



Federation  
of Chiropractic  
Licensing Boards

REGULAR MEETING  
FCLB Board of Directors  
Tuesday, March 20, 2007  
Via telephone conference call ■ 6:00 p.m. MST

## MINUTES

### PRESENT:

#### OFFICERS:

N. Edwin Weathersby, D.C., President  
Oliver "Bud" Smith, Jr., D.C., Vice President  
Daniel Saint-Germain, D.C., Treasurer  
Richard L. Cole, D.C., Immediate Past President

#### EXECUTIVE BOARD OF DIRECTORS:

LeRoy Otto, D.C., Executive Board Chair & District II Director  
Carol Davis, D.C., District I Director  
Lawrence O'Connor, D.C., District III Director  
Ron Tripp, D.C., District IV Director  
Farrel Grossman, D.C., District V Director

#### EXECUTIVE FELLOW DIRECTOR:

Joe Baker, Jr., Executive Fellow Director

#### ALTERNATE DIRECTOR

Lawrence Davis, D.C., District IV Alternate Director

#### STAFF:

Donna M. Liewer, Executive Director

---

#### I. CALL TO ORDER / ROLL CALL

Dr. Otto called the meeting to order at 7:04 PM MDT. Donna Liewer noted board members present as listed.

---

#### II. ANNOUNCEMENTS

The board welcomed Dr. Grossman to his first meeting representing District V. Dr. Lawrence Davis joined as Alternate Director for District IV, to sit in on the meeting and assume the seat at 7:30 PM when Dr. Tripp would need to depart for another meeting.

Participants were reminded of the meeting protocol.

---

#### III. MINUTES FROM LAST BOARD MEETING

**M/S Smith/C. Davis**      **to approve the minutes from the January 12-13, 2007, midyear meeting of the board of directors as presented.**  
*Passed, no opposition*

**M/S C. Davis/Tripp**      **to approve the minutes from the February 26, 2007, special telephone conference call meeting of the board of directors as presented.** *Passed, no opposition*

It was noted that the March 6, 2007, executive committee minutes included in the director packets had already been approved by the executive committee.

- 1. FINANCIAL ISSUES** - Dr. Saint-Germain reported on the current FCLB status report and reserve funds report. The board reviewed the current income and expenses for January and February 2007, as well as the final financial analysis of the 2007 midyear meeting in Greeley. Appreciation was extended to NBCE for providing both meeting space and some of the meals, allowing the FCLB to cut substantially the meeting expense from the prior year.

Dr. Saint-Germain also reviewed some of the high points of the audit process, which we recently concluded, passing with a clean audit. Minor language improvements to the FCLB financial policies as recommended by the auditor will be reviewed by the board in May.

The board also studied the current listing of dues payment, commenting that this structure may need to be updated in the near future.

2007 Conference Support to date was reviewed, with directors reminded to make the contacts for which they volunteered last fall.

The board addressed the 2007 budget proposal and discussed items at length. Certain adjustments were made to income and expenses by consensus. Limited overtime for staff to accomplish the conference was approved, not to exceed one hour per day per person for the month of April. It was also agreed to pay staff for all the hours worked at the upcoming conference.

The PACE program was also discussed, with special emphasis on the need to answer any remaining questions from boards or program providers and the limitations posed by the current budget situation.

Serious effort will be devoted to reclassifying our IRS non-profit status from 501 ( c ) 3 to 501 ( c ) 6 in order to better qualify for outside funding and grants.

Staff was directed to provide detailed breakdowns at each board meeting of any invoices involving outside computer consultants. Access to legal counsel will be reduced to one day at the upcoming conference, and eliminated for the rest of the calendar year. Insurance policies as well as the annual audit will be set out for bid.

Staff travel to FARB, district meetings, and any other meetings was cancelled. The board reiterated its resolve to forego per diem compensation for meals at this time. Raises for staff are also eliminated, and a higher deductible health insurance plan was adopted, for which part of the plan is self-insured by FCLB.

**M/S O'Connor / C. Davis** **to adopt the 2007 budget as modified.**

*Passed, no opposition*

- 2. NBCE UPDATE** - Drs. Weathersby and Smith reported that the working relationship with the NBCE continues to be very good.
- 3. FCLB 81<sup>ST</sup> ANNUAL CONFERENCE - ST. LOUIS** - Dr. Weathersby and Donna Liewer reported on the hotel room pickup, which is surprisingly strong this far out. Mr. Baker noted that with ACBA meeting all day on Wednesday of conference week, the room block needs to be increased for Tuesday night. Staff will contact the 2008 Atlanta hotel to try to modify the contract and will add this consideration to the Hollywood 2009 contract which is currently being finalized.

Delegate registration deadline is April 3<sup>rd</sup>, and good cooperation between NBCE and FCLB staff appears to be resolving any delegate confusion about the two separate registration processes. The board also reviewed the conference registrations through March 15.

The working agenda and speakers was presented for any additional suggestions for modifications, and related meetings were noted.

Mr. Baker reported on the upcoming ACBA meeting, and explained that he is working closely with FCLB staff to see whether any board administrators are attending the regular conference who might not be registered for ACBA. It was noted that it will be difficult for him to participate in both the ACBA and FCLB board meetings which this year are held concurrently.

#### **4. MEETINGS AND TRAVEL REPORT**

- A. ACC/RAC and Strategic Planning Session** - Dr. Weathersby reported that his ethics presentation was very successful. The post graduate deans and clinic directors are expected to schedule a concurrent meeting on documentation and recordkeeping in St. Louis. There is continued interest in international mobility, and colleges are interested in having speakers on ethics from our member boards.
  - B. NCLC March 21-23, 2007 - Washington, DC** - no report as no funds are available to support travel. The FCLB was asked by the student group to send some informational materials. *[UPDATE Dr. Marc Gamerman was able to attend on short notice and give a very brief update on regulation.]*
  - C. FCRCB - March 29-30, 2007 - Vancouver, British Columbia** - Dr. Saint-Germain was approved previously by the board to represent FCLB at his own expense. Staff will forward written materials for him to distribute at the meeting. He described the continued growth and consolidation of regulatory services in Canada under the Canadian Federation.
  - D. FCLB Calendar of Events (on website)** - has been totally updated with meetings, dates & locations
- 5. CCE STANDARDS UPDATE** - Drs. Weathersby and Smith noted that the task force efforts are continuing, with more information expected in St. Louis, where CCE leaders will attend and host a workshop to address regulatory concerns.
- 6. CMS/OIG REPORT** - Dr. Weathersby expressed the appreciation of the board to Dr. O'Connor for ably representing FCLB at the recent meeting with CMS officials to discuss documentation and recordkeeping concerns. Ongoing dialogue with federal officials is clearly necessary.
- 7. FCLB SOFTWARE UPDATE** - Donna Liewer reported on continued software challenges relating to managing disciplinary information, current licensure records, and internal contacts and organizational participation. After reviewing several hundred software applications, a few are rising up as potential solutions, but more information is required before a formal proposal can be delivered to the board.

The ALLDOCS data import tool is shaping up well, and should enable the Federation to import data from myriad formats maintained by boards and other organizations.

8. **CERTIFYING CHIROPRACTIC ASSISTANTS** - Drs. Weathersby, Smith, & Cole and Donna Liewer have been involved in several telephone conference calls addressing this issue. A PowerPoll is currently underway to determine how many jurisdictions certify chiropractic assistants. An educational program at the upcoming conference will address the topic from the perspective of three boards that currently certify CAs.

9. **PACE**

**M/S Weathersby/Smith to appoint Dr. Carol Davis as PACE Committee Chair. , to replace Dr. Norman Ouzts who recently resigned from the FCLB board. Passed, no opposition**

Discussion continued to fill the current committee vacancy for a board executive administrator. Dr. Weathersby asked for the board's support for Patrice Pritzl of Arizona. By consensus, the board offered enthusiastic support. An electronic ballot will be circulated if she agrees to serve.

It was noted that at least one other college postgraduate program is currently giving serious consideration to applying for PACE recognition. Dr. Weathersby described his efforts at the recent ACC RAC meeting to answer questions and encourage college presidents to participate.

The board reviewed the progress to date on identifying prohibited areas of study as reported by the regulatory boards and also the course registration plans. Appreciation was extended to Dr. Cole for his detailed work in this important area.

10. **FCLB COMMITTEES** - highlights:

- A. Chairs updated, some members appointed, others still pending
- B. Governmental Affairs - new FBI contact list to be available at conference
- C. Model Practice Act update - report by Dr. Cole received by the board
- D. Fraud Committee - Dr. Denise Natale has agreed to serve as chair as Dr. Spicer is stepping down
- E. New Board Member Training project - filming was successful recently in Greeley, tapping the Part IV test committee attendees
- F. New Licensee orientation - Dr. Gamerman has some ideas for this project
- G. Nominating Committee to meet next week

11. **OUR MEMBER BOARDS: CURRENT ISSUES** – The board reviewed recent events in California, Washington state, and heard a report on boards using outside professional monitors to guarantee compliance with final orders.

12. **CONFLICT OF INTEREST STATEMENT** – As requested at the midyear meeting, legal counsel Dale Atkinson offered some helpful revisions to the draft Conflict of Interest statement that has been under development. Donna Liewer will finalize the document within the next few weeks and submit it for board vote via e-ballot. If approved, it will be offered to the membership through a resolution in accordance with their direction last year in Portland.

13. **2007 DISTRICT MEETING SITES** – The board reviewed the 2007 meeting sites and dates as finalized.

Dr. Saint-Germain announced that our good friend and fellow regulator, Dr. Norman Danis, is seriously ill with cancer, and not expected to survive much longer. The thoughts and prayers of the Federation were extended to Dr. Danis, his family, and his many friends.

There being no further new business, the meeting was adjourned at 9:33 PM.

Recording Secretary  
