



Federation
of Chiropractic
Licensing Boards

MEETING
FCLB Board of Directors

Tuesday, September 12, 2017
via Telephone Conference Call

MINUTES

NOTE: Minutes are not totally chronological, as discussion and motions related to a specific agenda item are consolidated under that topic.

PRESENT:

OFFICERS:

Margaret Colucci, D.C., President
Kirk Shilts, D.C., Vice President
Carol Winkler, D.C., Treasurer
Farrel Grossman, D.C., Immediate Past President

EXECUTIVE BOARD OF DIRECTORS:

James Buchanan, D.C., District I Director
Robert Daschner, D.C., District II Director
Keita Vanterpool, D.C., District III Director
Cynthia Tays, D.C., District IV Director & Board Chair

ADMINISTRATIVE FELLOW DIRECTOR:

Patricia Oliver, Administrative Fellow Director

ALTERNATE DIRECTORS:

Lisa Kouzes, D.C., District I Alternate Director
Brian McIntyre, D.C., District II Alternate Director
George Houry, D.C., District III Alternate Director

STAFF:

Dr. Jon Schwartzbauer, Executive Director
Bridget Seader, Program/CIN-BAD Administrator

MEETING DETAILS

I. Call to Order, Roll Call, Announcements, Integrity Check

Dr. Tays called the meeting to order at 4:03 p.m. Dr. Schwartzbauer noted Board members and staff present as listed.

Dr. Schwartzbauer had no announcements. Dr. Tays requested that if you wish to speak, please address the Chair (with the exception of Dr. Colucci as Board President) and she will recognize you, and asked that you give your name before speaking.

Dr. Tays then called for an integrity check: There were no disclosures of undue influence/conflicts of interest since the last meeting.

II. FCLB Master Calendar

Dr. Tays reminded the Board the master calendar is on the private section of the Board of Directors website.

- III. Consent Agenda
 - A. Board Meeting Agendas
 - B. Standing Rules

M / S Grossman / Oliver to approve consent agenda as written. Motion passed, no opposition.

C. Meeting Minutes

Minutes from the July 11, 2017, FCLB Board of Directors meetings were approved previously via e-ballot and posted on the FCLB public website. Those minutes are included for reference only.

D. Board Policy Manual

1. Investment Policy

Dr. Grossman spoke about the Investment Policy, stating we have expended a tremendous amount of energy to come up with this Investment Policy. It accurately and conservatively serves the needs of the Federation and the product is finished. He asked the Board for any feedback regarding changes or modifications to the policy. Hearing none he proposed the policy be accepted by the board on behalf of the Investment Committee.

M / S Grossman / Winkler to accept the Investment Policy as presented on behalf of the Investment Committee. Motion passed, no opposition.

LEGAL ISSUES

IV. Legal Issues

Dr. Tays reported there was nothing to discuss.

GOVERNANCE

1. Financial Report

1.1 Finance Reports as of 6/30/2017

- A. Status Report
- B. Income & Expenses Report
- C. Job Cost Reports
- D. Board of Directors Designated Funds

Dr. Winkler stated that this report is as of July 30, 2017. There were no questions.

2. FCLB Board of Directors

2.1 Voting via e-mail - Amendment to Policy

Dr. Tays has proposed an amendment to the policy reading: "Email voting should be conducted by replying directly to the executive director and/or the FCLB staff member that emailed the motion requiring a vote. There should be no voting that is sent to all or some of the other members of the FCLB Board of Directors." Dr. Shilts suggested striking "that is" from the last sentence.

M / S Tays / Grossman to accept the Voting by Electronic Means policy as amended, including striking "that is" from the last sentence. Motion passed, no opposition

**2.2 Mid-Year Meeting - November 3-4, 2017
EC Planning Meeting - November 2, 2017**

Dr. Tays reported this meeting will be in conjunction with the Congress of Chiropractic State Associations (COCSA) meeting. Dr. Schwartzbauer asked everyone to let Ms. Finn know your flight information.

Dr. George Khoury joined the meeting at 4:19 p.m.

2.3 Communication Schematic

Dr. Colucci referred the board to page 37 of the meeting materials, and stated she felt this is a good idea for everybody to consider. The objective is for topics, discussions and projects to go through herself and Dr. Schwartzbauer. Dr. Schwartzbauer clarified that this idea came up at the FARB leadership conference, showing a simple chain of command approach. While there are always exceptions, the more important items serve to keep Dr. Colucci and himself engaged in those conversations. He said we want to try this approach for awhile and we will put it on a future agenda to see how it's working.

3. Personnel Issues

3.1 None to Report

Dr. Schwartzbauer reported that after 18 years with the Federation, Bridget Seader has officially announced her retirement. She was strategic and professional in planning and has given us plenty of time to plan and transition. Her last day will be January 31, 2019. Dr. Schwartzbauer is planning on bringing in her replacement beginning December 1, 2018. Dr. Grossman and Dr. Colucci thanked Ms. Seader for her service.

4. Membership Issues

4.1 None to Date

Dr. Schwartzbauer said we received notification from a Michigan board member that they were wanting to pay their dues to renew their membership, however we have not received any membership dues at this time.

OPERATIONS

5. FCLB Technology & Communications

**5.1 Software System Update
A. CIN-BAD**

Dr. Schwartzbauer referred the Board to pages 38 & 39 of the written reports.

6. Committees

**6.1 Chiropractic Board Administrators Committee (CBAC)
A. 2018 CBAC Meeting Survey
B. 8/17/2017 Conference Call Minutes**

Dr. Tays referred the board to Ms. Carter's report and survey on pages 46-48 of the meeting materials. She commented that the results of the PowerPoll were interesting and that it gives us an idea of who will not be attending in Dallas conference in May. She felt it was helpful as it pertains to the discussion from the last meeting.

6.2 Chiropractic Board Legal Administrators Committee (CBLAC)

Dr. Schwartzbauer reported they have had one conference call with nine present for their first-ever call. Another call has been scheduled for November.

6.3 Model Practice Act

A. Formal approval of committee members

Dr. Tays referred the board to page 52 regarding formally approving the task force members. Dr. Shilts said as MPA chair, he has not heard back from every potential member to see if they actually wish to participate on the committee; and while the President is a non-voting member of every committee (except the Nominating Committee), her name is not needed in the motion to approve.

M / S Grossman / Colucci to table the appointment of the MPA Committee. *Motion passed, no opposition.*

FCLB PROGRAMS & SERVICES

7. New Programs

7.1 Specialty Programs Appointment

Dr. Colucci reported that she has made her appointments of Dr. Shilts, Dr. Tays and Dr. Matthew Antonucci (of Florida), with Dr. Shilts as the chair.

M / S Grossman / Daschner to approve the committee appointments for the Specialty Programs Task Force as presented. *Motion passed, no opposition.*

Dr. Buchanan joined the meeting at 4:27 p.m.

8. Annual Conferences: 2018, 2019 and 2020

8.1 2018: Dallas, TX – Hyatt Regency Dallas – May 2-6, 2018

8.2 2019: Mission Bay, CA – Hilton Resort & Spa – May 1-5, 2019

8.3 2020: Denver, CO – Grand Hyatt Denver – April 22-26, 2020

9. District Meetings

9.1 2017 District Meeting Overview

A. Registration Roster (page 54)

9.2 2018 District Meeting Dates

Dr. Schwartzbauer commented that the District I & IV contract with the hotel for next year is not yet signed. Dr. Winkler questioned the Districts I & IV and III & V locations. Dr. Schwartzbauer apologized and said District I & IV will be in Palm Springs, CA and District III & V will be in Palm Beach, FL.

Dr. Daschner commented that Kentucky, Ohio and Wisconsin are looking at getting the funding to attend. Dr. Daschner also commented that District II attendees will discuss their future meeting locations during the meeting.

10. PACE

10.1

PACE Program Status

A. Boards - PACE Status Chart

Dr. Schwartzbauer reported that Pennsylvania is now a PACE pre-check state.

B. Utilization Chart – follow-up

Dr. Shilts referred the board to the PACE status chart on page 57. Dr. Shilts reported that the boards need to enact a regulation to put PACE in their framework. He said that every state signed on for this in a resolution that was passed last year with no opposition so that is the official and desired standard.

10.2 District Directors to have reached out to State Associations in their Region regarding PACE - Follow-up

Dr. Colucci thanked all the directors who completed the task of contacting the state associations and also thanked the staff for laying out the spreadsheet. She suggested they can work with Dr. Schwartzbauer and let him know if there are any state associations that are ready to start the application process. Dr. Daschner mentioned that Minnesota's state association is not listed on the Issue Overview. Dr. Schwartzbauer indicated we will make that change.

Dr. Schwartzbauer would like to create a separate status chart for state associations similar to the PACE status tool that will allow us to use as a reference as we move forward. Dr. Winkler asked if there was a Power Point or a handout for state associations to become a PACE provider. Dr. Schwartzbauer said we do have one that can be fine-tuned and modified to address states with certain issues.

Dr. Tays commented that she gets pushback from some state associations and asked if the Directors could have a conference call where they could be better educated in overcoming obstacles. Dr. Grossman agreed to do a paper on 20 FAQ's.

Dr. Colucci urged the Board to take advantage of networking at the COCSA meeting in Puerto Rico and educate the state associations on the benefits of being a PACE provider.

10.3 Milestone Quarterly Report

Dr. Schwartzbauer referred the board to the written report on page 64. Dr. Tays reminded the board this information is confidential.

10.4 Approval of President's Appointments to the PACE Review Team

Dr. Colucci is recommending appointment of: Dr. Alena Coleman to serve as Palmer's representative and Dr. Marina Fox to serve as New Zealand College's representative

M/S Grossman/Shilts to accept the Dr. Colucci's appointments of Drs. Coleman and Fox to the PACE Review Team. Motion passed, no opposition.

11. Certified Clinical Chiropractic Assistants

11.1 Update

Dr. Schwartzbauer referred the board to the written report on page 67.

12. Chiropractic Passport Program

12.1 None to Date

REGULATORY ISSUES

13. Accreditation

13.1 CCE-USA Update

Dr. Schwartzbauer said there is nothing to report.

14. Member Boards: Specific Issues

14.1 State Requested Power Polls

Dr. Tays referred the board to Item 14, page 69 and mentioned that the new PowerPolls were on the website where you can log on to view them.

15. Examinations

15.1 NBCE Exams (US)

Dr. Colucci reported that NBCE is working through the bugs for the computer-based testing (CBT) and it has been successful. Dr. Grossman added that the CBT testing will be launched again this weekend.

15.2 IBCE (International)

Dr. Colucci reported that Dr. Cote (OR) attended the meeting in Greece.

16. Other Regulatory Bodies

16.1 ICRS

A. Update

Dr. Schwartzbauer reported that the ICRS Steering Committee is working on bylaws for that organization and they expect it to be done before our Puerto Rico meeting. Their next meeting is in Budapest in 2018 at the end of May so we may want to consider being represented at that meeting.

STAKEHOLDER INTERACTION

17. Requests from Other Organizations

17.1 None to Date

18. Professional Associations

18.1 None to Date

19. Recent Meetings

19.1 FARB Leadership Conference – July 28-29, 2017, Kansas City, MO

Dr. Tays referred the board to the written report on page 70.

19.2 Investment Meeting – August 1, 2017, Greeley, CO

Dr. Grossman reported earlier in the meeting. See Section D1.

19.3 Life West – The Wave – August 3-6, 2017, Oakland, CA

Dr. Colucci referred the board to the written report on page 71.

19.4 Summit Roundtable Meeting – August 24, 2017, Orlando, FL

Dr. Grossman reported this roundtable was very productive for the profession. The focus moving forward will be to align with organizations that already have some traction, focusing on organizations already demonstrating success and promoting the profession as a drugless profession.

19.5 Florida Chiropractic Association Convention – August 24-27, 2017, Orlando, FL

Dr. Colucci reported that four people were in attendance (Drs. Grossman, Shilts, Schwartzbauer and herself) and it was extremely productive. They were able to connect with vendors talking about PACE and CCCA. Dr. Shilts commented that this was his first time at this meeting and enjoyed sitting in on the Florida Board of Examiners meeting. He also mentioned that we should consider the issues of establishing standards within our PACE program for online CE providers, discussing various security programs that are out there. He said members of the Florida Board would like us to learn more.

20. Upcoming Meetings

20.1 Dates, Locations, Budgeted Attendance

Dr. Tays referred the Board to Page 72 in the meeting materials.

NEW BUSINESS

21. New Business

21.1 Amend Budget by \$2,500 to allow Dr. Colucci to attend Investiture of Dr. Mestan as President of NYCC

Dr. Colucci has expressed interest in attending the Investiture of Dr. Mestan at New York Chiropractic College. She feels we should have some presence at this event. The date is October 21, 2017.

M/S Grossman / Oliver to appropriate funds in the amount of \$2,500 and amend the budget for Dr. Colucci to attend Dr. Mestan's Investiture. Motion carried, no opposition. Dr. Colucci recused herself.

ADJOURN

Dr. Tays thanked everyone for their time and reminded the board if they have agenda items for the November meeting to please submit them to the Federation office.

The meeting was adjourned at 5:28 p.m.



Jon Schwartzbauer, DC
Executive Director

With appreciation to Bridget Seader for assistance with the Minutes