

**VIRGINIA BOARD OF HEALTH PROFESSIONS
EDUCATION COMMITTEE
JULY 18, 2006**

TIME AND PLACE: The meeting was called to order at 2:08 p.m. on Tuesday, July 18, 2006 at the Department of Health Professions, 6603 W. Broad St., 5th Floor, Room 4, Richmond, VA.

PRESIDING OFFICER: Mary Smith, NHA

MEMBERS PRESENT: Mary Gregerson
Pia Trigiani
John Wise

MEMBERS NOT PRESENT: Lynne Cooper
Joanne Taylor

STAFF PRESENT: Elizabeth A. Carter, Ph.D., Executive Director for the Board
Sandra Ryals, Chief Deputy Director
Betty Jolly, Asst. Director for Policy Education
Elaine Yeatts, Senior Regulatory Analyst
Carol Stamey, Administrative Assistant

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

PUBLIC COMMENT: No public comment was presented.

APPROVAL OF MINUTES: On properly seconded motion by Dr. Gregerson, the Committee voted unanimously to approve the minutes of the April 18, 2006 meeting as presented.

CAC ISSUES FORUM AND BOARD RETREAT ISSUES: The Committee reviewed the attached CAC Conference and Issues Forum Agenda noting that the Board of Health Professions was represented on October 17th and October 18th. A firm date for receipt of registration applications has not been established.

The Committee set the date for new board member orientation/full board meeting as October 18th, Wednesday, 4:00 to 6:00 p.m. The retreat format of the proposed agenda was recommended to be arranged in breakout sessions by committee to allow open dialogue among the new members and a report session at the end. Suggested topics for discussion included the role of Board of Health Professions, common issues among the respective boards, goals and

timelines for projects the Board may consider. The Committee requested that Ms. Jolly serve as the facilitator. It was suggested that the Student Commons Area of William and Mary be reserved as an optional meeting location.

The Committee suggested that an initial board member training session be held on September 19, with more in depth training at the October meeting. The proposed issues to be addressed during the September training include:

- 1) an overview of DHP's, including BHP's history and accomplishments,
- 2) the role of a BHP board member, and
- 3) member assignments to committees.

Dr. Carter reported that the new board member orientation welcome packets would include the current committee structure and vacancies.

BROCHURES UPDATE:

Ms. Jolly reported that the brochures for the Board of Medicine's licensure application process, compliance and applicant FAQ's were in ongoing development. Additionally, an updated brochure on the prescription and monitoring program was being developed.

NEW BUSINESS:

There was no new business.

ADJOURNMENT:

There being no further business, Committee adjourned at 3:25 p.m.

Mary Smith, NHA
Chair

Elizabeth A. Carter, Ph.D.
Executive Director