

**DRAFT**

**VIRGINIA BOARD OF HEALTH PROFESSIONS  
EDUCATION COMMITTEE  
APRIL 13, 2005**

**TIME AND PLACE:** The meeting was called to order at 10:10 a.m. on Wednesday, April 13, 2005 at the Department of Health Professions, 6603 W. Broad St., 5<sup>th</sup> Floor, Room 1, Richmond, VA.

**PRESIDING OFFICER:** Mary Smith, NHA

**MEMBERS PRESENT:** Alan Mayer  
Joanne Taylor  
John T. Wise, DVM

**MEMBERS NOT PRESENT:** Pia Trigiani

**STAFF PRESENT:** Robert A. Nebiker, Agency Director  
Elizabeth A. Carter, Ph.D., Executive Director for the Board  
Emily Wingfield, Assistant Attorney General, Board Counsel  
Betty Jolly, Assistant Director for Policy Education  
Carol Stamey, Administrative Assistant

**QUORUM:** With three members present, a quorum was established.

**PUBLIC COMMENT:** No public comment was presented.

**APPROVAL OF MINUTES:** On properly seconded motion by Ms. Taylor, the Committee voted unanimously to approve the minutes of the January 12, 2004 meeting.

**REVIEW OF BROCHURE ON INFORMAL CONFERENCES:** Ms. Jolly requested revisions and suggestions to the draft brochure on informal conferences (see Attachment 1). The Committee reviewed the draft brochure by section topic and recommended the following revisions and additions:

*What is an informal conference (IFC)?*  
The word “notice” was changed to “Notice of Informal Conference”.

*Who is present at an IFC?*  
The word “allowed” was revised to “welcome”.  
The Committee also asked that language be included to indicate who participates in an open meeting and to differentiate the ability to attend versus the ability to participate.

***Who Participates in a Closed IFC Session?***

The Committee requested that “agency subordinates” be deleted as entering into closed sessions and that clarification be added that “staff” has no decision making responsibility or authority.

The word “wait” was revised to “may”.

***What Happens When the IFC is Reconvened in Open Session?***

The Committee directed that “agency subordinate” be deleted.

Ms. Wingfield will meet with Ms. Jolly to further review and edit this section of the brochure.

The Committee requested that the updated brochure be e-mailed to the Committee for additional comment prior to posting to the website.

**PRESENTATION ON PLAN FOR LICENSURE APPLICATION BROCHURES:**

Ms. Jolly reported that she had been requested to draft a licensure brochure for each occupation regulated by the Department of Health Professions. Each brochure is intended to provide a simple reference on how to obtain and maintain a respective license.

Ms. Jolly reported that she will begin the process of drafting brochures with the Board of Medicine and anticipates a completed draft of one by the next board meeting.

**ISSUES FORUM:**

Ms. Jolly presented a draft presentation of topic areas for the Issues Forum. The Committee requested that the name of the conference be revised to “Regulating Healthcare in Virginia, Up to the Job?” Mr. Mayer requested that the forum also include what is occurring in other states. The draft presentation is incorporated into the minutes as Attachment 2.

The Issues Forum is scheduled to be held in early October.

**NEW BUSINESS:**

No new business was considered.

**ADJOURNMENT:**

On properly seconded motion by Dr. Wise, the Committee adjourned at 12:10 p.m.

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Mary Smith, NHA, Chair

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Elizabeth A. Carter, Ph.D.  
Executive Director for the Board