

OKLAHOMA STATE BOARD OF EXAMINERS OF PERFUSIONISTS

Minutes of Meeting

The Oklahoma State Board of Examiners of Perfusionists met on October 23, 2018, in accordance with the Oklahoma Open Meeting Act. The meeting was held at the office of the Board, 101 NE 51st Street, Oklahoma City, Oklahoma. Advance notice of this meeting was transmitted to the Oklahoma Secretary of State on October 10, 2017. The notice and agenda were posted on the Board's website on October 22, 2018 at 9:47 a.m. in accordance with 25 O.S. § 311.9.

Members Present were:

Donald G. Hamilton, II, LP, Chairman
Steven Miller, MD
Michael Sasevich, MD
Ms. Claudia Kamas
Michael Giese, LP
Tyler McKeon, LP
Mr. Rick Ross

Member(s) Absent:

Leah Davidson, LP, Secretary-Treasurer
Mr. Bill Fiddler, Jr.

Others present:

Lyle Kelsey, Executive Director
Reji Varghese, Deputy Director
Barbara J. Smith, Executive Secretary
Lisa Cullen, Director of Licensing
Thomas Schneider, Assistant Attorney General, Board Advisor

Having noted a quorum, Mr. Hamilton called the meeting to order at 7:00 p.m.

Following Board review, Dr. Miller moved to approve the special meeting minutes of August 28, 2018, as written. Dr. Sasevich seconded the motion and the vote was unanimous in the affirmative.

The Board then considered applications for licensure.

The application of **KLAYTON WILLIAM BUCKLEY** was reviewed. The application was complete, however the Board determined that a waiver of employment was needed. Mr. McKeon moved to grant a waiver for employment verification of Life Services, Inc. Dr. Miller seconded the motion and the vote was unanimous in the affirmative. Then Dr. Miller moved to approve the application of **KLAYTON WILLIAM BUCKLEY** for Licensed Perfusionist licensure. Dr. Sasevich seconded the motion and the vote was unanimous in the affirmative.

The application of **TREDESSA MICHELLE SHRADER** was reviewed. The application was complete. Dr. Sasevich moved to approve the application of **TREDESSA MICHELLE SHRADER** for Licensed Perfusionist licensure. Dr. Miller seconded the motion and the vote was unanimous in the affirmative.

Next, Thomas Schneider, AAG and Board Advisor, opened a discussion regarding a possible rule amendment concerning vacancies in the positions of Chair, Vice-Chair and Secretary/Treasurer. Mr. Schneider recommended the Board consider amending the language to allow annual elections of officers. Mr. Schneider also stated the Board could take this opportunity to verify the responsibilities and duties of each officer. A staff directive was issued to craft language reflecting an amendment of *Okla. Admin. Code 527-1-12(c)* to allow annual elections of officers. Mr. Schneider stated he would put together the language and provide to Barbara Smith prior to the next board meeting. The language will be reviewed at the January 2019 board meeting. *(See Attachment #1)*

Lyle Kelsey, Executive Director, then opened a discussion regarding possible further action regarding amendments to and/or a repeal of *Okla. Admin. Code 572:10-1-2(e), (f) and (h)*. Following Board discussion, a staff directive was issued to Barbara Smith to move forward with the proposed rule amendments as previously approved in the special meeting of December 28, 2017. *(See Attachment #2)*

There being no further business, the meeting was adjourned at 7:22 p.m.

CHAPTER 1. ADMINISTRATION AND ORGANIZATION

527:1-1-1. Purpose

The rules of this chapter have been adopted to establish the organizational and procedural framework of the agency and Board.

[Source: Added at 14 Ok Reg 160, eff 10-17-96 (emergency); Added at 14 Ok Reg 2319, eff 6-16-97]

527:1-1-2. Description of organization

- (a) The Board is created by the Oklahoma Legislature, 59 O.S. 1996 Supp. §2053. The Board has the authority and duty to regulate and administer the practice of perfusion in this state.
- (b) The Board consists of nine (9) members who are qualified and appointed in accordance with the provisions of 59 O.S. 1996 Supp. §2053 and §2054.
- (c) The officers of the Board shall serve one year terms; the Vice-Chair shall automatically assume the position of Chair at the end of the one year term and a new Vice-chair shall be elected by majority vote of the members in attendance at the meeting.

[Source: Added at 14 Ok Reg 160, eff 10-17-96 (emergency); Added at 14 Ok Reg 2319, eff 6-16-97]

527:1-1-3. Method of operations

- (a) The offices of the Oklahoma State Board of Perfusionists are located in Oklahoma City, Oklahoma
- (b) The offices shall be open to the public for review of public records in accordance with the Open Records Act, 51 O.S. 24A.1 et seq.
- (c) Every communication in writing to the Board shall be addressed to the Board at the Oklahoma City office unless the Board directs otherwise.
- (d) The Board shall hold meetings in accordance with the Oklahoma Open Meetings Act. Special meetings may be called by the Chairman of the Board. Five (5) members of the Board constitute a quorum and may transact any business or conduct an individual proceeding by simple majority vote of a quorum.
- (e) All rules and other written statements of policy or interpretations formulated, adopted or used by the Board in the discharge of its functions and all final orders, decisions, and opinions will be made available for public inspection at the Board office during regular office hours.
- (f) All records of the Board which are public records pursuant to the Oklahoma Open Records Act shall be available during regular business hours. Copies shall be available upon payment of applicable fees. It is the policy of the Board to maintain as confidential all records held by the Board in any file, pursuant to 12 O.S section 2503. It is the position of the Board that investigative files are confidential under the Open Records Act.

[Source: Added at 14 Ok Reg 160, eff 10-17-96 (emergency); Added at 14 Ok Reg 2319, eff 6-16-97]

527:1-1-4. Rulemaking procedures

- (a) **Submission of data.** Prior to the adoption, amendment, or repeal of any rule the Board shall afford any interested person a reasonable opportunity to submit data, views, or arguments, orally

OKLA. ADMIN. CODE § 527:10-1-2.

(e) Any license issued by the Board shall be signed by all members of the Board.

✓ Recommend: Any license issued by the Board shall be affixed with the signatures of all current members of the Board. ~~Any license issued by the Board shall be signed by all members of the Board.~~

(f) The Board directs the Executive Secretary to prepare and create forms to be used in the application for licensure process. Applicants shall be required to submit all information required by the Act prior to review by the Board. Application forms may be obtained from the office of the Board upon written or telephonic request.

Recommend: ~~Applicants shall be required to submit all information required by the Act prior to review by the Board.~~

- or -

✓ Applicants shall be required to submit all information required by the Act prior to approval review by the Board.

(h) Except as specifically may be waived by the Board upon a finding of good cause, applications for licensure or provisional licensure must be submitted at least thirty (30) days prior to a regularly scheduled Board meeting.

✓ Recommend: ~~Except as specifically may be waived by the Board upon a finding of good cause, applications for licensure or provisional licensure must be submitted at least thirty (30) days prior to a regularly scheduled Board meeting.~~