



Federation  
of Chiropractic  
Licensing Boards

# MEETING

## FCLB Board of Directors

Tuesday, November 10, 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
- Maggie Colucci, D.C., Vice President
- Kirk Shilts, D.C., Treasurer

**EXECUTIVE BOARD OF DIRECTORS:**

- Carol Winkler, D.C., District I Director & Board Chair
- William Rademacher, D.C., District II Director
- Keita Vanterpool, D.C., District III Director
- Cynthia Tays, D.C., District IV Director

**ADMINISTRATIVE FELLOW DIRECTOR:**

- Patricia Oliver, Administrative Fellow Director

**ALTERNATE DIRECTORS:**

- James Buchanan, D.C., District I Alternate Director
- Corey Rodnick, D.C., District II 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 4:02 p.m. MT, November 10, 2015. Dr. Schwartzbauer noted board members, alternates and staff present as listed.

#### CONSENT AGENDA

- II. Consent Agenda Motions
  - A. Standing Rules
  - B. Board Meeting Agenda

M/S Oliver / Rademacher to approve the consent agenda incorporating Standing Rules and the Board Meeting Agenda. Passed, no opposition

- C. Minutes  
Minutes for the July 14, 2015 meeting were approved previously via e-ballot and posted on the FCLB public website.
- D. Board Policy Manual  
There were no changes to the Board Policy Manual.

## LEGAL ISSUES

### III. Legal Issues

#### 1. Conflict of Interest

Dr. Schwartzbauer reported that legal counsel has looked over the Conflict of Interest policy and made additions/suggestions for our review. Dr. Shilts would like us to have the ability to meet in January to talk about it. Please submit any suggestions to Dr. Schwartzbauer by the **December 15<sup>th</sup> deadline**.

## GOVERNANCE

### 1. Financial Report

#### 1.1 Budgetary Issues

- A. Status Report as of 9/30/2015
- B. Income & Expenses Report as of 9/30/2015
- C. Job Cost Reports as of 9/30/2015
- D. Board Designated Reserve Funds as of 9/30/2015
- E. Restricted Funds as of 9/30/2015
- F. Conference Report

Dr. Schwartzbauer referred the board to the written reports unless they had questions related to Item 1: A-F. Dr. Grossman commended Dr. Schwartzbauer, Dr. Colucci, Dr. Shilts and Ms. Young as well as the full board for a great team effort with fiscal management of our money this year.

Dr. Shilts commented there is a revised job report (page 21) that breaks down each of the meetings we had, however the Executive Committee meeting and Summit were not included. He also reported that we're still receiving bills in the form of honorarium, expenses, and some expenses from hotels that are not currently completed.

#### 1.2 Travel Reimbursement for Non-FCLB Board Members

Dr. Shilts reminded the board that the Executive Committee voted to send Dr. O'Connor to Pennsylvania to talk about PACE. He felt Dr. O'Connor should get reimbursed as usual, then we should look at this as an entire board in January.

M/S Grossman / Rademacher to authorize Dr. Shilts to clear the voucher with Ms. Young for Dr. O'Connor's travel. Executive Committee Vote Passed, no opposition

## 2. FCLB Board of Directors

### 2.1 Integrity Check

Dr. Schwartzbauer briefly reviewed the purpose of an integrity check, stating that board members should be able to operate free from influence from the external environment. This gives you the opportunity to disclose any potential conflict of interest.

There were no disclosures.

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

Dr. Winkler said we are looking to have separate email addresses to communicate apart from personal emails. Dr. Colucci said that it would be set up as private emails within the organization, allowing email information to stay secure as people step on and off boards. Dr. Schwartzbauer said it will be ready in January and asked that everybody participate. We will need to reprint all the business cards and have those available for the January meeting.

### 2.3 Rental Car Insurance

Dr. Schwartzbauer stated that if you use your FCLB credit card that was issued to you, you are covered and no rental car insurance is necessary. He also reminded the board that their name has to be on that credit card and they have to be the one renting the vehicle, no other board members are authorized to drive unless you authorize them to drive. For those that are not EC members and you use your personal credit card, you may be covered through your personal card. There are still some liabilities: if you were in a car accident, you are still at risk of losing some of the discounts you had on your policy, rates would go up on your personal policy, etc.

### 2.4 Mid-Year Board Meeting

#### A. Mid-Year meeting in conjunction with Parker Seminars

The 2016 Mid-Year meeting will be in conjunction with Parker Seminars, being held in Las Vegas at Mandalay Bay. Start looking for flights with a travel day on January 14<sup>th</sup>, meeting on Friday and Saturday, the 15<sup>th</sup> and 16<sup>th</sup>, and traveling home on Sunday, the 17<sup>th</sup>.

Dr. Schwartzbauer asked the board members to email their itineraries to Ms. Finn and she will make hotel reservations for you.

#### B. Board of Directors training day

Dr. Grossman reported that this is outside our budget.

#### C. Call to Board Members to man the booth

Dr. Grossman requested early arrival on Thursday to get help with the booth on both Thursday and Saturday afternoon.

### 2.5 Financial Protocol for Board of Director's Travel Expense Reimbursement

Dr. Grossman is requesting to change the current wording.

M/S Grossman / Rademacher to approve Board of Director's Travel Expense Reimbursement wording to read: Travel Expense vouchers will be approved by the Treasurer within two business days of receipt; approved reimbursement shall be made within 30 days of receipt of a properly completed voucher. No vote taken

Discussion: Dr. Shilts agrees with Dr. Grossman that the vouchers need to be paid as quickly as possible but a little bit of lee-way would be helpful. Ms. Oliver commented it should say properly executed and documented. Dr. Grossman requested of Dr. Shilts and Ms. Oliver that they have new wording for us to look at by December 15<sup>th</sup>. Dr. Grossman removed his motion.

2.6 August EC Planning Meeting Update

Dr. Grossman reported that the August EC planning meeting was phenomenal. There was discussion on how we were going to direct district meetings, how to promote PACE and CCCA as well as interjurisdictional mobility.

3. FCLB Technology

3.1 Website update

Dr. Winkler referred the board to the written report.

4. Committees

4.1 Resolutions & Bylaws Committee

A. Proposed amendments to FCLB Bylaws

Dr. Shilts reported that the board has seen Bylaws received to-date.

B. Proposed Resolutions

New Jersey has prepared a resolution, giving us framework for reciprocity by endorsement (see board packet materials.) Dr. Shilts will also be submitting a resolution on Opioids in January.

4.2 CBAC

No report

4.3 Fraud Prevention & Identification Task Force

4.4 Government Issues Task Force

A. Dissolve the Task Force?

Dr. Winkler asked for discussion about present Task Forces. Dr. Grossman said we looked at task forces put into effect years ago but they are not currently active and feels we could use those people's talent in other arenas. He said he appreciates the work put in on these but felt we should put these together as one or dissolve them both.

4.5 Practitioner Mobility Task Force

Dr. Grossman hoped in January to assign the Model Practice Act task force to come up with language for practice mobility.

5. Annual Conferences: 2016, 2017 & 2018

5.1 2016: Phoenix, Arizona

Renaissance Phoenix Downtown Hotel, April 27 - May 1, 2016

5.2 2017: Orlando, Florida

Hyatt Regency Orlando, May 3 - 7, 2017

5.3 2018: Looking at Dallas, Texas

May 2 - 6, 2018

## 6. District Meetings

### 6.1 2015 District Meetings Overview

Dr. Winkler referred the board to the written reports

### 6.2 Observations of District Meetings

Dr. Vanterpool reported that District III had a very successful meeting with a lot of participation. She thanked Dr. Shilts for his work getting new states to come. The discussion was robust covering many topics, explained in easy-to-digest language and able to take back to their boards and open to the idea of implementing.

Dr. Tays reported that they had good attendance and good comments in District IV. She noted that with the break-outs now they would like to talk about steps to implement these ideas—find out which states had already done certain things that could be approached, learn what others already have in place, try to help states take the next step forward.

Dr. Radmacher reported that good information was shared but felt we need to press the issue with this district about negative numbers for traveling to Fort Walton Beach and felt it was too costly. Dr. Shilts commented that it would be a wonderful opportunity for District II to meet with District III & V in Nashville and then they could rotate to District I & IV the year after. Dr. Winkler commented that this topic will be on the January agenda. Dr. Rademacher did clarify that the group did vote to go to Fort Walton Beach next year.

### 6.3 2016 District Meetings

#### A. Locations

District I & IV: Colorado Springs, CO

District II: Fort Walton Beach, FL

District III & V: Nashville, TN

#### B. Group Activities

Dr. Schwartzbauer asked the District Directors to think about the annual conference and the Saturday morning caucus with your group, taking into consideration the cities chosen, and research a couple of reasonable activities to see which one receives the most popular comments during the caucus.

## 7. PACE

### 7.1 PACE Online Services Update

#### A. Online CE Verification Reports

#### B. Online Course Searching

Dr. Colucci referred the board to the written report.

### 7.2 Board Acceptance

#### A. Update

Dr. Colucci referred the board to the written report. She and Dr. Winkler also thanked Dr. Grossman for an amazing job with pushing along this project. The next goal in place will be at Parker Seminars with Drs. Grossman, Otto and Colucci working with the NBCE and pushing the project.

- B. Alternate Avenues  
Dr. Schwartzbauer referred the board to the written report.

- 7.3 PACE Review Team Member Renewals  
Dr. Davis and Dr. Zimmerman have completed their term and Dr. Grossman would like to reappoint them for a second term to continue their service in that position.

M/S Colucci / Oliver to reappoint Drs. Davis and Zimmerman for a second term as Pace Review team members. Motion passed, no opposition.

8. Certified Clinical Chiropractic Assistants

- 8.1 CCCA - Update  
Dr. Schwartzbauer referred the board to the written report. He commented that we have started advertising in the CA magazine, and he and Dr. Shilts will be attending the COCSA meeting and will promote CCCA there. Dr. Shilts also suggested changing CCCA to a restricted account so we don't overspend that account.

- 9. CIN-BAD  
No report

REGULATORY ISSUES

10. Accreditation

- 10.1 CCE-USA Update  
Dr. Schwartzbauer reported on the new standards and a call for comments. We have submitted our comments to the standards revisions and are in the process of commenting on the residency standards.

11. Member Boards: Specific Issues

- 11.1 State-Requested Power Polls  
Dr. Winkler referred the board to the written report.

12. Examinations

- 12.1 NBCE Exams (US)  
Dr. Grossman commented they just attended their mid-year board meeting, reporting that NBCE is in good shape. He reported the FCLB will continue to be paid the 5% testing revenues.
- 12.2 IBCE (International)  
Dr. Grossman indicated there is no report at this time.

STAKEHOLDER INTERACTION

13. Requests from Other Organizations

- 13.1 None to date

14. Professional Associations

14.1 None to date

15. Recent Meetings

15.1 Summit 26 - Orlando, FL  
Dr. Grossman reported that the Summit meeting in Orlando was great because the Federation was officially accepted as a member of the Summit. He also commented that Summit 28 plans on joining us in Phoenix, AZ.

16. Upcoming Meetings

16.1 Meetings

#Drs. Shilts and Schwartzbauer will be attending COCSA: November 12-15, 2015, Charleston, SC

#Dr. Shilts will attend Summit 27: November 12, 2015, Charleston, SC

NEW BUSINESS


17. New Business  
No new business.

ADJOURN

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

Meeting was adjourned at 5:16 p.m.

NEXT FCLB BOARD MEETING  
January 15 - 16, 2016  
Mandalay Bay  
Las Vegas, NV

  
Dr. Jon Schwartzbauer  
Recording Secretary

With appreciation for Bridget Seader for her assistance with the Minutes