



Federation  
of Chiropractic  
Licensing Boards

# MEETING

## FCLB Board of Directors

Tuesday, September 10, 2013

Via Telephone Conference Call

### APPROVED 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:

Donn Fahrendorf, D.C., District I Director  
Gary Pennebaker, D.C., Board Chair & District II Director  
Kirk Shilts, D.C., District III Director  
Gary Counselman, D.C., District IV Director  
Michael Coon, D.C., District V Director (unable to attend)

#### ADMINISTRATIVE FELLOW DIRECTOR:

Larry Spicer, D.C., Administrative Fellow Director

#### ALTERNATE DIRECTORS:

Carol Winkler, D.C., District I Alternate Director  
William Rademacher, District II Alternate Director  
Keita Vanterpool, District III Alternate Director

#### STAFF:

Donna M. Liewer, Executive Director  
Joan Carl, Finance & Benefits Manager

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### MEETING DETAILS

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

Serving as chair, Dr. Pennebaker called the meeting to order at 6:35 p.m. MDT, September 10, 2013. Ms. Liewer noted board members, alternates, and staff present as listed.

The chair reviewed the new board book format as requested by the executive committee at the July 2013 meeting.

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### CONSENT AGENDA

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**M/S Colucci / O'Connor to approve the motions in the consent agenda as written. Passed, no opposition**

## II. Consent Agenda Motions

1. **Motion: To approve the board of directors meeting agenda for September 10, 2013, as presented.**
2. **Motion: To approve the Minutes from the board of directors meetings April 30 - May 1, 2013, and May 4, 2013 as presented.**
3. **Motion: To approve Anton, Collins, Mitchell, LLP, Certified Public Accountants, to perform the FCLB audit and completion of IRS Form 990 for the year end 2013 - \$7,000.**
4. **Motion: To schedule the FCLB Board of Directors' Midyear Meeting for the weekend of January 17-18, 2014, in Greeley, Colorado, to coincide with the NBCE Student Leadership Forum.**

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## LEGAL ISSUES

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### III. Legal Issues

**M/S Grossman / Fahrendorf to enter into executive session at 6:37 p.m.**  
*Passed, no opposition*

Staff and alternates were invited to remain.

**M/S Colucci / Otto to exit executive session at 6:40 p.m.** *Passed, no opposition*

There were no actions taken in executive session.

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## GOVERNANCE

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### 1. Financial Report

#### 1.1 Finance Report

The chair referred the board to their materials. There were no questions.

#### 1.2 Reprogramming for Automatic Invoices

Joan Carl noted staff is happy to have this project so close to completion.

### 2. FCLB Board of Directors

#### 2.1 Executive Committee Meeting July 2013

Dr. Otto referred the board to the report in their materials discussing the planning and decisions of the executive committee meeting held in Greeley, July 5 - 6, 2013.

Ms. Liewer was asked to develop a section in the *Board of Directors Policies & Procedures Manual* to include the directive that no individual board member has authority over the executive director. This will be presented to the board at the November 2013 meeting.

The board reviewed the decisions made by the executive committee at its July meeting, which included selecting New Orleans as the 2015 conference site; approving a letter to Daniel R. Levinson, US Inspector General; declining to participate in Optum Clinican's WebEx meeting; directing staff to move CCA auction proceeds to a board restricted

fund; adding a statement that no individual board member has authority over the executive director; agreeing to review the \$1,000 maximum expenditure approval limit authorized to the executive director; approving a strategic focus area planning format; and focusing the executive director's efforts primarily on PACE and CCCA at this time.

**M/S Grossman / O'Connor** to approve the decisions made by the Executive Committee at the July 5-6, 2013, meeting as amended. *Passed, no opposition*

**M/S O'Connor / Otto** to adopt the following program goals:

**PACE: By September 1, 2014:**

- 25% of all major US CE vendors to be Recognized Providers with PACE**
- Two more US states to accept PACE**

**CCCA: By September 1, 2014:**

- 2,000 people to have been certified by CCCA**

*Passed, no opposition*

Donna Liewer was asked to develop strategic focus area plans for both goals.

The board discussed the time line for posting the agenda for conference and district meetings and the board of directors meetings. The discussion was tabled until the January 2014 board meeting.

## **2.2 Developing Future Conference Partnership with NBCE**

Dr. Grossman is working with Dr. Craft at NBCE regarding shared conference expenses and programming. A report is to be presented at NBCE's November board meeting. The chair noted that any arrangements must be approved by the FCLB executive committee or full board.

## **2.3 Updating District Contact Information**

By consensus the board agreed that three months prior to the district meetings, the district directors will contact their regulatory boards for updated information on the regulatory board office and all board members. Staff was directed to send a timely reminder to the district directors to make these contacts. Dr. Shilts was thanked for his work in providing this information about District III to the executive offices.

## **3. Personnel**

Ms. Liewer reported on the strategy for securing a new Finance & Benefits Manager due to Joan Carl's retirement. The impact on the 2013 budget will be identified at the November 2013 board meeting.

## **4. Committees**

### **4.1 Model Practice Act**

The chair explained proposed language for the section of the FCLB Model Practice Act that addresses scope issues. Dr. Otto emphasized the model nature of the document.

By consensus, the board agreed to present the draft scope language at the 2013 District meetings for preliminary comment. District directors should emphasize that comments from the fall regional meeting attendees are to be submitted by October 30, 2013.

Following the comment period, Dr. Shilts will convene the MPA committee. After legal review, proposed language for the entire MPA document will be presented at the January 2014 FCLB board meeting. The MPA as a whole will be voted upon by the membership at the May 2014 Annual Congress.

#### **4.2 Governmental Issues**

ACA has sent comments on Medicare. Staff will distribute a copy to the board.

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### **FCLB PROGRAMS & SERVICES**

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#### **5. Annual Conference: 2014 and 2015**

The chair noted the 2014 annual conference dates and the 2015 New Orleans hotel site visit.

#### **6. District Meetings**

##### **6.1 Registration Updates**

Ms. Liewer reported that while FCLB did not meet our room block for the District III & V meeting, the hotel is expecting to sell out so FCLB might not be charged attrition. *[Update: the hotel did not sell out, so an attrition fee was assessed.]*

Districts I and IV report a record high in the number of registrants.

##### **6.2 District Agenda Topics**

The board was advised of the agenda topics included on the upcoming regional meeting agendas that are based on member boards' responses to a questionnaire sent earlier.

##### **6.3 "Highlights" Newsletter**

The chair advised the board to communicate with Kelly Webb about any specific information the directors wish to include in the newsletter to be sent following the district meetings.

#### **7. PACE**

Dr. Otto complimented Dr. Grossman for his promotion of PACE at the Summit meeting. Dr. Colucci noted the importance of FCLB having a presence at the meetings of our related organizations to promote PACE and CCCA.

Kelly Webb has developed PACE PowerPoint presentations adjusted for different audiences. Ms. Liewer will have Kelly Webb send the presentations to Drs. Shilts and Grossman for review.

#### **8. CIN-BAD**

There were no questions about the newly updated CIN-BAD Query and Submission reports developed by Bridget Seader.

## **9. Certified Chiropractic Clinical Assistants (CCCA)**

The board was advised that both NBCE and FCLB would prefer to have about a dozen applicants complete the examination process before undertaking a comprehensive national / international publicity effort. Both organizations continue to identify necessary system refinements as candidates are processed.

The board discussed major media outlets for promotion of the CCCA program. Board members were encouraged to promote the program within their own regulatory jurisdictions. Dr. Colucci encouraged board members to lead by example, getting their own staff members certified. District directors will promote the CCCA at the fall regional meetings.

Those 143 candidates who requested notification about the launch of the program have been notified. A second wave of notifications will go out shortly.

Dr. Spicer requested the CCCA notification/promotional language be sent to him so that he can make this information available to Minnesota licensees via e-mail.

Ms. Liewer will work with NBCE to address certain billing issues.

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### **Regulatory issues**

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## **10. Accreditation**

### **10.1 Conference Call with CCE-USA Re: CCEI**

At the direction of Dr. Otto, Ms. Liewer will represent FCLB on a conference call September 11, 2013 with CCE-USA to include CCEI leadership, FCLB, and CCE-USA's key leadership.

### **10.2 Opportunity To Submit Public comments to CCE**

By consensus the board agreed to submit a general statement regarding the CCE-USA Residency Program Standards.

### **10.3 Research Project: CCE Admissions Standards**

It was noted that this project is being done on a volunteer basis at no cost to FCLB.

## **11. Member Boards: Specific Issues**

### **11.1 Connecticut Chiropractors Ineligible to Offer DOT Exams**

Ms. Liewer will send Dr. O'Connor the information and Dr. O'Connor will contact Dr. Overland, ACA President, regarding this issue.

## **12. International Regulation**

### **12.1 International Applicants: Kansas, California**

Ms. Liewer directed the board to the PowerPoint program she developed to assist regulatory boards with overseas trained applicants. She thanked Kansas and California for taking the lead to resolve this situation.

## **13. FARB**

The Leadership Conference Report was sent to the board and alternates 8/9/13.

#### 14. Examinations

Dr. Otto reported IBCE has begun to invite the international community to meet in Greeley. This could be of benefit to the FCLB also.

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### Stakeholder Interaction

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#### 15. CCGPP

Dr. O'Connor has spoken with Dr. Stabile and referred the board to the report in their materials that included the CCGPP's mission statement and amended algorithms.

#### 16. Summit

Dr. Colucci attended the Special Summit Meeting held in Kansas City in June. She felt it was a very productive meeting and an important avenue for FCLB to communicate with related organizations. She thanked the board for giving her the opportunity to represent the FCLB.

Drs. Grossman and Otto represented the FCLB at the Summit 20 meeting in August in Orlando, Florida. Followup PACE information was requested by ICA, FCA, COCSA, and the American Black Chiropractic Association.

#### 17. General Meetings Update

Donna Liewer reported that the general meetings category is projected preliminarily to be fairly close to the budgeted amount for 2013, although some expenses are still outstanding.

#### 18. Recent Meetings

##### 18.1 FARB Board Meeting and Leadership Conference

Dr. Otto attended with Ms. Liewer. He reported it was enlightening to interact with all the different federations and draw from their perspective on similar issues. He suggested this may provide a pool for future speakers.

#### 19. Upcoming Meetings

The chair referred the board the the list of upcoming meetings in their materials.


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### New Business

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There was no new business. Next telephone conference meeting: November 12, 2013 - 6:30 PM MST

**M/S O'Connor / Grossman to adjourn at 8:25 p.m. *Passed, no opposition***

  
Donna M. Liewer  
Recording Secretary

*With appreciation to Joan Carl for assistance with the Minutes*