

**VIRGINIA BOARD OF HEALTH PROFESSIONS
EDUCATION COMMITTEE
SEPTEMBER 8, 2005**

TIME AND PLACE: The meeting was called to order at 11:30 a.m. on Thursday, September 8, 2005 at the Department of Health Professions, 6603 W. Broad St., 5th Floor, Room 1, Richmond, VA.

PRESIDING OFFICER: Mary Smith, NHA

MEMBERS PRESENT: Joanne Taylor
Mary Gregerson
Pia Trigiani
Alan Mayer

MEMBERS NOT PRESENT: n/a

STAFF PRESENT: Elizabeth A. Carter, Ph.D., Executive Director for the Board
Terri Behr, Administrative Assistant

QUORUM: With five members present, a quorum was established.

PUBLIC COMMENT: No public comment was presented.

APPROVAL OF MINUTES: On properly seconded motion by Mr. Mayer, the Committee voted unanimously to approve the minutes of the April 13, 2005 meeting as presented.

INFORMAL CONFERENCE BROCHURE UPDATE: Dr. Carter presented the Informal Conference brochure to the committee. She explained that this brochure was created to help provide logistics and ground rules to those participating in Informal Conferences and members of the public. Dr. Carter asked the committee for any suggested changes and for approval of the document. The following suggestions were made by committee members:

The spacing, paragraphing and underlining is inconsistent and needs to be corrected.

Referral is made to Informal Fact-Finding, Informal Conference and Special Conference and that it should be referred to consistently in the brochure and that they all mean the same thing. Also, it should be stated that if an agency subordinate handles the conference, it should not be referred to as a Special Conference.

There should be a glossary defining the terms that are used.

The title should be changed to Process and Logistics of Informal Conferences.

Add a statement to “please refer to your notice for specifics relating to your informal conference.”

Add names of all boards on the cover.

On properly seconded motion by Dr. Gregerson, the committee voted unanimously to approve the brochure with the suggested changes.

Dr. Carter stated that Ms. Jolly recommends that the Issues Forum possibly be moved to January because of the constraints on her schedule. The format should remain the same with the same speakers. It was suggested that it be held around the same time as the January BHP meeting.

On properly seconded motion by Ms. Trigiani, the committee voted unanimously to reschedule the Issues Forum to the beginning of January, preferably in conjunction with the January BHP meeting, and that we invite associations, members of the General Assembly and appropriate members of the public.

There was no new business.

There being no further business, Committee adjourned at 11:50 a.m.

ISSUES FORUM:

**NEW BUSINESS:
ADJOURNMENT:**

Mary Smith, NHA, Chair

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