

**AzSRC Board of Directors Meeting  
Saturday, May 5, 2007  
Casa Grande, AZ**

**MINUTES**

**I. Call to Order:**

**A.** Meeting was called to order at 9:02 a.m., May 5, 2007.

**B.** Members present:

1. President: Ron Evans
2. Past-President: Edward Hoskins
3. President-Elect: Chuck Ramirez
4. Treasurer: Charez Norris
5. Secretary: Donna Pachek
6. Director: Cheryl Hamilton
7. Director: Kathy Rineer
8. Delegate: Marie Fenske
9. Delegate: Ed Thomas

**C.** Members Absent:

1. Vice President: Jeanette Kieffer
2. Director: Bill Sayers
3. Director: Michelle Williams

**D.** Guests Present:

1. Lauri Mast
2. Jim Love

**II. Past Minutes:**

Review of minutes by board members.

- Kathy Rineer name was misspelled and will be corrected to Kathy Rineer.
- Grammatical errors were identified and will be corrected.
- Legislative/Lobbyist Report: Ed Thomas did not attend licensure bill meetings. Edward Hoskins did attend.
- Annual Seminar Committee: Mike's last name is Aaker.
- Frank Miller Update: It should only be stated that a criminal lawsuit is harder to prove.

**A motion was made by Charez Norris to accept past minutes with suggested corrections, seconded by Marie Fenske, zero discussion. Motion passed.**

**III. President's Report:**

**Ron Evans presented report.**

Board of Examiners meeting was held on 4/19/07. Ron Evans, Chuck Ramirez and Donna Pachek represented the AzSRC Board of Directors at this meeting.

Agenda item: Mr. Frank Miller

Grand Canyon College records were subpoenaed. These records show that \$5000.00 was paid for Mr. Miller's tuition and not for an Asthma Conference. They also stated that an Asthma Conference had never been held at this facility. Ron also gave a BOE

a copy of the bank account signer card. Mr. Miller had removed all other account signers. The BOE held discussion and concluded that a formal hearing needs to take place. This formal hearing will be placed on the June BOE agenda.

Discussion ensued.

Now that the BOE has taken more definitive action, what does that mean for the AzSRC? When an individual is under investigation, their license cannot expire. Following the outcome of this investigation, his license can be revoked.

Ron: the Attorney General Representative read a list of infractions they may pertain to this type of case. She suggested that this case might have multiple infractions.

Edward: Historically when I spoke to the Judicial Chairperson from the AARC, a formal complaint from the AARC was not issued because the Arizona BOE and AzSRC Board of Directors had not taken action.

Marie: Is there a statute of limitations regarding these infractions?

If Mr. Miller is not in attendance for the formal hearing in June, can the BOE take action? Ron clearly stated, yes!

How does this affect Mr. Miller in Maryland? Edward stated that the AzSRC does not have any authority in Maryland. But many BOE's throughout the country base their professional ethics/moral standard of conduct on the AARC guidelines. If Mr. Miller is found guilty on charges, then the AARC can evoke sanctions on Mr. Miller.

Chuck: As we pursue with either a criminal or civil action, can the AzSRC file for lawyer fees?

Edward: The AzSRC can file a suite for all funds. I.e. Damages, undo-stress, legal fees. If Mr. Miller owns any real estate, a lean can be put on the property. Mr. Miller's wages can be garnished.

Ron: With the BOE's conclusion about Grand Canyon, Mr. Bill Cohagen may be implicated in these dealings. How does that affect the AzSRC since he held office as President-Elect? Edward stated that Mr. Cohagen resigned from the President Elect office of the AzSRC. At that time, they accepted his resignation rather than pursue his involvement. It was also questioned if the AzSRC can impede Mr. Cohagen from holding any office.

It became very clear that the AzSRC had more questions than answers regarding the development of a criminal or civil case. The decision was made to table any action regarding Mr. Cohagen until Mr. Miller's case is resolved.

**A motion was made by Donna Pachek to have Ron Evans and Chuck Ramirez speak with the AzSRC lawyer, Mr. Jeffery Katz about the BOE entertaining a formal hearing involving Mr. Miller. This meeting needs to take place prior to the June 21<sup>st</sup> BOE meeting. This motion was seconded by Kathy Rineer. No further discussion. Motion passed.**

**IV. Treasurer's Report: (handout)  
Charez Norris presented report.**

- All financial information is now in Quick books and up to date as of 5/3/07
- Tax extension was submitted and remains to be completed.

Discussion ensued.

Chuck: 1. Asked for clarification of statement. Ron stated that a second CD in the amount of \$8000.00 is in the account at Well's Fargo and it will mature in 2008.

2. Asked if there are any other sources of income for the society?  
Charez stated that two additional membership checks from the AARC are expected this calendar year as well as revenue from the annual AzSRC seminar.

3. Asked for a listing of expenses for the remainder of the year.  
Charez stated that she did not have that at this time.

Edward: The society needs to have the "mind set" to look for additional revenue opportunities. One primary revenue-generating venue is not enough.

Charez: One annual conference does meet the educational needs of our society. We need to show our constituents that we are offering more!

Ron: The society also needs a new computer.

## V. Delegates Report: (handout)

### Marie Fenske presented report.

- Provided a position statement from the AARC referring to the use of electronic communication technologies. The AARC supports efforts to provide patients access to respiratory therapy services via telehealth.
- Mayo Clinic is currently using a similar system.
- The next Delegates meeting is in July 2007

Discussion ensued.

Ed: Considering the financial situation of the society and his level of experience with the AARC House of Delegates, he volunteered not to attend the July meeting. He suggested to only send Marie to save on expenses.

Edward: Thanked Ed for being sensitive to the financial situation of the society.

**He motioned that the AzSRC send one delegate to the July 2007 meeting. This was seconded by Cheryl Hamilton. Discussion:**

**Chuck: Our mission is to provide educational opportunities and to have representation at the national level. If we need to cut back because of the lack of funding, we should cut back in other areas.**

**Point was taken, no further discussion, Motion passed.**

## **VI. Report on Committee Activities:**

### **A1. PACT Committee Report :(handout)**

#### **Jim Love presented report.**

- Jim & Toni Rodriguez attended the PACT meeting in Washington DC on 3/6/07. 300 **members** were present, of which 117 were Respiratory Therapists. They made seven visits with Senators & Representatives.
- S 329 – Pulmonary & Cardiac Rehabilitation does not have an AZ sponsor.
- Companion bill HR 552 – Rep. Ed pastor is a co-sponsor.
- HR 1108 Family Smoking Prevention & Tobacco Control is very popular. AZ delegation of Rep. Gifford's, Grijalva and Mitchell are co-sponsors.
- Companion bill S 625 Tobacco has John McCain as a co-sponsor.
- HR 621 to repeal the 36-month rent to own oxygen equipment does not have any AZ sponsors. Jim may be requesting letters from Patients/Families/ RCP's to aid in this repeal process.
- RT Medicare Initiative does not have a sponsor yet, but hasn't been dropped as legislation. Miriam O'Day has been working closely with the AR delegation to become a sponsor. This bill is important for the Respiratory Community because it would allow RT's to function as "Physician Extenders". This would mean that the physician would not need to be present while the therapy is being performed. A point of interest is that Medicare would not reimburse for RT services if the therapist is not an RRT with a Bachelors degree. This could significantly impact our profession.
- FYI – Medicare bills tend not to be voted on as separate bills, they tend to "roll into" one huge bill for passage. This tends to occur at the end of the year.

Discussion ensued.

Edward: The RT Medicare Initiative is an opportunity to advance our profession. He suggested that Jim speak at the August AzSRC conference. It was also suggested that this information be placed in the Airway publication.

### **A2. Membership Committee:**

#### **Lauri Mast (Drake) presented report.**

Between January 1 through March 31, 2007 the AzSRC had 165 renewals or new members and 1 physician renewal. This resulted in a check from the AARC worth \$1911.18.

One of the largest membership checks in the history of the AzSRC!

Discussion ensued.

Charez: The Membership drive associated with the AzSRC conference traditionally is a large drive.

Edward: The AzSRC membership is published on the AARC web site. We can request membership statistics from Pat Lee at the AARC.

**A3. Education/Scholarships Committee:**

**Ron Evans presented report.**

Ron stated that a chairperson needs to be identified.

Discussion ensued.

Marie & Edward: Both reminded the AzSRC that within the Vice President job description is to chair this sub-committee.

**A4. Bylaws Committee:**

**Ron Evans presented report.**

**Zero activity at this time.**

**A5. Annual Seminar Committee:**

**Cheryl Hamilton presented report.**

- Vender hall: 10 booths are sold, potential space for 49-52 booths.
- Speakers: all required presenters have confirmed availability.
- The vendor packet & letter/agenda/registration forms are being done the same way that the Phoenix group arranged it. The entire seminar committee book that Charez organized has been extremely useful. Thank - you to Charez.
- A listing of all licensed RCP's has been obtained from the Board of Examiners. This is our mailing list. The program should be printed by the end of May.
- Sputum Bowl – Mark Anderson & Bob Lamb will be coordinating this event. Jim Love will coordinate a preliminary event to be held in Casa Grande.
- Golf Tournament – Scheduled for 8/1/07. To be played at the El Conquistador Resort. This is an eighteen-hole golf course. Registration is at 0630, Tee-time at 0730. The cost is \$75.00, which includes a 2 drink coupons and lunch. A variety of prizes will be awarded. Any proceeds will support the scholarship program.
- Other events scheduled for 8/1/07 include the AzSRC Board of Directors Meeting and a Vendor/Director/Manager/Educator reception. This reception will have a cash bar.
- A program theme hasn't been determined. Focus is on mechanical ventilation.

Discussion ensued.

Ron: Recommendation that we obtain sponsor for the Golf Tournament prizes.

Obtain budgets & expected revenue from seminar committee now.

Identify pre-seminar costs vs. post-seminar costs.

Establish a registration refund fee to place on brochure.

Establish an insufficient fund policy.

Obtain AARC vouchers ahead of time.

Edward: The program is critical to the success of the seminar. He recommended that the planning process for speakers & accommodations begin 2 years prior to the seminar date. This directly supports the mission statement of the AARC & AzSRC.

Secondly he suggested that a invitation letter be sent to the vendors from the current AzSRC President – Ron Evans. This may capture more of an interest to participate.

Charez: The American Lung Association has a very reasonable refund policy. The seminar committee may wish to review it.

Ed: The seminar book that Charez assembled, we may be able to publish this as a customized conference planning reference. Other non-profit organizations, struggle with this process. It may become a source of revenue to the AzSRC. Initially, all of the current information shared between Tucson & Phoenix groups needs to be moved to an electronic format.

Edward: Requested that Ed take the lead on this project.

Ed: Gladly accepted this project.

Kathy: Through the electronic process, "shared points" can be added to the AzSRC web-site for all to view. She suggested that we utilize the resources at our disposal. Secondly, she inquired if the seminar was going to have any management sessions.

Ron: This information can be given to our web-master Brian Berg.

Cheryl: A management session has not been slotted for the August seminar.

### **B1. Publications/Marketing Committee:**

#### **Ron Evans presented report.**

- Airways should be out in June. Michelle Williams wants to have seminar information within the publication.

Discussion ensued.

Cheryl: Stated that she would get the seminar program information to Michelle.

### **B2. Web Report:**

#### **Ron Evans presented report.**

- One goal of the web site is to be budget neutral. It takes four-purchased aids/year to cover the cost.

Discussion ensued.

Edward: Suggested that Ron send a letter to all the hospital managers/directors asking them to place aids on the web site. Also mentioned was to place the vendor packets on the web site. This brings more visibility to our web site. This is also another way to increase revenue.

Ron: He agreed.

### **C1. Legislative Update :( handout)**

Joe Abate was absent. He gave materials to Ron.

Discussion ensued.

Ed & Kathy: Both agreed that instead of paper handouts an electronic identification of the bills that are pertinent to the AzSRC would be adequate.

## **VII. Old Business:**

### **1. CEU questions:**

None at this time.

### **2. Lawyer**

A motion was passed in section III – President’s Report for Ron Evans and Chuck Ramirez to speak with Mr. Jeffery Katz.

## **VIII. New Business:**

### **1. Dana Oaks proposal:**

He has requested to have a “table” (at zero cost) around the vendor area at the seminar to sign his books.

Discussion ensued.

Ed & Chuck: They both agreed that Mr. Oaks is a vendor. We should be consistent in having all vendors pay for a booth. If we allow one to have an unpaid “table”, what is to stop the next vendor from requesting the same.

It was agreed upon that if vendor space is left over, at the last hour. Cheryl would consider “giving” Mr. Oaks a table.

### **2. Book Review:(handout)**

Ron Evans shared a letter from Mr. Dawes requesting that someone review a book that may be valuable to the society. The title is Healing from the Heart.

Discussion ensued.

Marie: She stated that Mr. Dawes wants his book read for marketing purposes.

Charez & Kathy: Both stated that they are willing to read and review this book.

The review can be placed in the Airways or on the web site.

### **3. CEU transfer from other states:(handout)**

Ron Evans shared a letter from Mr. Cronin regarding CEU reciprocity from other states. Edward

Discussion ensued.

Donna: She inquired if all CEU’s were approved by the AARC.

Ed: No, each state can determine how to approve the CEU’s.

Edward: Agreed to review guidelines for AARC CEU approval as compared with Mr. Cronin’s provider status in the state of Illinois.

### **4. Life Membership Request: (handout)**

Ron Evans shared a letter from Mr. & Mrs. James Allen asking the AzSRC to consider awarding Mr. Harry McAlpine a Life Membership. This would be in recognition of his dedicated service to the AzSRC.

Discussion ensued.

Edward: Has anyone else ever received a Life Membership from the AzSRC?

Marie: Yes, Alice Hinton

Ed: He acknowledges that Harry is a devoted member of our society and has a long contributing history.

Edward & Marie: Agreed that we need to research the AARC bylaws and find out the criteria for Life Membership as well as other types of memberships.

Chuck: Volunteered to research this project.

It was agreed upon that as this information becomes available, the AzSRC could vote electronically this issue.

##### **5. Sleep Apnea Conference**

Ron Evans has received multiple requests regarding a sleep seminar. The request is sent by RCP's as well as Sleep Technologists. In order to respond to this need, Ron's Homecare Company Valley Respiratory Services is willing to sponsor a one-day seminar worth 8 CEU's. He has five speakers willing to participate. The auditorium at Mayo Hospital is available at zero cost. He is considering charging \$75.00. He is requesting that the AzSRC sponsor approximately \$250.00 in expenses for food.

Discussion ensued.

Edward: Favors this proposal. Suggested that Ron get program together and the AzSRC can vote electronically.

Kathy: She suggested that Ron move forward, get more information and submit a business proposal to identify exact cost and potential gains for the AzSRC. She also stated that the CEU's would need to be applied through the AARC. She also commented that it would be wonderful to have a one-day conference per quarter.

**A motion was made by Kathy Rineer that Ron Evans submit a business proposal regarding a Sleep Seminar. This was seconded by Charez Norris. There was not any further discussion. Motion passed.**

## **6. Joe Abate Contract:**

Ron opened up discussion regarding a contract for the AZSRC's lobbyist.

Discussion ensued.

Chuck: A contract needs to be specific regarding expectations/goals/terms and salary. Currently, 60-80% of the budget is used to pay his salary. This is not in alignment with other State Respiratory Boards. The AzSRC needs to bring this into alignment.

Charez: Utilizing 60-80% of the AzSRC budget to pay his salary is not fiscally responsible. The AzSRC has an obligation to the RCP's to be spending their money wisely.

Kathy: What is a fair salary?

Ron: How can we identify appropriate expectations for a contract?

Marie: She volunteered that when she attends the House of Delegate meeting in July, she can inquire what other states are spending on a lobbyist salary.

Donna: She stated that even though we are intelligent RCP's, we are not experts regarding the legislative process. It is possible that Joe's actions has helped us countless times that we are unaware of. She appreciates that it is difficult for the AzSRC to spend a large portion of the budget for the lobbyist, but without a doubt, the society needs to be represented at the legislature. The AzSRC sunset bill regarding licensure just passed for the second time without a hitch.

It was agreed upon that, the AzSRC needs our lobbyist to have a contract to be reviewed annually. Ron will request from Mr. Abate an itemized list of activities that he provides for the AzSRC. Ron will call the Attorney General's office to inquire if they have a standard contract for lobbyist. The AzSRC could review this. Ron will seek additional information from the AARC President list server.

## **7. Other Business:**

Donna referred to the NBRC candidate handbook, continuing competency program (CCP) requirements: All individuals credentialed by the NBRC on or after 7/1/2002, are required to participate in the CCP. Three options are available to be in compliance. If a RCP is an active member of the NBRC, no charge is warranted for the CCP. If an RCP is an inactive member of the NBRC, a charge of \$125.00 will be enforced.

The questions raised to the AzSRC are what happens to the RCP that does not renew his/her credential? Can they still work? Is the employer responsible for maintaining these records?

Discussion ensued.

Donna agreed to do additional research and inform the AzSRC electronically.

**IX. Adjournment:**

The meeting was adjourned at 12:45 p.m. Saturday 5/5/2007. The next meeting is 8/1/2007 in Tucson AZ.