



# MEETING

## FCLB Board of Directors

Tuesday, July 14, 2015

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:

Farrel Grossman, D.C., President  
Kirk Shilts, D.C., Treasurer  
LeRoy Otto, D.C., Immediate Past President

#### EXECUTIVE BOARD OF DIRECTORS:

Carol Winkler, D.C., District I Director & Board Chair  
William Rademacher, D.C., District II Director  
Ned Martello, D.C., District V Director

#### ADMINISTRATIVE FELLOW DIRECTOR:

Patricia Oliver, Administrative Fellow Director

#### ALTERNATE DIRECTORS:

James Buchanan, D.C., District I Alternate Director

#### STAFF:

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

### MEETING DETAILS

- I. Call to order, roll call, announcements  
Dr. Winkler called the meeting to order at 4:05 p.m. MDT, July 14, 2015. Dr. Schwartzbauer noted board members, alternates and staff present as listed.
- Dr. Grossman congratulated Dr. Otto and Pat on their wedding.

### CONSENT AGENDA

#### II. Consent Agenda Motions

- A. Standing Rules  
B. Board Meeting Agenda  
C. 2015 Annual Business Meeting Minutes

Dr. Shilts requested a change to the agenda: Would like to change the title to Bylaws and Resolutions Proposal (page 2 on agenda - page 63 of book).

M/S Shilts / Oliver to approve the consent agenda incorporating the three different motions relating to rules, agenda and the previously approved minutes. Passed, no opposition

D. Minutes

Minutes for the May 5, 6 and 9, 2015 meetings were approved previously via e-ballot and posted on the FCLB public website.

E. Board Policy Manual

1. Executive Committee Duties

Dr. Schwartzbauer referred the board to page 29 in the book, stating he was charged with researching executive committee duties. A lot of his research came from association and governing board materials.

He was also asked to research what constitutes an emergency. He looked for this to be defined in a lot of different organizations but it was not, indicating everyone seems to be steering away from having that as a part of their policy. Many organizations have gotten rid of that term “emergency”. He looked on Roberts Rules Q&A Forum and did get some responses, but none were very strong—it was left up to the organization as to how to define it. The duties of the Executive Committee are covered in language that we already have. It is up to the board to determine how they would like to handle it differently or do nothing at all. Dr. Otto said that it has functioned well in the past, but this serves as a good review.

LEGAL ISSUES

III. Legal Issues

1. Conflict of Interest

Dr. Schwartzbauer reported that Mr. Atkinson was charged with looking at this to determine if our policy needs updating. An employee of Mr. Atkinson’s firm is working on it.

GOVERNANCE

1. Financial Report

1.1 Budgetary Issues

- A. Status Report as of 5/31/2015
- B. Income & Expenses Report as of 5/31/2015
- C. Job Cost Reports as of 5/31/2015
- D. Board Designated Reserve Funds as of 5/31/2015
- E. Restricted Funds as of 5/31/2015

Drs. Shilts and Schwartzbauer referred the board to the written reports.

1.2 Revised Budget

Drs. Shilts and Schwartzbauer referred the board to the written reports.

2. FCLB Board of Directors

2.1 Integrity Check

Dr. Schwartzbauer said this will be a new standing item on each agenda moving forward. He said that in small organizations it is common for the passionate profession

that we're in for people outside the organization to want to try and have a strong influence with the leadership of an organization. It's very important for small organizations to be able to operate free from undue influence regarding decision-making. Implementing an integrity check at the beginning of each meeting allows for our board members to disclose any outside influence/pressure to the full board and it gets recorded in the minutes. Dr. Schwartzbauer feels it's a healthy thing for transparency for an organization. It is a simple process, the chair asks for integrity checks at the beginning of the meeting by asking if a board member (1) has received noteworthy 'outside' pressure intended to influence a Board's impending action/vote; or (2) has a potential conflict of interest on an agenda item; or (3) has a likelihood of recusal on a certain agenda item. At this time Dr. Schwartzbauer asked for any disclosures and there were none.

## 2.2 FCLB to provide e-mail addresses for board members

This item will be addressed at a future meeting.

## 2.3 FCLB Executive Planning Meeting, Friday, August 28, 2015, Greeley, CO

Dr. Winkler reminded the board to get their flights scheduled for the Executive Committee Planning meeting coming up in August. The revised budget reflects the dollars for that meeting.

## 2.4 Mid year meeting in conjunction with Parker Seminars

Dr. Schwartzbauer reported that we are continuing to plan for this meeting. Per some board discussion, he contacted Dr. Mark Mandell and posed the question about trying to get some of our board members on the agenda as speakers with Parker Seminars. Dr. Mandell informed him that the committee feels like regulation-type topics might not be the best fit for their main event at this time.

## 2.5 FCLB Officers and Directors job descriptions

Dr. Schwartzbauer commented that he has included information taken from old and incomplete job descriptions then added new board positions. He researched associations of governing board materials then tweaked it to relate to the FCLB. He asked those in the positions right now to look at their job description and offer additions/tweaks, deletions and any commentary about what you know about your position by next month to finalize this project.

## 3. Personnel Issues

### 3.1 FCLB Internship

Dr. Schwartzbauer reported that we had a meeting with the director of the program and she looked at what we had to offer. The program with the University of Northern Colorado will be moving forward on an on-going basis.

## 4. Membership Issues

### 4.1 Membership Dues Report

Dr. Schwartzbauer reported that the updates are included in the packet.

## 5. FCLB Technology

### 5.1 Website update

Dr. Winkler referred the board to the written report.

## 6. Committees

## 6.1 Resolutions & Bylaws Committee

### A. Changes to FCLB Bylaws and Resolutions

Dr. Shilts commented that as far as a bylaws change, he will be working on an initial draft and invited the board to offer any suggestions regarding residency and newly elected district director language. He will present the draft in January. He suggested we have a resolution this spring regarding the issue of opioids. He felt we should put forward a resolution to the delegate body at the Annual meeting that addresses the subject and drugs relative to the practice of chiropractic. Dr. Rademacher commented that he is working on something similar and wrapping up that resolution with supporting documentation to present for the board's approval as an agenda topic for discussion at the district meeting this fall. Dr. Shilts said he'd like to have something that deals specifically with the issue of opioids and having that word within it in light of the current crisis across our country so it would be the primary thrust of the resolution.

## 6.2 CBAC

Dr. Winkler reported that attendance was up at the last meeting and people were excited. She announced that they would be moving their meeting to Thursdays in an effort to try and increase attendance as well.

## 6.3 Fraud Prevention & Identification Task Force

### A. Appoint a new chair

Dr. Grossman reported that the task force chair was vacated at the last meeting so we need to appoint a new chair from our board. He asked for a volunteer from our board that may be interested in serving in this capacity to let him know. Dr. Rademacher volunteered and Dr. Grossman made the appointment official, naming him the new chair of the Fraud Prevention & Identification Task Force. Motion to follow.

## 6.4 Government Issues Task Force

Dr. Grossman also reported on an issue of HR921 which is currently sitting on the house floor. It's a bill they're trying to get through House of Representatives. We are trying to work together as a team with the ACA, ICA and COCSA in an effort to promote this bill.

## 6.5 Practitioner Mobility Task Force

No report

## 6.6 Nominating Committee Member from District IV

Dr. Winkler reported that Dr. Richard Guarino (AZ) has agreed to be the nominating committee member from District IV. Motion to follow

# FCLB PROGRAMS & SERVICES

## 7. New Programs

### 7.1 None to report

8. Annual Conferences: 2015, 2016, 2017 & 2018

8.1 2015 Annual Conference Evaluations

Dr. Winkler requested discussion from the conference evaluations. Comments were positive overall.

8.2 2016: Phoenix, AZ

8.3 2017: Orlando, FL

8.4 2018: Dallas or Austin, TX

Dr. Winkler reviewed the list of upcoming conferences, pointing out Phoenix in 2016, then on to Orlando in 2017 (contract with the Hyatt Regency Orlando has been signed at this point) and Dallas or Austin in 2018. Dr. Schwartzbauer said that Ms. Finn is still working on the details for 2018.

9. District Meetings

9.1 2015 District Meetings Overview

- A. Registration website is live
- B. Room block deadlines

Dr. Winkler reported that planning is well underway for the 2015 district meetings. She urged the directors to get their people interested and get your flights set.

9.2 District Director's training

Dr. Schwartzbauer will be contacting each district director to set up a time for some training, especially for the new directors.

10. PACE

10.1 PACE Program Status

- A. Providers
- B. Boards

No report

10.2 PACE Appellate Commission

Dr. Grossman asked for approval of Ms. Patricia Oliver on the Appellate PACE Commission as well as a motion for appointments to the Fraud Prevention & Identification Task Force and the Nominating Committee:

M/S Martello / Otto to accept appointments for the Appellate PACE Commission (Ms. Oliver), Fraud Prevention & Identification Task Force (Dr. Rademacher) and the Nominating Committee (Dr. Guarino).  
Passed, no opposition

11. Certified Clinical Chiropractic Assistants

11.1 CCCA strategic Program Goals Update

Dr. Schwartzbauer referred the board to the written report. He also commented that

he is working on an advertising proposal that will be talked about in the planning meeting.

12. CIN-BAD

12.1 No report

13. Official Directory

13.1 Updated and on-line

Dr. Schwartzbauer reported that the Official Directory is updated online as new information is reported to us.

## REGULATORY ISSUES

14. Accreditation

14.1 CCE-USA Update

Dr. Schwartzbauer received an email from Dr. Craig Little regarding their work on the council and what was being implemented. Dr. Little will be attending the district meetings and has asked to give a brief presentation about standards and metacompetencies. Dr. Schwartzbauer will get him on the agenda.

15. Member Boards: Specific Issues

15.1 State Requested Power Polls

Dr. Winkler referred the board to the written report.

16. Examinations

16.1 NBCE Exams (US)

16.2 CCEB Exams (Canada)

16.3 IBCE (International)

Dr. Otto reported that the academic officers will be at the National Board to talk about outcome-based education as more colleges are moving towards that. The question will be how it will impact Part IV if it will at all.

17. Other Regulatory Bodies

17.1 ICRC

Dr. Schwartzbauer reported that Dr. Richard has let him know that the presentation she gave on behalf of FCLB as a CAP member in Athens went over very well. Moving forward we will continue to promote and offer meeting space for the ICRC in conjunction with the FCLB meetings.

## STAKEHOLDER INTERACTION

18. Requests from Other Organizations

18.1 None to date

19. Professional Associations

19.1 None to date

20. Recent Meetings

20.1 None to report on

21. Upcoming Meetings

21.1 Meetings

Dr. Winkler said there is nothing more to report outside of the CCE (no one is attending), FARB (Drs. Otto & Schwartzbauer are budgeted to attend), and the FCLB EC Planning Meeting in August (revised budget).

NEW BUSINESS

22. New Business

Dr. Rademacher, for the good of the order, congratulated Dr. Winkler on doing a great job as our board chair, acknowledging the fact that we are equally represented by ladies and gentlemen.

ADJOURN

M/S Grossman / Oliver to adjourn the meeting. Passed, no opposition.

Meeting was adjourned at 4:59 p.m.

**NEXT FCLB BOARD MEETING**

**September 8, 2015**

**4:00 PM MDT**

**Via Teleconference**



Dr. Jon Schwartzbauer  
Recording Secretary

With appreciation to Bridget Seader for her assistance with the Minutes