



## Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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### FINAL MINUTES FOR ADMINISTRATION SUBCOMMITTEE MEETING Held on Tuesday, March 31, 2015 9545 E. Doubletree Ranch Road • Scottsdale, Arizona

#### *Subcommittee Members*

Jodi A. Bain, Esq., Chair

Donna S. Brister

R. Screven Farmer, M.D.

James M. Gillard, M.S., M.D., F.A.C.E.P., F.A.A.E.M.

#### **A. CALL TO ORDER**

Ms. Bain called the meeting to order at 4:56 p.m. Roll call was taken and the following Subcommittee members were present: Ms. Bain, Dr. Farmer and Dr. Gillard. The following Subcommittee member was absent: Ms. Brister.

#### **ALSO PRESENT:**

Carrie Smith, Assistant Attorney General ("AAG"); Patricia E. McSorley, Executive Director; Evangeline Webster, Support Services Manager; James Gentile, Chief Information Officer ("CIO"); Raquel Rivera, Investigations Assistant Manager; Andrea Cisneros, Staff Investigational Review Committee Coordinator; Amanda Schwabe, Board Coordinator; Mary Bober, Board Operations Manager; Anita Shepherd, Investigations Manager; and Twana Fairbourn, Licensing Assistant Manager.

#### **B. CALL TO THE PUBLIC**

No individuals addressed the Subcommittee during the call to the public.

#### **C. REVIEW DISCUSSION AND POSSIBLE ACTION REGARDING RATIFICATION OF ACTION TAKEN ON FEBRUARY 3, 2015**

Ms. Bain reported that on February 3, 2015, a discussion was held with staff and two Subcommittee members regarding Information Technology ("IT") matters. She stated that at the same time, one other Subcommittee member met with an individually assigned staff member for a briefing and that a group discussion occurred concerning IT.

Ms. Bain clarified that no legal action was taken on February 3, 2015, but that Mr. Gentile was requested to investigate options regarding different data management systems. The Subcommittee ratified this request, and explained that members of the public may obtain a written description of the action ratified by making a public records request via email at [publicinformation@azmd.gov](mailto:publicinformation@azmd.gov).

**MOTION: Dr. Farmer moved to ratify the inadvertent resulting meeting of February 3, 2015.**

**SECOND: Dr. Gillard.**

**VOTE: 3-yay, 0-nay, 0-abstain, 0-recuse, 1-absent.**

**MOTION PASSED.**

#### **D. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING SUBCOMMITTEE PROCESSES**

Ms. McSorley reported the Subcommittee members assigned departments as follows:

Licensing – Ms. Brister;

Board Operations – Dr. Gillard;

Medical Consultants – Dr. Gillard;

Business Office/Support Services – Ms. Bain;  
Investigations – Dr. Farmer; and  
IT – Ms. Bain and Dr. Farmer.

Ms. Bain explained the Subcommittee's plan to have six meetings per year prior to regular session meetings, with one or two managers reporting department updates. Ms. Bain stated that the need for individual updates would be dependent on whether it is a time sensitive issue, such as appropriation of funds. Ms. Webster informed the Subcommittee that the next budget to be submitted would be for fiscal year 2017, including a supplemental request for additional funds for fiscal year 2016, and that the budget submission deadline is September 1, 2015. Subcommittee members suggested having the budget presented to the full Board at the June 2015 meeting.

Dr. Farmer addressed staff, suggesting that the department managers consider how they would like to see accountability in their individual departments. Ms. McSorley provided an example to the Subcommittee regarding secondary reviews that are in place for accountability in the Licensing Department. Ms. Bain questioned how this information would be retained and made available to the community. Dr. Farmer suggested establishing a dashboard to include statistical measurements for collecting the data. He stated that the high level of scrutiny would be ameliorated if the Board demonstrates how the work is measured going forward. Dr. Gillard agreed with the Subcommittee's suggestions and stated it is a great way to track progress, but cautioned against making the process too technical.

## **E. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING UPDATE ON DEPARTMENT MATTERS**

### **i. GL Suite Contract and Alternative Solutions**

Mr. Gentile reported his findings to the Subcommittee regarding different data management systems. Subcommittee members discussed the significant price increase from the Agency's current vendor, GL Solutions, and noted that the price increase was adjusted after meeting with the CEO. The Subcommittee discussed the Agency's current data system, including the differences, difficulties and consideration of transitioning to a new version in the future. Subcommittee members suggested Mr. Gentile prepare a list of projects and reasoning for any recommendations, for the full Board to review.

### **ii. Business Office**

Ms. Webster updated the Subcommittee regarding the Agency's current budget and personnel numbers. Subcommittee members discussed the necessity of filling vacant positions within the Agency. Ms. Bain stated that the Subcommittee will be looking at where, in the Agency, is the need for employees. Ms. Bain requested to have a follow up of how many current employees are full time, part time, and temporary. Ms. McSorley explained that the state is currently under a hiring freeze, and that a mission critical proposal to fill positions will need to be approved by the Governor's office prior to hiring additional staff.

### **iii. Investigations Office**

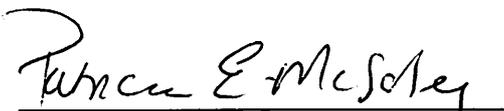
Ms. Shepherd provided an update to the Subcommittee regarding the Investigations Department with an emphasis on staffing needs. Subcommittee members discussed challenges surrounding placing quality of care cases with Outside Medical Consultants.

### **iv. Licensing Office**

Ms. Fairbourn updated the Subcommittee regarding the Licensing Department, highlighting staffing needs. Ms. Fairbourn reported the number of permanent, full-time employees as well as temporary staff. Subcommittee members discussed looking into offering an expedited application process for an additional fee.

The meeting adjourned at 6:36 p.m.



  
Patricia E. McSorley, Executive Director