

WV BOARD OF RESPIRATORY CARE  
106 DEE DRIVE, SUITE 1  
CHARLESTON, WV 25311

BOARD MEETING MINUTES – JANUARY 25, 2017

Presiding: Tracy Matthews  
Present: William (Bill) Boring, Barbara Folden, Eric Hawkins, Regina Gillispie  
Absent: Leonard Picha  
Recording: Nancy Massey

Proposed Agenda

Eric Hawkins motioned to approve the agenda with correction to remove Sleep Management Conference from Meeting Reviews. Bill Boring seconded. Motion carried - unanimous.

Board Minutes; August 10, 2016

Eric Hawkins motioned to approve the August 10, 2016 minutes with correction to remove Sleep Management Conference from “Upcoming Meetings”. Regina Gillespie seconded. Motion carried – unanimous.

Executive Session – Bill Boring motioned to go into executive session to discuss disciplinary issues. Eric Hawkins seconded. Motion Carried – unanimous.

Regular Session – Regina Gillispie motioned to return to regular session. Eric Hawkins seconded. Motion carried – unanimous.

Misty McClain – Ms. McClain’s application for licensure was reviewed by the board and Bill Boring motioned that Tracy Matthews contact Ms. McClain as to why she had multiple current state licensures but lived in Kentucky, yet she listed no WV employer. Regina Gillespie seconded. Motion carried.

Disciplinary Cases – After the board reviewed each of the CEU violation cases below, Regina Gillespie motioned that the board ratify each violation and fines collected be transferred to the General Fund. Eric Hawkins seconded. Motion carried – unanimous.

Bobbie Willhoite	50.00	Joshua Hargis	50.00
Melvin Matheny	50.00	James Collins	50.00
Angela Lafferty	50.00	Shelley Conley	50.00

*Fines of 300.00 to be transferred to the general fund.*

Respiratory Educational Facilities – After receiving approval from the board’s attorney, Katherine Campbell, the board will move forward with an office to conduct a physical presentation to each of the school’s respiratory programs on licensure and the board’s rules and regulations. Bill Boring motioned that the following board members make the presentation for the schools as noted. Barbara Folden seconded. Motion carried – unanimous.

Tracy Matthews: Carver Career Center  
Southern WV Community & Technical Center  
St Mary’s/MU Respiratory Program  
Collins Career Center  
Marietta College

Regina Gillespie: Pierpont Community & Technical Center  
Regina Gillespie: Laurel Business & Technical Institute, Uniontown PA  
Bill Boring: Wheeling Jesuit University

Building Lease – The board discussed the building lease of the board office which expires on February 28, 2017. Bill Boring motioned the lease be extended for 24 months and the WV State’s Leasing Office be notified immediately. Eric Hawkins seconded. Motion carried – unanimous.

Election of Officers - Regina Gillespie motioned Tracy Matthews as President and Eric Hawkins as Vice President of the board. Barbara Folden seconded. Motion carried – unanimous.

Newly Appointed Members - Governor Tomblin appointed Barbara Folden and Dr. Rayan Ihle, MD as new members to the board. Senate confirms.

Meeting Reviews –

- Tracy Matthews represented the board at the National Board of Respiratory Care State Liaison held in Kansas City in September, 2016 and shared the meeting content with the board. He suggests that the board have a representative at this annual meeting to keep abreast of issues other state boards experience in the regulation of the practice of respiratory care. Tracy also represented the board at the American Association of Respiratory Care Congress in San Antonio, Texas in October, 2016.
- Regina Gillispie represented the board at the WVSRC Conference held at Glade Springs in September. Regina and Len Picha represented the board at the Lung Expo in Charleston in October, 2017. Regina reviewed the conference and expo content with the board and stated both were very informative.

Approved Upcoming Meetings – William Boring motioned for the assigned board members to attend the below listed meetings. Barbara Folden seconded. Motion carried – Unanimous.

- WVSRC Winter Conference: Tracy Matthews
- FOCUS: Eric Hawkins
- AARC Summer Forum: Tracy Matthews
- NBRC State Liaison: Tracy Matthew, Eric Hawkins
- WV Sleep Society Conference: Regina Gillispie

Amendment of Rules –

- Eric Hawkins motioned to accept the proposed amendments of Student Permits & Establishment of Fees. Bill Boring seconded. Motion carried – unanimous.
- Proposed amendment to CEU Reporting was rejected for clarification of sentence language.

Administrative Issues -

- Nancy Massey reviewed 2018 Appropriations, FY2016 Budget/Expenses, Website re-design schedule, and 2017 License Renewal Statistics with the board.
- Nancy Massey presented PCard purchases to the board for review and approval. Barbara Folden motioned to approve the PCard purchases and Regina Gillispie seconded. Motion carried – unanimous.

Adjourn -

Recording,

Nancy J. Massey, Executive Secretary