician. G. Woodard plans to further discuss the matter in the next meeting, noting that there were no concerns raised by the nursing board at this time. Dr. Berg also mentioned that in the future, they may need to implement a verification form or requirement for physicians ordering labs from off-island, and this will be discussed further.</p>	HPLO		The Board has Noted that an Off-Island Lab Order can be Accepted as a One Time Occurrence.
		<p><b>B. NLC Status</b>  The board is still partial regarding the compact, with the only obstacle being the FBI criminal background check. Detailed feedback from the FBI's legal counsel was shared with the board regarding the background check process. This information was subsequently forwarded to Matt Schrader, the assistant attorney general, for his input. The next step is to clarify the language and the relationship between the entities requesting the report. This information was shared via email.</p>			Noted,
		<p><b>C. NCSBN Meetings/Conferences</b>  An update was provided regarding the upcoming NCSBN meetings and conferences for 2025. The link for these events was shared with the board, including the Tri-Regulatory Symposium and the Opioid Regulatory Summit scheduled for March 6th and 7th, 2025, in Virginia. Additionally, the NCSBN NLC</p>			Noted

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		<p>Mid-Year Meeting and the NCSBN Mid-Year Meeting will take place from March 10th to March 13th, 2025. R. Sumaylo, Dr. Calalo, and B. Sablan will be attending these meetings.</p> <p>Board members were reminded of the policies and procedures surrounding travel, including the need to submit travel authorizations 25 working days in advance. B. Sablan clarified that NCSBN funds up to two travelers per conference and that funding details, including the target audience and available support, are typically outlined for each event. Board members raised questions regarding how NCSBN allocates funded spots for conferences and how travel funding works. She also explained that typically, two travelers are funded per conference, with the option for one or two board members depending on the event. The process for selecting attendees and confirming availability will be handled by B. Sablan, who will reach out to the board members in advance and coordinate a rotation for conference attendance. Board members were also reminded that even if NCSBN funds travel, proper travel authorization documentation is required. B. Sablan will provide further details on the documentation requirements via email.</p> <p>B. Manzana suggested that for future board meetings, the agenda should be more specific regarding upcoming NCSBN meetings and conferences, including dates and the types of events. This would allow board members to better plan their schedules for the year. The suggestion was well-received, and the board agreed that having this information on the agenda would improve transparency and help members identify when they can attend.</p> <p>G. Ramos thought that this idea had been discussed previously and was intended to be included in the current agenda. B. Sablan acknowledged this and clarified that while the information could be added to the next meeting's agenda, it would need to be adjusted to fit the publication's size constraints. She will work with G. Woodard on how to fit everything into the agenda.</p>			
		<b>A. GBNE Complaints</b>			
		<p><b>1. GBNE-CO-20-007/1, 2, 3, 4, 6 &amp; 7 Received 9/16/20.</b></p> <p>The requisition for a small purchase procurement has been rejected. As a result, the request for an off-island expert will now need to go through a formal request for a proposal. B. Sablan will be working on this process.</p>	G Woodard		Awaiting Procurement of Expert Consultant,
VIII	Old Business	<b>A. Continuing Education</b>		1539	
		<p><b>1. Sexual Assault Nurse Examiners (SANEs)</b></p> <p>B. Manzana clarified the question from the previous meeting regarding the CE requirements for nurses pursuing SANE certification. The question was whether the GBNE approves CEs for nurses training or certifying as SANEs.</p> <p>A. Rios provided clarification, explaining that certification and training are two distinct things. While anyone can undergo training, to become certified as a SANE, a nurse must have at least three years of experience and 300 hours of training, which is overseen by the International Association of Forensic Nurses. This organization also approves the CEs required for SANE certification, which can include</p>	GBNE		Noted

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		<p>topics such as forensic examinations, vicarious trauma, sexually transmitted diseases, and physical abuse. A. Rios emphasized that it is the IAFN, not the GBNE, that is responsible for approving the CEs for SANE certification. This distinction was made to clarify any confusion arising from the media, where certification and training were sometimes mistakenly used interchangeably.</p> <p>The discussion then moved to whether the board needed to make any decisions on the matter. B. Manzana clarified that the intent of the discussion was informational and for situational awareness, especially for nurses interested in pursuing SANE certification.</p> <p>The final takeaway was that nurses pursuing SANE certification should be aware that the IAFN is the organization responsible for approving CEs, not the Guam Board of Nurse Examiners. This is important for nurses who may be interested in the SANE certification process.</p>			
IX	New Business	<p><b>A. Endorsement Application</b></p> <p><b>1. Melinda Ong</b> M. Ong was invited to discuss her traffic violations in relation to her application for endorsement. She clarified that the issues stemmed from three separate incidents: driving with an expired registration, failing to stop at a stop sign, and improperly bypassing traffic by turning toward a gas station. In all cases, she rectified the issues by presenting the necessary documentation and paying the required penalties. She confirmed that these violations, which occurred 18–19 years ago, are public records and may still appear on reports, although they should be purged after 10 years. The board sought verification and further clarification of these matters to ensure that everything was properly cleared.</p> <p>B. Manzana expressed concerns regarding safety and professional standards, stating that such infractions, while not severe crimes, could potentially have negative impacts on the community if a serious incident had occurred. She noted that while the violations were minor, safety should always be a priority. She ultimately expressed reservations about approving the endorsement immediately. She also stressed the importance of upholding professional standards in nursing and the importance of being mindful of such violations even in personal situations, emphasizing that safety is paramount. G. Ramos thanked M. Ong for participating in the board meeting and for explaining and clarifying the issues related to her endorsement.</p> <p><i>Motion to Approve: B. Manzana; 2<sup>nd</sup>: G. Ramos.</i></p>	GBNE	1529	Unanimously Approved
XI	Next Board Meeting	<p>Next Scheduled Meeting will be Thursday, March 13, 2025 at 3pm.</p> <p>M. Gay inquired about the changes in the endorsement review process, noting that board members previously reviewed files with four signatures but no longer had visibility on them. In response, it was explained that since COVID, the board had approved a process where the Executive Officer (EO) and the office administrator handle the reviews. Cases involving violations or discrepancies are brought before the board as needed. It was further clarified that a memorandum had been established outlining this change, which evolved from requiring four signatures to two, and now allowing the EO and staff to</p>	GBNE	1555	Set Meeting Date, Noted.

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	<p>conduct the review. R. Carman was noted for thoroughly scrutinizing applications, with D. Sulat now involved as well. The board will only review applications if issues such as violations, questions, or discrepancies arise.</p> <p>Concerns were raised regarding the current endorsement review process, with emphasis on the board's responsibility to oversee approvals rather than relying solely on the Executive Officer (EO) and staff. It was noted that, historically, board members reviewed applications collectively, ensuring multiple perspectives were considered before approval. Given that COVID-19 is over, it was suggested that the board revisit this process to determine whether changes to the rules and regulations are necessary. There was also a question about whether the Guam Board of Nurse Examiners is the only board that delegates this responsibility to the EO, or if other boards still conduct reviews. Additionally, it was pointed out that the board has transitioned to a fully online system, and any proposed changes should be brought back for a board vote.</p> <p>It was clarified that all application and license renewal processes are now conducted through the online nurse portal, requiring board members to approve applications digitally if they choose to be involved. A concern was raised about the lack of orientation on this new system, along with a suggestion to return to in-person meetings to allow for more direct discussions. It was noted that most boards have resumed in-person meetings, and board members are welcome to attend sessions at the HPLO conference room. G. Ramos proposed revisiting the issue and placing it on the next meeting agenda. She recalled that while the EO was granted approval authority unless discrepancies arose, the board had also agreed to conduct a random review of five to ten percent of applications for quality assurance. However, it appears that the board has not been notified of these random reviews, highlighting a gap in the process that should be addressed.</p> <p>Acknowledgment was given to the concerns raised, recognizing the experience and understanding of board processes and regulations. It was noted that this year marks a renewal period, and while the five percent review is a small portion, there have been relatively few endorsements, reinstatements, or new applications submitted. The discussion shifted to the ORBS system, questioning whether reports would be generated to facilitate the board's random five percent review and whether such reviews would be listed under new business when addressing application renewals and endorsements. It was clarified that board members can review applications at any time, but the current system ensures that staff verify all requirements before issuing a license. It was reiterated that topics requiring board approval, such as endorsements, will still be brought forward during meetings.</p> <p>Concerns were raised regarding the removal of applicant and endorsement lists from board meetings, as these lists were previously provided for review. It was noted that despite the transition to the ORBS system and the shift to an online process, maintaining running lists of approved registered nurses, endorsements, and certified nursing assistants would ensure board members remain informed. G. Ramos</p>			

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		<p>agreed with this suggestion and proposed including these lists on the agenda for the next meeting. Additionally, consideration was given to adding certain items, such as NCSBN travel dates, as an addendum to avoid cluttering the agenda. However, it was clarified that all discussion topics must be included in the agenda in advance. A suggestion was made to adjourn the meeting as the discussion had extended beyond the scheduled topics.</p> <p>A plan was proposed to collaborate with the chair and vice chair to finalize the agenda for the upcoming board meeting in March. Additionally, there was discussion regarding the necessity of legal guidance on advertising requirements for board meetings. Specifically, members questioned whether every detail must be included in public advertisements or if general subject titles, such as "NCSBN Dates" or "List of Approved RNs," would suffice, with the details provided as an attachment during the meeting. It was suggested that legal counsel be consulted to clarify whether this approach aligns with regulatory requirements and to ensure compliance while maintaining efficiency.</p> <p>There was further discussion regarding the inclusion of topics in meeting agendas and adherence to open government laws. It was clarified that during the COVID-19 pandemic, a public law was enacted requiring all discussion items to be explicitly listed in the agenda and publicly published in advance. This led to the removal of a general "Other Issues for Discussion" section to maintain transparency and compliance with the law.</p> <p>Board members suggested ensuring that any questions or topics for discussion be submitted and added to the agenda before the meeting. Additionally, there was a proposal to establish a separate quorum to address certain matters outside of the regular board meetings. It was agreed that legal guidance should be sought to confirm these procedures align with regulatory requirements.</p> <p>There was further clarification on legal requirements regarding board discussions and quorum. It was noted that any time the board has a quorum, the topics to be discussed must be properly published in advance. While working sessions without voting may allow for discussion, it was emphasized that all board-related matters should be addressed within official meetings.</p> <p>To ensure compliance, a recommendation was made to adjourn the meeting before continuing discussions on items not included in the published agenda. Board members acknowledged the need for legal guidance to confirm proper procedures moving forward.</p>			
XII	Adjournment	<i>Motion to Adjourn: A. Varghese; 2<sup>nd</sup>: G. Ramos.</i>	GBNE	1610	Adjourned

Minutes Drafted by: FLAME TREE Freedom Center, Inc.

Submitted by the GBNE Secretary

Approved by the GBNE with or without changes: Brenda P. Manzana Date: 3/18/2025

Certified by or Attested by the Chairperson: [Signature] Date: 3/18/2025