

**Board of Athletic Trainers
Minutes**

Date: May 8, 2008

Time: 9:00 a.m., C.D.T.

Location: 227 French Landing
Heritage Place, Metro Center
Ground Floor, Iris Conference Room
Nashville, TN 37243

Members Present: Joseph T. Erdeljac, Chair, A.T.
Monroe J. Abram, Vice Chair, A.T.
Janet Rasmussen-Wilbert, A.T.
Dr. Kurt P. Spindler, Physician
Walter Fitzpatrick, III, Citizen, J.D.

Staff Present: Marva Swann, Unit Director
Tomica Walker, Board Administrator
Karen Robinson, Board Meeting Administrator
Christopher Larkin, Advisory Attorney
Denise Moran, J.D., BIV Director
Sandra Sturgis, Special Assistant to Commissioner

With a quorum being present, Mr. Erdeljac, Board Chair, called the meeting to order at 9:08 a.m.

Conflict of Interest Policy

Mr. Larkin presented and explained the Conflict of Interest Policy reminding the Board of their responsibility under the policy.

Office of General Counsel Report

Rules

Mr. Larkin presented the rules amendments in progress:

- 0150-.09 relating to license renewal and reinstatement
- 0150-1-.11 relating to retirement and reactivation of license
- 0150-1-.12 relating to continuing education was sent to the Attorney General's Office for review on January 11, 2008.

Mr. Larkin clarified the rules process explaining that once rules are reviewed by the Attorney General's office they are then sent to the Secretary of State's Office where they will become effective in seventy-five (75) days after being finalized.

Athletic Trainers
May 8, 2008

Mr. Larkin requested to be placed on the next public meeting notice for November 6, 2008 a discussion of interpretation and rulemaking for TCA 63-24-110 (c), hiring/employing unlicensed persons in the practice of athletic training, and to provide the Board of Athletic Trainers the power to investigate and assess civil penalties as per that section.

Litigation

The Office of General Counsel has no open cases pertaining to the Board of Athletic Trainers at this time.

Applicant Interview

Adam Lewis – Mr. Lewis was requested to appear before the Board to give an explanation of a criminal conviction for possession of marijuana. After discussion, a motion was made by Ms. Wilbert and seconded by Mr. Abram to approve Mr. Lewis for licensure. The motion carried with a unanimous vote.

Meredith Watkins – Ms. Watkins was requested to appear before the Board to give an explanation of a criminal charge of driving while intoxicated which was later reduced to a misdemeanor for reckless driving. After discussion, a motion was made by Ms. Wilbert and seconded by Mr. Abram to approve Ms. Watkins for licensure. The motion carried with a unanimous vote.

2009 Board Meeting Dates

The Board approved the following meeting dates:

- May 21, 2009—9:00 am; Iris Room
- October, 29, 2009—9:00 am; Iris Room

Approval of Minutes

A motion was made by Dr. Spindler and seconded by Mr. Fitzpatrick to approve the minutes of the December 6, 2007 Board meeting as amended. The motion carried.

Mr. Erdeljac requested that if at all possible the Board would like to have minutes submitted for their review two to three weeks following a meeting.

Administrator's Report

Ms. Walker presented the statistical report to the Board with the following total active licenses, retired licenses, and failed to renew licenses for all Athletic Trainers, as of April 2008:

- Active Licenses—633
- Retired Licenses—104

Athletic Trainers
May 8, 2008

- Failed to Renew—390

Status totals since AT became an independent Board for the months of November and December of 2007; January, February, March and April of 2008:

- New Licenses—27
- Reinstatements—09
- Retired Licenses—08

Performance Measures

The Division has implemented a Continuous Quality Improvement Performance program. We have established time frames, called benchmarks to measure our performance in certain areas. The performance measures report gives the number of days it takes from the date the application is received until the license is issued and the turn around time on renewals. The benchmark for applications is 100 days and the benchmark for renewals is 14 days. Application processing time for Athletic Trainers has met these goals.

Out of twenty-seven (27) renewals for April, 2008, ten (10) renewed online.

Budget/Travel Issues

Effective January 15, 2007, the mileage rate was increased to .46 per mile.

Prior to traveling outside the State of Tennessee on State approved business, the Board was instructed to always obtain approval from the Administrative staff. Once approved, the Administrative staff will provide the procedures to be followed.

Effective October 29, 2007, the new travel agency for the state is Wright Travel.

Ms. Swann presented the financial report.

Audit

Health Related Boards is auditing a percentage each month of all license renewals for continuing education compliance.

Newsletter

A newsletter for the Board of Athletic Trainers has been submitted for approval. Once approved, it can be viewed on the Board's website. It is the Administrative office's goal to do a newsletter at least once per year. The Board was encouraged to submit items of interest to their profession for inclusion into the newsletter.

Internet

Athletic Trainers
May 8, 2008

Mr. Erdeljac thanked the administrative office for website corrections and updates. The policy statements that have been approved are now on the website. Lipscomb has been removed from the list of educational programs. Mr. Erdeljac suggested that rather than list all educational programs as is presently done, it would be better to include a link to the Commission on Accreditation of Athletic Training Education's (CAATE) website for all educational programs. By doing this AT's administrative staff would not have to try to keep the list up to date and would not miss any changes that are made in programs or directors of programs as CAATE always keeps this list current. The Board concurred.

Investigations and Disciplinary Report:

Ms. Moran, Director of Investigations, presented the Investigative and Disciplinary report for Athletic Trainers. Two (2) complaints were received in January 2008 and are still under investigation as of March 2008. One (1) was for an unlicensed practice and one (1) was listed in the category designated as "other." This category is reserved for any complaint that is not otherwise listed and can include such complaints as failure to return phone calls, rudeness, etc.

There are two (2) practitioners currently being monitored after past disciplinary action taken by the Board.

Ratifications:

A motion was made by Mr. Abram and seconded by Ms. Wilbert to approve the list of new licenses. It was amended by Mr. Abram and seconded by Dr. Spindler to include reinstatements. The motion carried with a unanimous vote, all members voting yes.

New Licenses

Jason M. Biles	Seth D. Billings	Michael J. Broussard
Matthew S. Cabbage	Casey E. Cannon	Craig A. Critchfield
Ryan N. Degan	Michelle R. Edwards	Zachary R. Ensor
Richard M. Fennell	Nicholas J. Frangella	Andrew J. Hosler
Ashley E. Klug	Travis W. Livingston	James R. Mattocks
Rebecca C. Parker	Leigh A. D. Prugar	Mark A. Snow
Michael T. Stevenson	Jessica M. Walter	

Reinstatements

Michael D. Caracciolo	Frederick D. De Marco Jr.	Patrice C. Elder
Christopher L. Hoffmann	Leah R. Lewis	Craig P. Moorhouse
Jason C. Newman	Robert Stiegmann	

Policy On Criminal Background Checks For Twice Rejected Fingerprint Cards

Ms. Swann requested that the Board review its policy for fingerprint cards that have been rejected twice. Currently, the Board will accept the use of a name or social security number

Athletic Trainers
May 8, 2008

check. This method has not eliminated incidents of fraud such as change of complete name and multiple social security numbers that can only be identified with a fingerprint search. Fingerprints can be scanned electronically but will only be accepted from one of our Cogent sites in Tennessee. Information as to how to obtain a criminal background check is on the Board's website. Applicants are urged to have fingerprint cards done by a professional such as at their local police or sheriff's office. If fingerprints are unreadable twice, applicants will be sent a letter informing them that they must have their fingerprints electronically scanned at one of our Cogent sites in Tennessee. This is in line with actions taken by other health related boards. After continued discussion, a motion was made by Ms. Wilbert and seconded by Dr. Spindler to adopt a policy for criminal background check fingerprint cards that are rejected twice, to require an applicant to come to Tennessee to have their fingerprints electronically scanned at a Cogent facility. The motion carried with a unanimous vote, all Board members voting yes.

With there being no further business, a motion was made by Ms. Wilbert and seconded by Mr. Abram to adjourn the meeting at 10:15 pm.

These minutes were ratified at the November 6, 2008 meeting.