



Federation
of Chiropractic
Licensing Boards

MEETING
FCLB Board of Directors

Tuesday, July 11, 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

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
Ned Martello, D.C., District V Director

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

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 4:05 p.m. Dr. Schwartzbauer noted Board members and staff present as listed.

Dr. Schwartzbauer announced that Dr. Grossman would not be on the call tonight and Dr. Colucci was traveling but hopes to join the call if she is able. 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 Shilts / Oliver to approve consent agenda as amended. Motion passed, no opposition.

C. 2017 Annual Business Meeting Minutes

The 2017 Annual Business Meeting minutes were approved by the Minutes Committee on June 19, 2017 and were attached for reference only.

D. Board of Directors Meeting Minutes

Minutes from the May 2-3, 2017 and the May 6, 2017 FCLB Board of Directors meetings were approved previously via e-ballot and posted on the FCLB public website. Those minutes were included for reference only.

E. Board Policy Manual

1. Investment Policy

Dr. Schwartzbauer reported that we will be finalizing the transaction for the new investment reserve fund.

LEGAL ISSUES

IV. Legal Issues

Dr. Tays reported there was nothing to discuss.

GOVERNANCE

1. Financial Report

1.1 Finance Reports as of 5/31/2017

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

Dr. Schwartzbauer pointed out several small changes in the board materials.

Dr. Winkler referred the Board to the written reports on pages 29-38 and offered to answer questions.

Dr. Winkler also discussed and reviewed the conference reports. Dr. Shilts requested that the money raised from the Passport raffle should not be counted as income or expense within the conference, but should be put into the reserve fund under Passport.

Dr. Colucci thanked Dr. Vanterpool for taking on the task of our supporters for next year.

2. FCLB Board of Directors

2.1 Bylaws Amendment Change

Dr. Shilts spoke to his written proposal to change the existing Board Chair position to “Chair” of the District Directors. He said this is better governance and will enhance the communal perspective of the District Directors. He feels it is important to discuss this at our fall meetings.

Dr. Colucci felt it was a good idea to empower our District Directors but would like to see this discussion take place at our November Mid-Year Meeting and nothing implemented until the May meeting.

2.2 Voting via e-mail

Dr. Tays brought before the Board the expected process of how the Board members respond to an e-mail vote by not broadcasting their reply to the other members. Dr. Shilts suggested that Dr. Tays write an amendment to the policy and have a written copy for review at the next meeting.

2.3 Mid-Year Meeting: November 3-4, 2017; EC Planning Meeting November 2, 2017

Dr. Tays reminded the Board to plan on arriving on Thursday, November 2nd. The EC will meet Thursday evening for dinner and the regular meeting is scheduled for all day on Friday and until noon on Saturday. Room reservations have been made, but the Board members are responsible for setting up their own travel arrangements.

2.4 Google e-mail

Dr. Schwartzbauer asked if now was an appropriate time to implement FCLB.org email accounts for all Board emails. Dr. Winkler asked if there were any objections. Dr. Schwartzbauer will work with the Board to get FCLB email accounts implemented.

3. Personnel Issues

3.1 None to Date

4. Membership Issues

4.1 None to Date

Dr. Schwartzbauer reported that we received New York’s dues last week so the only US jurisdiction having not paid is Michigan.

OPERATIONS

5. FCLB Technology & Communications

5.1 Software System Update

Dr. Schwartzbauer referred the Board to page 47 of the written reports.

6. Committees

6.1 CCCA Committee

Dr. Shilts reviewed a written report from the CCCA steering committee.

Dr. Shilts proposed acting on the committee’s recommendation to have the MPA Task Force develop statutory and regulatory language about unlicensed “chiropractic assistants” and report back to the Board in November.

M / S	Shilts / Daschner	<u>to have the Board of Directors instruct the MPA Task Force write alternative language relative to Chiropractic Assistants that does not include CA licensure. Motion passed, no opposition.</u>
M / S	Shilts / Oliver	<u>to have Board of Directors instruct the CCCA Steering Committee to look at issues of Chiropractic Assistant education, testing and renewal (CE’s) in states that currently have CA licensure. Motion passed, no opposition.</u>

6.2 Chiropractic Board Administrators Committee (CBAC)

Ms. Oliver reported that CBAC met on Friday afternoon during the Annual Conference and it was well-received. There was a lot of feedback, and guest speakers and the meeting was well-attended. The CBAC decided to hold quarterly teleconferences starting in August with board administrators that have not been able to attend in person. Ms. Oliver stated the teleconference in August and thereafter is to be informational in purpose and to generate interest in CBAC for those administrators who have not attended, and is not intended to take the place of attendance at the annual conference. Mr. Bohall from Arizona has offered to host the first teleconference and the Board will get an update as to how it goes.

The CBAC Committee would also like to lower the additional fee currently charged for the group's working lunch from \$100 to possibly \$60 in the hope of removing impediments for more administrators to attend. Dr Winkler suggested discussing this further at their teleconference in August.

FCLB PROGRAMS & SERVICES

7. New Programs

7.1 None to date

8. Annual Conferences: 2017, 2018, 2019 and 2020

8.1 2017 Annual Conference Evaluations

Dr. Tays said the comments were positive and complimentary. Some were critical but overall it was not a negative trend.

8.2 2018: Dallas, Texas; Hyatt Regency Dallas; May 2-6, 2018

8.3 2019: Mission Bay, California; Hilton Resort and Spa; May 1-5, 2019

8.4 2020: Denver, Colorado; April 29-May 3, 2020

Dr. Schwartzbauer said we just completed site visits at the Marriott City Center and the Hyatt Grand. He felt we can get a better deal at the Hyatt Grand however the customary first week in May dates (April 29-May 3, 2020) would not work. We could move it up one week to April 19-26. Those dates are okay with NBCE. Dr. Colucci felt with better concessions (lower rates, AV discounts, and valet parking) this would be a better week to have our meeting.

M / S Daschner / Winkler to move the 2020 conference up one week, to April 19-26, 2020, and meet at the Hyatt Grand hotel. Motion carried, no opposition.

9. District Meetings

9.1 2017 District Meeting Overview

A. Registration website is live

B. Room Block Deadlines:

I & IV - September 5, 2017

II - no deadline

III & V - August 14, 2017

Dr. Tays said that room block deadlines are coming up and Group Activity deadlines have already passed.

9.2 Dr. Schwartzbauer to contact District Directors to set up training

Dr. Schwartzbauer said that training for the new District Directors will happen fairly soon once the agendas are finalized. He will be in touch with the directors.

9.3 Group Activity during District Meetings

Dr. Colucci reported that Dr. Brimhall has offered to host a reception at University of Western States during the District I & IV meeting and she suggested that could be their group activity.

9.4 2018 Cities selected for District Meetings

- A. I & IV - Palm Springs, California**
- B. II - Undecided**
- C. III & V - Palm Beach, Florida**

District II: Dr. Daschner said they usually decide to stay in Fort Walton Beach but this will be discussed at their meeting in October. Dr. Shilts said District II should revisit its long-standing practice of meeting outside of its district which doesn't seem to encourage broad member board participation.

10. PACE

10.1 PACE Program Status

A. Providers

PACE has welcomed seven new providers since the May meeting.

B. Boards - PACE Action Steps - Follow-up

Dr. Shilts spoke to the importance of District Directors to interface with each of our member Boards and get something in writing from each member Board about getting PACE into their regulatory framework.

C. Utilization Chart - Follow-up

Dr. Schwartzbauer referred the Board to the written report on page 61 and will review the utilization chart with district directors during district meeting director training.

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

Dr. Colucci has directed the District Directors to, prior to our Puerto Rico meeting, follow-up with contacts in their districts, see if they are attending the COCSA meeting, if they are familiar with PACE, and is their state association considering becoming a PACE provider. Dr. Schwartzbauer will send out a revised state association contact list with corresponding PACE promotional materials specifically designed for associations.

10.3 Appointment of PACE Committee Chairperson

Dr. Colucci appointed Dr. Daschner as the new chair of the PACE Committee.

11. Certified Clinical Chiropractic Assistants

11.1 Update

Dr. Schwartzbauer referred the Board to page 62 of the meeting materials. There were no questions.

12. Chiropractic Passport Program

12.1 HR 921 (now 302) - Travel to Treat

Dr. Colucci reported that there is currently no movement with HR 302.

12.2 Passport Program Insurance Coverage

Dr. Schwartzbauer stated that we are actively looking into a rider for insurance coverage.

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 commented there were some interesting topics in 2017. She suggested some of these could be used during conference as well.

14.2 State of Pennsylvania - Opioid Guidelines

Dr. Shilts stated that two years ago he drafted a proposed resolution regarding opioids with findings and recommendations from the American Public Health Association (APHA) and is considering revising his proposed resolution to also include the new February 2017 guideline from the American College of Physicians for review at the 2018 annual conference.

15. Examinations

15.1 NBCE Exams (US)

Dr. Colucci reported they will be doing trial runs with volunteer students for computer-based testing.

The new District IV NBCE Director was announced: Dr. Ben Lurie from Nevada.

15.2 IBCE (International)

Dr. Colucci gave a brief update.

16. Other Regulatory Bodies

16.1 FCC

There was no discussion.

16.2 ICRS

A. Update

Dr. Schwartzbauer reported that he is not aware of the location for their 2018 meeting at this time. We will need to budget for their 2018 meeting if someone from FCLB will be attending.

STAKEHOLDER INTERACTION

17. Requests from Other Organizations

17.1 None to Date

Dr. Tays reported that there have been no requests from other organizations.

18. Professional Associations

18.1 None to Date

Dr. Tays reported that there have been no requests from other professional associations.

19. Recent Meetings

19.1 California Board of Chiropractic Examiners Meeting: May, 2017 in Sacramento, CA

Dr. Tays attended the May meeting of the California Board of Chiropractic Examiners and followed up with them.

20. Upcoming Meetings

20.1 Dates, Locations, Budgeted Attendance

Dr. Tays referred the Board to Page 70 in the meeting materials.

NEW BUSINESS

21. New Business

21.1 Dr. Colucci announced her assignments for a new committee to manage the FCLB Investment Fund: Treasurer Winkler, Drs. Grossman and Shilts. Dr. Winkler can decide who she wants to head that committee.

M / S Colucci / Daschner to create an Investment Committee made up of the FCLB Treasurer, Dr. Grossman and Dr. Shilts. Motion carried, no opposition.

21.2 Dr. Schwartzbauer announced there is also a FARB meeting coming up and he is planning on attending. There is also a FARB Leadership Conference at the end of July that he and Dr. Colucci are budgeted to attend.

21.3 Dr. Vanterpool asked Dr. Colucci about ideas for fund-raising opportunities. Dr. Colucci suggested adding this topic to the next agenda. She also said we need to appoint another member to that committee: Dr. Martello volunteered.

ADJOURN

The Board adjourned the meeting at 6:16 p.m.



Jon Schwartzbauer, DC
Executive Director

With appreciation to Bridget Seader for assistance with the Minutes

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