



Federation
of Chiropractic
Licensing Boards

MEETING
FCLB Board of Directors
Tuesday & Wednesday, Apr 30 - May 1, 2013
Grand Hyatt, San Francisco, CA

DRAFT MINUTES

NOTE: Minutes are not totally chronological, as discussion and motions related to a specific agenda item are consolidated under that topic.

PRESENT:

OFFICERS:

Lawrence O'Connor, D.C., President
LeRoy Otto, D.C., Vice President
Farrel Grossman, D.C., Treasurer
Daniel Saint-Germain, D.C., Immediate Past President

EXECUTIVE BOARD OF DIRECTORS:

Donn Fahrendorf, D.C., District I Director
Gary Pennebaker, D.C., Board Chair & District II Director
Ali Jafari, D.C., District III Director
Maggie Colucci, D.C., District IV Director
Michael Coon, D.C., District V Director

ADMINISTRATIVE FELLOW DIRECTOR:

Larry Spicer, D.C., Administrative Fellow Director (Unable to Attend)

STAFF:

Donna M. Liewer, Executive Director
Joan Carl, Finance & Benefits Manager
Julie Finn, Executive Assistant & Meeting Planner
Bridget Seader, CIN-BAD Program Administrator

Legal Counsel:

Dale Atkinson, J.D., Atkinson & Atkinson

MEETING DETAILS

I. Call to order, roll call, announcements, consent agenda

Dr. Pennebaker called the meeting to order at 8:28 a.m., April 30, 2013. Ms. Liewer noted board members, staff, and legal counsel present as listed.

Dr. O'Connor expressed his thanks to the board and staff for the Monday night get-together, and recognized the exceptional level of dedication, and time spent away from families and practice given by everyone.

The board expressed condolences to Dr. Spicer and his family at the passing of his mother-in-law.

Dr. Sportelli was thanked for his generous provision of 100 copies of the newly released research document from the Institute for Alternative Futures to be provided as a courtesy to attendees.

Dr. Pennebaker noted this was Dr. Saint-Germain's and Dr. Jafari's last board meeting. The board expressed appreciation to both Drs. Jafari and Saint-Germain for their dedication and service on behalf of the FCLB Board of Directors and to the chiropractic regulatory community.

M/S Grossman / O'Connor to approve the motions in the consent agenda as written and modify as needed. Passed, no opposition

II. Consent Agenda Motions

1. Motion: To approve the board of directors meeting agendas for April 30 - May 1, 2013, and May 4, 2013, as presented and modify as needed to accommodate guests.

2. Motion: To ratify all electronic minutes and ballots since the last in-person meeting in January 2013.

2.1 Motion: To approve the Minutes of the 2013 Midyear Meeting of the FCLB Board of Directors as presented (amended). Passed, no opposition

2.2 Motion: To approve the description of the CCCA program, policies & procedures, and governance sections of the Candidate Handbook as presented (modified). Passed (9), no opposition

2.3 Motion: To approve the executive evaluation tool and process as recommended by the FCLB executive committee. Passed, no opposition

2.4 Motion: To approve Dr. O'Connor's appointment of Dr. John Downes to the PACE Committee. Passed (9), no opposition

2.5 Motion: To approve ChiroCredit as a PACE provider. Passed, no opposition, abstain (2)

2.6 Motion: To approve PESI as a PACE provider. Passed (7), no opposition, abstain (2)

2.7 Motion: To approve NCRME as a PACE provider. Passed (7), no opposition, abstain (2)

3. Motion: To approve the audit of the 2012 fiscal year as provided by Anton, Collins & Mitchell, LLP, Certified Public Accountants. (Distributed to the board, alts, and Finance Committee via e-mail 3/22/13)

III. Long Range Goals

The board reviewed the goals and discussed the need to recruit colleges and regulatory boards for the PACE program. The board will review the goals again at the January 2014 meeting and will re-prioritize and add dates and designation of responsibilities to the plan.

IV. Possible Guests

Dr. Pennebaker referred the board to the list of possible guests noting the agenda will be modified as necessary to accommodate them.

LEGAL ISSUES

V. Legal Issues

M/S Grossman / O'Connor to enter into executive session at 8:48 a.m.
Passed, no opposition

Staff and legal counsel were invited to remain.

M/S O'Connor / Grossman to exit executive session at 8:58 a.m. Passed, no opposition

There was no action taken in executive session.

GOVERNANCE

1. Financial Report

1.1 Budgetary Issues

Dr. Grossman noted FCLB is approaching \$1,000,000 in cash and certificates of deposit. Two decades ago the budget was \$20,000; it is now \$765,000. He thanked the board and staff for implementing good fiscal policies that have allowed the Federation to grow in a responsible way.

1.2 Conference Finances

Dr. Grossman referred the board to the conference finance reports in their materials. Dr. O'Connor requested a list of the states / organizations that are represented at conference. There was discussion of how the member dues are determined.

Conference support totals \$41,500 including NBCE's \$15,000 toward shared conference expenses.

1.3 Finance Report to Members

The board reviewed the written report and PowerPoint presentation to be given to members.

The report was approved by consensus.

1.4 Finance Committee

The finance committee meeting will be held Thursday at 2:00 p.m. The committee includes Dr. Grossman as Chair, Dr. Winkler (ND) and Dr. Garcia (SC).

2. FCLB Board of Directors

The Board declined the proposed amendment to the Policies & Procedures Manual.

3. Membership

Joan Carl reported member dues have been paid by all boards attending the annual meeting represented by a delegate or alternate.

The General Chiropractic Council is FCLB's newest member but is unable to attend. Their flag will be displayed but a formal welcome will be extended when the GCC is in attendance.

4. Personnel

Deferred to the Wednesday, May 1st meeting.

5. FCLB Technology

Ms. Liewer referred members to the report in their materials remarking that Kelly Webb has designed and is maintaining over 800 pages of online content. Bringing website design and maintenance in-house has saved FCLB over \$120,000. The board commended and thanked Ms. Webb for her performance.

6. Committees

Dr. Shilts will be in attendance at the Wednesday, May 1st, meeting and will discuss the work of the Model Practice Act Committee at that time.

7. Conference Appointments

Dr. Pennebaker referred members to their materials noting the appointments by the President to serve on the Minutes, Credentials, and Tellers committees.

Dr. Lisa Richard will give the Dedication to Service, and Dr. Richard Cole will perform the installation of the 2013 - 2014 FCLB Board of Directors.

FCLB PROGRAMS & SERVICES

8. 2013 Annual Conference, San Francisco, California

8.1 Overall Schedule

Ms. Liewer reviewed the overall schedule, referring to the pocket agenda, and highlighted events that needed board attendance. The awards ceremony is scheduled to follow the Annual Business Meeting on Saturday, May 4th. The FCLB board will meet on Saturday immediately following the close of conference. Newly elected board members and alternates, as well as those continuing to serve, should plan to attend this meeting.

This year the FCLB has gone "green" with the conference member materials. Members were offered the choice of a flash drive or obtaining their materials online. Pocket agendas are still available to everyone.

8.2 Annual Business Meeting

8.2.1 Review Business Meeting Agenda

It was noted that at the Saturday business meeting, the membership will elect the FCLB Board President, Vice President, and Treasurer. There were no bylaws amendments submitted by the February 5, 2013, deadline. There are no resolutions to be voted on at this time.

8.2.2 Nominating Committee

District directors were requested to speak with potential candidates and those who would nominate them regarding procedures for nomination. Those interested in serving were to be reminded that they cannot run for office during the year of their service.

8.3 District Breakfasts

8.3.1 Elections

District III is scheduled to vote for their Director and Alternate Director during the District breakfast meetings. Newly elected persons should plan to attend the Saturday May 1st board meeting following the educational conference.

8.4 New Attendee Breakfast

The PowerPoint shown at this meeting discusses a delegate's responsibilities and outlines the job description of a district director. New attendees have a ★ on their name badge. Responsibilities of the delegates and alternates are also discussed at the district breakfast.

8.4 Afternoon workshops - Thursday

International Mobility: Drs. Saint-Germain and Kollasch

FCLB Services: Bridget Seader & Julie Finn

8.5 Honorary Fellow (Alumni District) Luncheon

Drs. Coon and Hulteen will be hosting this luncheon which is by invitation only. By consensus the board agreed that the FCLB president and vice president should always be invited to the luncheon and the president serve as a co-host.

8.5 Auction / Gala

Dr. Colucci reported the dinner for the gala has been underwritten for \$20,000. The value of items to be auctioned is approximately \$150,000. In addition to the online auction, there will be about 15 items to be auctioned live and door prizes will also be given throughout the evening to add to the entertainment. A local TV personality and professional auctioneer will emcee and conduct the live auction.

8.6 Awards

Dr. O'Connor showcased the newly designed Arvidson award. Dr. Brian McAulay, President, Parker University will deliver the Janse lecture.

8.7 Honorary Fellows

Dr. Coon presented a pocket patch to be given to each Honorary Fellow luncheon attendee. Honorary Fellow hats will be available for sale. He encouraged the board to continue to approach regulatory boards to allow continuing education for conference

attendance and perhaps encourage colleges local to the conferences to provide a continuing education class in conjunction with the meeting.

8.8 Promotions

Promotion information for the district meetings and the 2014 annual conference will be distributed throughout the conference and is in the attendee materials.

8.9 Related Meetings

8.9.1 Chiropractic Board Administrator Committee (CBAC)

Julie Finn reported there are nine people registered for the meeting. A scholarship was given to Ms. Kathleen Lippert (KS) to attend. The meeting will include discussion about future meetings and attendance.

8.9.2 NBCE

The ACA House of Delegates will be meeting in the Elliott Center later this year.

8.10 Wolfson Scholarship

James Evans, Student Council President, Life West, was awarded the Wolfson Scholarship. No nominations were received from Palmer West.

8.11 Life-West Tour

Dr. Brian Kelly, President of Life-West, is hosting a tour of the college Thursday afternoon. The college is providing transportation. Board members are encouraged to attend.

9. PACE

9.1 PACE Participation

Staff was asked to provide to the board a list of those regulatory boards that do not accept PACE. If there are representatives from those jurisdictions in attendance at conference, they are to be invited to the PACE Forum breakout on Friday morning.

Discussion followed with ideas for increasing participation. Dr. Colucci spoke with Dr. Cole who agreed to help with followup promotion of PACE to the regulatory boards.

9.2 Amendments to PACE Policies & Procedures

Following completion of the required notification process that included seeking comment in wiring and via discussion forums, the board approved the amendment as presented.

M/S Grossman / Fahrendorf To amend the PACE Policies and Procedures to include "PACE fees are established by the FCLB Board of Directors" in Policy 21. Passed, no opposition

9.3 Proposed Nine Amendments to Criteria Initial Notification

Ms. Liewer presented the nine criteria that were identified for updates during the PACE Course Rubric Review process. A breakout session to address delegate concerns will be hosted by Dr. Colucci on Friday. The proposed amendments and the thirteen month process to amend criteria were included in the board materials.

10. Certified Chiropractic Clinical Assistants (CCCA)

Continued improvements in the examination process have been identified by NBCE and are underway.

11. CINBAD

Ms. Seader referred members to the written report in their materials. She discussed the NPDB / HIPDB data merge. The next round of compliance for nine states is to be completed in October. CIN-BAD is free to our member boards. Ms. Seader discusses with our member boards and prospective CIN-BAD subscribers the difference between the FCLB CIN-BAD database and the HIPDB database information to encourage use of CIN-BAD vs. a fee system.

12. Official Directory

FCLB has gone “green” with the Official Directory. Information is now available online only.

13. Physical Examinations: DOT National Registry

13.1 National Registry Educational Providers

Ms. Liewer has spoken with Elaine Papp (Chief, Medial Programs Division for FMCSA) concerning clarification regarding National Registry educational providers.

Two providers are currently under the PACE umbrella to administer the exam.

Chiropractors are signing up to serve as medical examiners at a rate of 2 to 1 over other professions.

13.2 FCLB and FARB Role in Assisting FMCSA in Working with Other Regulators

Ms. Liewer referred members to the report in their materials. She and Mr. Atkinson have worked through FARB to convene a conference call with FCLB, FARB, FMCSA, FSMB, and NCSBN to address DOT issues as they impact medical and nursing boards.

14. Accreditation

Ms. Liewer reported the CCEI is made up of the US, Europe, Australasia, and Canada accrediting agencies. Dr. Leslie Biggs (Saskatoon), with assistance from Dr. Michael Shobbrook (CCEA) will compare the four Standards and metacompetencies. Completion of the report is slated for 2015. The International Chiropractic Regulatory Collaboration (ICRC), (formerly the International Chiropractic Regulatory Forum (ICRF), will participate in the literature review.

15. Member Boards: Specific Issues

15.1 California

Ms. Liewer spoke with Dr. Lubkin (CA) regarding overseas trained candidates who are conferred degrees with different nomenclature than “DC degree.”

15.2 Alabama

Alabama requested information regarding whether CCE Australia accreditation standards are “equal” to those of CCE US.

The board adjourned for lunch at 12:10 p.m., and reconvened at 2:15 p.m.

Dr. Grossman introduced guest, LaMont Leavitt, President and CEO of ChiroCode Institute. Mr. Leavitt presented coding information to the board.

16. International Chiropractic Regulatory Collaboration (formerly ICRF)

Dr. Saint-Germain and Ms. Liewer reported this was a very productive meeting. Members were referred to the report in their materials. An initial draft of a “Statement on Competency was developed.

The next meeting of the ICRC will be held 2014 in conjunction with the FCLB Annual Conference in Myrtle Beach, South Carolina.

17. Examinations

17.1 NBCE Exams (US)

Dr. O’Connor reported the NBCE is looking into some new testing opportunities.

17.2 International Board of Chiropractic Examiners (IBCE)

On behalf of the IBCE, Dr. Saint-Germain spoke at the WFC assembly and received a good response including contacts from five countries asking for help. He will be traveling to the ECU meeting in Spain in mid-May.

17.3 Wisconsin Practical Examination

Discussions continue in the Wisconsin legislature about the necessity of continuing the additional Wisconsin practical exam. Ms. Liewer will provide two recent articles about this issue to the board on Wednesday.

18. FARB

Ms. Liewer has been elected to her 2nd and final two-year term as president of FARB. She referred members to the report in their materials and discussed the “Look Up A License” program that is now live at www.lookupalicense.org. She also re spoke about the press release regarding FARB’s Online Resource Center, and the upcoming summer leadership conference in July. A summary of hot topics was included in the written report.

FCLB has budgeted one representative to attend the July leadership meeting. Ms. Liewer thanked the FCLB for being a part of FARB.

19. Future Annual Conferences

19.1 Myrtle Beach, South Carolina - 2014

Final site visits were completed by Ms. Liewer and Mr. Elliott (NBCE). The ICRC voted to meet in conjunction with the FCLB's 2014 Annual Conference.

19.2 Monterey, California - 2015

Ms. Liewer is scheduled to conduct a site visit.

19.3 Potential Sites - 2016

The board discussed possible sites. Dr. O'Connor requested each board member bring two suggestions for a conference location to the meeting on Wednesday.

Dr. Pennebaker welcomed Dr. Counselman (KS), District IV Alternate as he joined the meeting.

Stakeholder Interaction

20. Requests from Other Organizations

20.1 Concussion Training

Members were referred to the report in their materials.

21. CCGPP

Dr. O'Connor thanked Dr. Stabile for serving as the FCLB representative. Dr. Grossman attended the last meeting on behalf of Drs. O'Connor and Stabile who were unable to attend due to inclement weather. The document "Algorithms for Chiropractic Management of Acute and Chronic Spine-Related Pain" reflects the requests of the FCLB regarding duration of care.

22. Professional Associations

22.1 ICA Call to Delete Recognition of CCE in US State Statutes

Members were referred to the report in their materials.

23. Recent Meetings

23.1 National Chiropractic Legislative Conference - March 6-9, 2013

This meeting was attended by Drs. O'Connor and Grossman, and Ms. Liewer. Members were referred to the report in their materials. Dr. O'Connor remarked about the good connection with other organizations and felt it was a valuable meeting for FCLB to attend.

23.2 Summit 19 - March 6, 2013

Attended by Dr. Grossman. Dr. Grossman arrived late due to inclement weather, but was able to interact with the attendees over subsequent days.

23.3 ACC/RAC - March 14-17, 2013

Attended by Drs. O'Connor and Otto, and Ms. Liewer. Members were referred to the report in their materials. Dr. O'Connor noted there was good interaction with the schools and opportunity to discuss FCLB programs and services.

23.4 CFCREAB - April 17-21, 2013

Attended by Dr. Fahrenndorf. Members were referred to the report in their materials. Dr. Fahrenndorf reported the people are very hospitable and the meeting was interesting. He was able to discuss the CCCA program and distribute the information prepared by the FCLB staff.

24. Upcoming Meetings

- 24.1 ECU Annual Meeting & European CCE Executive Committee Meeting
May 9-11, 2013, Barcelona, Spain: FCLB is not budgeted to attend. Dr. Saint-Germain will be in attendance on behalf of the IBCE.
- 24.2 Association for the History of Chiropractic Annual Conference
June 22, 2013, Greeley, Colorado, Elliott Building: Ms. Liewer will drop in to say hello.
- 24.3 FCLB Board of Directors Teleconference
July 9, 2013 - 6:30 p.m. (MDT)
- 24.4 CCE-USA Semi-Annual Meeting
July 12-14, 2013, Chicago, Illinois: FCLB is not budgeted to attend.
- 24.5 Summit Meeting - August
Dr. Grossman will give information about dates and location to Julie Finn.
- 24.6 FCLB Board of Directors Teleconference
September 10, 2013, 6:30 p.m. (MDT)
- 24.7 FCLB Districts III & V Meeting
September 19-22, 2013, Washington, D.C.
- 24.8 FCLB Districts I & IV Meeting
September 19-22, 2013, Vancouver, WA
- 24.9 FCLB District II Meeting
October 17-20, 2013, Fort Walton Beach, FL
- 24.10 ACA HOD
Date TBD, Greeley, Colorado
Dr. O'Connor feels FCLB should continue to participate in this meeting and recommended the FCLB president attend. ACA is interested in learning about the CCCA program.

Announcements

Dr. Pennebaker announced that the Wednesday, May 1, 2013 meeting will continue with:

1. Dr. Shilts presentation of the MPA program
2. Personnel (Executive Session)
3. Discussion of locations for the 2016 Annual Conference. Members were reminded to bring two suggestions for location.

Breakfast will be served at 8:00 a.m. The meeting will begin at 8:30 a.m.

Board members were reminded that the next board meeting (of the New Board) was scheduled for Saturday, May 4, 2013, following the conclusion of the Annual Conference.

Dr. O'Connor expressed his appreciation for the privilege to serve as president of the FCLB.

M/S Coon / Grossman to recess at 4:16 p.m. until Wednesday, May 1, 2013, 8:30 a.m.
Passed, no opposition

Wednesday, May 1, 2013
Grand Hyatt, San Francisco, California

Dr. Pennebaker called the meeting back to order at 8:30 a.m. Board members, legal counsel and staff continued to be present as listed the previous day. Dr. Kirk Shilts (MA), District III Alternate, and Dr. Gary Counselman (KS), District IV alternate, were also in attendance.

1. Auction/Gala

Dr. Colucci explained the logistics of the auction / gala and asked for assistance with checkout and other tasks.

2. Annual Conference 2016

Each member offered two location suggestions for the 2016 Annual Conference. Julie Finn will review the suggestions and report back to the board at the July 2013 meeting.

3. PACE

Julie Finn distributed to the board a list of conference attendees who represent regulatory boards that do not accept PACE. Board members were requested to spend time with these attendees and encourage them to attend the PACE Forum breakout meeting on Friday.

4. Model Practice Act Committee

Dr. Pennebaker invited Dr. Shilts to speak. Dr. Shilts distributed the MPA document, reporting that it is 90% complete. He requested comments from the board noting he would relay the comments and edits to the MPA committee at their meeting on Thursday.

5. Personnel

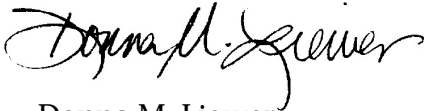
By consensus the board entered executive session at 9:45 a.m. Staff was excused.

The board exited executive session. Time was not recorded. Drs. Otto and Pennebaker were to present the results of the Executive Director's evaluation to Ms. Liewer.

New Business

There was no new business.

The meeting was adjourned at approximately 11:15 AM.



Donna M. Liewer
Recording Secretary

With appreciation to Joan Carl and Bridget Seader for assistance with the Minutes