

OKLAHOMA STATE BOARD OF EXAMINERS OF PERFUSIONISTS

Minutes of the Meeting

February 3, 2015

7:00 p.m.

The Oklahoma State Board of Examiners of Perfusionists met on February 3, 2015 in accordance with the Open Meeting Act. The meeting was held at the office of the Board, 101 NE 51st Street, Oklahoma City, Oklahoma. Advance notice of this regularly scheduled meeting was transmitted to the Oklahoma Secretary of State on December 15, 2014, and posted on the Board's website on February 2, 2015. The notice and agenda were posted in prominent public view on the front doors of the Oklahoma Board of Medical Licensure and Supervision building located at 101 NE 51st St., Oklahoma City, OK on February 2, 2015 at 10:45 a.m.

Members Present were:

Douglas G. Hamilton, II, LP, Chairman
Harold Wardlow, Secretary-Treasurer
Samuel Friedrichsen, LP
Gary Isbell, Public Member
R. Darryl Fisher, MD
Marvin D. Peyton, MD
Hayden Miller, LP
Leah Davidson, LP

Members Absent were:

(Public member position vacant)

Others present:

Reji Varghese, Deputy Executive Director
Kathy Plant, Executive Secretary
Barbara Smith, Legal Secretary/Executive Secretary
Tiffany Wythe, AAG, Committee Advisor

Having noted a quorum, Mr. Hamilton called the meeting to order at 7:13 p.m.

After a review thereof, Dr. Peyton made a motion to approve the November 4, 2014 minutes as written. The motion was seconded by Mr. Miller and passed in the affirmative.

The Board reviewed the application of **Susanna Lee Downing**. The Board noted a deficiency in her employment/practice history. Mr. Isbell made a motion to approve the application pending completion of the file. The motion was seconded by Mr. Miller and it passed the affirmative.

The Board next reviewed the application of **Terrisa Albright Pope**. The Board noted a severe deficiency in the application consisting of a 17-year gap in in her employment/practice history Dr. Peyton moved to table the application pending completion of the file. Mr. Miller seconded the motion and it passed in the affirmative.

Mr. Miller reported on the continuing education seminar: *Blood Conservation in the Cardiac Patient Symposium* which is scheduled for February 28, 2015. He advised the Board that symposium attendees can earn 10.9 Category 1 CEUs or 8.75 AMA PRA Category 1 credits. The Board directed Staff to ascertain how often the attendees will be required to sign-in for full credit. At the current time, 11 attendees are registered to attend. Staff advised a flyer would be mailed to all licensed perfusionists in the state.

Mr. Varghese reported on the Sunset Review advising that it passed out of committee and after it passes through both the House and Senate, the Board will be re-created until 2022. He indicated he saw no problem with the bill passing on the floor.

Next, Mr. Varghese presented the financial report of the Board. Mr. Miller moved to approve the financial report as presented. Mr. Wardlow seconded the motion and the motion passed in the affirmative. *(See Attachment #1)*

Lastly, Mr. Varghese presented the contract with Oklahoma Medical Board of Licensure and Supervision. Mr. Varghese reported that the only change between the previous contract and the proposed contract is the date change. The Board expressed concern that the charges rendered might be inadequate for the services received from Staff. Mr. Varghese explained what happens with the charges the Board pays to Oklahoma State Board of Medical Licensure and Supervision. Mr. Varghese stated if the Board was not comfortable with the contract as presented, the Board could table approval and, in the interim, Mr. Varghese will work up a financial analysis for their review at the next Board meeting. Mr. Isbell made a motion to table approval of the contract pending a financial analysis. Mr. Friedrichsen seconded the motion and it passed in the affirmative. *(See Attachment #2)*

There being no new business, Mr. Miller moved to adjourn the meeting. Dr. Fisher seconded the motion and the meeting was adjourned at 7:50 p.m.

Board of Examiners of Perfusionists

Revenue, Expenditure, Cash Receipts and Disbursement Report

For The Period Beginning July 1, 2014 to January 31, 2015

Clearing Account

Cash Balance in Clearing Account as of July 1, 2014 224.81

Receipts by source:

Applications	\$	2,250.00
Copies	\$	-
Data Processing	\$	800.00
Duplicate Licenses fee	\$	-
Duplicate Wallet Card	\$	-
Renewal fee	\$	1,200.00
Verification	\$	-

Total collection/receipt as at January 31, 2015		4,250.00
Total Receipt available for disbursement:	\$	4,474.81

Disbursements:

Transfers out:

To Revolving Account - Fund 200)	\$	3,200.00
General Revenue Fund (10%)	\$	290.00
Refunds	\$	-
Returned Checks	\$	-
Misc. fees [Deposit Adjustment]	\$	-

Total Disbursement and adjustment		\$3,490.00
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CASH BALANCE IN CLEARING ACCOUNT AS OF January 31, 2015 \$ 984.81

Revolving Account

Beginning Cash Balance in Fund 200 (Revolving Account) as of July 1, 2014 \$ 93,995.71

Sources:

Transfers In:

Fiscal year 2014 Transfer reflected on FY 2015		500.00
Fiscal year 2015 Transfers		3,200.00
Total Transfer in: Disbursement from Clearing Account to Revolving	\$	3,700.00
Total cash available in revolving account		\$ 97,695.71

Uses:

Business Support Services: FY 2014 Admin Charges for the Medical Board		4,447.83
FY 2015 Riskmanagement Insurance Premium - D&O COVERAGE		266.31
Travel Reimbursement- Samuel Friedrichsen		146.40
Total Expenditure from July 1, 2014 - January 31, 2015	\$	4,860.54

CASH BALANCE IN REVOLVING ACCT AS OF January 31, 2015 \$ 92,835.17

CONTRACT - *Administrative Support Services*

This contract is made and entered into this _____ day of _____, 2014 by and between the **Oklahoma State Board of Medical Licensures and Supervision**, hereinafter referred to as the [**Board**] and the **Oklahoma State Board of Examiners of Perfusionists**, hereinafter referred to as the [**Perfusionists Board**].

WHEREUPON, the parties recognize that the **Perfusionists** requests assistance from the **Board** in performing staff level work necessary to carry out the Oklahoma Licensed Perfusionists Act.

NOW, THEREFORE, in consideration of the foregoing covenants and agreements, it is mutually agreed between the parties that beginning on **July 1, 2015 and continuing through to June 30, 2016** the following:

- A. The **Board** agrees to and does hereby contract to provide expert staff services to **Perfusionists Board**, including but not limited to issues relating to evaluation of applicants for licensure, licensure of qualified applicants as Perfusion and handling CME requirements and investigation of complaints and claims of unlawful practice and unprofessional conduct.
- B. The **Board** agrees to work with **Perfusionists Board** to expedite prompt rendering of professional services.
- C. **Perfusionists Board** agrees to pay the **Board** a monetary fee in the amount of \$100.00 per new licensee and \$40.00 per renewal.
- D. **Perfusionists Board** agrees that the **Board** will render only staff level services, and **Perfusionists Board** absolutely reserves and retains final decision making authority on all licensure and compliant matters. The **Board** Executive Director and/or **Perfusionists Board** Secretary will negotiate investigative services.
- E. **Perfusionists Board** agrees to reimburse the **Board** all expenses incurred in the performance of staff level services that include but not limited to:
 - 1 Travel expenses incurred in providing staff coverage of **Perfusionists Board** meetings
 - 2 All data processing services performed by the **Board** such as:
 - i Database management;
 - ii Website domain registration at cost and hosting charges at \$50 per month;
 - iii On-line renewal and on-line initial application, listings and labels from database;

- iv One-half of the verification of licensure fees collected;
- v Postage expenses above and beyond which is normally associated with applications for licensure and renewal of licenses;
- vi Expenses incurred in preparing mail-outs to all licensed Perfusionists.

F. Both parties agree that this contract can be changed or terminated by either party upon thirty- (30) day written notice.

BOARD OF MEDICAL LICENSURE AND SUPERVISION

BOARD OF EXAMINERS OF PERFUSIONISTS

Lyle R. Kelsey, MBA, CAE, CMBE

Secretary-Treasurer