



# Virgin Islands Board of Nurse Licensure

## BUDGET REQUEST



FY 2017



**GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS**

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**DEPARTMENT OF HEALTH**

Virgin Islands Board of Nurse Licensure

P.O. Box 304247

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St. Thomas, Virgin Islands 00803

Fax: (340) 777-4003

June 14, 2016

The Honorable Senator Clifford F. Graham  
Chairman, Committee on Finance  
Thirty-first Legislature of the Virgin Islands  
Capitol Building, PO Box 1690  
Charlotte Amalie  
St Thomas, US Virgin Islands 00804

Dear Senator Clifford F. Graham,

Please find a copy of the Budget request for the Virgin Islands Board of Nurse Licensure (VIBNL) for Fiscal Year 2017. Please feel free to call us at (340) 776-7397, if clarification is needed.

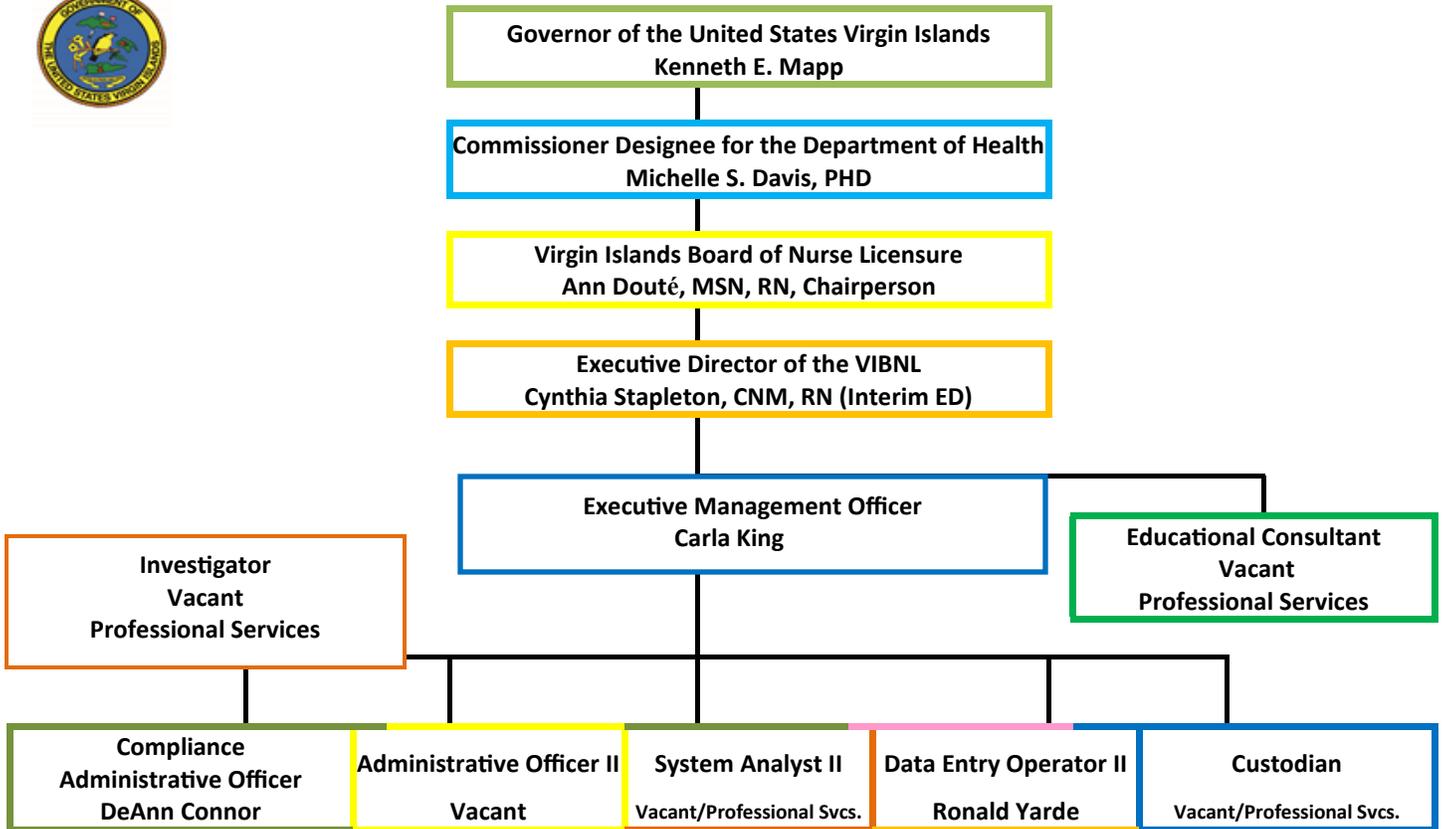
Respectfully,

A handwritten signature in black ink, appearing to read "Ann Douté".

Ann Douté, MSN, RN, Chairperson,  
Virgin Islands Board of Nurse Licensure



FY 2017 VIRGIN ISLANDS BOARD OF NURSE LICENSURE ORGANIZATIONAL CHART



**NATIONAL COUNCIL OF STATE BOARDS OF NURSING (NCSBN) GUIDING PRINCIPLES OF NURSING REGULATION**

***Protection of the public***

- Nursing regulation exists to protect the health, safety and welfare of the public in their receipt of nursing services.
- Involvement of nurses in nursing regulation is critical to public protection.

***Competence of all practitioners regulated by the board of nursing***

- Nursing regulation is responsible for upholding licensure requirements for competence of the various levels of nursing practice.
- Competence is assessed at initial licensure/entry and during the career life of all practitioners.

***Due process and ethical decision making***

- Nursing regulation ensures due process rights for practitioners.
- Boards of nursing hold practitioners accountable for conduct based on legal, ethical and professional standards.

***Shared accountability***

- Nursing regulation requires shared accountability for enhancing safe patient care.

***Strategic collaboration***

- Nursing regulation requires collaboration with individuals and agencies in the interest of public protection, patient safety, and the education of nurses.

***Evidenced-based regulation***

- Nursing regulation is responsible for upholding licensure requirements for competence of the various levels of nursing practice.
- Competence is assessed at initial licensure/entry and during the career life of all practitioners.
- Nursing regulation requires fair and ethical practices and policies to address the social, political, and fiscal challenges of globalization.

**VI BOARD OF NURSE LICENSURE BUDGET REQUEST FY 2017**

***Response to the marketplace and health care environment***

- Nursing regulation requires timely and thoughtful responsiveness to the evolving marketplace.
- Scope of practice clarity and congruence with the community needs for nursing care are essential.

***Globalization of nursing***

- Nursing regulation occurs at the state level and concurrently works to standardize regulations and access to licensure.

***Adopted by the 2007 NCSBN (National Council of State Boards of Nursing) Delegate Assembly.***

**VIRGIN ISLANDS BOARD OF NURSE LICENSURE MISSION STATEMENT**

The mission of the Virgin Islands Board of Nurse Licensure (VIBNL) is to identify and promote effective policies and standards for nursing education, practice and discipline, which will protect the safety of the public. This mission is accomplished through the regulation of nursing licensure, scope of nursing practice, approval of nursing education, and discipline of licenses.

**VIRGIN ISLANDS BOARD OF NURSE LICENSURE OBJECTIVES**

1. Revise standards for all levels of nursing education programs in order to keep pace with current and future developments in nurse education, practice, regulations, and discipline.
2. Approve nurse education programs.
3. Enforce the powers and duties of the Nurse Practice Act..

**VIBNL MEMBERS AND COMMITTEES**

BOARD OFFICERS:	COMMITTEES & MEMBERS:
<b><i>Chairperson – Ann Douté, MSN, RN</i></b>	<b>Education Committee</b> <b>Chairperson -- Vacant</b> Ann Douté, MSN, BSN,RN (STX) Janzie Allmacher, MSN, RN, CEN,ACNS-BC (STX) Claudette Robinson, MS, BS, RN (STX) Rita Brin, CRNA, RN (STX) Lydia Ells, LPN (STT)
<b><i>Vice-Chairperson – Janzie Allmacher, MSN, RN, CEN,ACNS-BC</i></b>	<b>Disciplinary Committee</b> <b>Chairperson — Vacant</b> Ann Douté, MSN, BSN,RN (STX) Janzie Allmacher, MSN, RN, CEN,ACNS-BC (STX) Claudette Robinson, MS, BS, RN (STX) Rita Brin, CRNA, RN (STX) Lydia Ells, LPN (STT)
<b><i>Secretary – Vacant</i></b>	<b>Rules &amp; Regulations Committee</b> <b>Chairperson - Vacant</b> Ann Douté, MSN, BSN,RN (STX) Janzie Allmacher, MSN, RN, CEN,ACNS-BC (STX) Claudette Robinson, MS, BS, RN (STX) Rita Brin, CRNA, RN (STX) Lydia Ells, LPN (STT)

**VI BOARD OF NURSE LICENSURE BUDGET REQUEST FY 2017**

<b>BOARD MEMBERS:</b>	<b>COMMITTEES &amp; MEMBERS:</b>
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<i><b>Treasurer - Vacant</b></i>	<b>Finance Committee - Chairperson Vacant</b> Include All Current Members
<i><b>Parliamentarian - Vacant</b></i>	<b>Historical Committee - Chairperson Vacant</b> All Current Members
	<b>Nurse Practice Act Committee - Chairperson Vacant</b> All Current Members
<b>MEMBERS:</b>	<b>Terms:</b>
Ann Doute, MSN, BSN, RN (STX)	11/19/2013 - 11/19/2016 2nd Term
Janzie Allmacher, MSN, RN, CEN, ACNS-BC (STX)	11/19/2013 - 11/19/2016 2nd Term
Claudette Robinson, MS, BS, RN (STX)	12/19/2014 - 12/19/2017 1st Term
Rita Brin, CRNA, RN (STX)	02/17/2011 - 02/17/2014 2nd Term
Lydia Ells, LPN (STT)	02/17/2011 - 02/17/2014 2nd Term

In accordance to Act No. 7594 Bill No. 30-0253 and Act No. 7699 Bill No. 30-0463, board members that expired February 17th 2014 will serve until their successors are appointed.

<b>CNA EXAMINERS</b>
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Rosemary Grey, RN	C.N.A. Exam Coordinator/ Examiner – St. Croix
Sonia Spencer, RN	C.N.A. Examiner – St. Croix
Joyce Rohlsen, RN	C.N.A. Examiner – St. Croix
Janzie Allmacher, MSN, RN, CEN, ACNS-BC	C.N.A. Examiner – St. Croix
Alicia Erysthee, RN	C.N.A. Examiner – St. Croix
Cynthia Stapleton, CNM, RN	C.N.A. Exam Coordinator/ Examiner – St. Thomas/St. John
Charlene Jones, RN	C.N.A. Examiner – St. Thomas/St. John
Lydia Ells, LPN (Proctor)	C.N.A. Proctor - St. Thomas/St. John
June VanHolten (Proctor)	C.N.A. Proctor – St. Thomas/St. John

**CONTINUING EDUCATION PROVIDER**

1. Dept. Of Health - Pauline Sadler, MSN, RN & Charles Harwood, Ella Lawrence, RN
2. Continuum Care - Mary T. Sanders, RN, MN
3. Gov. Juan F Luis Hospital & Medical Center – Terry Lynch, MSN, RN
4. Schneider Regional Medical Center – Adeline L. Williams-Connor, MBA, MHCM, BSN, C.NA, CHCQM, RN
5. University of the Virgin Islands – School of Nursing – Dr. Beverley A. Lansiquot, DNP, RN
6. UVICELL’s— Ilene P. Garner, RN
7. Virgin Islands Medical Institute – Dr. Cora Christian, MD
8. Virgin Islands State Nurses Association – Charlene Jones, RN

**APPROVED EDUCATIONAL PROGRAMS**

1. Bachelors of Science Degree in Nursing (BSN) (4years) .....University of the Virgin Islands—St. Thomas
2. Associate of Science Degree in Nursing (ASN) (2 years) .....University of the Virgin Islands—St. Croix
3. Practical Nursing (PN) (15 mos.) ... Massac Nursing School—St Thomas
4. Nursing Assistant (90-120 hours )...Hands on Care – St. Thomas
5. Nursing Assistant (90-120 hours) ... St Croix Career and Technical Educational Center
6. Nursing Assistant (90-120 hours) ... Massac Nursing School

**§ 93. Powers and duties of Board**

*“The board of Nurse Licensure shall have the power and duty to :*

- 1. within 120 days of the enactment of this subchapter adopt, amend or repeal such rules and regulations and by-laws consistent with this Subchapter as may be necessary to enable it to carry into effect the provisions of this Subchapter, which rules, regulations, or by-laws, when approved by the Governor shall be deemed a part of and of the same effect as this subchapter.*
- 2. review schools of nursing curricula according to established and published standards which prepare students for licensure under this Subchapter;*
- 3. approve such schools of nursing which meet the requirements of this Subchapter and of the Board;*
- 4. schedule examinations for duly-qualified applicants in accordance with the National Council of State Board of Nurses and license and review licenses of duly-qualified applicants;*
- 5. review pertinent documents and render a decision of an applicant’s eligibility to sit the examination for licensure following prescribed rules and regulations;*
- 6. conduct hearings upon charges calling for discipline of a licensee or revocation of a license;*
- 7. issue subpoenas, compel the appearance of witnesses and administer oaths to persons giving testimony at hearings;*
- 8. cause prosecution of all persons violating this Subchapter and incur the necessary expenses thereof;*
- 9. review and revise application and renewal forms to provide pertinent information to be utilized for statistical purposes;*
- 10. maintain and publish annually a registry of nurse manpower;*
- 11. establish rules and regulations governing the requirements of continuing education as prerequisite for license renewal and for acceptance of certificates;*
- 12. review examination and licensing fee schedules and revise as necessary;*
- 13. establish rules and regulations regarding currency of practice and competency of recognized specialties;*
- 14. establish and/or prepare an annual budget for the Board’s operation;*
- 15. make an annual report to the Governor and the Legislature;*
- 16. appoint and employ a qualified person who shall not be a member of the Board to serve as Territorial Executive Director;*
- 17. employ such other persons as may be necessary to carry out the work of the Board;*
- 18. reimburse board members for all actual and necessary expenditures incurred while actually engaged in the discharge of official duties;*
- 19. maintain membership and active participation in the National Council of State Boards of Nurses; and*
- 20. function as a liaison between the National Council of State Boards of Nurses and the nursing community in the dissemination of information, and support participation at functions and activities at the national level.”*



FY 2017 Annual Report  
Respectfully Submitted By the Virgin Islands Board of Nurse Licensure

Good Afternoon Senator Clifford Graham, Chair of the Finance Committee, members of the Finance Committee, listening and viewing audience, and the members of the Virgin Islands Board of Nurse Licensure (VIBNL). Thank you for affording us the opportunity to present the Board's Budget Request for Fiscal Year 2017.

The VIBNL was created by the United States Virgin Islands Legislature to promote public protection through the regulation of nursing in the territory. The Nurse Practice Act (NPA) specified that the Board consisted of eleven members appointed to either two or three year terms by the Governor. Between March 2014 and January 2016, the Board did not have a consistent quorum due to the departure of the last Executive Director thus requiring Cynthia Stapleton, who was the VIBNL Chair, to assume the role of Interim Executive Director in order for the Board to maintain its day to day activities. Names of prospective Board members were repeatedly submitted to the governor for his approval but did not progress to the next step. The result of not having a quorum was that the VIBNL was unable to make binding decisions on critical issues such as disciplinary cases and much needed revisions of the Rules and Regulations and The Nurse Practice Act.

On January 12, 2016, Governor Mapp signed an amendment to Act No. 7823 and Bill No. 31-0296 that reduced the number of Board members to nine thereby, allowing five members to constitute a quorum. Since the amendment was signed, the Board has maintained a quorum and has worked diligently to review, discuss, conduct formal hearings and make official decisions on pressing issues. Our members serve tirelessly on standing committees such as the Rules and Regulations, Discipline, and Education.

The following summary of the activities will exemplify the work of the Board and clarify our Budget request for Fiscal Year 2017.

#### **Analysis of Nurse Licensure in the Territory**

Health care providers in our community, who are regulated by the VIBNL, practice in diverse settings, including but not limited to, hospitals, long term care facilities, schools, community health clinics, home care agencies, and physicians' offices.

The Board regulates the education, credentialing, and practice of Registered Professional Nurses (RN), Licensed Practical Nurses (LPN) and Advanced Practice Registered Nurses (APRN). APRNs include Certified Nurse Midwife, Nurse Midwife, Certified Nurse Anesthetist, Clinical Nurse Specialist, and Nurse Practitioner. The Board grants prescriptive authority to qualifying APRNs as specified by the Rules and Regulations. The Nurse Practice Act also sets standards for the approval of nursing schools in the territory and by Executive Order; the VIBNL is authorized to regulate the education, testing, credentialing, and discipline of Certified Nursing Assistants (CNA).

The role of the VIBNL is to certify that qualified applicants are admitted to the practice of nursing in the territory, thereby ensuring the safety of the population. The Nurse Practice Act clarifies Scope of Practice for all levels of nursing personnel. This means that each level of nursing, CNA, LPN, RN and APRN is required to function within specific professional practice parameters. The Board is responsible for issuing initial licenses/certificates for new APRNs, RNs, LPNs and CNAs by exam and for endorsing licenses for those applicants already possessing an unencumbered (free of disciplinary action) nursing license/certificate that was issued by member state boards within the United States.

Each person applying to the VIBNL for an APRN, RN, or LPN initial licensure by endorsement must be verified through the Nurse Licensing & Disciplinary Information System for Member Boards (Nursys®), the Healthcare Integrity & Protection Data Bank (HIPDB), and the Falsified Identity Tracking System (FITS) by Board staff to identify fraudulent information or disciplinary actions that could create a healthcare hazard for USVI residents expecting safe nursing practice. CNA applications for endorsements are verified via HIPDB and the certifying agency of their current state of certification.

VIBNL currently houses and maintains an estimated 16,042 registered records; RN Registry 13,021; APRN Registry 439; LPN Registry 1,110; and CNA Registry 1,472.

Although The VIBNL Registry houses approximately 16,042 licensure/certification files, this number does not reflect the actual nursing workforce that is currently within the territory. That information is included in the following table.

**VI BOARD OF NURSE LICENSURE BUDGET REQUEST FY 2017**

**CURRENT LISTING OF LICENSED NURSING PROFESSIONALS IN THE VIRGIN ISLANDS  
As of July 7, 2016**

Health Institutions	APRN	RN	LPN	CNA	CMA	Remarks
Bureau of Corrections	-	5	3	-	-	2 RNs are per diem
Continuum Care	1	11	-	15	-	
Department of Education	-	32*	-	-	-	*This number includes 10 substitute nurses.
Department of Human Services <ul style="list-style-type: none"> <li>• Queen Louise Home</li> <li>• Lucinda Millin Home</li> <li>• Herbert Gregg Home</li> <li>• VI Behavioral Services</li> </ul>	-	9	17	43	-	Numbers reflect total of all mentioned facilities under the Department of Human Services.
Frederiksted Health Care, Inc.	4	3	8	-	1	
Health Care Connection	3	1	1	-	1	
Juan Luis Hospital and Medical Center	4	184	12	1	22	
La Paz Hospice Care	1	9	-	4	-	
Lutheran Social Services <ul style="list-style-type: none"> <li>• Yellow Cedar</li> <li>• Ginger Thomas</li> <li>• Queen Louise Home for Children</li> </ul>	-	2	-	4	-	Numbers does not include Yellow Cedar.
Partners for Kids	-	1	1	-	-	
Red Hook Family Medical Group <ul style="list-style-type: none"> <li>• Red Hook Family</li> <li>• Cruz Bay Family</li> <li>• Yacht Haven Grande</li> </ul>	2	4	-	-	1	
Roy Schneider Regional Medical Center <ul style="list-style-type: none"> <li>• Myrah Keating Smith Community Center</li> <li>• Roy Schneider Hospital</li> <li>• Charlotte Kimelman Cancer Institute</li> </ul>	9	144	18	54	-	3 APRNs are per diem.
Sea View Nursing Home	-	5	7	16	-	Total includes: RN: 2 full time, 2part time, 1 per diem LPN: 3 full time, 2part time, 2 per diem CNA: 11 full time 5part time
St. Thomas East End Medical Center	1	1	1	1		
St. Thomas Health Care Adolescent Center	-	3	2	-	-	
Virgin Islands Department of Health	7	29	5	13	-	2 RNs are part time.
Virgin Islands Hearing and Balance Center	-	3	-	-	-	(Virgin Islands Ear, Nose, and Throat)
<b>Totals:</b>	<b>32</b>	<b>388</b>	<b>75</b>	<b>151</b>	<b>25</b>	<b>Combined total: 671</b>

As of October 2016 the VIBNL processed 3,902 records, and renewed 1,015 licenses/certifications for APRNs and RNs. During FY 2017, the Board will renew licenses for LPNs and certifications for CNAs in addition to processing daily verifications, status inquiries, application requests, licensure by exams, and applications for licensure by endorsement.

**VI BOARD OF NURSE LICENSURE BUDGET REQUEST FY 2017**

Public access to our nurse licensure/certification registry is not available at this time. The following table summarizes licensure/certification activity during FY 2016, as per the addresses on file.

<i>Types of License/ Certificate</i>	<i>Exam</i>	<i>Endorsement</i>	<i>Renewal</i>	<i>Totals</i>	<i>STT Active</i>	<i>STJ Active</i>	<i>STX Active</i>
<b>APRN</b>	<b>0</b>	<b>8</b>	<b>86</b>	<b>94</b>	<b>20</b>	<b>3</b>	<b>20</b>
<b>RN</b>	<b>122</b>	<b>191</b>	<b>524</b>	<b>837</b>	<b>294</b>	<b>20</b>	<b>284</b>
<b>LPN</b>	<b>9</b>	<b>8</b>	<b>2</b>	<b>19</b>	<b>58</b>	<b>2</b>	<b>55</b>
<b>CNA</b>	<b>31</b>	<b>9</b>	<b>16</b>	<b>56</b>	<b>150</b>	<b>1</b>	<b>104</b>
<b>Totals</b>	<b>162</b>	<b>216</b>	<b>628</b>	<b>1006</b>	<b>522</b>	<b>26</b>	<b>463</b>

Two CNA exams were administered during FY 2016 on St. Thomas.

**Disciplinary Activity**

Nursys® promotes public protection and rapid access through state-of-the-art sharing of technological resources to discipline, licensure, current policies, and other credentialing information between boards of nursing across the United States and its territories. The system provides licensure and publicly available discipline data directly as the information is entered into the national database. In addition to Nursys® Free Quick Confirmation, Nursys® e-Notify Reports is an innovative nurse licensure notification system that delivers real-time notifications to employers about nurses working within their facilities/agencies. This database may be accessed by the public, employers, and staffing agencies for free. Individual Official Verifications require a processing fee of \$25.00 for manual delivery, or \$30.00 via Nursys® as per each request. All RN and LPN active licenses issued within the territory of the United States Virgin Islands may be verified or “quick confirmed” via the National Council of State Boards of Nursing (NCSBN) Nursys® at [www.nursys.com/](http://www.nursys.com/). Presently, Official Verification and Quick Confirmation requests for APRNs and CNAs are submitted to the VIBNL via fax, email, or mail for manual processing.

The VIBNL investigates all written complaints against a licensee or certificate holder and carries out the authorized action on the credential for any proven violations of the Nurse Practice Act, Advanced Practice Registered Nurse Prescription Act, or the Certified Nursing Assistant Executive Order. Since our last appearance to this auspicious body, we have witnessed an increase in the numbers and complexities of offenses committed by healthcare providers holding and applying for nursing licensure within our territory.

**2015 Complaints, Investigations, and Disciplinary Reviews**

The Virgin Islands Board of Nurse Licensure (VIBNL) received a total of eleven (11) new formal written complaints involving individuals who were engaged in alleged incidents that required the initiation of investigations and review of their files by the VIBNL Discipline Committee. Five of the complaints (45.45%) were against licenses within the Registered Nurse (RN) workforce, which also includes Advanced Practice Registered Nurses (APRNs). One complaint (9.09%) was filed against a Licensed Practical Nurse, and two of the complaints (18.18%), were against Certified Nursing Assistants (C.N.A.).

Amongst the files forwarded for review to the Disciplinary Committee, three files (27.27%) were applicants applying for initial licensure by endorsement within the territory. The total number of files requiring review in 2015 decreased by 47.82% compared to the total number referred in 2014 (see Table 1). The most significant change in the statistics was the decline of formal, written complaints against CNAs. In 2014, they constituted 34.78% of the total complaints received.

**Table 1. 2014 and 2015 Classification of individuals who required disciplinary referral.**

<b>Classification</b>	<b>2014</b>		<b>2015</b>	
	<b>No.</b>	<b>%</b>	<b>No.</b>	<b>%</b>
Registered Nurse	4	17.39%	4	36.36%
Advanced Practice Registered Nurse	0	0.00%	1	9.09%
Licensed Practical Nurse	1	4.35%	1	9.09%
Certified Nurse Assistant	8	34.78%	2	18.18%
Applicants (for initial licenses by endorsement)	10	43.48%	3	27.27%
<b>Totals</b>	<b>23</b>	<b>100%</b>	<b>11</b>	<b>100%</b>

**Sources of Initiated Investigations**

Table 2 identifies how the VIBNL was notified of actions or omissions that required review by the Discipline Committee. Complaints from employers totaled six (54.55%). There was one (9.09%) self-disclosure provided by an applicant and four (36.36%) were initiated by other sources including discrepancies in the applicant’s application as well as notifications received from Nursys® (<https://www.nursys.com>).

Nursys® is a national database maintained by the National Council of State Boards of Nursing that may be accessed by the public to provide information about the status of licenses, and alerts about disciplinary actions taken against LPNs and RNs and APRNs. Allowing specialized access by all state boards as automatic speed memo disciplinary alerts, Nursys® is utilized to ensure that individuals requesting a license in any U.S. jurisdiction, do not have disciplinary actions or have violated the terms and conditions of their respective state boards that would jeopardize the safety of the provision of healthcare to the public.

**Table 2. Source of 2015 Initiated Investigations**

<b>Source</b>	<b>No.</b>	<b>%</b>
Self-disclosure	1	9.09%
Employer	6	54.55%
Other (Review of applicant’s file / Nursys Alert)	4	36.36%
<b>Totals</b>	<b>11</b>	<b>100%</b>

**Scope of Complaints or Potential Violations**

Complaints which initiated investigations of health care providers regulated by the VIBNL were potential violations of the Virgin Islands Nurse Practice Act, (Act #4666, Section 415, Title 3, Virgin Islands Code, Subchapter IV, §100) in addition to the nursing code of ethics. Infractions reported included suspicions or convictions of criminal offenses, suspected patient abuse and/or neglect, professional misconduct, and reported actions taken against a professional license in other jurisdictions.

**Board Actions / Decisions**

Act. No. 7823, Bill 31-0296 approved January 12<sup>th</sup> 2016 amended Title 3 Virgin Islands Code, chapter 23, section 415, subsection (b) by decreasing the number of individuals constituting Board membership, thereby decreasing the number needed to establish a quorum. This bill allowed the Board to revisit cases for ratification. Of the seven files that were reviewed, two are pending appeal hearings; two have completed sanctions imposed upon them by the board, and have had their licenses reinstated. Board investigation found that the reported complaints for the remaining three files were breaches of institutional policies and procedures rather than regulatory violations; therefore, no action against the licenses or certifications of the individuals were initiated. The Board is currently awaiting action on three of eleven cases received in 2015. Currently, five cases are pending investigation with one that was referred to the legal counsel assigned to the board by the Attorney General’s office for review and legal recommendation; two of the remaining investigations conducted were denied initial or renewal of licensure; and VIBNL determined that there was no evidence of a violation of the Nurse Practice Act, in the third case.

**National Affiliation**

The VIBNL continues to have active membership with both the National Council of State Boards of Nursing (NCSBN) and the National Practitioner Healthcare Integrity & Protection Data Bank (HIPDB). These memberships certify automatic notification of disciplinary actions taken on professional nurses across the country. Board members and staff also represent the territory at NCSBN annual meetings and at specialty conferences. Board member, Mrs. Janzie Allmacher, is presently serving her second term on the NCSBN NCLEX Item Review Sub-committee (NIRSC) which is charged with maintaining the currency, validity and legality related to Nurse Practice Acts in all states of questions on NCLEX-RN and NCLEX-PN exams.

**Collaboration**

The Board maintains ongoing communication with both hospitals, long and short term outpatient facilities, and nurse staffing agencies outside the territory on initiatives to promote and enhance safe, quality nursing care in our community through effective regulation. The VIBNL has seen great improvements with the credentialing initiatives of employers of nursing personnel that has resulted in a shared responsibility of public protection.

## **VI BOARD OF NURSE LICENSURE BUDGET REQUEST FY 2017**

### **MAJOR ACTIVITIES/ACCOMPLISHMENTS FY 2015-2016**

The major activities and accomplishments of the VIBNL's charge could not have been achieved this past year without the voluntary services of dedicated Board members in collaboration with staff including:

- Revision of 2016-2017 APRN and RN registration renewal applications to make them more user-friendly.
- Provision of several informational sessions with staff and nursing management at various healthcare institutions on St Thomas, St Croix, and St John.
- Creation of a VIBNL website testing environment for Board feedback. VIBNL staff began populating the environment with actual RN & APRN Renewal Applications which will ultimately allow the system to provide the option of future online renewals. In addition, the website [www.thevibnl.org](http://www.thevibnl.org) contains the Nurse Practice Act, the Rules & Regulations, applications for exams and pertinent internet links.
- Participation in the NCSBN Special Delegate Assembly election process of new regulations regarding Nurse Licensure Compact and Advanced Practice Licensure Compact.
- Reduction of Board membership from eleven to nine members with five members constituting a quorum, thereby facilitating the Board's ability to make binding decisions.
- Attendance and participation as voting delegates in National Council of State Board of Nursing Annual Meeting.
- Participation in conference convened by VI Department of Health on Boards and Commissions.
- Performance of a site visit to Charlotte Amalie High School to inspect the Nursing Skills Lab and review the proposed revised curriculum for a health science course of study. Approval was granted by the VIBNL.
- Approval of the major curriculum change proposed by the University of the Virgin Islands (UVI) School of Nursing (SON) which will sunset the Associate Degree in Nursing (ASN) that has been offered on the Albert A. Sheen campus and will be replaced by a generic Bachelor of Science in Nursing (BSN) on both the St. Croix and St. Thomas campuses. In addition, the SON will offer an RN to BSN curriculum for graduates of ASN programs who want to earn their BSN.
- Reviewed 28 resumes of potential candidates for the Executive Director's vacancy; then selected and managed the interview and hiring process for one candidate.

### **PROPOSED GOALS FOR FY 2017**

#### **Goal 1 Board Membership**

- Continue to seek candidates and submit requests to the Governor for the selection of nominees to fill Board member vacancies.

#### **Goal 2. Board Staffing**

- Complete the hiring process for the Executive Director vacancy.
- Hire an additional staff member to decrease the possibility of work flow interruption caused by scheduled and unscheduled staff absences.
- Complete the bidding process for custodial services to clean and maintain the Board's facilities in order to ensure a safe and professional environment that reflects the responsibility with which the VIBNL is charged.

#### **Goal 3. Rules and Regulations**

- Attain approval of the revision of the 2007 Rules and Regulations by the full body of the Board and review by legal counsel assigned to the Board.
- Schedule a public hearing of the Rules and Regulations after the above actions have been completed.

#### **Goal 4. Criminal Background Check**

- Implement Criminal Background Checks (CBC) for licensure/certification registration renewals, initial licensure by exam and endorsement applications. Note: The Chair testified before the Committee on Health and Hospitals in support of this action on May 4<sup>th</sup> 2016. Bill No.31-0305 is currently pending action by the full Senate.

#### **Goal 5. Web Renewal Project Phase 2**

- Implement full deployment of VIBNL website to include automated renewal process during the LPN and CNA 2017-2018 registration period after providing informational sessions with staff and nursing management at various healthcare institutions on St Thomas, St Croix, and St John.

#### **Goal 6. Added Office Space**

- Complete the bidding process by securing funding from the VIBNL's approved Budget for FY 2017.
- Renovate new office space to accommodate increased Board workload and to comply with ADA guidelines.
- Utilize existing office space during renovation without interruption of Board functions and services.

## **VI BOARD OF NURSE LICENSURE BUDGET REQUEST FY 2017**

### **Goal 7. Education**

- Continue to promote nursing as the career of choice to middle and high school students.
- Meet with program directors to provide updates as received from NCSBN and Pearson Vue, of changes affecting nursing education. Continue to identify graduates of nursing programs/CNA programs who have been unsuccessful in their licensure/certification exams and provide resources to enhance success.

### **VIBNL NEEDS**

- Assign a dedicated vehicle to the VIBNL. Since January of 2012, staff members have been forced to utilize their personal vehicles to accomplish the day-to-day operations of the Board..
- Replace air conditioning ducts, ceiling tiles, light fixtures and outlets, and repair the roof. Note: the present condition of these items requires urgent attention.
- Implement measures to ensure the safety of the staff while in the workplace and the security of sensitive, confidential documents housed within the VIBNL office.

### **Fiscal Responsibilities**

- Fiscal activities are performed by the staff with administrative assistance from Office of Management & Budget, Department of Health Payroll, Financial Services, and Budget Control. Central government processes on contracts for professional services, requisitions, and purchase orders are handled via Property & Procurement; and the Department of Finance manages financial processes of revenues and payables via the MUNIS.
- Fees collected by the VIBNL for licenses, examinations, endorsements, certifications, renewals, education providers, official verification, and penalties are remitted to the Department of Finance and deposited in the Nurse Licensure Revolving Fund. This Fund was established by Act 4666 Title 3 of the Virgin Islands Code and is administered by the Commissioner of Finance.

### **Funding Request**

To maintain the present level of activities, the funding request of the VIBNL for FY 2017 is \$491,960.40 from the General Fund for projected salaries and fringe benefits for five (5) full time employees, one (1) part time/temp position, and professional services.

In addition, approval is requested to utilize \$311,275.86 from the Nurse Licensure Revolving Fund- RV3570 for the Board's operating expenses for one (1) part time clerk, and additional expenses that may result from the repairs and renovations of the Board's office during FY 2017.

The grand total of our funding request is \$803,236.23.

We thank all those agencies who have assisted the VIBNL and with whom we have interacted over the year for their assistance in providing us with staffing and resources for training. We look forward to their continued support in achieving our stated goals, as we carry out our mission of public protection and safety.

Thank you for your attention and consideration of the Virgin Islands Board of Nurse Licensure FY 2017 Budget Request.

Please refer to the following attachment for itemization of the VIBNL's processing fee schedule and budget request for FY 2017.

# ***FY 2017 Budget Request Financial Detail***

**APPLICATION FOR V.I. GOVERNMENT GRANT**

		<b>For OMB Use Only</b>	
<b>1. TYPE OF PROJECT:</b> <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Non-Capital		<b>2. Date Received by OMB:</b>  <b>3. V.I. Government Department/Agency Assigned:</b>	
<b>4. APPLICANT INFORMATION</b>			
Legal Name: VI Board of Nurse Licensure Address: 5051 Kongens Gade, Suite 1, STT USVI 00802-6487 PO Box 304247, STT USVI 00803-4247		Organizational Unit: Name and telephone number of person to be contacted on matters involving this application.	
<b>TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		<b>6. TYPE OF APPLICANT: (enter appropriate letter in box)</b> A. NON-PROFIT ORGANIZATION B. PROFIT ORGANIZATION C. OTHER (specify) <u>DOH-Board of Nurse Licensure</u> <div style="float: right; border: 1px solid black; padding: 2px;">C</div>	
<b>7. DESCRIPTION OF APPLICANT'S PROJECT:</b> Funding request for the Virgin Islands Board of Nurse Licensure Personnel Salaries for the following: Executive Director, Executive Management Officer, Compliance Administrative Officer, Administrative Officer I, Data Entry Operator II, Temp/Part Time, & Professional Services.			
<b>8. PROPOSED PROJECT:</b> Administrative Expense of the Board		<b>9. DISTRICT:</b> St. Thomas, ST John, ST Croix	
<b>10. AREAS AFFECTED BY PROJECT:</b>		<b>Start Date</b>	<b>End Date</b>
<b>11. ESTIMATED FUNDING</b> (use back of form to provide details)	<b>Actual FY 2015</b>	<b>Projected FY 2016</b>	<b>Request FY 2017</b>
V.I. GOVERNMENT	\$ 161,914.74	\$ 274,317.00	\$ 491,960.40
Other Funding:	104,845.86	311,276.00	311,275.86
FEDERAL	\$ -	\$ -	\$ -
PROGRAM INCOME (i.e fees, ticket sales)	\$ -	\$ -	\$ -
OTHER _____	\$ -	\$ -	\$ -
(specify)	\$ -	\$ -	\$ -
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 266,760.60</b>	<b>\$ 585,593.00</b>	<b>\$ 803,236.26</b>
<b>12. Applicant is subject to review under Title 2, Chapter 2, Section 29, Virgin Islands Code.</b> Does applicant have audited reports for this program?  <input checked="" type="checkbox"/> Yes      11/3/2004 <input type="checkbox"/> No			
<b>13. TO THE BEST OF MY KNOWLEDGE, ALL DATA IN THIS APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE GRANT IS AWARDED.</b>			
a. Type Name of Authorized Representative Carla King		b. Title Executive Management Officer	c. Telephone No. (340) 776-7397
d. Signature of Authorized Representative			Date Signed 3/10/2016

VIOMB FORM 2017

**DETAILED EXPENDITURE REPORT - General Fund**

	FISCAL YEARS		
	ACTUALS 2015	PROJECTED 2016	REQUEST 2017
<b>1 PERSONNEL SERVICES</b>			
Reg. Employees Unclass	\$ 107,034.68	\$ 148,128.00	\$ 165,500.00
Reg. Employees Class	\$ 16,111.72	\$ 22,677.00	\$ 45,041.00
Temp/Part Time Salaries	\$ -	\$ 25,800.00	\$ 25,800.00
<b>Total Personnel Services</b>	<b>\$ 123,146.40</b>	<b>\$ 196,605.00</b>	<b>\$ 236,341.00</b>
<b>2 FRINGE BENEFITS</b>			
Retirement Contribution	\$ 14,917.57	\$ 35,015.00	\$ 43,160.91
Fica & Medicare	\$ 8,188.07	\$ 15,041.00	\$ 18,080.09
Health Insurance	\$ 15,200.20	\$ 27,285.00	\$ 34,007.76
Workers Compensation	\$ 462.50	\$ 371.00	\$ 370.64
<b>Total Fringe Benefits</b>	<b>\$ 38,768.34</b>	<b>\$ 77,712.00</b>	<b>\$ 95,619.40</b>
<b>3 SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>4 OTHER SERVICES AND CHARGES</b>			
Professional Services	\$ -	\$ -	\$ 100,000.00
Communication	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Rental of Land/Bldg.	\$ -	\$ -	\$ -
Other Svcs. N.O.C.	\$ -	\$ -	\$ -
<b>Total Other Svcs. &amp; Chgs.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>
<b>5 UTILITIES</b>			
Electricity	\$ -	\$ -	\$ -
Water	\$ -	\$ -	\$ -
<b>Total Utilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>7 CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000.00</b>
<b>TOTAL</b>	<b>\$ 161,914.74</b>	<b>\$ 274,317.00</b>	<b>\$ 491,960.40</b>

Note: If grantor agency has multiple funding sources, please attach separate sheets for each funding source.



**Virgin Islands Board of Nurse Licensure  
FY 2016 Present Salaries  
General Fund**

SALARIES		FRINGE BENEFIT	POSITION TITLE
\$82,000.00 Vacant	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret.  Total	- 6,273.00 5,733.24 <u>16,810.00</u>  \$28,816.24	Unclassified Executive Director
\$48,500.00 Emp. #97576	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret.  Total	92.66 3,710.25 10,085.64 <u>9,942.50</u>  \$23,831.05	Unclassified Executive Management Officer Carla King
\$35,000.00 Emp. #91683	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	92.66 2,677.50 5,733.24 <u>7,175.00</u>  \$15,678.00	Unclassified Compliance Administrative Officer DeAnn Connor
\$20,906.00 Emp.#93150	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	92.66 1,599.31 5,733.24 <u>4,285.73</u>  \$11,710.94	Classified Data Entry Operator II Ronald Yarde
<b>Total Salaries: \$186,406.00</b>	<b>Fringe Totals</b>	<b>\$80,036.63</b>	<b>Total: \$266,442.63</b>
\$25,800.00 Emp.#701321	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret.  Total	92.66 1,973.70 - <u>-</u>  \$	Temp/Part Time Interim Executive Director Cynthia Stapleton
\$6,870.00 Vacant	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	- 525.56 - <u>-</u>  \$ 525.56	Temp/Part Time Administrative Officer II
<b>Total Salaries: \$219,076.00</b>	<b>Fringe Totals</b>	<b>\$ 82,628.55</b>	<b>Grand Total: \$301,704.55</b>



Virgin Islands Board of Nurse Licensure  
FY 2016 Projected Salaries  
General Fund

SALARIES		FRINGE BENEFIT	POSITION TITLE
\$82,000.00 Vacant	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret.  Total	- 6,273.00 5,733.24 <u>16,810.00</u>  \$28,816.24	Unclassified Executive Director
\$48,500.00 Emp. #97576	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret.  Total	92.66 3,710.25 10,085.64 <u>9,942.50</u>  \$23,831.05	Unclassified Executive Management Officer Carla King
\$35,000.00 Emp. #91683	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	92.66 2,677.50 5,733.24 <u>7,175.00</u>  \$15,678.00	Unclassified Compliance Administrative Officer DeAnn Connor
\$22,677.00 Emp.#93150	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	92.66 1,734.79 5,733.24 <u>4,648.79</u>  \$12,209.48	Classified Data Entry Operator II Ronald Yarde
<b>Total Salaries: \$188,177</b>	<b>Fringe Totals</b>	<b>\$80,535.17</b>	<b>Total: \$268,712.17</b>
\$25,800.00 Emp.#701321	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret.  Total	92.66 1,973.70 - -  \$ 2,066.36	Temp/Part Time Interim Executive Director Cynthia Stapleton
\$160,000.00 Vacant	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	- 12,240.00 - -  \$ 12,240.00	Professional Services
<b>Total Salaries: \$373,977.00</b>	<b>Fringe Totals</b>	<b>\$ 94,841.53</b>	<b>Grand Total: \$468,818.53</b>



**Virgin Islands Board of Nurse Licensure  
FY 2017 Requested Salaries  
General Fund**

SALARIES		FRINGE BENEFIT	POSITION TITLE
\$82,000.00 Vacant	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	- 6,273.00 5,899.68 <u>16,810.00</u> \$28,982.68	Unclassified Executive Director
\$48,500.00 Emp. #97576	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	92.66 3,710.25 10,409.04 <u>9,942.50</u> \$24,154.45	Unclassified Executive Management Officer Carla King
\$35,000.00 Emp. #91683	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	92.66 2,677.50 5,899.68 <u>7,175.00</u> \$15,844.84	Unclassified Compliance Administrative Officer DeAnn Connor
\$22,677.00 Emp.#93150	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	92.66 1,734.79 5,899.68 <u>4,648.79</u> \$12,375.92	Classified Data Entry Operator II Ronald Yarde
\$22,364.00 Vacant	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	- 1,710.85 5,899.68 <u>4,584.62</u> \$	Classified Administrative Officer I
<b>Total Salaries: \$210,541.00</b>	<b>Fringe Totals</b>	<b>\$93,553.04</b>	<b>Total: \$304,094.04</b>
\$25,800.00 Emp.#701321	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	92.66 1,973.70 - - \$ 2,066.36	Temp/Part Time Interim Executive Director Cynthia Stapleton
\$160,000.00 Vacant	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	- 12,240.00 - - \$12,240.00	Professional Services Contracts for Contractors, Education Consultant, Investigator, & Custodial Services.
<b>Total Salaries: \$396,341.00</b>	<b>Fringe Totals</b>	<b>\$95,619.40</b>	<b>Grand Total: \$491,960.40</b>



**GOVERNMENT OF THE VIRGIN ISLANDS**  
**NURSE LICENSURE REVOLVING FUND- 6054**  
**March 22, 2016**

Beginning Balance from F/Y '13		\$ 165,274.22
Revenues F/Y '14	\$ 80,355.00	
Obligations F/Y '14	<u>(83,483.50)</u>	
Net Activity F/Y '14		(3,128.50)
Opening Balance Adj		385.85
Ending Balance 9/30/14		<u>162,531.57</u>

Beginning Balance from F/Y '14		162,531.57
Revenues F/Y '15	172,918.20	
Obligations F/Y '15	<u>(104,845.86)</u>	
Net Activity F/Y '15		68,072.34
Ending Balance 09/30/2015		<u>\$ 230,603.91</u>

Beginning Balance from F/Y '15		230,603.91
Revenues F/Y '16	94,332.50	
Obligations F/Y '16	<u>(25,123.86)</u>	
Net Activity F/Y '16		69,208.64
<b>Ending Balance 03/21/2016</b>		<b><u>\$ 299,812.55</u></b>

Budgeted Balance-Unobligated Budget		(94,871.21)
Encumbrances		<u>(14,833.18)</u>
<b>Available for Budget</b>		<b><u>\$ 190,108.16</u></b>

**Note:**

This unaudited balance includes appropriations and encumbrances available but not yet expended

*JS*  
**DOF - General Ledger**  
**BC- 03/22/16**

**RECEIVED**  
*4/5/16*

**DETAILED EXPENDITURE REPORT - Revolving Fund**

	FISCAL YEARS		
	ACTUALS 2015	PROJECTED 2016	REQUEST 2017
<b>1 PERSONNEL SERVICES</b>			
Reg. Employees Unclass	\$ -	\$ -	\$ -
Reg. Employees Class	\$ -	\$ -	\$ -
Temp/Part Time Salaries	\$ 19,043.97	\$ 28,588.82	\$ 25,588.82
<b>Total Personal Services</b>	<b>\$ 19,043.97</b>	<b>\$ 28,588.82</b>	<b>\$ 25,588.82</b>
<b>2 FRINGE BENEFITS</b>			
Retirement Contribution	\$ -	\$ -	\$ -
Fica & Medicare	\$ 1,456.87	\$ 4,187.04	\$ 4,187.04
Health Insurance	\$ 49.68	\$ -	\$ -
Workers Compensation	\$ -	\$ -	\$ -
<b>Total Fringe Benefits</b>	<b>\$ 1,506.55</b>	<b>\$ 4,187.04</b>	<b>\$ 4,187.04</b>
<b>3 SUPPLIES</b>	<b>\$ 16,469.27</b>	<b>\$ 25,500.00</b>	<b>\$ 35,500.00</b>
<b>4 OTHER SERVICES AND CHARGES</b>			
Professional Services		\$ 18,000.00	\$ 18,000.00
Communication	\$ 15,055.03	\$ 22,000.00	\$ 25,000.00
Travel	\$ 7,386.86	\$ 10,000.00	\$ 10,000.00
Rental of Land/Bldg.	\$ -	\$ -	\$ -
Other Svcs. N.O.C.	\$ 21,684.43	\$ 85,000.00	\$ 82,000.00
<b>Total Other Svcs. &amp; Chgs.</b>	<b>\$ 44,126.32</b>	<b>\$ 135,000.00</b>	<b>\$ 135,000.00</b>
<b>5 UTILITIES</b>			
Electricity	\$ 23,699.75	\$ 25,000.00	\$ 25,000.00
Water	\$ -	\$ 500.00	\$ 500.00
<b>Total Utilities</b>	<b>\$ 23,699.75</b>	<b>\$ 25,500.00</b>	<b>\$ 25,500.00</b>
<b>7 CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 92,500.00</b>	<b>\$ 85,500.00</b>
<b>TOTAL</b>	<b>\$ 104,845.86</b>	<b>\$ 311,275.86</b>	<b>\$ 311,275.86</b>

Note: If grantor agency has multiple funding sources, please attach separate sheets for each funding source. VBNL FY2017 Budget Worksheet Rev 05172016



**Virgin Islands Board of Nurse Licensure  
FY 2017 Temp/Part Time Salaries  
Revolving Fund**

<b>SALARIES</b>		<b>FRINGE BENEFIT</b>	<b>POSITION TITLE</b>
<b>\$13,000.00</b> Emp. # 74757	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	00.00 994.50 00.00 <u>00.00</u> \$994.50	Temp / Part Time Clerk I Evelyn Phillip
<b>\$15,588.82</b> Vacant 2	Workmen's Comp Fed. Soc. Sec. Taxes Health Insurance Employer's Cont. to Ret. Total	00.00 1,192.54 00.00 <u>00.00</u> \$1,192.54	Temp/Part Time Clerk Typist III
<b>Total Salaries: \$28,588.82</b>	<b>Fringe Totals</b>	<b>\$2,187.04</b>	<b>Total \$ 30,775.86</b>



**VIRGIN ISLANDS BOARD OF NURSE LICENSURE  
FY 2017 BUDGET HEARING  
Revolving Fund Expense Accounts**

TEL: (340) 776-7397

FAX: (340) 777-4003

3600 Department of Health				
9936 Nurse Licensure Board				
C/CNTR DMIS18 Health MISCELLANEOUS				
C/CNTR E57008 NURSE LICENSURE REVOLVING FUND				
	# OF POSITIONS =		1	
	#OF VACANT POSITIONS =		1	
			FY 2016 - 2017	
P-ACCT	S-ACCT	DESCRIPTION	REQUEST	
15100		PERSONAL SERVICES		
60547007				
	15111	SALARIES-REG. EMP. UNC.	\$	
		SALARIES-REG. EMP. CLAS.	\$	
	512000	SALARIES – TEMP/PART TIME	\$ 28,588.82	
		SALARIES-OVERTIME COMP.	\$	
		FEES & COMPENSATION	\$	
		LUMP SUM	\$	
		<b>TOTAL P-ACCT 15100</b>	<b>\$ 28,588.82</b>	
60547012				
577000		CAPITAL EXPENDITURE	\$	
571200		IMPROV. TO BUILDINGS	\$ 60,000.00	
575000		MACHINERY & EQUIPMENT	\$ 25,000.00	
575100 (Inactive)		COMPUTER HARDWARE	\$ 7,500.00	
		CAPITAL OUTLAY	\$	
		<b>TOTAL P-ACCT 25600</b>	<b>\$ 92,500.00</b>	
60547008				
520000		FRINGE BENEFITS	\$	
		WORKMEN'S COMP. PREMIUMS	\$	
		FICA	\$ 2,187.04	
		HEALTH INSURANCE PREMIUMS	\$	
		EMPLOYER'S CONTR TRETIREE	\$	
		UNEMPLOY INSUR. CONTRIBU.	\$	
523000		UNIFORM ALLOWANCE	\$ 1,000.00	
523100		OTHER CONTRIB. N.O.C. (PETTY CASH)	\$ 1,000.00	
		<b>TOTAL P-ACCT 35190</b>	<b>\$ 4,187.04</b>	



**VIRGIN ISLANDS BOARD OF NURSE LICENSURE  
FY 2017 BUDGET HEARING  
Revolving Fund Expense Accounts**

TEL: (340) 776-7397

FAX: (340) 777-4003

3600 Department of Health				
9936 Nurse Licensure Board				
C/CNTR DMIS18 HEALTH MISCELLANEOUS				
C/CNTR E57008 NURSE LICENSURE REVOLVING FUND				
				FY 2016 - 2017
P-ACCT	S-ACCT	DESCRIPTION		REQUEST
60547011				
	540000	SUPPLIES		
	541000	OFFICE SUPPLIES	\$ 10,000.00	
	543100	FOOD	\$ 8,000.00	
	541100	OPERATING SUPPLIES	\$ 10,000.00	
	542000	REPAIR/MAINT. SUPPLIES	\$ 2,000.00	
	542100	SMALL TOOLS / MINOR EQUIPMENT	\$ 3,500.00	
	546000	DATA PROCESSING SOFTWARE	\$ 2,000.00	
		OP. SUPPLIES-BUDGET		
		<b>TOTAL P-ACCT 45400</b>	<b>\$ 35,500.00</b>	
60547010		OTHER SERVICES & CHARGES		
	534000	PROFESSIONAL SERVICES	\$ 18,000.00	
	535000	COMMUNICATION	\$ 25,000.00	
	560000	TRAVEL	\$ 10,000.00	
	536000	TRANSPORT-NOT TRAVEL	\$ -0-	
	535010	ADVERTISING & PROMOTION	\$ 1,500.00	
	535020	PRINTING & BINDING	\$ 2,500.00	
	561000	INSURANCE	\$ 2,000.00	
	532000	REPAIRS & MAINTENANCE (CAR)	\$ 8,000.00	
	533000	RENTAL OF LAND / BLDG	\$ -0-	
	533020	RENTAL MACHINES & EQUIPMENT	\$ 1,000.00	
	534110	TRAINING (CNA EXAMS)	\$ 10,000.00	
	560100	Bulk Tickets	\$ 12,000.00	
	564100	OTHER SVCS. & CHGS-BUDGET	\$ 35,000.00	
		NCSBN MEMBERSHIP		
		<b>TOTAL P-ACCT 95000</b>	<b>\$ 125,000.00</b>	
60547009		PUBLIC UTILITY SERVICES		
	530000	ELECTRICITY	\$ 25,000.00	
	531010	WATER	\$ 500.00	
		<b>TOTAL P-ACCT 96000</b>	<b>\$ 25,500.00</b>	
<b>TOTAL C/CNTR E57008</b>			<b>\$ 311,275.86</b>	
ORG 9936 NURSE LICENSURE BOARD				



**EXHIBIT BR – II  
FY 2017 JUSTIFICATION  
SALARY PERSONAL SERVICE REQUIREMENTS**

FY 2016-2017 JUSTIFICATION  
SALARY PERSONNEL SERVICE REQUIREMENTS

FUND VIRGIN ISLANDS BOARD OF NURSE LICENSURE REVOLVING FUND

DIVISION CODE 3611

DEPARTMENT COD 3600

LOW ORG 9936

60547007 DOLLARS  
SUB ACCOUNT REQUESTED

51200 Salaries-Part-time Employees \$28,588.82

**TOTAL \$28,588.82**

FY 2016 CAPITAL PROJECTS ESTIMATE REQUEST

60547012

571200 Improvements to Building \$60,000.00 Scope of work as follows is still pending:

- Remove and replace existing galvanize roof areas as needed;
- Remove and replace existing ceiling tiles as necessary;
- Remove and replace existing vinyl floor tiles for 12" x 12" ceramic tiles;
- Remove and replace existing structural areas with new masonry as required;
- Remove or repair interior partition walls as necessary;
- Chip and repair the existing interior and exterior concrete wall areas;
- Pressure wash, remove/scrape, and treat existing walls with concrete sealer with appropriate primer;
- Re-paint walls to match existing areas with two coats of high quality exterior/interior Acrylic Latex Paint.;
- Remove, replace, and relocate existing exterior and interior doors and windows as necessary;
- Install/relocate new bathroom with accessories as per ADA compliance;
- Remove/ relocate and replace existing plumbing pvc;
- Remove and replace existing electrical wiring and fixtures as necessary;
- Install New Air Conditioning and duct system;
- Install a new reception area;
- Relocate and install/construct new kitchen area;
- Relocate additional file room.

515200 Machinery & Equipment \$ 25,000.00 Replacement & Repairs of Office Machinery and Equipment.

575100 Computers Hardware \$ 7,500.00 New Computer Hardware, Software, Website & Website Maintenance.

**TOTAL \$ 92,500.00**

**VI BOARD OF NURSE LICENSURE BUDGET REQUEST FY 2017**

FY 2016-2017 JUSTIFICATION

FUND VIRGIN ISLANDS BOARD OF NURSE LICENSURE REVOLVING FUND

DEPARTMENT COD 3600

LOW ORG 9936

-			DOLLARS
SUB ACCOUNT			REQUESTED
60547008			
520000 Fringe Benefits	\$2,187.04		
-			
523000 Uniform Allowance	\$1,000.00		
-			
523100 Petty Cash	<u>\$1,000.00</u>		
	<b>TOTAL</b>	<b>\$4,187.04</b>	

60547010

564100 Other Services & Charges

Detail breakdown of "Other Services & Charges" is as follows:

NCSBN MEMBERSHIP	BREAKDOWN
NCSBN MEMBERSHIP FEE	\$ 3,000.00
CLEAR MEMBERSHIP FEE PER YEAR	\$ 350.00
NCSBN BD MEMBER ANNUAL MEETINGS REGISTRATION	\$ 6,400.00
CLEAR REGISTRATION FEE 4 PERSONS @ \$500.00 EACH	\$ 2,000.00
VIDEO CONFERENCE	\$ 1,500.00
MISC. CHARGES	<u>\$ 21,750.00</u>
	<b>TOTAL \$ 35,000.00</b>



FY 2016 - 2017 JUSTIFICATION

FUND 6054— VIRGIN ISLANDS BOARD OF NURSE LICENSURE REVOLVING FUND

DIVISION CODE 3611

DEPARTMENT COD 3600

LOW ORG 9936

SUB ACCOUNT DOLLARS  
REQUESTED

<b>541000</b> Office Supply	\$ 10,000.00	Office supply, printing paper and copy paper etc.
<b>543100</b> Food	\$ 8,000.00	Board meeting, Committee meeting, & Christmas luncheon
<b>541100</b> Operating Supply	\$ 10,000.00	Fax and copy toner cartridge, flowers and testing supplies for nursing exam, bottle water, batteries, FEDEX & UPS
<b>542000</b> Repairs /Maintenance	\$ 2,000.00	Cleaning & repairs for typewriter, postage machine, fax & copier machines
<b>542100</b> Small Tools & Minor Equip	\$ 3,500.00	Credit card machine, postage machine rental,
<b>546000</b> Data Processing Software	\$ 2,000.00	Database software & program upgrades
<b>45479</b> Operating Supply Budget	\$ -0-	

**TOTAL \$ 35,500.00**

<b>534000</b> Professional Services	\$ 18,000.00	Stenographer/ prof. auditor & legal revision of code
<b>535000</b> Communication & Stamps	\$ 25,000.00	Web site, home page, internet, cable tv, postage, & telephone
<b>560000</b> Travel	\$ 10,000.00	Midyear & NCSBN annual conferences, inter-island travel
<b>560100</b> Bulk Tickets & freight	\$ 12,000.00	Round Trip Tickets for STX Board Members & freight
<b>535010</b> Advertising & Promotion	\$ 1,500.00	Advertising licenses, disciplinary programs
<b>535020</b> Printing & Binding	\$ 2,500.00	Printing budget & nurse related information
<b>561000</b> Insurance - Car	\$ 2,000.00	Insurance Coverage for VIBNL car & staff
<b>532000</b> Repairs & Maintenance	\$ 8,000.00	Car-Gas Coupons –Tires, Oil, Periodic Replacements of Old Parts, Etc.
<b>533020</b> Rentals Machine – Equip.	\$ 1,000.00	Carpets and Blinds Cleaning
<b>564100</b> Other services & charges	<b>\$ 35,000.00</b>	
NCSBN Membership	\$ -0-	NCSBN Membership fees, clear membership & video conferences, Employees, video conferences for nurses
<b>534110</b> Training	\$ 10,000.00	Orientation for taskforce, seminars, & workshops for board
<b>TOTAL</b>	<b>\$125,000.00</b>	
<b>530000</b> Electricity	\$ 25,000.00	Electrical Services for the Board's Office.
<b>531010</b> Water	\$ 500.00	Water services for the Board's Office
<b>TOTAL</b>	<b>\$ 25,500.00</b>	
<b>GRAND TOTAL</b>	<b>\$311,275.86</b>	

**VI BOARD OF NURSE LICENSURE BUDGET REQUEST FY 2017**

<b>PROCESSING FEE SCHEDULE</b> <i>(All fees are payable by Money Order/Certified Bank Check)</i>			
<b>ITEM</b> (Revised Fees Effective August 2012)	<b>COST</b>	<b>ITEM</b>	<b>COST</b>
<b>Credential Review &amp; Exam Application Fee</b>		<b>Registration Renewal Fee</b>	
NCLEX RN – CAT Exam	\$ 75.00	APRN	\$150.00
NCLEX PN – CAT Exam	\$ 75.00	RN	\$125.00
CNA NNAAP WRITTEN & SKILLS EXAM	\$50.00	LPN	\$100.00
<b>Eligibility Review for Repeat Exam Fee</b>		CNA	\$75.00
NCLEX RN/PN CAT Exam	\$40.00	<b>Lapsed Fee</b>	\$200.00
CNA NNAAP WRITTEN & SKILLS EXAM - REPEAT	\$25.00ea.	<b>Inactive Status (APRN/RN/LPN Only Prior to 12/31<sup>st</sup>)</b>	\$15.00
<b>Initial Licensure/Certification Registration Fee by Exam (Prorated)</b>			
NCLEX RN/PN CAT	\$75.00	<b>License Replacement Fee</b>	\$20.00
CNA (National Nurse Aide Assessment Program)	\$50.00	<b>Official Verification Fee</b>	\$25.00
<b>Initial Licensure/Certification Registration Fee by Endorsement</b>		<b>CEU Provider Initial/Renewal Fee</b>	\$250.00
Advance Practice Registered Nurse (APRN)	\$150.00	<b>Contingent Penalties</b>	
Registered Professional Nurse (RN)	\$125.00	Intentional Violation <i>Actual Danger to the Public (ADP)</i>	\$250.00 \$1000.00
Licensed Practical Nurse (LPN)	\$100.00	Intentional Violation <i>Potential Danger to the (PDP)</i>	\$100.00 \$500.00
Certified Nursing Assistant (CNA)	\$75.00	Negligent Violation <i>Actual Danger to the Public (ADP)</i>	\$100.00 \$250.00
<b>2<sup>nd</sup> Year Initial Licensure/Certification Registration Renewal Fee (July-August of the Renewal Year)</b>			
Advance Practice Registered Nurse (APRN)	\$75.00		
Registered Professional Nurse (RN)	\$62.50		
Licensed Practical Nurse (LPN)	\$50.00		
Certified Nursing Assistant (CNA)	\$37.50		



**VIRGIN ISLANDS BOARD OF NURSE LICENSURE  
REVOLVING FUNDS REVENUES  
OCTOBER 2015- SEPTEMBER 2016**

<b>Month</b>	<b>WEEK1</b>	<b>WEEK 2</b>	<b>WEEK 3</b>	<b>WEEK 4</b>	<b>WEEK 5</b>	<b>Totals</b>
<b>October</b>	\$2,720.00	\$4,867.50	\$6,017.50	\$8,467.50	\$15,665.00	<b>\$37,737.50</b>
<b>November</b>	\$11,307.50	\$7,342.50	\$7,572.50	\$3,365.00	-	<b>\$29,587.50</b>
<b>December</b>	\$5,840.00	\$5,740.00	\$3,787.50	\$2,760.00	\$1,830.00	<b>\$19,957.50</b>
<b>January</b>	\$4,335.00	\$1,230.00	\$1,340.00	\$2,342.00	-	<b>\$9,247.50</b>
<b>February</b>	\$2,070.00	\$2,262.50	\$1,025.00	\$1,375.00	-	<b>\$6,732.50</b>
<b>March</b>	\$935.00	\$1,215.00	\$2,050.00	\$420.00	-	<b>\$4,620.00</b>
<b>April</b>	\$1,712.50	\$1,540.00	\$1,455.00	\$660.00	\$390.00	<b>\$5,757.50</b>
<b>May</b>	\$740.00	\$1,627.50	\$705.00	\$732.50	-	<b>\$3,805.00</b>
<b>June</b>	\$1,000.00	\$780.00				<b>\$1,780.00</b>
<b>July</b>						
<b>August</b>						
<b>September</b>						
<b>Totals</b>	<b>\$30,660.00</b>	<b>\$26,605.00</b>	<b>\$23,952.50</b>	<b>\$20,122.50</b>	<b>\$17,885.00</b>	<b>\$119,225.00</b>
					<b>Total</b>	<b>\$119,225.00</b>

