



PUBLIC HEALTH DIVISION, Center for Health Protection  
 Health Care Regulation and Quality Improvement Section  
 Health Facility Licensing and Certification Program  
 Tina Kotek, Governor



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## Nurse Staffing Advisory Board – Quarterly Meeting Agenda

Presiding Co-Chair: Mariah Hayes

Date: October 25, 2023  
 Time: 1:00 PM – 5:00 PM  
 Location: Portland State Office Building  
 800 NE Oregon St, Room 177  
 Portland, OR 97232

*Those unable to attend in-person are encouraged to join remotely at:*  
<https://www.zoomgov.com/meeting/register/vJltdeysqjloG6ATA98V0LnsDz0FBEGzPq>

The time and order of agenda items are subject to change at the discretion of the Board Co-Chairs

Time	Agenda Item	Materials Provided	Presenter
1:00 PM	<b>Item 1 – Call to Order</b>		Mariah Hayes
1:00 PM – 1:05 PM	<b>Item 2 - Minutes</b>	<ul style="list-style-type: none"> <li>July 2023 Meeting Minutes</li> </ul>	Kimberly Voelker
1:05 PM – 1:15 PM	<b>Item 3 – Membership &amp; meeting updates</b> <ul style="list-style-type: none"> <li>Thank you to Uzo, Barb, and Becky</li> </ul>		Kimberly Voelker

Nurse Staffing Advisory Board  
 Quarterly Meeting Agenda  
 October 25, 2023

	<ul style="list-style-type: none"> <li>• Introduce Ilana Kurtzig</li> <li>• Open board positions</li> <li>• Required training reminder</li> </ul>		
1:15 PM – 1:20 PM	<b>Item 4 – Legislative Report Update</b>		Kimberly Voelker
1:20 PM – 1:45 PM	<b>Item 5 – Status Updates</b> <ul style="list-style-type: none"> <li>• Number of valid complaints received</li> <li>• Number of investigations completed</li> </ul>	<ul style="list-style-type: none"> <li>• Complaint dashboard</li> </ul>	Kimberly Voelker
1:45 PM – 2:15 PM	<b>Item 6 – HB 2697 Implementation Updates</b> <ul style="list-style-type: none"> <li>• Implementation Plan overview</li> <li>• Implementation FAQ</li> <li>• POC closure letters</li> <li>• New complaint form</li> <li>• New online contact form</li> <li>• Upcoming rulemaking</li> </ul>		Dana Selover, Anna Davis, and Kimberly Voelker
2:15 PM – 2:50 PM	<b>Item 7 – Online Complaint Form</b> <ul style="list-style-type: none"> <li>• Types of complaints filed through form</li> <li>• Public feedback</li> <li>• Lessons learned so far and next steps</li> </ul>	<ul style="list-style-type: none"> <li>• Online Complaint Form Slides</li> </ul>	Kimberly Voelker
2:50 PM – 3:00 PM	<b>Item 8 - Break</b>		Kimberly Voelker

3:00 PM – 4:00 PM	<b>Item 9 – NSAB Bylaws</b> <ul style="list-style-type: none"> <li>• Review NSAB statutory language</li> <li>• Review Bylaws</li> <li>• Propose changes</li> </ul>	<ul style="list-style-type: none"> <li>• NSAB Bylaws</li> </ul>	Anna Davis and Kimberly Voelker
4:00 PM – 4:40 PM	<b>Item 10 – Emerging issues in nurse staffing</b> NSAB members raise new issues that are emerging as nurse staffing concerns across the state <ul style="list-style-type: none"> <li>• Questions about HB 2697</li> </ul>		Mariah Hayes
4:40 PM – 5:00 PM	<b>Item 11– Public Comment</b> Members of the public may speak for up to two minutes on the meeting’s agenda and other topics.		
5:00 PM	<b>Meeting Adjourned</b>		

Everyone has a right to know about and use Oregon Health Authority (OHA) programs and services. OHA provides free help. Some examples of the free help OHA can provide are:

- Sign language and spoken language interpreters
- Written materials in other languages
- Braille
- Large print
- Audio and other formats

If you need help or have questions, please contact Kimberly Voelker at 971-803-0914, 711 TTY or [kimberly.n.voelker@oha.oregon.gov](mailto:kimberly.n.voelker@oha.oregon.gov) at least 48 hours before the meeting.

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**Oregon Nurse Staffing Advisory Board (NSAB)**  
 Wednesday, July 26, 2023  
 1:00 PM – 5:00 PM

<http://www.healthoregon.org/nursestaffing>  
[mailbox.nursestaffing@odhsoa.oregon.gov](mailto:mailbox.nursestaffing@odhsoa.oregon.gov)

Meeting Minutes

Cochair	Uzo Izunagbara, DNP, MSN, MHA, RN (presiding)
Members present	Jenni Word, RN; Barbara Merrifield, MSN, RN; Chandra Ferrell, CNA; Lace Velk, RN; Mariah Hayes, MN, RN, NE-BC; Becky Wise, RN; Kitty Rogers, DNP, RN, NEA-BC, CEN, CPEN, TCRN, CPHQ
Members absent	Kelsey Betts, RN; Joel Hernandez, RN; Todd Luther, RN, CEN; Shannon Edgar, RN, MBA;
PHD staff present	Dana Selover, MD, MPH; Anna Davis, JD; Kimberly Voelker, MPH; Ashley Thirstrup; Austin Schmidt, RN; Ilana Kurtzig; Tip McIntosh

Guests present	Donell Owens (Kaiser Sunnyside); Gina Cole (Legacy Health); Margaret Mukai (MKM Consultants); Janis Beardsley (Morrow County); Danielle Meyer (OAHHS); Andrew Phillips, Brooke Baldwin, Desiree McCue, Emily Palmquist, Erica Swartz, Joshua Heiland, Molly Blaser, Tara Menon (OHSU); Christy Simila, Jesse Mensik Kennedy, Paige Spence, Therese Hooft (ONA); Shannon O'Fallon (Oregon DOJ); Anna LaRosa, Shauna Cline (Saint Alphonsus); Kerry Kilgore (SLCH); Jennifer Peterson (St. Anthony); Tia Rodriguez (West Valley);
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<b>Agenda Item 1</b>	<i>Call to Order</i>
<p>The meeting was conducted as an online Zoom meeting with computer and phone audio options. The meeting was called to order and members were notified that the meeting would be recorded. Board co-chair greeted board members and initiated rollcall.</p>	

<b>Agenda Item 2</b>	<i>Minutes</i>
<p>Board co-chair asked whether there were any edits, corrections, or questions about the minutes from the April 2023 Quarterly NSAB meeting.</p> <p>Motion to approve April minutes as written: Jenni Word</p>	

Seconded: Lace Velk  
Motion passed.

<b>Agenda Item 3</b>	<i>Membership &amp; Program Updates</i>
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K. Voelker welcomed new board member, Kitty Rogers. Board member introduced themselves to board. K. Voelker stated that the last vacant position had been filled, but encouraged interested parties to apply because applications are valid for two years and having applications in the pool is useful when vacancies arise.

K. Voelker informed the board of required Workday training due at the end of 2023 and where to find it.

K. Voelker reminded the board of the hybrid/in-person NSAB meeting in October 2023.

A. Davis stated that there was still a co-chair vacancy and that they expected the Governor to appoint from the current membership because of there were no longer any vacancies on the board.

D. Selover clarified the selection process and suggested co-chair term duration alterations to the NSAB bylaws.

Board co-chair asked how term durations be changed.

D. Selover explained that board member terms are set in statute and that co-chair terms are set by the bylaws.

Board co-chair asked when the board can expect the nurse manager co-chair vacancy to be appointed by the governor.

A. Davis answered that OHA did not know the timeline.

D. Selover stated that K. Voelker continued to advocate for the Nurse Staffing Advisory Board to the Governor's Office, though the response was slow.

There were no additional questions or comments related to the membership and program updates.

<b>Agenda Item 4</b>	<i>TRIPS</i>
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K. Voelker presented the Travel Reimbursement for Nurse Staffing Advisory Board Members slides, which included information about what is included for reimbursement and how it differs from compensation. Other information covered in the slides were the State's

reimbursement process, documentation needed for reimbursement, reimbursement requests, and rates.

Board co-chair asked if there were any federal or Oregon-specific state rules about remote participation and reimbursement.

K. Voelker answered that there were no travel related reimbursements for remote participation and that they would send the slides and resources to board members.

D. Selover asked who would be responsible for reimbursement coordination.

K. Voelker answered that they and T. McIntosh would work together. T. McIntosh will receive and check initial requests.

A. Davis noted that if any member wishes to fly to Portland, they should notify OHA as soon as possible because the process for OHA to buy the plane ticket is lengthy.

There were no additional questions or comments related to the TRIPS reimbursement.

<b>Agenda Item 5</b>	<i>Status Updates</i>
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K. Voelker reminded the board that the waiver dashboard is presented twice a year, once in January and again in July. The survey dashboard, complaint dashboard, and revisit dashboard are presented at each board meeting.

*Nurse Staffing Waivers*

K. Voelker presented the waiver dashboard for Large Hospitals (>150 beds) and explained how to read the dashboard. Data present on the dashboard included initial waiver applications, subsequent waiver applications, renewals, partial denial, expired waivers, and lapsed waivers.

Board co-chair noted that the bar graph on the dashboard was dated 07/10/2023 and asked whether the chart included data from previous submissions.

K. Voelker confirmed that data from previous submissions was included and noted that the graph included information from when the law had changed in 2015. They explained the data under the initial waiver application included hospitals that submitted their first waiver request in 2016.

K. Voelker presented the waiver dashboard for Medium Hospitals (26-150 beds) and noted there were no changes in the Initial Waiver Application column and Subsequent Waiver Application column since January 2023. There had been one renewal request withdrawn as it had been made a year in advance and the hospital would need to resubmit closer to the original waiver's expiration date.

K. Voelker presented the waiver dashboard for Critical Access Hospitals (25 beds or fewer) and stated that there was one initial waiver application since January 2023. There were two subsequent waiver applications granted and one that was pending. There had been one Special Inpatient Care Facility (SICF) that had applied for a waiver which had been denied and after revisions, the revised request was granted and then renewed twice.

K. Voelker stated there were twelve hospitals with waivers expiring in September 2023 and nine hospitals with waivers expiring in October 2023.

### *Nurse Staffing Surveys*

K. Voelker presented the Nurse Staffing Survey dashboard, which included information about the number of hospitals surveyed and Plan of Correction (POC) status for surveys completed in Cycle 2 (2021 – 2023). It also included information regarding the average number of days between survey entrance to POC approval, the average number of submissions to achieve POC approval, and how many surveys were conducted since the last NSAB meeting.

The following slide presented the Nurse Staffing Survey Status for Cycle 2. It displayed the progress of hospital surveys and their POC for each year in Cycle 2.

There were no questions about the survey dashboard.

### *Nurse Staffing Complaint Investigations*

K. Voelker presented the Nurse Staffing Complaint Investigations dashboard, which included the number of investigations completed since 2016, number of investigations with one or multiple allegations, percentage of how many allegations were substantiated, and the number of complaints investigated since the April 2023 NSAB meeting. They also presented the status of POCs for completed complaint investigations.

Board co-chair asked why the chart reflected 53 completed investigations with a total of 227 allegations, as well as 54 investigations conducted.

K. Voelker answered that 53 investigations had been completed and that the 54<sup>th</sup> investigation was still in progress.

K. Voelker also presented the Hospitals with Complaint Investigations for 2021 - 2023, which displayed the progress of complaint investigations and POCs.

There were no additional questions or comments about complaints.

### *Nurse Staffing Revisits*

K. Voelker presented the Nurse Staffing Revisit dashboard, which reflected information about revisits combined with full nurse staffing surveys, how many hospitals have had repeat

noncompliance citations, standalone revisits, and how many hospitals had passed their revisits or were in the POC process following a revisit.

There were no questions or comments about revisits.

<b>Agenda Item 6</b>	<i>HB 2697</i>
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D. Selover presented a brief overview of House Bill (HB) 2697 which included explanations of key provisions, an implementation plan, and the timeline of the bill. They then introduced A. Thirstrup, OHA Government Relations Director, to provide additional information.

A. Thirstrup greeted the board and reiterated how the bill introduced several new changes to the law. They expressed gratitude for the time and effort put into the package by the bill negotiators.

A. Thirstrup briefly described HB 3396 and HB 2045.

Board member noted that by June 2025, there will be numerous complaints received. Given the current difficulty faced of hiring and training surveyors and investigators, board member asked if there was a plan in place to train investigators in the requirements the new bill by 2025.

D. Selover answered that the agency has a plan to hire and train staff before June 2025.

A. Davis added that there are plans to keep staff active in the interim so that they can develop tools for the complaint investigations under the new law.

Board member asked about enforcement between September 2023 and June 2025.

D. Selover answered that the bill's requirements for enforcement prior to June 2025 were still being studied.

Board member asked if complaints would be addressed before 2025 but the enforcement would not take place until then.

D. Selover answered that OHA was discussing requirements with its leadership and DOJ, and that OHA would create rules to implement the bill's requirements.

Board member asked about nurse staffing waivers under HB 2697.

A. Davis answered that there will be two types of waivers under the law. One that is self-authorizing and the other is the traditional nurse staffing waiver that would need to be applied for with the Oregon Health Authority (OHA). They stated that waivers will continue to exist but will change significantly.



Board member noted that they were unsatisfied with the definitions for professional, technical and service staff and its reference to the National Labor Relations Board regulations if there was a collective bargaining agreement. They stated the definitions were not clear.

D. Selover explained that the bill provided the definitions for the professional, technical, and service staffing definitions and OHA has limited rulemaking ability under the law.

Board co-chair asked about visibility on OHA's analysis of the new bill.

D. Selover answered that OHA's analysis would be apparent through work product, such as communications to the public.

Board co-chair noted that very clear guidance will be needed while waiting for enforcement and encouraged OHA to prioritize this.

D. Selover stated that some communication and guidance regarding implementation would be sent out by September 1<sup>st</sup>.

Board member noted their concerns surrounding procedures such as open complaint intakes and current Plans of Correction, and asked for more information about what to expect for ongoing activities.

Board member echoed the same urgency for guidance as their board member peers.

<b>Agenda Item 7</b>	<i>Break</i>
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Board co-chair called for a five-minute break.

<b>Agenda Item 8</b>	<i>Committee Updates</i>
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*Rules Review Committee*

K. Voelker updated the board on the Rules Review Committee activities and timeline, as well as the impact of the HB 2697 on the committee's work.

Board co-chair asked whether OHA would create a Rules Review Committee for HB 2697.

K. Voelker explained the difference between the Rules Review Committee and a Rules Advisory Committee (RAC) and explained that a RAC would likely be set up soon.

D. Selover reiterated that a RAC would be established and referenced HB 2993 RAC requirements.

Board member voiced their appreciation for the Rules Review Committee's work and asked whether the committee was going to continue its review of existing definitions.

D. Selover noted that the Rules Review Committee was not going to continue its work on reviewing definitions because definitions and requirements would change under HB 2697.

Board co-chair asked whether NSAB membership would be expanded to add professional, technical, and service staff.

D. Selover stated that the bill did not include an advisory board for professional, technical, and service staff, nor did it expand NSAB membership.

Board member extended thanks to K. Voelker for their work and presentation.

There were no additional questions or comments related to the Rules Review Committee.

<b>Agenda Item 9</b>	<i>Annual Legislative Report</i>
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K. Voelker presented the Annual Legislative Report that included an overview and the timeline. Upon the Report Priorities slide, K. Voelker asked for the board's priorities and included suggestions.

Board member asked for clarification of the priority titled, "Areas of continued focus."

K. Voelker answered that on the previous report, that section focused on areas where hospitals were continuing to struggle, NSAB had spent significant time, and how OHA would address those problems, such as patient acuity, meal and rest breaks, and minimum numbers.

Board member expressed concern about decisions on CMPs and wanted more information about that before including it in the annual report.

Board co-chair asked whether OHA had an update on CMPs.

A. Davis answered that the OHA had met with DOJ. OHA found that it would need to do additional rulemaking before implementing CMPs as advised by the NSAB. They noted that the new statute would go into effect before rulemaking for CMPs would finish, so OHA would not be able to move forward with CMPs under the previous law.

Board co-chair suggested changing the title for Survey Reports and Plans of Corrections given the changes the new bill brings.

D. Selover reminded the board that the report is retroactive and serves as a recap and a bit of a preview.

K. Voelker agreed that the report highlights what has been done over the past year and that all activities are transparent. K. Voelker asked the board for suggestions and input on report content.

Board member suggested that the “Continuing impact of COVID-19” should be retitled.

K. Voelker presented the tentative timeline for completing and reviewing the report.

Board member voiced that they were supportive of the timeline and would volunteer to be the nurse manager to go through it.

There were no additional questions or comments related to the Annual Legislative Report.

<b>Agenda Item 10</b>	<i>Emerging Issues in Nurse Staffing</i>
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Board co-chair initiated a round robin with K. Voelker facilitating time and asked the board for emerging issues.

Board member, B. Merrifield, wanted to discuss the use of term “noncompliance” when the new law is implemented.

Board member, J. Word, reiterated their concern about the new nurse staffing law and how well it can be interpreted by other hospitals who might not be able to staff to the require ratios.

Board member, K. Betts, discussed concerns with staffing shortages and patient and staff safety.

Board member, C. Ferrell, voiced concerns about CNA patient limits when the law goes into effect on September 1<sup>st</sup>, particularly as it relates to hospitals not understanding law requirements.

Board member, L. Velk, discussed how staffing shortages contribute to staff fatigue and that understanding between administration, managers, and nurses should be promoted to facilitate a healthier work environment.

Board member, M. Hayes, stated they were worried about filling open nurse positions, especially CNA ratios.

Board co-chair thanked the board for their thoughts on emerging issues and acknowledged the operational nature of most of the issues.

Board member wanted added their concerns about the impact of the new law on workload intensity and acuity.

Board member stated that they thought there was an intersection between staffing shortages and workplace violence. They asked whether OHA was supporting hospitals in improving staff safety.

D. Selover was uncertain if they could make any concrete comments on the issue raised. They asked A. Davis to provide more information about hospital safety through the lens of licensing rules and Centers for Medicare & Medicaid Services Conditions of Participation.

A. Davis noted that there were bills introduced during the past legislative sessions about increasing penalties for assaults on hospital staff. They noted that federal regulations that OHA enforced focused on patient safety, not staff safety or workplace violence prevention. They noted that Oregon Bureau of Labor & Industries (BOLI) and Occupational Safety and Health Administration (OSHA) were more directly responsible for workplace safety regulations.

There were no additional questions or comments related to emerging issues.

<b>Agenda Item 11</b>	<i>Public Comment</i>
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K. Voelker reminded the board and the public that each commenter had two minutes to make a comment to the board.

K. Voelker announced to the board that those who had signed up for public comment prior to the meeting are not present. They called out two names that had signed up but received no response.

K. Voelker invited those who wish to make a public comment to post in the chat.

There was no comment.

Board co-chair thanked the board and adjourned the NSAB meeting.

<b>Agenda Item 12</b>	<i>Meeting Adjourned</i>
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***These draft minutes have not yet been approved by the NSAB***

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## Hospital Staffing Complaint Form Feedback Summary

### Background

As required by HB 2697, OHA launched the Hospital Staffing Complaint Form on September 1, 2023. OHA also invited hospital staffing partners<sup>1</sup> to provide feedback on the new form. Hospital staffing partners were encouraged to share the test link with other interested parties.

### Community Feedback

During the month of September, hospital staffing partners submitted 126 feedback<sup>2</sup> forms, which reflected the following major themes:

- **Opportunities to improve complaint form** – 28% of comments (n = 39) included suggestions about the form related to word choice and syntax, as well as questions about form instructions.
- **Reconciliation of new and repealed requirements in HB 2697**– 25% of comments (n = 35) reflected confusion about program changes resulting from passage of [HB 2697](#), including:
  - When CNA patient maximum limits reflected in HB 2697 apply;
  - Request for the complaint form to include definitions for professional staff, technical staff, service staff, and clinical care staff; and
  - Questions about requirements that existed under the previous law that were eliminated by HB 2697.
- **Comments about OHA investigation processes** – 19% of comments (n = 26) reflected confusion about OHA’s complaint investigation process, including:

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<sup>1</sup> Including the Nurse Staffing Advisory Board, Hospital Association of Oregon (HAO), Oregon Nurses Association (ONA), Service Employees International Union (SEIU) and Oregon Federation of Nurses and Healthcare Professionals (OFNHP).

<sup>2</sup> The feedback forms included a total of 148 narrative comments, 138 of which fit into one of the five categories listed above. Ten comments did not fit into these categories.

- Request to reduce the number of questions included on the form reflecting confusion regarding the information OHA needs to determine that a complaint is valid and to initiate an investigation;
  - Request that OHA add questions about whether the complaint was first filed with the hospital reflecting confusion regarding filing complaints with OHA; and
  - Questions about the differences between the effect of filing OHA complaint form and the effect of completing a union complaint process (SDRF).
- **Ease of use** – 19% of comments (n = 26) reflected the form was easy to use and understand.
  - **Problems with form usability** – 9% of comments (n = 12) identified problems with the form's skip logic or expressed concern about the length of the form.

## Conclusion

Feedback on the Hospital Staffing Complaint Form demonstrates a significant need for education and outreach about the new hospital staffing law, particularly as it relates to HB 2697 requirements, OHA investigation processes, and the separate roles of OHA and hospital unions.

OHA has incorporated feedback by fixing errors in the form skip logic and will continue to revise the form as needed going forward. OHA will also present the form and hospital staffing partner feedback at the Nurse Staffing Advisory Board (NSAB) on October 25, 2023 and will seek input from the board on additional areas for improvement.



## **NURSE STAFFING ADVISORY BOARD (NSAB)** **By-Laws**

### **ARTICLE I – State Nurse Staffing Advisory Board**

The name of this board is the Nurse Staffing Advisory Board (NSAB).

### **ARTICLE II - Purpose**

NSAB shall:

- (A) Provide advice to the Oregon Health Authority (OHA) on the administration of ORS 441.152 to 441.177;
- (B) Identify trends opportunities and concerns related to nurse staffing;
- (C) Make recommendations to the OHA on the basis of those trends, opportunities and concerns;
- (D) Review the OHA's enforcement powers and processes under ORS 441.157, 441.171 and 441.177; and
- (E) Submit a report on the administration of ORS 441.152 to 441.177 in the manner provided in ORS 192.245 to an interim committee of the Legislative Assembly related to health no later than September 15 of each year. NSAB may include in its report recommendations for legislation.

### **ARTICLE III – Membership**

- (A) According to ORS 441.152(1), NSAB shall consist of 12 members appointed by the Governor as follows:
  - (1) Six hospital nurse managers;
  - (2) Five direct care registered nurses who work in hospitals; and
  - (3) One either a direct care registered nurse who works in a hospital or a direct care staff member who is not a registered nurse and whose services are covered by a written hospital-wide staffing plan that meets the requirements of ORS 441.155.

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- (4) To the extent practicable, NSAB members are appointed to ensure that NSAB is represented by members from hospitals where direct care staff are represented under a collective bargaining agreement and hospitals where direct care staff are not represented by a collective bargaining agreement and by hospitals of different sizes, types and geographic location.
- (B) These members shall broadly represent the state as a whole. Each NSAB member will contribute their individual expertise and may express the viewpoint of stakeholder groups. However, individual NSAB members acknowledge their appointment requires they act in the best interest of the general public.
- (C) NSAB members recognize their role as representatives of NSAB and agree to refrain from speaking on behalf of NSAB as a whole unless specifically requested by NSAB to do so.
- (D) Members shall receive no compensation for their services, but may be paid for their necessary and actual expenses while on official business in accordance with ORS 442.152(10).
- (E) Terms of office and reappointment
  - (1) Members shall serve three-year terms. No person shall serve more than two consecutive terms.
  - (2) Reappointments shall be made by the Governor.
  - (3) Members interested in being reappointed to NSAB shall notify Health Facility Licensing & Certification program with a letter of interest and an updated resume.
- (F) Members are expected to attend all NSAB meetings, unless excused by either cochair. An excused absence includes, but is not limited, to emergencies or pre-planned vacations.
- (G) A member wishing to resign from NSAB shall send a letter to Health Facility Licensing & Certification Program.
- (H) Members may attend meetings via teleconference provided that all participants can hear each other and members of the public attending the meeting can hear any NSAB Member who speaks during the meeting. NSAB Members attending by teleconference shall be included in constituting a quorum.

**ARTICLE IV - Officers**

- (A) NSAB officers shall consist of two cochairs.
- (B) The Governor shall select the cochairs from NSAB members. The cochairs shall hold office for a period of no more than three years, and may be re-appointed for a maximum of two consecutive terms.

Last revised 2/24/16



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- (C) The cochaIRS will alternatively chair each meeting. The nurse manager cochair shall chair the first meeting. In the absence of a cochair who is scheduled to chair a meeting, the other cochair shall preside.

**ARTICLE V – Meetings**

- (A) Regular meetings of NSAB shall be held at least once every three months. At the discretion of both cochaIRS meetings may be rescheduled.
- (B) Special meetings of NSAB shall be held at any time and place specified by the call of both cochaIRS.
- (C) NSAB meetings shall be conducted in accordance with Oregon’s Public Meetings Law (ORS 192.610 through 102.710) and Public Records Laws (ORS 192.001 through 192.505).
- (D) To conduct official business at meetings of NSAB, there must be a quorum consisting of at least seven voting members of the appointed membership.
- (E) Voting
  - (1) At least seven votes by NSAB members are required for NSAB to approve an official action.
  - (2) NSAB members participating by teleconference in NSAB meetings may vote.
- (F) Meeting minutes will include the results of all NSAB votes.

**ARTICLE VI – Committees**

- (A) NSAB may create and appoint members to standing or ad hoc subcommittees.
- (B) Each committee shall consist of equal numbers of nurse managers and direct care staff members.
- (C) Each committee shall be comprised of at least two nurse managers and two direct care staff members. Nurse manager committee members shall be selected by the cochair who is a nurse manager. Direct care committee members shall be selected by the cochair who is a direct care nurse.
- (D) A quorum of the committee shall consist of one half of the total committee members plus one and must include an equal number of nurse manager and direct care committee members.
- (E) Subcommittee meetings must be conducted in accordance with Oregon’s Public Meetings Law (ORS 192.610 through 102.710) and Public Records Laws (ORS 192.001 through 192.505).

Nurse Staffing Advisory Board  
Bylaws

**ARTICLE VII – Parliamentary Authority**

Robert's Rules of Order shall govern in all cases to which they are applicable and consistent with these bylaws and special rules.

**ARTICLE VIII – Amendment to Bylaws**

NSAB may amended or repeal these bylaws and adopt new bylaws by a majority vote of its members.

Adopted on: *February 24, 2016*

If you need this information in an alternate format,  
please call our office at (971) 673-0540 or TTY (971) 673-0372.