



Federation
of Chiropractic
Licensing Boards

MEETING

FCLB Board of Directors

Tuesday, July 8, 2014

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:

- LeRoy Otto, D.C., President
- Farrel Grossman, D.C., Vice President
- Maggie Colucci, D.C., Treasurer
- Lawrence O'Connor, D.C., Immediate Past President

EXECUTIVE BOARD OF DIRECTORS:

- Carol Winkler, D.C., District I Director
- William Rademacher, D.C., District II Director
- Kirk Shilts, D.C., District III Director
- Gary Counselman, D.C., District IV Director
- Michael Coon, D.C., Board Chair & District V Director

ADMINISTRATIVE FELLOW DIRECTOR:

- Larry Spicer, D.C., Administrative Fellow Director

ALTERNATE DIRECTORS:

- James Buchanan, D.C., District I Alternate Director
- Corey Rodnick, D.C., District II Alternate Director
- Keita Vanterpool, D.C., District III Alternate Director
- Annette Zaro, D.C., District IV Alternate Director

STAFF:

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

MEETING DETAILS

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

Serving as chair, Dr. Coon called the meeting to order at 4:02 p.m. MST, July 8, 2014. Dr. Schwartzbauer noted board members, alternates and staff present as listed.

CONSENT AGENDA

M/S Colucci / Grossman to approve the motions in the consent agenda as written.

Passed, Dr. Rademacher abstained

II. Consent Agenda Motions

1. Motion: To approve the board of directors meeting agenda for July 8, 2014, as presented.

- 2. Motion: To approve the Minutes from the board of directors meetings April 29, and May 3, 2014, as presented.**

LEGAL ISSUES

III. Legal Issues

Dr. Coon reported that there were no legal issues.

GOVERNANCE

1. Financial Report

1.1 Finance Report

The report was provided and will be filed for audit.

1.2 Revision to Policy Manual

Dr. Schwartzbauer has requested to make a revision to the policy manual (Finance 5.5 and 5.6), to increase the Executive Director's current signing limit/encumbering funds from \$1,000 to \$5,000 and increase the Executive Committee's approval limit to \$10,000. Dr. Schwartzbauer noted that the policy and amendments were attached.

M/S O'Connor / Grossman to approve to increase signing limit/encumbering funds to \$5,000 for the Executive Director and increase the approval limit to \$10,000 for the Executive Committee.

Passed, no opposition

2. FCLB Board of Directors

2.1 Mid-Year Board Meeting to be held in conjunction with Parker Seminars

All is set to attend meeting at Mandalay Bay in Las Vegas, with arrival day being Thursday, January 29, departing Saturday evening or Sunday at your leisure.

3. Personnel

3.1 Executive Director Transition

Dr. Schwartzbauer reported that he began his duties effective June 1, 2014. Commented that it has been a great transition, saying that former Executive Director, Donna Liewer has been generous with her time, reviewing detail on the computer system, agendas and minutes. He also reported that he spent some time with Dr. Otto when he was here during the NBCE Part 4 Test Committee as well as NBCE Executive Director, Dr. Kolasch. He has also met with Dr. Judi Gerstung, discussing how we can work together in creating more awareness for EBAS.

Dr. Schwartzbauer also reported that the Federation has now joined the local Chamber of Commerce and he is checking into the Greeley Rotary Club in an effort to increase the presence of the Federation within the community. We are gearing up for the district meetings, focusing on increasing PACE members, looking into taking advantage of Social Media, going through some tactics for non-profit organizations and creating a strategy. He thanked the board for their support, he has been happy with the transition.

4. FCLB Technology

4.1 Central Database Staff Training

Dr. Schwartzbauer reported that we had a great opportunity to meet with Heidianne Werner, Executive Vice President of ISSI. The expense was in the budget for this year.

Heidi commented to Dr. Schwartzbauer how well the staff was prepared for her visit, and she was able to address issues we have been having. He commented that he appreciates the board's support in bringing in these consultants from time to time.

4.2 Technology Update

Report was provided. There were no questions.

5. Membership Participation Issues

5.1 Report was provided. There were no questions.

6. Committees

6.1 Model Practice Act

Dr. Otto reported that Dr. Pennebaker has been contacted, and he is hopeful that Dr. Pennebaker and Ms. Liewer can take care of some of the red ink that Board Counsel Dale Atkinson had reviewed.

6.2 CBAC

Dr. Spicer reported that page 33 of the meeting materials pretty much speaks for itself. Dr. Otto gave him the opportunity to speak at a plenary session to ask for more participation for the board executives. He also requested that he would like an opportunity to make contact with Dr. Schwartzbauer this fall and engage Kelly Webb in a letter-writing campaign addressed to board presidents, highlighting the value of having the board execs participate, and then follow up a couple times a year. He would also like to re-do our survey and find out what is getting in the way of them being able to come. Dr. Otto suggested we also include the executive director's in this campaign as well as making some phone calls. Dr. Otto suggested we could enlist the district directors also to make some phone calls.

Dr. Spicer suggested having Ms. Webb compile a list with names and numbers and farm that out to the district directors to make some calls along with a pre-designed set of questions for them to ask. Dr. Schwartzbauer said he would work with Ms. Webb (and other staff) to get this organized.

6.3 Practitioner Mobility: Passport Program

M/S Spicer / Rademacher to allow the Executive Committee to discuss potential utilization and costs and move forward with that ballpark number.

Motion tabled

Dr. Coon requested that the committee have a meeting and tabled the motion. Dr. O'Connor clarified that the motion was to have the financial aspect. Dr. Coon felt that there were still some questions, that the committee should approach the EC with numbers to be discussed at the next meeting.

FCLB PROGRAMS & SERVICES

7. Annual Conference: 2014, 2015 and 2016

7.1 Myrtle Beach Evaluations

Dr. Coon reported about the conference evaluations stating that speed dating was a highlight. People were happy with the main speakers and in general, everyone was happy with the convention.

7.2 2015 Annual Conference, New Orleans, Louisiana

The next annual conference is scheduled for May 3 - 10, 2015 in New Orleans. Dr. Coon

urged everyone to let their district representatives know and push it to their members as well as at the district meetings.

7.3 National Board Participation

Dr. Grossman reported that we had the best annual educational conference that we've ever had, administratively was the best, the setting was beautiful and having NBCE participate was exactly what they wanted, and everything we wanted and more. He extended a tremendous thanks from them to our staff for a job well done.

7.4 Proposals from Phoenix Hotels

Dr. Schwartzbauer said that we are still working on receiving quotes from several hotels at this point for the 2016 conference dates.

8. District Meetings

8.1 2014 District Meetings Overview

The chair referred members to the written report in their materials. Dr. Coon made note that rooms for the Districts I & IV meeting have sold out. We do have an overflow hotel with some availability.

8.2 District Directors and Alternates Training

Julie will contact the district directors regarding training for new members at the district meetings as a heads-up. Dr. Schwartzbauer will also check with Ms. Finn and ask her to contact the district directors prior to the meeting, making sure they are comfortable with the material. Dr. Counselman commented that at the last district meeting there were some subjects for discussion that no one knew what they were about. Dr. Coon said he had the same issue at their meetings. He felt like maybe the subjects could have been part of a suggested list to pick and choose from at the meeting? Dr. Otto said that in the future we will have primary topics and he and Dr. Schwartzbauer will go over those topics beforehand so it doesn't happen again.

8.3 Attendance

Staff Strategies: Dr. Schwartzbauer discussed some staff strategies, touching base on utilizing social media. He would also like to try and capture some testimonials of members who attend the district meetings to use to promote future meetings.

District Contact Information: Dr. Coon referred the board to their meeting materials where Ms. Webb provided a contact list by district. Dr. Coon urged directors to also contact the state boards.

9. PACE

9.1 PACE Status Update

Dr. Colucci referred to page 59 of the meeting materials for an overview of the PACE status. She reported that there are 26 boards that accept PACE, 21 providers currently recognized, and several in the process (this information is confidential). She has asked for a complete breakdown prior to the district meetings with specific states that are not currently accepting PACE, and if they are attending, would like to try to have a discussion with them to answer their questions and help get them on-board.

9.2 Statutes and Regulations Assessment

Dr. Shilts reported that the Departments of Public Health in Connecticut and Rhode Island control the process for promulgating regulation, with the Boards role being solely advisory. He asked them to include the FCLB for approved education because it can't come from the licensing board, it has to come from an external entity, then brought over to the board for their opinion before the state makes the call.

Dr. Shilts felt the issue before us now is does the FCLB Board of Directors feel comfortable that we would be the entity approaching the licensing boards with specific language identifying ourselves and the PACE program acceptable for CE hours as well as chiropractic assistants? Dr. Otto said that with the blessing of those few odd boards in that situation, we should approach them and see if they're interested in us being their entity for rule changes. He also suggested we talk to Attorney Atkinson and discuss this with him and bring information back to the board.

9.3 Board Acceptance by Subject

Dr. Shilts discussed Louisiana not accepting PACE. They cannot give up the money that they charge for those CE courses. Dr. Shilts suggested that instead of having the board identify courses, maybe we could identify courses that they would accept and move further along that avenue. Dr. Schwartzbauer commented that the Louisiana board was willing to try PACE in certain courses but not all. It is just a different direction and we have the capability of doing it. We may be able to get more states to do this. If they try it and like our services, then they would increase their interaction with PACE.

9.4 Record Keeping Fee - Proposed Modification

Dr. Colucci commented that there is some consideration for changing the \$10 fee that is required. Dr. O'Connor reported that some of the colleges (refer to page 62 of meeting material) will have people from multiple states and they want the ability to not charge certain people. Dr. O'Connor said it is an honor system, they send us the names of people.

M/S O'Connor / Grossman to accept the record keeping fee just for those that want PACE approval and waive it for those that do not.

Motion Amended

M/S Rademacher to accept the record keeping fee for those that want PACE approval and include Chiropractic Assistants as well for \$1 per hour per reported attendee, not to exceed \$10 per reported attendee.

Passed

9.5 PACE Board Packets

Dr. Colucci referred the board to the meeting materials that were included for review.

10. CIN-BAD

10.1 CIN-BAD Update

Dr. Schwartzbauer referred the board to the meeting materials. There were no questions.

11. Certified Clinical Chiropractic Assistants

11.1 CCCA Update

There are 37 right now in the pipeline that need to finish up, with 28 graduates so far. Dr. Otto commented that they can go to colleges that already have a program and promote it to them and that it's a great mobility issue and would possibly afford them some leverage. Dr. Spicer volunteered to help with this effort. Dr. Colucci recommended that every board member consider having their CAs apply and have it be on the agenda item for the District Meetings as well as talking to state boards to have them put it on their agendas. She stated that many states don't have training in place but she felt it is a big public protection issue. We would be good role model as board members that we have our people involved. She hoped it would be a significant source of income in the

future. Dr. Shilts stated that he would like to include legitimate background checks in to the program, and he was willing to do some research.

11.2 CCCA Promotions

Dr. Schwartzbauer reported that we have some key meetings set up at the FCA convention, and we have contacted the American Chiropractor and Chiropractic Assistant Magazine as well as key leaders at COCSA and ICA. We are also doing what we can to increase the awareness at the FCA event. He wants to take advantage of the awareness campaign on Social Media by creating a Facebook page, creating a network to share the interworkings of the chiropractic office, sharing with other graduates of the program, adding more value – building awareness.

Regulatory issues

12. Accreditation

Dr. Coon reported that there were no comments regarding accreditation.

13. Member Boards: Specific Issues

Dr. Coon reported that there were no issues.

14. International Regulation: ICRC

14.1 International Chiropractic Regulatory Collaboration

Dr. Shilts & Dr. Colucci listened in and took notes at the meeting. NBCE representatives were there also. Dr. Shilts referred the board to the detailed written report. He requested that this be put on the agenda for a future meeting.

15. FARB

15.1 FARB Leadership Conference

Dr. Otto reported that this is a great place to go to see how other boards do things and get that insight.

15.2 FARB Website Updates

Dr. Otto commented, as an FYI, that their website has been updated, including articles about regulation.

16. Examinations

16.1 NBCE / Recent Meeting

Dr. Otto reported that there is nothing riveting to come out of NBCE. He was in Greeley for the Part IV Development.

16.2 CCEB Exams

Dr. Schwartzbauer said that he reached out to Dr. Pat Frank from CCEB Canada to see if she had anything to share with us. She did not but will keep that in consideration for future meetings.

16.3 IBCE (International) - ECU Meeting

Dr. O'Connor reported that the IBCE meeting was in Dublin. They are trying to come together and re-structure IBCE. Dr. O'Connor also reported that he has been on the phone and email with their Executive Director and they indicated they are coming to New Jersey. They are also on board with PACE as well.

Stakeholder Interaction

17. CCGPP

17.1 CCGPP Membership

Dr. Otto reported that the FCLB has terminated their relationship with CCGPP. He has spoken with our representative, Dr. Stabile.

18. Recent Meetings

Dr. Coon reported there was no report

19. Upcoming Meetings

19.1 General Report

Issue Overview was provided. There were no questions.

19.2 WFC / ACC

Dr. Otto discussed participation in the WFC/ACC conference. Dr. O'Connor will be there as part of the National Board. He said the biggest concern that he had is if we incorporated Parts I, II & III into the chiropractic college curriculum, that would make it easier for mobility worldwide.

M/S Otto / Shilts to not participate in this year's WFC/ACC Conference / Defunding

Motion passed, Dr. O'Connor opposed

19.3 Summit 24 - in association with COCSA

Dr. Schwartzbauer commented that there was a vote at Myrtle Beach to send representatives to the Summit, which is piggy-backed with the COCSA convention.

19.4 COCSA Annual Convention

Dr. Otto felt it was important to send representation to this meeting: two people at least (Dr. Schwartzbauer and someone else.) He stated that we have membership there, we just extended our stay for another couple of nights at the hotel.

M/S Otto / O'Connor to send two people to the COCSA meeting

Motion Passed

New Business

There was no new business.

NEXT FCLB BOARD MEETING

September 9, 2014

4:00 PM MDT

Via Teleconference

Dr. Grossman congratulated Dr. Coon on his first meeting as chair. Expressed appreciation for his dedication and looks forward to his leadership as our board chair. He also thanked Dr. Schwartzbauer for doing a great job! Dr. Shilts commented that he liked the new time format as well (Dr. Spicer did not.)

M/S Otto/Grossman to adjourn at 5:35 p.m. Passed, no opposition



Dr. Jon Schwartzbauer
Recording Secretary

With appreciation for Bridget Seader for her assistance with the Minutes