

**BOARD OF MEDICAL EXAMINERS  
OUTREACH COMMITTEE  
(CONFERENCE CALL)  
4<sup>th</sup> FLOOR LARGE CONFERENCE ROOM  
301 S. PARK AVENUE, HELENA, MONTANA  
DATE: December 7, 2011  
TIME: 4:30 PM – 5:15 PM  
Minutes**

**AMERICANS WITH DISABILITIES ACT:**

The Department of Labor and Industry is committed to providing meeting access through reasonable accommodation under the Americans with Disabilities Act. Please contact the Board office prior to the proposed meeting date for further information.

**ITEM 1: Call to Order**

Ms. Carole Erickson called the meeting to order at 4:34 PM. Roll call was taken and a quorum was present.

**Members Present:** Ms. Carole Erickson (Chair), Ms. Pat Bollinger, Dr. Dean Center, Dr. Kristin Spanjian, Dr. Nathan Thomas

**Members Absent:** None

**Staff Present:** Ms. Maggie Connor, Mr. Ian Marquand, Ms. L'Joy Griebenow, Ms. Melissa Billman, Anne O'Leary, Esq.

**Guests:** Ms. Kay Brown

**ITEM 2: Review of Agenda**

**MOTION:** Ms. Bollinger made a motion to approve the December 7, 2011 agenda; Dr. Spanjian seconded the motion. Motion passed.

**ITEM 3: Approval of May 13, 2011 Meeting Minutes**

The committee reviewed the May 13, 2011 meeting minutes.

**MOTION:** Dr. Center made a motion to approve the May 13, 2011 meeting minutes; Ms. Bollinger seconded the motion. Motion passed.

**ITEM 4: Open Forum: Public Comment**

**PUBLIC COMMENT STATEMENT:**

In accordance with 2-3-103(1), MCA, the Board will hold a public comment period. Please note that Open Forum is the public's opportunity to address the Committee on any topic that is not on the agenda for this meeting. While the committee cannot take action on the issues presented, the committee will listen to comments and may ask the issue be placed on a subsequent agenda for possible action by the Board. The Chair of the committee will determine the amount of time allotted for public comment.

Ms. Erickson opened the meeting for public comment. There was no public comment.

## **ITEM 5: Licensee Communication**

a) **BOME Newsletter** – Mr. Marquand presented background on the frequency and mode of publication of the Board of Medical Examiner newsletter. He sought feedback and direction from the Committee regarding cost-effective dissemination options. The Committee discussed the issue. The Committee confirmed that the newsletter should continue to be a quarterly publication. Staff was directed to include a return postcard in those newsletters which are mailed – as opposed to electronically transmitted – seeking e-mail addresses from recipients. The request will be made as a way to help keep licensee fees down. Mr. Marquand was directed to research viable options with respect to e-mail and especially print options, and to report his findings at the next Committee meeting.

### **b) Articles to MMA Newsletter**

Ms. Erickson thanked Drs. Spanjian and Center for continuing to provide articles to the MMA. Staff was directed to provide a schedule of submission deadlines, as well as two-week reminders of those deadlines for article submission.

## **ITEM 6: BOME Website Developments**

Mr. Marquand reported progress with respect to improvements to the BOME website. He also noted that because the Department of Labor and Industry is in the process of updating its entire website, a temporary moratorium on further development on the BOME website is in place. Once further development is permitted, he will so advise the Committee. Ms. L'Joy Griebenow was welcomed as new BOME program manager and thanked for her work making some incremental changes to content on the website to ensure it is up to date. Mr. Marquand further noted that staff has made some changes to the physician application portion of the website to clarify licensee decision factors for proper use of a paper application vs. use of the FSMB uniform application.

## **ITEM 7: Development of Board Member Handbook**

Mr. Marquand provided background information to the Committee. The Committee discussed developing an addendum containing information which would be useful for new public Board members beyond that contained in the Business Standards Division's new board member handbook. Examples of information to be included in such an addendum would be a glossary of the specialized vocabulary and acronyms that the various licensed professions represented by the Board routinely employ, a copy of a glossary of medical terms from the American Medical Association, and a list of acronyms used within the Business Standards Division. The Committee tasked staff with querying Board members about lessons learned and tabulating the findings into a list to be included in the addendum. Ms. Bollinger observed that position papers should be included in the "statutes and rules binder".

Ms. Bollinger and Dr. Center suggested that such addendum be provided to all new Board of Medical Examiners board members because not everyone knows the acronyms from other licensed medical professions. The Committee agreed with this suggestion.

Dr. Thomas suggested that the Executive Director's 2-3 hour briefing to new board members be recorded on a CD or DVD. The Committee agreed with this suggestion.

**ITEM 8: Signs, Brochures, and Other BOME Printed Materials**

Mr. Marquand provided an update to the Committee concerning the tri-fold brochures used by the licensee groups subject to BOME oversight, as well as a stand-up display used during conferences, etc. The Committee generally discussed this and tasked Mr. Marquand, by the next Committee meeting, to identify possible options in making the brochures and display more effective outreach tools to reach licensees and the public.

**ITEM 9: Other Business**

Ms. Erickson opened the floor for other business. There was no other business.

**ITEM 10: Recommendations to Full Board**

Ms. Erickson summarized the Committee's activities. Although the Committee has work in progress, it would be premature to make any recommendations to the Board at the January 20, 2012 meeting. Ms. Erickson will make a report to the full board of the Committee's progress at that meeting.

**ITEM 11: Adjourn**

**MOTION: Dr. Center made a motion to adjourn the meeting. Ms. Bollinger seconded the motion. Motion passed.**

**The meeting adjourned at 5:15 p.m.**