

OHIO RESPIRATORY CARE BOARD

77 S. HIGH STREET, 16TH FLOOR

COLUMBUS, OHIO 43215-6108

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UNOFFICIAL BOARD MEETING MINUTES OF OCTOBER 21, 2015

REGULAR BUSINESS MEETING

MEMBERS IN ATTENDANCE (Exhibit A):

Kenneth Walz, J.D., R.R.T., R.C.P., President

Steven Pavlak, M.S., R.R.T., R.C.P., Secretary

Nancy Colletti, Ph.D., R.R.T., R.C.P.

Melissa Cross, HME Member

Carol Gilligan, HME Member

Marc Mays, M.S., R.R.T., R.C.P.

Andrea Yagodich, R.R.T., R.C.P.

Staff in attendance:

Corey C. Schaal, J.D./M.P.A., Executive Director

Marcia L. Stephenson, HME Manager

Traci L. McDonald, Administrative Professional I

Michael S. Roever, Investigator

Others in Attendance:

F. Herbert Douce, Consultant

Steven R. Kochheiser, Assistant Attorney General – Office of the Ohio Attorney General

Teresa L. Mantz, Certified Professional Reporter – Deposition Specialists, Inc.

CALL REGULAR MEETING TO ORDER

Mr. Walz called the meeting to order at 11:30 a.m. He asked the Secretary, Mr. Pavlak, to take the role. Mr. Pavlak took the role and reported that all Board members were present with the exception of Dr. Kalra.

Agenda item 1. Adoption of Proposed Meeting Agenda (Exhibit B)

Mr. Walz asked if members had an opportunity to review the meeting agenda. With affirmations given, Mr. Walz asked for a motion to approve the agenda.

Motion #1: Ms. Cross moved to approve the proposed agenda. Ms. Yagodich seconded the motion. Discussion: Mr. Walz asked to move the last item on the agenda, Executive Session for the purpose of considering the employment of a public employee, to immediately following the approval of the previous meeting minutes. The friendly amendment was accepted. Motion carried: 7 – 0.

Agenda item 2. Approval of Previous Meeting Minutes (Exhibit C)

Mr. Walz asked if everyone had a chance to read the minutes from the prior Board meeting. Mr. Walz then asked for a motion to approve the minutes.

Motion #2: Mr. Mays moved to approve the August 12, 2015 meeting minutes. Mr. Pavlak seconded the motion. Discussion: Ms. Gilligan indicated that there were a couple of corrections that needed to be made. On page 4, the name of the Executive Director of OAMES, Kam Yuricich, was spelled incorrectly. In addition, it was reported that OAMES was incorrectly identified as the Ohio Association of Medical Equipment *Services* instead of *Suppliers*. However, Ms. Cross confirmed that OAMES was correct in the minutes and that the S stands for Services. Mr. Walz then asked for the minutes to be approved with the correction to Ms. Yuricich’s name. Motion carried: 7 – 0.

EXECUTIVE SESSION – public employee employment

Motion #3: Mr. Mays moved to enter Executive Session for the purpose of considering the employment of a public employee under R.C. 121.22(G)(1). Mr. Pavlak seconded the motion. Discussion: None. Roll Call vote:

| | | | |
|----------------------|-----|----------------------|--------|
| Kenneth Walz - | Yes | Dr. Maninder Kalra - | absent |
| Dr. Nancy Colletti - | Yes | Marc Mays - | Yes |
| Melissa Cross - | Yes | Carol Gilligan - | Yes |
| Andrea Yagodich - | Yes | Steven Pavlak - | Yes |

Motion passes.

The Board entered executive session at 11:35 a.m. and returned to regular, public session at 12:12 p.m. Aside from the seven Board members, no one else was present during executive session.

RULES HEARING (Exhibits D, E, F & G)

At 1:03 p.m., the Board began the public hearing on proposed amended rules which were up for five-year rule review. The following rules were up for amendment after having been reviewed by the Board:

Respiratory Care ORC 4761 rules proposed for amendment:

4761-5-06 Respiratory care practice by polysomnographic technologists; 4761-11-04 Representation; appearance; communication; applicability; 4761-11-05 Authority and duties of the board or attorney hearing examiner; 4761-11-08 Service; 4761-11-09 Computation and extension of time; 4761-11-10 Motions; 4761-11-12 Subpoenas for purposes of hearing; 4761-11-17 Witnesses & 4761-11-19 Exhibits

Home Medical Services ORC 4752 rules proposed for amendment:

4761:1-2-02 Personnel; 4761:1-11-03 Filing a request with the Ohio attorney general's office for injunctive relief or civil penalties; 4761:1-12-01 Representation; appearance; communication; applicability; 4761:1-12-02 Authority and duties of the board or attorney hearing examiner; 4761:1-12-08 Exhibits; 4761:1-12-09 Witnesses; & 4761:1-12-17 Prior action by the board

The Rules Hearing was recorded by Teresa Mantz of Deposition Specialists, Inc.

Mr. Walz called to order the public hearing, announced the location of the hearing, introduced himself and then had each of the Board members personally introduce themselves on the record:

Ms. Carol Gilligan,
Ms. Missy Cross,
Ms. Andrea Yagodich,
Mr. Steven Pavlak,
Dr. Nancy Colletti,
and Mr. Marc Mays,

Mr. Walz noted that this constituted a quorum of the Board necessary to conduct business. He asked everyone to sign the attendance sheet and to complete a witness form if necessary. He stated that the purpose of the hearing was to receive comments and testimony on the Board's intention to consider adoption of amended rules pursuant to the five-year rule review. Mr. Walz indicated that copies of the amend rules appear in each Board members binder and that copies were available in the room for anyone in attendance. With no objections, the reading of the individual rules was waived and the hearing proceeded.

Mr. Walz's indicated that this was a public hearing being held pursuant to Chapter 119 of the Revised Code and he asked Mr. Kochheiser to call his first witness.

Mr. Kochheiser called Mr. Schaal to testify. Mr. Schaal was sworn in by Ms. Mantz and after being identified as the Executive Director of the Ohio Respiratory Care Board, proceeded to testify regarding the following state's exhibits:

States Exhibit A – Copy of the Public Hearing Notice filed with JCARR and posted on ORCB website

States Exhibit B – Print screen of ORCB website indicating the Rules and Public Hearing Notice were posted online

States Exhibit C – Copy of the Proposed Amended Rules along with the Filing Form, Rule Summary and Fiscal Analysis

States Exhibit D – Copy of the Electronic Letters of Confirmation of filing with JCARR, LSC and the Secretary of State's Office

Mr. Kochheiser asked if the proposed Amended Rules were made available to the public and asked if any comments on the rules had been received by the Board's staff. Mr. Schaal indicated that no comments had been received by the Board. With no objections, Mr. Kochheiser then asked for the exhibits to be admitted into the record and asked for a motion to waive the reading of the Rules.

Motion #4: Mr. Mays moved to waive the reading of the Rules. Mr. Pavlak seconded the motion. Discussion: None. Motion carried: 7 – 0.

Mr. Walz then called for other witnesses - none were present. Mr. Walz thanked everyone for appearing before the Board and participating in the hearing.

The Public Hearing concluded at 1:12 p.m.

OFFICER AND STAFF REPORTS

Agenda item 3.a: President's Report

Mr. Walz indicated that he did not have a President's Report.

Agenda item 3.b: Executive Director's Report (Exhibit H)

Mr. Schaal reported that an outline of his report which had been mailed out in advance of the meeting appeared in the packets, but that he would highlight the following issues:

1. **Board Policy (Non-Payroll Expenditures #8.3)** – In response to the Client Management Letter issued by the Auditor of State's office, Mr. Schaal reported that ORCB Policy #8.3 – Non-Payroll Expenditures had been drafted for consideration by the Board. As stated in the prior ED Report, the Board currently follows procedures set forth by CSA for both revenues and expenditures (both payroll & non-payroll). The Board has simple policies for handling revenues and payroll expenditures which essentially mirror the CSA procedures, but no similar policy for non-payroll expenditures currently exists. For the Board's consideration was draft policy #8.3 which covers Non-Payroll Expenditures and should be an appropriate response to the Client Management Letter. Mr. Schaal indicated that having the approved policy will be useful in future audits.
2. **FY 2015 & FY 2016 Expenditures** – The Board still had funds encumbered from FY 2015 to cover some anticipated expenditures (DAS OIT bills for May & June/Coleman Date Solutions for maintaining an Updated Document Management System). While the Board was still waiting on the DAS-OIT bills, the Board had received an invoice from Coleman, but was discussing the cost of an upgrade which should have been split equally between this Board and the Chemical Dependency Professionals Board. Mr. Schaal indicated that he had also successfully disputed a charge with AT&T over advertising a toll-free number in phone books which is no longer associated with the Board. Currently, staff was disputing several charges by Bolinds (a MBE company

associated with Staples) for several stamps. The Board had been charged for customized stamps, but had to send back un-customized generic stamps and had not yet received the products as ordered. Mr. Walz asked to clarify what types of stamps these were and Mr. Schaal and Ms. McDonald explained that these stamps included the Board name within the stamp face. Fortunately, the Board had cut its expenditures in half with regards to Fireproof Records & Storage – approximately \$400 a year will be saved by storing 20 diskettes on site at the Board office and not in a rented storage case. Mr. Walz asked if the lockbox in the office was also fireproof as opposed to just being secure. Mr. Schaal indicated that it was similarly fire protected. Unfortunately, within the past week or so, the Board's old printer, used by the HME Manager had stopped working during to a roller problem. Since the small replacement part would cost \$980, Mr. Schaal had been in contact with State Surplus and Mrs. Stephenson and Mr. Schaal would be inspecting several refurbished printers within the next couple of weeks at a fraction of the price.

3. **MBE Recognition** – Mr. Schaal indicated that the Respiratory Care Board was due to be recognized by the State on October 27th at a ceremony where the Board will be set to receive two honors from the state for achievements in the Minority Business Enterprise (MBE) FY 2015 Set-Aside Requirement. The Board is to receive one of the 2015 Governor's Top Honor Awards for having the second highest percentage (72.63%) of eligible spending being allocated to MBE firms. In addition, the Board was also set to receive a second recognition as having the most improved percentage of MBE spending at an increase of 47.47%.
4. **Document Scanning** – The last of the old HME files have been finally scanned into the Board's current Document Management System, iSynergy. Staff was assessing the possibility of scanning any additional RCP files which are currently being held in off-site storage at Fireproof Records & Storage. Currently, the Board has 133 boxes held in storage. Adding into this decision is the potential use of the state's new eLicense system for future document storage.
5. **OAKS Updates** – In September, the state updated/upgraded OAKS – Ohio Automated Knowledge System. While bugs are still being corrected. The new BI (Business Intelligence) & Fiscal applications seem to be working for the Board's purposes. Receipt and payment of some invoices to state agencies have been delayed – NO DELAY ON OUR END – formerly paper invoices are to be sent electronically and requests for payment from us need to be matched to an electronic invoice. Some state agencies have had difficulty switching to the new electronic invoice system. For example, this had resulted in a delay of a request the Board made for payment of an invoice from the State Auditor's office for the work on the previously discussed Client Management Letter. The state's Office of Budget and Management has been working on the situation.
6. **New eLicense System** – Mrs. Stephenson and Mr. Schaal met with a consultant for Deloitte who is working with the Department of Administrative Services (DAS) on the state's update to the eLicense system. It is anticipated that the Board will possibly transition to the new system in late November or early December. Official dates have not been set, but we shared with the planners that winter is prep time for renewals which will commence in the spring of next year.
7. **State Plans & Projects** – Last week, the Board submitted our 2015 Workforce Plan to DAS Office of Human Resources. This plan looks at staff engagement and employee status across a variety of factors (retirement eligibility, exempt versus non-exempt status, etc...). The Board's staff will work in the near future on our IT Security Incident Reporting Plan and prepare for individual agency IT Assessments being conducted by the DAS Office of Information Technology.

8. **Administrative Rules Hearing** – Earlier today, the Board had an Administrative Rule Hearing for five-year review rules with proposed changes. Reviewed rules with no changes and no adverse impact on businesses will be filed with the Joint Committee on Agency Rule Review (JCARR) as “No Rule Change.” After our initial filing, the staff of JCARR asked that four rules be refiled with revised citations for rule amplification. It appears that the references posted on the state’s online version of the Ohio Administrative Code and in the Respiratory Care Board Laws and Rules Booklet, while identical, are sometimes inaccurate. Those rules have been refiled. JCARR staff, in consultation with staff from the Office of the Common Sense Initiative (CSI), has asked for four rules to be held as pending for further consideration of potential adverse business impact. Mr. Schaal met with staff from CSI and they hope to be able to expedite the consideration process. Lastly, as the state’s online version of the Ohio Administrative Code appears to have some inaccuracies, this has worked to the Board’s benefit on two rules (OAC 4761-2-02 and OAC 4761-6-01) which actually do not have the drafting errors in the official versions of the OAC as it appears in RAS – the Rule Authoring System.
9. **ORCB Investigator** – As was mentioned at our last meeting, the Board was in the final process of hiring our newest staff member. Michael Roever started as the Board’s Investigator on September 8th. His hiring was slightly delayed by issues at the Department of Public Safety performing a background check. Slowly, but surely, Mr. Schaal reports that Mr. Roever has gotten settled into the position and has been handling cases and interviews. The office has received very positive feedback from other agencies which have recently gone through the process of transition investigative staff. Mr. Schaal then gave Mr. Roever an opportunity to introduce himself. Mr. Roever provided the board with a brief synopsis of his background.
10. **Meetings & Presentations** – Mr. Schaal included after the attachments to the Executive Director’s report a copy of his recent testimony on House Bill 266 which was given last week at the House Health and Aging Committee. It is hoped that the bill will soon be scheduled for a second hearing, possibly next week for opponents. Recently, Mr. Schaal presented on Respiratory Care Law in Toledo at a seminar and here in Columbus at a symposium as the ethics course. On Friday, October 23rd, Mr. Schaal will present again on this topic at a symposium at the Holzer Medical Center down in Gallipolis.
11. **2016 Board Meeting Dates** – In November, Mr. Schaal plans on sending out suggested dates for Board meetings in 2016. After receiving feedback from each of the Board members, the dates will be confirmed at the Board’s next meeting scheduled for December 16th.
12. **2016 Renewal Preparation** – Staff have scheduled to meet on November 10th to discuss preparation for the 2016 Renewal Process. Certain documents need to be updated prior to January 1, 2016 and potential issues need to be discussed regarding the upcoming implementation of the new eLicense system and the state’s transition over to a new credit card processor.
13. **Expenditures & Credentials** – Mr. Schaal then reviewed the Boards expenditures and summarized the attached Revenue and Credential Reports.

With regards to the 2015 Workforce Plan submitted to the DAS Office of Human Resources, Mr. Mays asked if this plan had been submitted previously to the Board. Mr. Schaal indicated that he did not believe that this item had previously been submitted to the Board for review. Mr. Mays thanked Mr. Schaal and indicated that he was just curious.

Agenda item 3.c: HME Manager's Report (Exhibit I)

Mrs. Stephenson reported that since the last meeting staff had approved 4 HME License applications, 23 HME Certificates of Registration applications and there are currently 9 new applications pending. All the inspectors' contracts have been signed and returned and dates for inspections in September, October & November have been set.

As of October 14th, the Licensing Division has collected \$11,480 in revenue so far for FY 2016. Staff is happy to report that all the old HME license files have been scanned and the HME scanning project is complete.

Motion #5: Mr. Mays moved to approve the President's Report. Ms. Gilligan seconded the motion. Discussion: None. Motion carried: 7 – 0.

Motion #6: Mr. Mays moved to approve the Executive Director's Report. Mr. Pavlak seconded the motion. Discussion: None. Motion carried: 7 – 0.

Mrs. Stephenson added additional information with regards to the spreadsheets she had provided. Mr. Schaal asked the Board members to contact the staff, specifically Mrs. Stephenson, between now and the next Board meeting with any questions or input they may have as it relates to the future presentation of this information.

Motion #7: Ms. Cross moved to approve the HME Manager's Report. Dr. Colletti seconded the motion. Discussion: None. Motion carried: 7 – 0.

EDUCATION REPORT PRESENTATION (Exhibit J)

Mr. Douce provided the Board with an overview of slides associated with his report which had been distributed to the Board. Mr. Douce shared his methodology of gathering information from CoARC reports and the Commission's website. Overall, Mr. Douce indicated that all the current programs are considered to be meeting the national standards. The information gathered was based on the classes of 2012, 2013 & 2014.

Motion #8: Mr. Mays moved to put the report onto the Board's website. Ms. Cross seconded the motion. Discussion: None. Motion carried: 6 – 0.

COMMITTEE REPORTS

Agenda item 4.a: Education Committee Report

Dr. Colletti reported that the Committee did not have a formal written report, but indicated that after hearing the discussion surrounding the presentation from Herb Douce the question has been raised should the Board adopt new standards above and beyond what CoARC sets. The Committee will also look at having an educators/managers meeting in January or February, possibly at the Fawcett Center, to get input from the broader educational community.

Agenda item 4.b: HME Committee Report

Ms. Gilligan reported that the Committee had approved the prior committee minutes and reviewed the list of HME license applicants. The committee reviewed the inspection spreadsheets put together by Mrs. Stephenson. There are currently 70 outstanding inspections. Mr. Schaal had reported to the committee that there was \$23,000 encumbered

for inspectors which would cover 54 inspections at our current rate of pay. The committee is interested in proposals from Mr. Schaal with regards to changing OAC 4761:1-14-01 to require a scheduled initial site visit either at six or twelve months from the initial date of licensure, and possibly changing OAC 4761:1-8-03 with regards to inspection fees. Mr. Schaal will provide 2 pro formas looking at the number of inspections possibly being required if the initial inspection is done within six months versus twelve months with the subsequent inspection being conducted within three years of that date. The Committee would like Mr. Schaal to base this upon the number of licenses issued since 2012. In the future, the Committee will be receiving the inspection spreadsheets from Mrs. Stephenson which will help the members understanding of the inspection process.

Agenda item 4.c: Rules Committee Report

Mr. Pavlak indicated that the Committee met earlier that day and discussed five items.

1. Senate Bill 110 – This bill has passed and allows Physician Assistants to prescribe respiratory care services under supervision agreements.
2. House Bill 266 – There will be an amendment which will harmonize the proposed Respiratory Care Law with the aforementioned S.B. 110 since this bill handle orders for services from Physician Assistants in a slightly different manner.
3. House Bill 276 – A Chiropractic bill which would allow them the ability to sell durable and nondurable medical goods and devices without the need of an HME license.
4. House Bill 39 – This bill has passed and it deals with the provision of inhalers at schools and camps.
5. Lastly, there was a preview of the day's hearing regarding the five-year rule review of the administrative code.

Ms. Gilligan asked about whether House Bill 276 should be before the HME Committee as well. Mr. Schaal responded that he had sent information on HB 276 to the HME Committee when the bill was introduced earlier in the summer. After a thorough discussion regarding the bill's impact on HME, the Board decided to formally take an Interested Party position on the bill through the upcoming adoption of the Rules Committee report.

Agenda item 4.d: Scope of Practice Committee Report

Ms. Yagodich indicated that the Committee met that morning and that minutes had been approved from the August 12th meeting. The Committee viewed a revision of the Board's webpage on Practice/Position Statements which was expanded to include Scope of Practice Frequently Asked Questions. The page will be changed to have the questions and answers pop-up as a separate page as opposed to a link to a separate document.

The Committee reviewed four questions. First, the Board provided a copy of our position statement on who can set pressure settings on a c-pap machine. The questioner had wondered if a licensee could walk a non-licensee through the process and approve a visual confirmation via a smartphone photo. The statement is clear that this is not currently allowable. Second, a question was received as whether any licensee can set-up a c-pap or does the person need to be a CRT or specifically and RRT and the response was that they person just needs to be a licensee. Third, a person questioned who can set up ventilation here in Ohio – the Committee's response was that while a Respiratory Care Professional can, it is not appropriate for our Board to respond as to what is permissible within the scope of other licensees. That is a question that needs to be directed to other licensing Boards. Lastly, there was a question as to whether a mild hyperbaric chamber is something that a Chiropractor can use. It was deemed not an appropriate question for our Board and was redirected back to the Chiropractic Board.

Motion #9: Ms. Yagodich moved to approve the Education Committee Report. Ms. Gilligan seconded the motion. Discussion: None. Motion carried: 7 – 0.

Motion #10: Ms. Cross moved to approve the HME Committee Report. Dr. Colletti seconded the motion. Discussion: None. Motion carried: 7 – 0.

Motion #11: Dr. Colletti moved to approve the Rules Committee Report and the recommendation that the Board formally be an Interested Party as it pertains to House Bill 276. Ms. Gilligan seconded the motion. Discussion: None. Motion carried: 7 – 0.

Motion #12: Mr. Mays moved to approve the Scope of Practice Committee Report and Scope of Practice Responses. Mr. Pavlak seconded the motion. Discussion: None. Motion carried: 7 – 0.

PROBABLE REVIEW COMMITTEE REPORT (Exhibits K & L)

Agenda item 5a: Enforcement Report

Motion #13: Mr. Mays moved to enter Executive Session for the purpose of considering the investigation of charges or complaints against licensees under R.C. 121.22(G)(1) and which involves matters that are required to be kept confidential under R.C. 149.43(A)(2) and R.C. 4761.03(E) and 4752.08 (B). Mr. Pavlak seconded the motion. Discussion: None. Roll Call vote:

| | | | |
|----------------------|-----|----------------------|--------|
| Kenneth Walz - | Yes | Dr. Maninder Kalra - | absent |
| Dr. Nancy Colletti - | Yes | Marc Mays - | Yes |
| Melissa Cross - | Yes | Carol Gilligan - | Yes |
| Andrea Yagodich - | Yes | Steven Pavlak - | Yes |

Motion passes.

The Board entered executive session at 3:28 p.m. and returned to regular, public session at 4:03 p.m. As members of the Probable Review Committee, Ms. Yagodich and Ms. Gilligan excused themselves from participating in this portion of the meeting. Aside from the four remaining Board members, also present during executive session were Mr. Schaal, Ms. McDonald, Mr. Roever and Mr. Kochheiser.

**Names and identifying information were redacted from discussion and from proposed consent agreements during the course of executive session deliberation and the public meeting. Matters were referred to only by case number in documentation and referenced by case number verbally. Identifying information based upon the correlating case number was added during the writing of the minutes after approval of the proposed consent agreements through a motion on the record during public session.*

In public session, the Board took the following actions:

Agenda item 5.b: Approval of Notices of Opportunity for Hearing (Exhibits M & N)

Motion #14: Mr. Mays moved to approve the following consent agreement:

Exh. # Case #/Respondent

- M. 2015-ORCB-14 (Tracey Anne Maynard)
- N. 2016-ORCB-2 (Wendy Marie Johnson)

Dr. Colletti seconded the motion. Discussion: None. Motion carried: 5 – 0 (Ms. Gilligan and Ms. Yagodich abstained).

Agenda item 5.c: Approval of Consent/Surrender Agreements (Exhibits O & P)

Motion #15: Mr. Pavlak moved to approve the following surrender agreements:

HME Agreements

Exh. # Case #/Respondent

- O. 2016-HME-4002 (Freedman Clinic of Chiropractic)
- P. 2016-HME-5002 (Walgreen Co.)

Mr. Mays seconded the motion. Discussion: None. Motion carried: 5 – 0 (Ms. Gilligan and Ms. Yagodich abstained).

Agenda item 5.d: Closed Case Review

Motion #16: Mr. Mays moved to approve the closure of the following cases:

- 2016-ORCB-01
- 2016-ORCB-06
- 2016-HME-2002

Ms. Cross seconded the motion. Discussion: None. Motion carried: 5 – 0 (Ms. Gilligan and Ms. Yagodich abstained).

Motion #17: Mr. Mays moved to approve the closure of the following case:

- 2016-ORCB-05

Dr. Colletti seconded the motion. Discussion: None. Motion carried: 4 – 0 (Ms. Gilligan, Mr. Pavlak and Ms. Yagodich abstained).

Agenda item 5.e: Probation Compliance Report

Motion #18: Mr. Mays moved to approve the Probation Compliance Report. Dr. Colletti seconded the motion. Discussion: None. Motion carried: 5 – 0 (Ms. Gilligan and Ms. Yagodich abstained).

OLD BUSINESS

Agenda item 6.a: FY2015 Annual Report (Exhibit Q)

Mr. Schaal provided a copy of the FY2015 Annual Report and explained changes he made in addition to updating information in the report. Mr. Schaal indicated that he included a listing of those members who had completed their service to the Board in 2015. In places where the Board members were listed, Mr. Schaal reported that he decided to list members consistently in alphabetical order – as no discernible order had previously been set. Mr. Schaal also added a reference to the Board’s Rules Committee which was missing from the prior annual report. Lastly, in describing the educational programs operating in Ohio, Mr. Schaal included and noted that Ohio has one satellite program in operation. For the listing of these programs, Mr. Schaal asked whether the Board had a preference in how the programs were order. At present, the list was in numerical order by program number assigned by CoARC, which was based on the date of the program’s accreditation by the Commission. Mr. Walz indicated that keeping that order was fine, but that the reason for that order should be included in the listing.

Motion #19: Dr. Colletti moved to approve the FY2015 Annual Report with the change explaining the ordering of the schools. Mr. Pavlak seconded the motion. Discussion: None. Motion carried: 7 – 0.

Agenda item 6.b: Newsletter

Mr. Schaal indicated that he was still working with staff from DAS Communications with the program Microsoft Publisher used to create the most recent newsletters. Mr. Schaal reported that difficulties still existed with entering the names of newly licensed individuals and companies into a table format.

NEW BUSINESS

Agenda item 7.a: Acknowledgement of RCP Licenses and Limited Permits issued since the last meeting (Exhibit R)

Motion #20: Mr. Mays moved to ratify respiratory care professional licenses and limited permits issued on the following dates:

Respiratory Care Professional Licenses and Limited Permits issued between 8/7/2015 – 10/9/2015.

Ms. Cross seconded the motion. Discussion: None. Motion carried 7 - 0.

Agenda item 7.b: Acknowledgement of Home Medical Equipment Licenses and Certificates of Registration (Exhibit S)

Motion #21: Ms. Gilligan moved to ratify HME licenses and certificates of registration issued on the following dates:

Home Medical Equipment Licenses and Certificates of Registration issued between 8/7/2015 – 10/16/2015.

Mr. Mays seconded the motion. Discussion: None. Motion carried: 7 – 0.

Agenda item 7.c: Board Policy 8.3 (Exhibit T)

Mr. Schaal provided background on proposed Board Policy 8.3: Non-Payroll Expenditures. While the Board follows procedures for non-payroll expenditures set by CSA and OBM, it currently had no set policy regarding those procedures. Mr. Schaal indicated that this proposal was in response to the client management letter issued by the Ohio Auditor of State following the recent biennial audit. If approved, Mr. Schaal indicated that he would forward a copy to the Auditor's staff to reflect changes based upon the audit recommendations.

Motion #22: Mr. Mays moved to approve Board Policy 8.3

Mr. Pavlak seconded the motion. Discussion: None. Motion carried 7 - 0.

FOR THE GOOD OF THE BOARD

Mr. Walz asked if anyone had any other matters for the good of the Board. There was no discussion.

ADJOURNMENT

Mr. Walz asked if there was any other business to bring before the Board.

Hearing none, Mr. Walz adjourned the meeting at 4:19 p.m.

Board Secretary's Certification: These are a true account of the proceedings in accordance with Section 121.11 of the Ohio Revised Code, approved by a majority of a quorum of the membership of the Board on December 16, 2015.


Board Secretary


Witness