



NCSRC
North Carolina Society for Respiratory Care

NCSRC Board of Director Meeting

Date: 03/03/2023

Time: 1pm

Location: DUMC

Conference Call:

Join Zoom Meeting

<https://duke.zoom.us/j/91039553366?pwd=RDFjbXl4SEhVdk9KRWFECGhkRit2Zz09>

Meeting ID: 910 3955 3366

Passcode: 805518

One tap mobile

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Voting Members Present: Lisa Cutshaw, Amber McVeigh, Marcus Ferguson, Vickie Bell, Trisha Miller, Ricky Bowen, Logan Emerson, Amy Witschey, Detra Moore, Francis Almonor, Jamy Chulak, Brian Ring, Tina Frazier, Kelly Bowers, Catherine Sumrall

Voting Members Absent: Charley Starnes, Jeff Ruitter, Travis Houston

Medical Advisor Present: none

Committee Members Present: Jhaymie Cappiello, Lawson Millner, Tori Johnson, Wayne Trainor, Dr. Bill Croft, Nikki Barrett, Candace Hill, Michael Johnson, Chris Johnson

Guests Present: Amanda Richter, Cheryl Bolton, M. Riley, Garry Dukes, Jordan Hall, Kara Horne, Andrew Almond, Kevin Cosgrove, Ashley Crabtree

Officer Reports / Presenter

<p>Call to order at 1:01 pm</p> <p>Lisa Cutshaw</p>	<p>Secretary's Notes:</p> <hr/> <p>Action Items:</p>
<p>1</p>	<p>Approve Prior BOD Meeting Minutes</p> <p>Secretary's Notes: No amendments or edits</p> <p>Motion to approve minutes:</p>

		<p>1st - Logan Emerson 2nd – Amber McVeigh No further discussion – Majority in favor, motion carried to approve minutes</p> <p>Current minutes (March 3rd, 2023) approved via E-vote on 04/04/2023 (see final email from Lisa Cutshaw)</p>
<p>2</p>	<p>President's Report Lisa Cutshaw</p>	<p>Secretary's Notes:</p> <ol style="list-style-type: none"> 1. Bonding – AARC 6 months to comply. Completed. The entire board is bonded at \$137.00 per year per AARC. Also recommend Director and Officer Policy. We currently have a General Liability/BOD policy and WC policy, and the new company has given a quote. 2. Asked for volunteers to help with this – Ricky Bowen, Marcus Ferguson and Detra Moore agreed to help with this. 3. New Bylaw sent to AARC in August for review. At the end of Feb stated they did not have them. Bylaws did not meet AARC guidelines. Have a draft of what needs to be corrected and a cover letter with all changes that need to be included. One section was in the wrong place. This was approved last June. Amber made a motion to resubmit Bylaws and/or Membership to AARC with corrections. Jamy Chulak seconded the motion. Retract motion since this has already been done and will vote on the new version. Send a revised version out for review for 2 weeks to board members for approval. 4. Need to assign mentors to new board members. Kelly Bowers – Amy Witschey; Detra Moore-Vickie Bell; Brian Ring- Ricky Bowen. Michelle Sumrall –Amber McVeigh; Tina Fraizer- Jamy Chulak; 5. Changes in AARC revenue agreement. Must sign contract do specified action items per quarter to continue to receive revenue sharing. AARC will provide material to be shared on social media. Lawson Millner and Amber McVeigh will be in charge of compliance each quarter. This agreement has been signed. AARC comarketing agreement says we will promote AARC on social media. Compliance means NCSRC will continue to receive funds from AARC. JOT forms will be sent each quarter to confirm compliance. 6. Executive Secretary Contract signed and completed and is valid for 2 years. 7. Please get quarterly reports in by May 25th for the next meeting.

		<p>8. History booth: History of society on website updated 2019. Any equipment can be donated to Rick and Garry Dukes. 29 pieces of equipment, books, manuals, documents. Adds up to 12 plastic boxes. In the past, set up a history booth at conferences. Garry Dukes has all this at his residence. Can be updated if needed if want to continue bringing it to state meetings then will need funding to update. Also have an electronic version. Historian on file is Ricky Bowen.</p> <p>9. Lisa Cutshaw will form an ADHOC committee to look at the history booth and how it can be utilized. The volunteers are Jamy Chulak and Rickey Bowen. Motion will be brought back to the board on June 9th.</p>
		<p>Action Items:</p> <ol style="list-style-type: none"> 1. Group to review quotes for new insurance policies 2. Policies and procedures, start revisions. Officers – next quarter? 3. Mentors for new BOD members: Kelly Bowers, Detra Moore, Brian Ring. 4. History booth
3	<p>Secretary's Report Vickie Bell</p>	<p>Secretary's Notes: No report</p> <p>Action Items:</p>
4	<p>Treasurer's Report Marcus Ferguson</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Balance Sheet and Profit and Loss for first quarter on OneDrive. • Some discussion on AARC monies. Profit and Loss. • Treasurer and President will meet monthly to go over books per bonding agreement. <p>Action Items:</p>
5	<p>Delegate's Report: Ricky Bowen Trisha Miller</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • No delegates report. Next meeting scheduled for March 10th. <p>Action Items:</p>

Standing Committee Reports (Chair of Committee entered first)

6	<p>Nominations & Elections (4) C. Michell Sumrall Kelly Bowers</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Michelle Sumrall – reviewed new ways to do nomination and elections. Only charged when used. We will be using Microsoft forms for future nominations and elections due to being most cost effective.
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	<p>Logan Emerson Travis Houston</p>	<ul style="list-style-type: none"> • Open positions: Pres – elect; VP; Secretary; BOD central 1 seats; Bod east 1; BOD west – 1 seat • Call for nominations March 1 in current bylaws. Wayne Trainor has separate account for nomination in OneDrive. Already have existing forms built for 2023 and ready. Will also add to all social media.
7	<p>Budget/Audit: Marcus Ferguson Charley Starnes Lisa Cutshaw Amber McVeigh Vickie Bell</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Marcus Ferguson Budget for 2023 approved in December. Approved another negative budget. • Where can we add more revenue? • Where can we change this as a group? <p>Action Items:</p> <p>Look at 3 viable options for revenue.</p>
8	<p>Bylaws & Standing Rules(3) Charley Starnes Detra Moore Jeff Ruter Francis Almonor</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Solicited more members for future. <p>Action Items:</p> <p>Bylaws revisions. Do we need a membership vote? Change from 8 to 10 people in Education committee update</p>

Education & Program

Jhaymie Cappiello
Amy Witschey
Brian Ring
Candace Hill
Trish Miller
Dean VanHart
Michele Pedicone
Amy Witschey

Secretary's Notes:

- Jhaymie Cappiello Met with committee. Have one speaker approved for June meeting. Lots of discussion on student involvement. Jhaymie Cappiello will be working with adult speakers; Amy Witschey will be working with vendors. Michele Pedicone will be working with Peds education.
- Survey from NC Educators: 35 responded – student educators want the NCSRC to encourage engagement and participation with students. Participants wanted to be able to expand on what they chose. Post survey ZOOM meeting for discussion – 37% participation. No more information obtained but clarified reasons students should not pay versus pay. Mentorship program wanted. Student presentations at symposium with round tables. Return of sputum bowl or student competition. Issues with remote symposium. Skills tract good idea but not high value to students.
- Ideas for round tables; students can give presentations; CE worthy – 4 students and 1 lecture. Sputum bowl in the past – could have a student competition that would constitute 2 lectures with rounds for competition. 2nd day can be more collegiate bringing all levels of participation with snacks. Scale back overhead. More festive on the second day. Logan Emerson volunteered to help with questions.
- Jhaymie Cappiello asked to increase the number of members to 10. Logan made a motion to change from 8 to 10 members and Michele Sumrall seconded the motion. Discussion: Education members are getting lodging and registration. Speakers get 2 nights lodging instead of one. Amanda Richter also volunteered. Encouraged all that can to pay their own registration and hotel expenses. Motion was carried and approved to have 10 members on Education committee.

		<p>Action Items:</p> <p>Fill remaining seats on Education & Program committee.</p>
10	<p>Political Advocacy (Professional Standards)</p> <p>Lawson Millner Michele Pedicone Tim King Susan Gallo</p>	<p>Secretary's Notes: Lawson Millner</p> <ul style="list-style-type: none"> • PACT meeting will be changed. • Lawson received a copy of letter from several organizations for support during COVID– ends on May 11th. CMS needs to take steps for post-COVID mostly relating to oxygen therapy, NIV and sleep therapies. Wants patients previously under this to be grandfathered in due to pre-COVID. <p>Action Items:</p>
11	<p>Community Outreach</p> <p>Lawson Millner Chad Harvey Jhaymie Cappiello Michelle Sumrall</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Lawson Millner – adding to social media outlets to meet AARC compliance. • Need additional website support. Amanda Richter and Chris Johnson volunteered. Can use student volunteer but all information would need to be approved. <p>Action Items:</p>
12	<p>Membership</p> <p>Amber McVeigh Charles Almeda Marcus Ferguson</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Amber – membership increased over the year. Student memberships along with others have decreased. • Active licensed therapists who live in state is 28%. Numbers are consistent. 9 physician members, which is a significant increase.

	Kenny Winn	Action Items:
13	<p>Long Range Planning</p> <p>Lisa Cutshaw Charley Starnes Trisha Miller Ricky Bowen</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> Working on establishing a strategic plan and mission statement. We do not have one on record. Mission statements tell what you – as a professional society- is going to do. Several examples of Mission statements were proposed by Lisa Cutshaw. Marcus Ferguson suggested spending more time on this. <p>Action Items:</p> <ol style="list-style-type: none"> Mission Statement Executive committee to work on mission statement and bring back to next meeting.
14	<p>Parliamentarian</p> <p>Kim Clark</p>	<p>Secretary's Notes: no updates</p> <p>Action Items:</p>
15	<p>Judicial (3)</p> <p>Charley Starnes</p>	<p>Secretary's Notes: no updates</p> <p>Action Items:</p>

Professional Organization Reports

16	<p>NCRCB</p> <p>Bill Croft</p>	<p>Secretary's Notes:</p> <p>North Carolina Respiratory Care Board NCSRC Report March 3, 2023</p> <p>The Board met on January 12, 2023. Officer Elections were held, and the following members were reelected for the upcoming year: 1) Myra Stearns, MHA, RRT, RCP-Board Chair 2) Dr. Thomason, MD-Vice Board Chair 3) Madie Ash -Board Secretary 4) Nevius Toney-Board Treasurer</p> <p>Treasurer's Report as of December 31, 2022, we have a total of \$ 922,968.69 in savings and checking for operating funds. Total Assets and Total Liabilities & Equity are \$ 954,427.59, as noted on pages one and two of the Balance Sheet. This number represents an 18.61% increase over last year. We are seeing licenses issued returning to normal pre-pandemic rates, but income is still \$ 90,539.56 above projections; however, the net of this \$ 90,539.56 represents a 23% decrease over last year. However, the Profit & Loss Budget vs. the Actual report shows a net income of \$86,137.10 which is an increase over the budgeted amount by 379.3% or \$ 66,669.56. While income net income is down from 2021, the total liabilities are also down. Thus, we have \$149,770.36 (18.61%) more in 2022 than in 2021. This shift was expected with the Covid response slowing down. Most expenses are either at or below budget. The PayPal service fee is over budget and reflects the increase in the number of unexpected license applications seven. However, we are seeing a slowing</p>
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in applications. If you will note, the \$10,000 in overage in legal fees for this last quarter reflects a case that has been ongoing and will be discussed in Executive Session. However, the biggest expense overage is in insurance. We had no money budgeted for the first two quarters of 2022 because insurance fees are due in May and June. However, there was a shortfall of \$1100.00 in our liability amount after the audit was completed, thus reflecting a >3000% increase. This issue will be resolved by the fourth quarter when the budgeted amounts are included. The Microsoft storage fees are still rising after we converted to a digital format which was also expected. Lastly, the background check cost has now fallen to normal cost levels as the delayed background checks from the COVID-19 waivers are subsiding.

The Board discussed ideas for investing excess income and the possibility of investing in a growth fund in the future. Still, no decision was reached, and this topic was deferred for a future meeting. Other discussions included the possibility of having funds budgeted for a dedicated Webmaster to manage the Board's website. Approval for additional website changes was granted, with a budget to be presented at the April 2023 meeting. The Board approved a budget for a booth at various medical conferences to spread awareness about the APRT.

Executive Director's Report Since the last Board meeting held on October 13, 2022: As of January 1, 2023, we have no Board seat vacancies. The Practice Committee met on October 26, 2022, and the Ethics and Education Committee met on December 9, 2022. On October 28, 2022, Dr. Croft presented a lecture titled "Charting a Course" to Minimize Board Actions in a Pandemic" to the staff at Novant Health in Charlotte, NC. On November 17, 2022, Daniel Whitt, RRT-ACCS, RRT-NPS, Chief of Respiratory Therapy, Respiratory Care Services for the Veterans Administration in Maryland, contacted us about our efforts regarding the APRT. We provided all the information we had created so they could develop a job description attached as the functional statement to this report. Their goal was to establish this position in the VA system. On November 1, 2022, we submitted the scope of practice request approved by the Practice Committee to the NCMB. On November 2, 2022, Dr. Croft attended the Boise State University DA meeting to discuss program outcomes. Many of our licensees attend BSU programs. On December 1, 2022, Dr. Croft was appointed co-chair of the AARC APRT Committee until 2024. We held a planning meeting on December 30, 2022, to map out the agenda for the following year. On December 7, 2022, Mr. Shenton and Dr. Croft met with Thom Mansfield and Elizabeth Manley with the NC Medical Board. The discussion involved questions regarding APRT's scope of practice and rules. They requested a sample of rules that might be proposed. On December 15, 2022, Mr. Whitt notified us with input from the NCRCB staff, Dr. David Vines (NBRC Past President and Rush University Program Director), Dr. Sara Varekojis (OSU-APRT Program Director), and Dr. Bob Joyner (NBRC Past President and Director, Tidal Health, Richard A. Henson Research Institute) that job was successfully approved at a GS-13 grade (107k-139k annually). Their next steps would be HR/ Solicitation with a selection of candidates. The implications of this approval mean that all 50 states could potentially have APRTs in VA facilities. In theory, all fifty states could have APRTs working. On January 5, 2022, Dr. Croft met with Dr. Kim Clark to discuss the UNCC APRT program proposal through the UNC System. She requested assistance locating a clinical site and a medical director for COARC approval. It is expected to be approved this spring. Since April 27, 2022, when the new database was launched, we have successfully issued 769 new licenses and 4428 renewals under the new system for a total of 5179 digitally transferred. Since January 1, 2002, the Board's Investigators have opened 893 investigations and completed 866, with 27 in various investigative phases. Since July 1, 2017, the Board staff has enrolled 27 licensees in the Intervention Program or Alternative Program. Seven individuals were scheduled for interviews with the Board's Investigative Committee on December 19, 2022, and January 3, 2023.

		<p>Investigation Committee Mr. Inabnit reported that the committee met on December 19, 2022, and January 3, 2023, and interviewed 5 individuals. 2 individuals did not show. Disciplinary actions were presented during the closed session. The outcomes will be posted after the April 14, 2023 meeting. Ethics and Education Committee Report Ms. Ash reported that The Ethics and Education Committee met on December 9, 2022, to discuss changes to the RCA ruling based on a request from Charles Bangley RRT, BS, Director of Respiratory Care at ECU Health Medical Center. She also discussed the NCRCB Code of Ethics Guidance Policy and CE Audit requirements. No substantial changes were made to either document. However, the committee recommended auditing all late renewals in the Board Rules, which had been the practice since 2009. Practice Committee Report Dr. Thomason reported that the Practice Committee met on October 26, 2022, to discuss the scope of practice for APRT to be sent to the NCMB. A sample list was created and is attached. New Business Mr. Inabnit discussed the current climate regarding interstate compact licensing of respiratory practitioners. The AARC has put out a video about compact licensing that caused Mr. Inabnit some concern, so he brought it to Dr. Croft's attention. Dr. Croft noted his concerns with the information presented by the AARC, including incorrect information which he covered in an email that he sent to the AARC. Dr. Croft noted that he would continue to engage with AARC to raise concerns about interstate compact licensing. See the updated response attached. The Board approved a sample set of APRT rules to show what can be expected of the role at the request of the NCMB.</p>
17	<p>NC Respiratory Care Manager's Group Michael Johnson, Nikki Barret Tim King, Skip Bangley</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> Meeting regularly per Lisa Cutshaw. Working to update managers contact list.
18	<p>NCARE Trisha Miller</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> Annual Meeting March 22 – 23. Will bring into to June meeting. Amber McVeigh wants to know if other schools would like to promote AARC membership. Student mentorship programs – what would a good structure be?
19	<p>Vendor Representative</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> All vendors are post-COVID and determining where to invest or remove funds from. How do we get vendors to write checks to

	Chris Johnson	<p>people they consider customers. Vendor hall is good for access and availability.</p> <ul style="list-style-type: none"> • Amy Witschey is heading the vendor hall. Vendors asked last year to get our agenda out earlier for vendors. • Sending Save the dates out earlier this year. Will ask about attendance virtual vs face to face.
		<p>Action Items:</p>

Special Committee Reports

20	<p>Awards and Scholarships</p> <p>Erica Poston, Jennifer Wilkins Marissa Montieth Karen Bolick</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • No update Lisa has reached out for calls for awards and scholarships
		<p>Action Items:</p>
21	<p>Alternate Site Care</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • No activity in 3 years. This is a special committee. • Lisa suggested that we remove this committee.
		<p>Action Items:</p> <p>Take out of notes for future.</p>
22	<p>Chartered Affiliate</p> <p>Nikki Barrett Lisa Cutshaw Tina Frazier Kelly Bowers Connie Paladenich</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Nikki Barrett – Met Feb 2nd – About categories for Summit award. • Update NCSRC advertisement for summit award and ask for support and documents. • Amber McVeigh sent a membership presentation. • Need chairs to review the working documents for specific area on OneDrive. • Please look at different questions and help with answers to those. • Normally due by July 1st to submit application. Supportive documentation needed by April 30th.
		<p>Action Items:</p> <p>Submit all information to Nikki Barrett @ jebarret@wakehealth.edu by April 30th.</p>
23	<p>OneDrive</p> <p>Wayne Trainor Amber McVeigh</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • 3 separate accounts; thencsrc@outlook.com; ncsrc shared items for; new BOD folder in managers group; trained Lucille to use OneDrive for surveys for managers. It will go to the ncsrc.org

	Lucille Goddard	<p>website as a read only. Email Wayne Trainor if you are a board member and do not have access.</p> <ul style="list-style-type: none"> Nominations are a separate account – NCSRCnominations@outlook.com where they can administer surveys. All criteria met in standing rules per survey. 3rd account ncsrcacalades@outlook.com Erica Posten is chair. This is for awards. The board should be approving the minutes before the next meeting, and it should be published in 2 weeks. <p>Action Items:</p>
24	<p>Research (5) Sheila Ball Mike Gentile, Andrew Miller Brian Ring (vacant)</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> Sheila Ball – Met a couple of weeks ago. Will start offering monthly or bimonthly CEU lecture on Research. Have secured a spot for the June 9th meeting for a lecturer. <p>Action Items:</p>
25	<p>Collaborative Research Brian Ring</p>	<p>Secretary's Notes:</p> <p>Action Items:</p>
26	<p>Strategic Plan Jamy Chaluk Kim Clark Lisa Cutshaw</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> Jamy Chaluk; need to engage students and use mentorships to increase numbers. We are only volunteers. Will send data to board for review. Results: environmental scan – comments on strengths and weaknesses. What common themes are we seeing? 15 survey responses as of date. Do we focus on community engagement? What can we do beyond or different from quarterly meetings? Rethink the type of services offered. Encouraged to take survey if not already. Link put in chat. <p>Action Items:</p> <p>Results of data/mission/capacity What do we want to be in the future?</p>

Old Business:

New Business:

With no old or new business, the meeting adjourned at 4:49pm.