



Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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FINAL MINUTES FOR ADMINISTRATION SUBCOMMITTEE MEETING Held on Tuesday, June 2, 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 AND ROLL CALL

Ms. Bain called the meeting to order at 4:43 p.m. Roll call was taken and the following Subcommittee members were present: Ms. Bain, Ms. Brister, Dr. Farmer, and Dr. Gillard.

ALSO PRESENT:

Carrie Smith, Assistant Attorney General ("AAG"); Patricia E. McSorley, Executive Director; Anita Shepherd, Investigations Manager; Mary Bober, Board Operations Manager; Twana Fairbourn, Licensing Manager; Andrea Cisneros, Staff Investigation Review Committee ("SIRC"); and Amanda Schwabe, Board Coordinator.

B. CALL TO THE PUBLIC

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

C. APPROVAL OF MINUTES

MOTION: Dr. Gillard moved to approve the minutes for the March 31, 2015 Administration Subcommittee Meeting.

SECOND: Dr. Farmer

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

MOTION PASSED.

D. UPDATE, DISCUSSION AND POSSIBLE ACTION REGARDING MID-2015 EXECUTIVE DIRECTOR UPDATE

a. Licensing

Ms. McSorley reported to the Subcommittee that staff has been reevaluating the linear way that license applications have been processed in the past. She reported that based on the Auditor General's report, the Board is in compliance with the statutes and rules. She informed the Subcommittee that staff has been working with the Governor's LEAN Transformation Program to improve the licensing process. Ms. McSorley stated that the Governor's Office is looking at the entire time it takes to process an application from the time it is filed to when the license is issued. She indicated that the process currently takes an average of 141 days and the goal is to bring the average time to 70 days. Ms. McSorley explained that staff is currently looking into rule changes or different methods to assist the applicants with their applications. Subcommittee members discussed various issues and possibilities to help improve the licensing process.

MOTION: Dr. Farmer moved for the Committee to recommend to the Board that it hold an off-month meeting to discuss licensing issues, as necessary.

SECOND: Ms. Brister

VOTE: 4-yay, 0-nay, 0-recuse, 0-abstain, 0-absent.

MOTION PASSED.

Ms. McSorley suggested the Subcommittee consider recommending to the full Board that a standing licensing committee be established to discuss licensing issues on off-meeting months.

MOTION: Dr. Farmer moved for the Committee to recommend that the Board establish a standing licensing committee at its August 2015 AMB meeting.

SECOND: Ms. Brister

VOTE: 4-yay, 0-nay, 0-recuse, 0-abstain, 0-absent.

MOTION PASSED.

b. Business Office

Ms. McSorley reported that the Business Operations Manager was in the process of preparing a budget request that includes a request for monies for a data loss recovery system and monies to research a new database vendor.

Ms. Bain questioned if permanent employees are filling temporary positions, will staff be able to add temporary employees to fill needs during cyclical seasons. Ms. McSorley noted that staff is looking into removing the cyclical season impact that occurs every year. Ms. McSorley commented that staff is hopeful that with the new online MD application there will be less need for more staff.

c. Information Technology (IT)

Subcommittee members questioned whether internal staff could research new database vendors rather than hiring additional experts. Ms. McSorley noted a recent issue had arisen regarding state agencies entering into contracts with GL Solutions. She reported that James Gentile, the Chief Information Officer, had informed her that GL Solutions recently indicated they will no longer provide completion dates for requested projects. Ms. Bain questioned whether GL Solutions has indicated they will provide a window of completion or a hard deadline for completion of projects. Ms. Bain suggested Dr. Farmer be involved with the next conference call with staff and GL Solutions. Ms. Bain directed AAG Smith to create a letter of intent to submit to GL Solutions indicating the Board's expectations for future contracts. Ms. Brister requested to be included in the conference call with GL Solutions.

d. Investigations

Ms. McSorley reported that there is currently one person who does licensing investigations. She noted that staff is looking to add another employee to help with those investigations. Ms. McSorley reported that the Investigations Department was in the process of moving the Intake Officer from a temporary to a permanent position.

e. Board Operations

Ms. Bober reported that with the excess number of Board meetings, the Public Records portion of the Board Operations Department has fallen behind. Ms. Bober clarified that the Public Records Coordinator position was currently held by a temporary employee, with the hopes of opening the position for permanent employment.

Ms. McSorley noted that there has been an increase in the number of cases that SIRC has to consider. Ms. Bain questioned whether the Board should consider having more regular session meetings. Dr. Farmer commented that the issue does not seem to be with the number of meetings but with the investigations themselves. Ms. McSorley noted that staff acknowledges every complaint that is received.

Ms. Cisneros noted that the backlog in SIRC occurred when there was an increase in Board meetings. Ms. Bober noted that the Board Coordinator was in the process of learning to do minutes to relieve Ms. Cisneros from having to take minutes at Board meetings. Ms. Cisneros noted that SIRC is made up of the Chief Medical Consultant, Investigations Manager, and Board Operations Manager as voting members, and the Board's Legal Advisor and SIRC Coordinator as a non-voting member.

f. Executive Office

Ms. McSorley reported that a Deputy Director would be hired at some point this year.

g. Medical Consultants

Ms. McSorley reported that staff has had issues with placing cases with a limited amount of Medical Consultants. Subcommittee members discussed different ways to advertise the need for Medical

Consultants. Ms. McSorley explained that fliers are sent out with each renewal notice advertising the need for Medical Consultants. Ms. Bain suggested redoing the flier to make it more marketable.

E. DISCUSSION AND POSSIBLE ACTION REGARDING GOAL SETTING FOR SECOND HALF 2015 CALENDAR YEAR

Subcommittee members discussed having future meetings the day before regular session Board meetings.

F. UPDATE, DISCUSSION AND POSSIBLE ACTION REGARDING LEAN PROGRAM IMPACT BY DEPARTMENT

G. DISCUSSION AND POSSIBLE ACTION ON POTENTIAL ITEMS TO BE PLACED ON FUTURE SUBCOMMITTEE AGENDA

Dr. Gillard requested Ms. McSorley look into whether Board members may receive CME credits for regular session meetings. Ms. Bain requested that the Chief Information Officer provide an update on the database issue at the next Subcommittee meeting.

H. ADJOURNMENT

MOTION: Ms. Bain moved to adjourn the meeting.

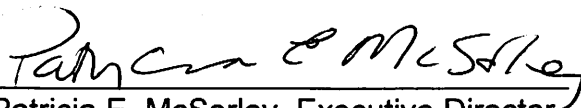
SECOND: Dr. Farmer

VOTE: 4-yay, 0-nay, 0-recuse, 0-abstain, 0-absent.

MOTION PASSED.

The meeting adjourned at 5:54 p.m.




Patricia E. McSorley, Executive Director