



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

FCLB Board Minutes

REGULAR MEETING FCLB Board of Directors

Tuesday, July 9, 2002

Via telephone conference call - 6:00 p.m. MDT

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:

Oliver "Bud" Smith, Jr., D.C., Executive Board Chair & District IV Director

Patricia G. Conners-Allen, D.C., District I Director

LeRoy Otto, D.C., District II Director - *not able to participate*

Daniel Saint-Germain, D.C., District III Director - *not able to participate*

Steve Willen, D.C., District V Director

EXECUTIVE FELLOW DIRECTOR:

Kevin Earle, Executive Fellow Director

LEGAL COUNSEL:

Dale Atkinson, J.D., Atkinson & Atkinson

STAFF:

Donna M. Liewer, Executive Director

I. **CALL TO ORDER / ROLL CALL** - Dr. Smith called the meeting to order at 6:10 PM and noted those present as listed above. Drs. Saint-Germain and Otto were unable to participate due to other conflicts.

II. ANNOUNCEMENTS

Dr. Smith welcomed Kevin Earle to the Board of Directors. Donna Liewer thanked the board members for support as she recovered from surgery. She also described the situation facing Joan Carl, FCLB bookkeeper, as the Federation strives to support her during her husband David's serious illness.

APPROVAL - MINUTES FROM LAST MEETINGS

Brown/Willen to approve the Minutes of the FCLB Board meetings from April 30, 2002, and May 4, 2002, in conjunction with the Chicago conference. Passed, no opposition

IV. BUSINESS

1. **FINANCIAL REPORTS** - Dr. Weathersby reported on the current financial status, including investments and income/expense reports. The interest climate is not currently favorable, and although the 2002 budget was developed to project a reduction in earned interest, it is difficult to predict the year-end interest at this time. A special anniversary CD is available through a local bank, with \$100,000 maximum investment level possible under FDIC/FSLIC insurance. No other competitive rates have been found through our investment firm or other research.

M/S Brown/Willen to approve the purchase of an 8-month \$100,000 certificate of deposit at 4.25% / 4.34% yield with Weld County Bank. Passed, no opposition.

The board also reviewed the post-conference financial analysis in detail, and agreed that the cost-cutting measures which were undertaken did not seem to have had any notable negative effect on the success of the meeting.

2. COMMITTEES

A. ***Interjurisdictional Mobility*** - Dr. Smith reported that the committee conducted a PowerPoll about mobility prior to the Chicago meeting and discussed the FCLB Model Guidelines during the conference. Slowly, boards seem to be more aware of the Model Guidelines adopted in 2001. Dr. Wolfson recommended that copies of the upcoming *JACA* article where FCLB was interviewed on mobility be distributed to members along with the Model Guidelines once the article is published. The board also agreed this would be an excellent topic for the regional District meetings.

B. ***Continuing Education*** - Dr. Cole offered an overview of the Chicago meetings and summarized the input gathered from participants. The goal of the task force is to try to convene for another work session prior to the fall regional meetings. He noted that the program is planned to primarily credential the providers for a base fee, with administrative fees also assessed (which would list DC program attendees in CIN-BAD's ALLDOCS database to assist them with documentation of CE compliance.)

Dr. Cole expressed appreciation to Kevin Earle for helping to set up and participate in a meeting in Chicago with the American Dental Association, where their experience with additional CE policy issues was helpful.

Dr. Cole expressed the hopes of the task force to have a more finalized design ready for review at the regional meetings, allowing for additional study by the FCLB board at the January 2003 midyear board meeting. The plan is to have the model defined for roll-out to the membership in Orlando in April 2003.

He described the helpful role being played by the task force's advisors, and noted their ideas and concerns are being addressed and they are being kept in the information loop on any program developments.

C. ***Nominating Committee - Draft Guidelines*** - Dr. Conners-Allen discussed the importance of having a clear definition of the scope of responsibility for the FCLB nominating committee. Dr. Wolfson asked Dr. Conners-Allen if she would draft some guidelines for review by the board prior to the September 10, 2002, board meeting. This will allow the board time for input prior to the fall regional meetings, where additional ideas from the members will be solicited.

D. ***Task Force on Qualifications to Perform Spinal Manipulation*** - Dr. Smith reported on the excellent draft working materials developed by committee member Dr. John Triano following the task force's Chicago meeting, and explained that another report will be made to the board in January. It is hoped a more detailed paper may be finalized in time for the 2003 conference.

3. COMMUNICATIONS

A. ***Discussion*** - Dr. Willen brought up the topic of how district directors and officers

can best maximize communication with our members, particularly in light of our current cost-cutting measures which include not filling the communications staff position.

After extensive brainstorming, the board agreed to distribute a summary of each board meeting via e-mail to all members whose addresses we have, and to post the minutes to our website after they are approved. Rather than waiting until the next board meeting, the draft minutes will be circulated for legal review and board approval as soon after the meetings as possible. Once posted, the website link directly to the latest minutes will be e-mailed directly to members.

M/S Brown/Weathersby to post the minutes of the meetings of the FCLB board of directors on our public website, beginning with the two board meetings in Chicago, 2002. Passed, no opposition

Donna Liewer noted that the staff is developing the e-mail database sorted by Districts, so it will be inexpensive and fast for directors to communicate through our central offices with their constituents.

It was further agreed that announcements about the upcoming regional meetings should include a request to the potential attendees to submit topics for the final meeting agendas. Mr. Earle cautioned directors to be certain the wording of their e-mails is reviewed carefully by staff and board leadership to ensure there are no misunderstandings created inadvertently.

Dr. Smith asked the Federation staff to brainstorm possibilities for increasing communications within the limitations of their other responsibilities and short-handed situation, and to report back to the board in September.

B. ***On-line events calendar*** - Dr. Conners-Allen encouraged board members to post to and review frequently the special web-based calendar established for use by the board and staff.

4. **NBCE: Update** - Drs. Wolfson and Cole reported that, following an internal investigation, the NBCE board made a decision regarding the contested District IV election, unanimously upholding the validity of the process and confirming the re-election of the District IV Director, Dr. James Badge. Copies of the documents sent by NBCE president Dr. Peter Ferguson to NBCE's state delegates will be forwarded to FCLB board members who are not delegates, to be certain they are informed.

Drs. Wolfson and Cole also noted that NBCE revenues are continuing to drop, reflecting enrollments in the chiropractic colleges.

5. ACCREDITING AGENCIES

A. ***Life University*** - Dr. Wolfson and Dale Atkinson noted that there are no additional developments in the accreditation status at this time, and reaffirmed the appropriate role of the Federation currently is to refer questions to the Council on Chiropractic Education.

B. **Australian Accrediting Request** - the board reviewed the May 21, 2002, letter by Dr. Andries Kleynhans and subsequent update, describing the establishment of a new accrediting body, the Council on Chiropractic Education Australasia, Inc. (CCEA Inc.), to replace the JEC and ACCE. The exact internal structure is still emerging. The group has requested information about joining the FCLB, to ensure access to CIN-BAD.

Donna Liewer is to correspond with Dr. Kleynhans to reiterate the qualifications for membership in the FCLB (regulatory agencies), but will note that appropriate access to CIN-BAD will be made available in accordance with FCLB policies, in order to protect the public in the Australasian area and worldwide.

Further, staff is directed to develop a formal application for membership in the Federation, to reflect the bylaws and board policies and to assist new applicant chiropractic regulatory boards.

6. **DISTRICT MEETINGS** - Dr. Smith summarized the dates and locations:

A. **District I & IV** - October 24 - 27, 2002 / Albuquerque, NM
Sheraton Old Town / \$119 single / double

District II - September 27 - 29, 2002 / Oakbrook, IL
Meetings at National University of Health Sciences
Renaissance Oak Brook Hotel / \$89 single / double

District III & V - October 3 - 6, 2002 / Asheville, NC
Renaissance Asheville Hotel / \$119 single / double

Dr. Wolfson will send a letter to the college presidents informing them of the dates and locations, and inviting them to participate as their schedules may allow.

Dr. Wolfson recommended that staff once again attend the various regional meetings, to which the board unanimously concurred. Drs. Wolfson and Cole will participate in meetings in addition to District III/V (their own district) as their schedules may permit.

B. **District Meeting Topics** - the board brainstormed various topics, including:

- FCLB's continuing education service
- distance learning issues
- FCLB dues structure / conference fee option
- interjurisdictional mobility
- guidelines for the role of the nominating committee
- report on the task force for qualifications to perform spinal manipulation
- communication by FCLB with its constituents
- CIN-BAD's ALLDOCS database
- topics for the Orlando 2003 conference

Dr. Wolfson asked Kevin Earle to work with the board administrators to learn more about various options for possible restructuring of FCLB dues to include conference attendance, in the event this may streamline greater participation in the FCLB educational programs

by board members and their staffs.

C. ***Elections for District III and IV*** - the board was reminded that, because of recently adopted bylaws changes, District Director elections have been moved from regional meetings to take place in conjunction with the annual meeting. Dr. Steve Foreman of California has announced he will not run for re-election as District IV alternate director, but continues to express interest in supporting and assisting the Federation wherever possible.

7. ON-LINE SERVICES - update - Donna Liewer drew the board's attention to the CIN-BAD report, noting most boards are current in their reports. Exceptions include:

Washington, D.C. - current as of 7/13/99
Hawaii - current as of 5/16/96
New Mexico - current as of 9/10/30/98
Tennessee - current as of 1/14/99
Washington - current as of 7/29/01
Wisconsin - current as of 10/3/00
Guam - current as of 2/27/95
Manitoba - current as of 1/23/97
Quebec - current as of 6/16/98
Saskatchewan - current as of 10/8/94
British Columbia - no actions on file
Newfoundland/Labrador - no actions on file
Ontario - no actions on file
New South Wales - current as of 6/28/01
Victoria - current as of 12/22/95

Several of the above boards are working hard to correct the lack of timeliness, which has most often been due to staff turnover.

Donna Liewer also reported that Bill Steinmiller has completed extensive reprogramming of our system to allow bulk data reporting to HIPDB on-line rather than via disk, as this option recently became available to reporting agents. Instead of waiting up to four months for confirmation of acceptance or rejection of our reports, Bridget Seader will now know within 24 hours. Appropriate confirmation reports to US state boards are also under development.

8. 2003 CONFERENCE - Dr. Wolfson drew the attention of the board to the evaluations submitted by attendees and speakers, noting they were overwhelmingly positive with the exception of the program not being on time. The board agreed we may need fewer speakers, aggressive hosts/timekeepers, and that accommodations to last minute program changes may have to be eliminated in order to stay on schedule.

We also worked more with PowerPoint presentations than ever before, and have learned to pre-load the programs on the master laptop for best efficiency. The new LCD projector we purchased has almost paid for itself in reduced AV fees. Bill Steinmiller's contributions to working out the tech bugs have been appreciated.

Dr. Scott Haldeman has agreed to deliver the Janse lecture in Orlando. Other speakers were suggested, including Dr. d'Oronzio's effective PROBE program in ethics intervention, which was

well received by the board administrators at the Chicago conference (a second program, PROCEED – a CE-type course in ethics – is also under development by the same group.) Dr. Michael Flynn, former member of the Louisiana board, was also mentioned as a strong speaker.

The board will review carefully the World Federation of Chiropractic's agenda to determine the maximum interface possible with their program. Dr. Brown asked staff to determine whether there might be other opportunities to "rub shoulders" with the WFC attendees and/or leadership, and also whether an additional event at modest cost can be developed for the FCLB attendees since our traditional Friday night group event has been moved to join the Saturday night Gala with WFC.

Dr. Willen volunteered to spearhead the effort to solicit sponsors for the Orlando conference, and Dr. Wolfson offered to obtain the vendor list from the upcoming Florida Chiropractic Association meeting in August for Dr. Willen to use as a reference.

9. COCSA SURVEY: Board input - Donna Liewer reported that COCSA has asked for a response to their latest survey regarding the effectiveness of the National Chiropractic Leadership Task Force. The board directed that a letter be sent from the president reiterating our support of COCSA's efforts to promote the chiropractic profession and to encourage communication among leaders, but that we must also operate strictly within our mission. The Federation will be available on a consulting basis as needed to assist with projects affecting chiropractic regulation and public protection. The final letter will be circulated to the board for comment prior to sending.

10. PERSONNEL ISSUES

A. ***Executive Director's Evaluation & Contract*** - Donna Liewer's contract has been automatically renewed. The compensation package is under review. Dr. Cole has agreed to look into an executive evaluation tool for review by the board in September.

11. TRAVEL - UPDATES

A. ***FARB Leadership Meeting*** - Dale Atkinson reported the Leadership Forum in Kennebunkport, Maine, July 25 - 28, 2002, will focus on continuing competency issues. Donna Liewer will attend for FCLB as she also serves on the board of FARB representing chiropractic regulation.

B. ***Midyear Board Meeting - Denver, Colorado*** - Donna Liewer reported Julie Finn has been in contract negotiations with the Westin, Brown Palace, and Adam's Mark hotels for the board's midyear meeting January 10 - 12, 2003, also asking them to tie into an optimal package with the 2004 Federation conference in Denver.

V. ADJOURN

The meeting was adjourned at 8:15 p.m. MDT.

Next board meeting: September 10, 2002

Deadline to submit topics: August 27, 2002

Donna M. Liewer

Recording Secretary

For Questions Contact: info@fclb.org