



Federation of Chiropractic Licensing Boards  
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*"Protecting the public and serving our member boards by promoting excellence in chiropractic regulation."*

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## FCLB Board Minutes

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### **Board of Directors Meeting**

Tuesday, April 30, 2002 8:30 a.m.  
Knickerbocker Hotel Chicago, Illinois

### **PRESENT:**

### **OFFICERS:**

Wayne C. Wolfson, D.C., President

Richard L. Cole, D.C. Vice President

N. Edwin Weathersby, D.C. Treasurer

David E. Brown, D.C., Immediate Past President

### **EXECUTIVE BOARD OF DIRECTORS:**

Patricia G. Conners-Allen, D.C., Executive Board Chair and District I Director

LeRoy Otto, D.C., District II Director

Daniel Saint-Germain, D.C., District III Director

Oliver "Bud" Smith, Jr., D.C., District IV Director

Linda Steele Denham, D.C., District V Director

Steve Willen, D.C., District V Alternate Director & District V Director-Elect

**LEGAL COUNSEL:**

Dale Atkinson, J.D., Atkinson & Atkinson

**GUESTS:** *(as available)*

Dr. Peter D. Ferguson, President - National Board of Chiropractic Examiners

Dr. Mario Spoto, Chair - COCSA's National Chiropractic Leadership Task Force

David Chapman-Smith, Secretary-General - World Federation of Chiropractic

Bill Steinmiller, Prairie Star Information Technology

Dr. Laurel Cowie, CE Task Force Co-Chair

Dr. Julia McDaniel, New Member & Attendee Committee Chair

Other Committee Chairs as available

**STAFF:**

Donna M. Liewer, Executive Director

Bridget Seader, CIN-BAD Administrator

Joan Carl, Bookkeeper and Executive Assistant

Julie Finn, Staff Assistant

**BUSINESS**

**A. CALL TO ORDER** - Dr. Conners-Allen called the meeting to order at 8:50 a.m.

**B. INVOCATION** - Dr. Willen offered the invocation.

**C. ROLL CALL** - Donna Liewer called the roll, with board, staff and legal counsel present as listed. It was noted that Dr. Saint-Germain would be arriving later in the meeting. Dr. Willen was welcomed.

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**ANNOUNCEMENTS** - Dr. Cole presented Dr. Wolfson with an esteemed gift of the Tennessee "pillars of knowledge." Donna Liewer informed the board about personal events affecting her schedule in May and June.

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#### **D. APPROVAL OF AGENDA**

**M/S Weathersby/Smith to approve the regular board agendas for the duration of conference.**

Passed, no opposition

**M/S Weathersby/Smith to suspend the agenda to accommodate guests as available.** Passed, no opposition

#### **E. APPROVAL OF MINUTES**

**M/S Smith/Denham to approve the minutes from the January Midyear Board Meeting as amended, correcting the typographical error on the motion relating to the FARB contribution to reflect taking the donation from 2001 funds.** Passed, no opposition

**M/S Smith/Weathersby to approve the minutes from all board meetings since the San Antonio, Texas meetings in April 2001.** Passed, no opposition.

**F. OVERVIEW OF CHICAGO CONFERENCE PROGRAM** - Dr. Wolfson described the various conference events and Dr. Conners-Allen urged the board members to be present at all official functions and to serve as meeting hosts.

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**Guest presentation: Dr. Peter Ferguson** updated the board on the Veteran's Administration project and the nominations for the Advisory Committee. It is expected that an announcement regarding the final committee composition will be made sometime in the next three months. In another matter, Dr. Ferguson also explained that certain segments of the profession continue to misunderstand the role of the NBCE SPEC exam, thinking (inaccurately) that the NBCE and FCLB wish to relicense DC's every two years, so continued communications with the profession are important.

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**Guest presentation: Dr. Mario Spoto** arrived to speak about COCSA issues. He noted from the ChiroChoice poll that people still don't understand the Federation's CE program design or other activities of regulatory boards. The board reviewed numerous ways in which we've attempted to share our projects with the profession and decided to start adding the posting of the board minutes to the website, subject to review by legal counsel. This could also include more proactive press releases of our minutes to an established mailing list.

Dr. Spoto reviewed the history and activities of the National Chiropractic Leadership Task Force and urged the Federation to continue to be involved. Board members explained the unique role the FCLB plays in public protection as opposed to promoting the profession, which has been more the focus of the NCLF. The composition of the group was A possible advisory capacity for FCLB was discussed, and it was agreed the Federation board would discuss this further in conjunction with legal counsel to determine whether there is a possible role for us that would not compromise our mission. The board expressed appreciation to Dr. Spoto for participating in the board meeting.

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**1. Financial Report** - Dr. Weathersby and Joan Carl reported on the financial status of the Federation, including the timing of cash flow. Analysis of conference costs will be more in depth after the Chicago meeting concludes, but it was affirmed that every cost-saving measure that could be implemented was undertaken, including reducing the quality and quantity of food and slashing the welcome reception budget by almost half.

It was noted that the report of the CPA on the formal audit was very positive, reflecting well on Joan Carl's efforts as well as the Federation's policies and management.

**M/S Brown/Smith to approve the Federation's audit for fiscal year 2001.** Passed, no opposition

Additional discussion focused on securing sponsorships for various conference events and FCLB projects. Dr. Willen volunteered to put some thoughts together regarding sponsorships.

The board was provided information on current dues and delegate status.

**2. Committees** - Dr. Wolfson requested courtesy approval of the board for various conference-related committees.

**M/S Denham/Weathersby to approve the president's appointments to committees related to the conference as presented.**

Passed, no opposition

**M/S Weathersby/Denham to reaffirm the FCLB's general committee appointment protocol as presented without change.** Passed, no opposition

**Bylaws and Resolutions Committee** - The board reviewed the work of the Bylaws and Resolutions

Committee, noting there are no resolutions submitted to date, but that the deadline is Friday at 8 AM should any come forward. The proposed bylaws amendments were summarized, as well as the process by which these have been repeatedly presented to the membership for comment and improvement. Members were reminded of the new Bylaws Forum breakout. Legal counsel Dale Atkinson advised the board to plan to review the language associated with quorum in the near future.

**Nominating Committee** - Dr. Brown reported on the process and results of the Nominating Committee, observing that all three candidates were qualified but only one name was nominated. *Robert's Rules of Order, Newly Revised (10<sup>th</sup> Edition)* describes the role and duties of an organization's Nominating Committee, stating that the committee MAY nominate more than one person but generally does not.

Dr. Connors-Allen was asked to draft some possible guidelines for discussion by the board at the next telephone conference call regarding qualifications for nomination to office by the committee. It was agreed this may be a topic for discussion at the regional meetings in the fall as well as for the mid-year board meeting in January.

**Nominations from the Board of Directors to the Nominating Committee**, to be approved by the membership at the annual meeting - the following names were offered by various board members:

Julia McDaniel (VT), Steve Willen (NC), Carol Davis (AK), Larry Davis (NV) and Richard Kale (WA).

**In a closed ballot Drs. Willen and McDaniel were selected for nomination to the membership.**

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**Guest presentation: David Chapman-Smith** described the upcoming World Federation conference in São Paulo, Brazil, and then went into detail regarding the WFC's Biennial Congress in Orlando in April 2003 and the opportunities for the FCLB and WFC to work together at that meeting. Their educational program is primarily focused on scientific evidence concerning the cervical spine, with a secondary theme reflecting sports chiropractic.

The FCLB related that we've moved our usual Friday night group event to join the grand gala of the WFC on Saturday. Depending on capacity, possible "afternoon passes" might be able to be developed to allow some participation by FCLB attendees in the WFC's breakout sessions. The FCLB also offered to provide one or more speakers to address regulatory issues for the emerging worldwide chiropractic community.

WFC's 2005 meeting will be in Sydney, Australia. Dr. Smith encouraged our board members to join the WFC as individual members at \$180/year.

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**3. Personnel issues** - Donna Liewer reported we are saving about \$2,500/month for each month we delay filling Korie Goodman's position. Average overtime, excluding the week before and during conference, has only been about 1 ½ hrs. The board noted that Donna Liewer's contract was automatically renewed but agreed to defer a decision on compensation until later this summer.

**4. District Meetings** - Directors were reminded to attend the District breakfasts on Saturday. Julie Finn is handling logistical details for the fall regional meetings and reports negotiations are underway or complete for the three cities: Albuquerque, Asheville and Oakbrook.

**5. Summit Meeting** - Discussion topics were reviewed and additional items were solicited for the Wednesday morning meeting of the FCLB, NBCE, ACC, CCE and WFC.

**6. Interjurisdictional Mobility** - Drs. Smith and Otto reported on the results of the recent PowerPoll asking whether boards are aware of the resolution and guidelines adopted in San Antonio and whether the Federation can be of assistance. Twenty-eight board responded, with most aware but 14% using the guidelines. Donna Liewer asked staff to copy the PowerPoll for distribution at the Wednesday meeting of the Association of Chiropractic Board Administrators, with a goal of adding additional board responses to the Poll.

**7. International Reports** - It was agreed to move the Canadian Federation report to Saturday. Dr. Terrazas will be presenting on the new DC program in Mexico on Thursday. Finally, it appears the Australian accreditation situation may include discussions on building a third accrediting agency as an outgrowth of the ACCE and the JEC.

**8. FARB** - Dale Atkinson reported that FARB is currently focusing on continued competence issues as a primary topic for all regulated professions.

**M/S Brown/Smith to authorize the president to appoint board member at his discretion to attend the FARB leadership conference in Maine along with Donna Liewer.** Passed, no opposition

### **9. Official Spokesperson Policy**

**M/S Brown/Smith to reaffirm the Federation's policy that the official spokespersons to the media are the President and Executive Board Chair.** Passed, no opposition

### **10. 2004 Conference**

**M/S Brown/Smith to select Denver as the site for the 2004 FCLB conference in view of the significant cost savings for both FCLB and NBCE.** Passed, no opposition

**11. Other Organizations** - Dr. Wolfson reported on the March meeting with the ACC which he and Donna Liewer attended and the positive reception for our emerging CE program, following some

detailed questions by the college presidents. The Federation's longstanding public position on the CCE's Corporation was discussed as well as our commitment to an appropriate, hands-off relationship with the CCE. It was agreed that at the suggestion of the CCE as well as our own experience, it is likely not necessary to send a representative to the CCE's annual meeting in January. Instead, more issues seem to be emerging at the March ACC meeting where dialogue and presence may be effective.

The board reviewed Dr. Riekeman's article wishing that state board requirements were not so different among various jurisdictions. It was agreed that this might be a good issue for the Mobility Committee to address.

**12. CIN-BAD** - Bridget Seader and Bill Steinmiller reported that we have a target date of January 2003 to have the ALLDOCS database meet our standards for high quality, reliable and recent data. It was noted that HIPDB access fees have increased, and that the 2003 draft NCQA standards do not recognize HIPDB as an acceptable source. We will continue to monitor appropriate fees for CIN-BAD in accordance with the quality of our data.

Because of HIPAA regulations, we may wish to add a code in CIN-BAD for specific prosecutions of HIPAA violations.

The Federation's auditor has recommended that we add a clause in our subscriber contract allowing us to keep the prepaid assets if they are not claimed within 60 days of a subscription expiring or other notification that a subscriber wishes to discontinue CIN-BAD services. The board was in agreement with legal counsel's recommendation of the 60 day time frame.

Finally, Bill Steinmiller reported that HIPDB is continuing to change their technical requirements and the Federation has had to reprogram accordingly for submissions. This also represents an opportunity for on-line batch submissions where FCLB will have 24 hr notification of acceptance or rejection, as compared to up to four months currently. He is planning to have the new programming ready to do live testing shortly after we return from conference.

The board expressed their sincere appreciation to Mr. Steinmiller for volunteering his time to help with technical aspects of conference this week and to serve as a speaker.

**13. Continuing Education** - Dr. Cole and Dr. Laurel Cowie described the emerging CE plan, noting the committee is leaning toward provider rather than program approval at this time as more cost effective. Allowance for scientific symposia is also under consideration. Several sessions during the conference will allow for additional input from boards and colleges to be considered.

**M/S Weathersby/Denham to adjourn the board meeting until the new board can continue to address any remaining business on Saturday.** Passed, no opposition

Adjourned at 5:10 PM

Donna M. Liewer

Recording Secretary

For Questions Contact: [info@fclb.org](mailto:info@fclb.org)