

**BOARD OF HEALTH PROFESSIONS
EXECUTIVE COMMITTEE
JUNE 4, 2002**

TIME AND PLACE: The meeting was called to order at 11:38 a.m. on Tuesday, June 4, 2002 at the Department of Health Professions, 6606 W. Broad St., 5th Floor, Room 2, Richmond, VA 23230.

PRESIDING OFFICER: Delores C. Darnell, R.N., Vice-Chair

MEMBERS PRESENT: Jerry R. Willis, DC
William M. York, Jr.

MEMBERS NOT PRESENT: Charles W. Bristow, Jr., F.S.L.

STAFF PRESENT: Robert Nebiker, Director, DHP
Elizabeth A. Carter, Ph.D., Executive Director, Board of Health Professions
Mark D. Monson, Deputy Director of Administration, DHP
Terri Behr, Administrative Assistant

QUORUM: With three members of the Committee present, a quorum was established.

PUBLIC COMMENT: No public comment was presented.

APPROVAL OF MINUTES: On properly seconded motion by Dr. Willis, the Committee voted unanimously to approve the minutes of the August 14, 2001 meeting.

INTRODUCTION OF MARK MONSON: Mr. Nebiker introduced Mark D. Monson, the new Deputy Director of Administration for the Dept. of Health Professions. He will be responsible for the Finance Divisions and the MIS Division. He will also be overseeing the Department's move into new facilities in the Fall.

AGENCY BUDGET AND AUDIT ISSUES: Mr. Nebiker discussed the agency's last audit and stated that there were several items contained in it that caused him concern and are reoccurring from previous audits. He stated that no financial losses were suffered, but there were several security issues as well as some concerns over the revenue

accounting system. Mr. Nebiker directed the Committee to a letter (Attachment #1) from him to the Controller, Mr. David Von Moll, which outlines a response to the audit findings and provides a time line for the response (Attachment #2). He stated that they are on schedule for all of the items.

Mr. Nebiker stated that one of the core issues in addressing the audit findings is a very significant upgrade in the computer system that processes our licensing, complaint tracking and revenue accounting. The cost is minimal for the upgraded software and is within our budget.

Mr. Nebiker stated that the agency will close this biennium within its budget and did not suffer any transfer of funds. Also, the agency was not required to submit any expenditure reduction plans.

Mr. Nebiker informed the Committee that they might have to meet some time this summer to consider a supplemental budget in response to the JLARC report on the agency. JLARC made three recommendations to assist in the timely resolution of disciplinary cases. First, the Department should set standards for the disposition of cases, generally within one year. Second, the Department should measure its case processing performance relative to the standards. Third, the Department should determine where the impediments are (if any) to achieving those standards. Two of the recommendations have been addressed so far in that standards have been set and the performance of each board has been measured. Currently, the agency, overall, only met the standards 48% of the time. New budget proposals will likely include additional resources to assist in meeting the standards, such as hiring more investigators, complaint intake personnel, and others and will be brought to this Committee for comments and recommendations.

The next meeting of the Executive Committee will be September 7, 2002.

ADJOURNMENT:

There being no new business, the Committee adjourned at 12:04 a.m.

Delores C. Darnell, R.N., Vice-Chair

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