

**North Carolina Society for Respiratory Care
Board of Directors Meeting
Forsyth Medical Center
Winston-Salem, NC
November 19, 2010 1:00-3:00 PM**

Present: Jill Saye, Tiffany Mabe, Joe Hylton, Ray Braxton, Connie Paladenech, Robin Ross, Garry Dukes, Paula Mendenhall, Bill Kiger, Shelbourn Stevens, Lawson Milner, Kim Clark, Ricky Bowen, Terry Smith, Trisha Miller, Travis Houston, Brady Scott, Susan Collins, Don Huston, Matthew Bolinsky

Call to Order: President Jill Saye called the meeting to order at 1305.

Handout given to Board of Directors: Roberts Rules of Order by Jill Saye (President)

1. **Swearing in of 2 members by Jill Saye (President):** Matthew Bolinsky and Tiffany Mabe.
2. **Meeting Attendance by Board Members:** All board members are expected to attend 50% of BOD meetings (2 out of the 4 meetings.) Please review page 2 #20 in your BOD book for attendance requirements for members. The expectation is that if you can not attend the meetings to notify Jill Saye (President). Due to the fact that the Board must vote on various agenda items, attendance is extremely important. If a Board member does not call Jill (President) to notify her that they will not be attending a meeting it will be un-excused. Please ensure that you communicate with Jill (President). Dates have been posted on the website.
3. **BOD Member Reimbursement for Expenditures** – The NCSRC bylaws state that we have criteria on expenditures. Board Members should not fear turning in any mileage or hotel information necessary for reimbursement. Please ensure that you read the criteria in the standing rules. It is there for you to use.
4. **Registered Agent Status-** We receive information from the State of NC regarding registered agent status. Susan Collins is our registered agent for all of this information.
5. **Council on Allied Health-** Jill Saye (President) attended the council on allied health meeting. Facilities are looking to begin charging students from colleges to come for clinicals. Currently Duke University is charging for OT and PT students clinicals. This can trickle down to Respiratory Care as well. Jill will continue to keep the BOD posted. According to Kim Clark, Pennsylvania currently charges a set fee for RT programs to send students for clinicals. Adjunct faculty was paid to be at these sites for the students.

6. **Mentees-** We have 6 mentees in attendance at today's BOD meeting. Each mentee was presented with a NCSRC pin by Kim Clark.
7. **BOD Meeting Minutes-** Last months minutes were sent out to BOD members for approval via email. Minutes can be approved via E-vote. Garry Dukes made a motion to use E-vote to approve minutes. Ray Braxton seconded the motion.
8. **BOD Roles for Meetings-** Jill assigned roles for the BOD meetings. She would like to spend only one hour on committee reports. We will follow these roles for future meetings in order to keep on track with all business we need to cover. Paula Mendenhall is todays timekeeper.
9. **Chartered Affiliate Packet-** Susan Collins handed out the Chartered affiliate packet. This packet is to be added to Board books.

Secretary's Report: (Tiffany Mabe) Minutes approved from last BOD meeting. No corrections recommended. Nothing else to report at this time.

Treasurer's Report: (Joe Hylton) Account balance for third quarter of 2010. As of October 31, 2010- Checking account balance \$80489.72. Certificate of deposit \$12,955.76. Total Assets \$93445.48 Total liabilities 0. Budget is balanced.

Delegate's report: (Ray Braxton and Connie Paladenech) Connie and Ray will be attending the house of delegates meeting in Las Vegas at the AARC meeting in December 2010.

Each resolution discussed during board meeting and recommendation given to Ray for upcoming meeting.

House of Delegates Resolution – APPROVED

Resolution Author: Jim Lanoha

E-mail: lanoharentals@charter.net

Phone Number: 225 931 8448

Author's State: LA

Co-Sponsors and Their States: Co-Author Brent Kenney, MO,

Resolution:

Resolved that the AARC revise its disaster relief policy to allow the AARC President to activate the fund upon request of an affiliate president in the event of a state or local governmentally proclaimed state of emergency or disaster.

Rationale:

To allow members to apply for assistance when a major event is not proclaimed a Federal Disaster by the US President. As an example the governor of Ohio repeatedly requested that the tornado damage which occurred there be proclaimed a Federal Disaster to allow similar funds to be made available to residents of Ohio. Multiple times this request was denied. Similar politics were seen during the aftermath of Hurricane Katrina.

Impact of Resolution:

General Membership, HOD, Affiliates, AARC Officers & BOD, Executive Office

Implementation Cost: less than \$1000

Ongoing Cost: Less than \$1000

Relationship to AARC Strategic Plan: Develop human resources

NCSRC BOD recommendation: BOD recommended a YES vote.

Resolution Author:

Curt Merriman/Laurie Tomaszewski

E-mail:

curt.merriman@comcast.net

Phone Number:

612-760-0904

Author's State:

Minnesota

Co-Sponsors and Their States:

None

Resolution:

Resolved that the AARC consider writing a position paper to assist state affiliates work towards a provision in licensure language to allow for temporary license reciprocity for RT's transporting patients via an air or ground ambulance service.

Rationale:

Currently RT's have to maintain multiple state licenses if they are involved in the transportation of patients between states via air/ground ambulances. This may limit the RT's ability to perform this vital function because of the financial and logistical burden to maintain the multi state licenses. Ambulance services may opt to not utilize RT's because of this issue and replace with a paramedic whom already has the reciprocity issue resolved.

The temporary licensure status could specify to not exceed 12 hours per transport occurrence and also be limited to the transport of specific patient(s) and not to provide patient care to others while within the state.

Impact of Resolution:

General Membership, Affiliates, State/Federal Legislation

Implementation Cost:

\$200

Ongoing Cost:

None

Relationship to AARC Strategic Plan: Develop human resources NCSRC BOD recommendation: BOD recommended a YES vote.

House of Delegates Resolution

Resolution Author: Connie Paladenech

Email:

cpaladen@wfubmc.edu

Phone Number:

336-713-8850

Authors State:

North carolina

Co-Sponsors and Their States:

None

Resolution:

It is proposed that additional criteria be added to the Quality Respiratory Care Department recognition. Specifically, the criteria should include criteria for management standards which state that the Respiratory Care Department Director/Manager is a qualified (take out licensed/credentialed)Respiratory Therapist.

Rationale:

In a (take out mis-guided) cost-cutting initiative, shome hospitals have chosen to eliminate the Director/Manager of Respiratory Care services and place a non-Respiratory Therapist in the leadership position for the service. An unqualified person in a leadership position responsible for day-to-day operations, policy development, and competency evaluations places patient safety at risk. It is imperative that the leadership of Respiratory Care Services be provided by a qualified Respiratory Therapist.

Impace of Resolution:

General Membership, HOD, Affiliates, AARC Officers & BOD, Executive Office, Patientents receiving Respiratory Care Services; Board of Medical Advisors

Implementation Cost:

\$25.00-\$50.00 to update webpage

Ongoing Cost:

None

Relationship to AARC Strategic Plan:

Develop art and science of RC, Develop human resources

NCSRC BOD recommendation: BOD recommended a YES vote.

An executive Session was called. Jill Saye made a motion to go into Executive Session and Garry Dukes made a second to that motion. A short break was called and the general meeting resumed.

Standing Committees

Name in parentheses is Chair of that committee.

Elections: (Robin Ross) Working with the nominations committee to put everything on-line for elections. This will make the process run more smoothly. There will also be no lag time for elections.

Budget & Audit: (Joe Hylton) The 2011 proposed budget was reviewed. Registration fees have been up by 57%. Discussion on the line item Misc. Expenses; a vendor sent in \$2000.00 by mistake to the NCSRC, that was given back to the vendor. Check for \$800 deposited into wrong account and a check for \$500 from a vendor that bounced per Susan Collins. Line item morning coffee/food was discussed and needs to be adjusted for 2011. Speakers travel is also up by 21%.

Audit and Tax Preparations will be increased for 2011 budgeted to 4000.00, as the NCSRC needs to have a thorough audit. Bonding and insurance has been added to the budget for 2011 at \$2500.00. Also adding in a laptop computer for the treasurer to use for budget purposes. NC State Watch will be taken out of the budget, this is a political e-newsletter that we no longer are using.

Joe Hylton(treasurer) made a motion to approve the 2011 budget, Ray Braxton 2nd the motion. Budget approved for 2011.

Committee report handed out to BOD members.

Bylaws & Standing Rules: (Garry Dukes) Standing rules need to be revised and reorganized. The standing rules are revised and brought to the BOD meeting for review, discussion and approval via vote.

The Bylaws are brought to the BOD as well for review. However they must go thru the AARC bylaws committee. This committee reviews what has been submitted from the State and ensures there is no conflict with the AARC. They will also offer suggestions then send back to the Society for review. They are then sent to the AARC Board of Directors meeting and are approved at this point. Bylaws take about a year, whereas standing rules are much quicker to revise and approve. This is another reason we are looking into increasing the President of the NCSRC term to 2 years. Garry will be sending out emails in regards to these revisions, please respond to the emails so we can make this process run smoothly and as quick as possible.

Public Relations: (Paula Mendenhall) We still have some merchandise to sell. Current budget is 2500.00 for merchandise. The fleece jackets sold very well this year. Will purchase more with the next budget along with shirts and hats.

Committee report handed out to BOD members.

Education/Program: (Bill Kiger) See handout from committee chair. Spreadsheet on hotel information and rooms handed out to BOD members from Susan Collins. Jill Saye (President) made a motion to take the Cary Embassy Suites off the table due to the \$20,000 cost, Ricky Bowen made a 2nd to the motion. Embassy Suites taken off the table.

Discussion: Connie asked if we should take a look at a vacation type of venue for the NCSRC meetings. The committee has taken this into consideration and will continue to consider this when planning future meetings.

Food has doubled or tripled over the past couple of years and our budget has not reflected this increase. This will be reflected in the up-coming budget and looked into for future meetings. Garry Dukes made a motion to call the question (Remove Cary location). Ray Braxton made a second. All BOD members were in favor.

Committee report handed out to BOD members.

Garry Dukes stated that the Annual NCSRC was an overall exceptional meeting, and the NCSRC made money. Thanks to Bill and the committee for all they have done.

Judicial: Nothing to report at this meeting per Jill Saye (President).

PACT: (Lawson Milner) March 7-8th date to discuss HR 1077. HB6376- would ease the law and allow providers other than MD's to send patients to pulmonary rehab. Currently only MD's can write orders to send patient to pulmonary rehab, nurse practitioners and physician assistants can not. This would take these providers into consideration. There is a COPD division at the CDC. AARC homepage is in support of pulmonary rehab. This would loosen the interpretation of CMS and who can be seen at a pulmonary rehab center.

Publications/Communications: (Lawson Millner) Continuing to work on the website and keep it up to date. Hope to get the newsletter out with good content for the members of the NCSRC. Lawson will send an email to committee members with any needs for the newsletter.

Discussion: Jill Saye would like the decision for the name of the newsletter to be sent out to the members of the NCSRC for a vote. Trisha and Paula agree. Ricky Bowen suggested the BOD choose 4 names out of the 8 for the newsletter then send those 4 names out to be voted on. The BOD was given a handout of the 8 names for the newsletter to vote. Other discussion included starting a facebook page for the NCSRC, more to follow with this topic. Getting the newsletter out is top priority at this time.

Newsletter Names: The Respiration Publication, NCSRC Times, NCSRC Airwaves, The Ventiletter.

Membership: (Robin Ross)

November Membership:

Total 1828 (↑)

Industrial: 29

Lifetime: 2

Physician: 3

Student: 335

X: 23

Membership has increased. The membership committee would like to send out a survey to ask about membership. This survey could be sent to managers group and have managers send to all RT employees in order to gain access to more RCP's practicing in the State. The NCSRC does not have access to all email addresses for RCP's. Any and all comments from BOD members are welcome. Discussed looking into age groups, demographics and asking if employers are paying for any cost of AARC membership. The committee made the recommendation to send the survey to all RCP's in the State, the BOD members agreed this was a good idea. Kim Clark stated that we can request a list of RCP's email addresses from Floyd Boyer. Kim has requested this information in the past and it is a public list, per Floyd Boyer.

Robin may ask board members to help visit community colleges to gather information from these programs on how they inform students of the NCSRC and AARC.

Committee report given to BOD members.

Nominations: BOD held a vote on the committee. Brady Scott, Travis Huston and Trish Miller nominated for chair of nominations committee. Garry made a motion to vote on these 3 members for chair of the committee, Tiffany made a 2nd, all BOD members were in favor. All votes tallied, and Brady Scott will be the nominations committee chair. Lawson Millner to update the webpage to reflect this information.

Awards/Scholarships/Practitioner of the Year: (Wendy Ayscue) Committee report handed out to BOD members.

Home Care/Alternate Site Care: No report, nothing sent to Jill to report.

Sputum Bowl: (Ricky Bowen) Ricky would like to see an increase in the dollar amount that the NCSRC currently has budgeted for supporting the sputum bowl teams that attend the AARC

meeting. This recommendation was voted on and approved by the BOD. Would like to limit the Sputum Bowl to 8 teams, sending the top two teams to the AARC each year.

Discussion on holding a preliminary competition during the day after the BOD meeting, will look at the schedule and more discussion to be held on this topic.

Recommendation for anyone competing in the sputum bowl must be registered as attending the NCSRC conference or pay an admission fee. If you are not registered for the NCSRC conference a fee of \$50.00 will be charged in order to participate in the sputum bowl. This was approved by the BOD members.

If the winning team of the sputum bowl can not attend the AARC should we send the second place team or offer them the opportunity to attend in place of the winning team. This was approved by the BOD members. The application for the sputum bowl will be changed to reflect this information.

Committee report handed out to BOD members.

Chartered Affiliate: (Carolyn Bell) Report Sent to BOD members. See attached agenda for report.

Vendor Report: (Todd McCain) Jill to contact Todd McCain in regards to the vendor survey that was being prepared. Jill will update the committee when she has this information.

NCRCB: (Tiffany Mabe/Terry Smith)

NC Association of Resp. Care Educators: (Robin Ross) BSRT program is in development at Phiffer College as well as Miller Motte bringing on-line a BSRT program.

Polysomnography: No report sent.

Advocacy: (Connie Paladenech) Discussion in regards to RCP's visiting asthmatic children at school. Upon recommendation of the Physician Advisory Group (PAG) to the North Carolina Division of Medical Assistance (DMA) and against the recommendations of the NCRCB and NCSRC, DMA issued a rule to no longer allow private respiratory care companies to visit asthmatic children at school. It is the opinion of the DMA that the needs of these children can be adequately met by Carolina Access. Jean Koehn, CRT, President of Visiting Respiratory Care, LLC, is requesting the support of NCSRC "... to lobby and try to have a bill passed in our state congress that makes DMA have a respiratory therapist be a part of respiratory policies." Jill Saye asked that Connie seek a brief summary statement from Jean Koehn and this can be sent to the Board to review. There was brief discussion on dealing with DFS issues and the fact that speaking with Congress and Senators may be the best avenue. If it is felt that legislation violations are occurring, a written complaint to them may be necessary."

Research Committee: (Terry Smith) Awards will be given out at the annual symposium for poster presentations. Twelve continuing education hours are available for posters that are presented at the NCSRC Annual Meeting.

Update of Executive Secretary Contract: Motion made to approve contract.

Old Business:

New Business:

December 17th, 2010 Practice Committee Meeting.

E-vote Process: type up and send out minutes for E-vote. Everyone can review and comment then send to the board for approval.

4GB flash drives handed out to BOD members and officers. These drives are to be used to store all society information related to position or committee. This is to protect information from being lost on work computers.

Please review your committee and job description and ensure that items are OK with all descriptions, if anything needs to be moved please let Jill Saye (president) know. Plan to discuss proposed changes at the February BOD meeting.

Review of the executive secretaries contract-motion to accept the contract that was approved in the executive session. Jill Saye has the new contract and will give to Susan Collins for review at the end of the meeting today. Matthew Bolinsky 2nd the motion, all members in favor with no oppositions.

Robin Ross has been working with Travis Hellstrom in regards to the Peace Corps. Travis is stationed in Mongolia working with a peace corp nurse and they are looking for volunteers to teach and train medical personnel in Mongolia about respiratory care. Robin will be working to set up a Skype with the nurse, Kate Borkowski in Mongolia to gain more information on the needs they have. Robin is asking for volunteers and names of RCP's that may be interested in working on this project.

Adjournment: at 4:30 PM

Next meeting: February 24, 2011 BOD meeting in Boone.