

WEST VIRGINIA BOARD OF DENTISTRY

MINUTES - GENERAL SESSION

Dates: February 1 & 2, 2019

Location: Charleston Marriott
200 Lee Street East
Charleston, WV 25301

Members Present: C. Richard Gerber, DDS, President
Samuel V. Veltri, DDS, Secretary
Byron H. Black, DDS
John E. Bogers, DDS
Mr. William E. Ford, III
Stanley W. Kaczkowski, DDS
Mary Beth Shea, RDH
Charles L. Smith, DDS
Beverly L. Stevens, COMSA

Staff Present: Ms. Betty J. Adkins, Board Counsel
Mrs. Susan M. Combs, Executive Secretary
Mr. Evan M. Dewey, Administrative Assistant
Mr. Walt Williams, Investigator

Guests Present: Dr. Raj Khanna
Mike Brown, RPH

February 1, 2019

The Budget Committee met to review and oversee the Board's finances, including but not limited to expenses and revenue. No decisions or votes were made.

The Complaint Committees met to review complaints and disciplinary matters with no decisions or votes being made.

The Personnel Committee met to discuss, consider, and make recommendations concerning the process of replacing a retiring employee. No decisions or votes were made.

Thereafter, the Board's President, Dr. Gerber, determined this meeting was properly noticed with the Secretary of State's office and a sufficient number of Board members were in attendance to constitute a quorum. The quorum was determined by the presence of Dr. Gerber, Dr. Veltri, Dr. Black, Dr. Bogers, Mr. Ford, Dr. Kaczkowski, Mrs. Shea, Dr. Smith, and Mrs. Stevens. Therefore,

the meeting of the West Virginia Board of Dentistry was called to order.

The first order of business were the meeting notices to the Secretary of State which were distributed for information purposes only.

The next order of business were the minutes from the Regional Exam Review Committee, Specialty Review Committee and Board meeting in November, 2018 and Emergency Meeting Minutes in January, 2019. Upon motion by Mrs. Beverly L. Stevens, and properly seconded by Mrs. MaryBeth Shea, and unanimously passed, all of the minutes were approved as distributed.

The next order of business was a general legislative discussion, House and Senate Bills introduced and the legislative calendar which were distributed for information purposes only.

The next order of business was a Post Audit Report concerning Chapter 30 Boards Fund Balance Analysis, which was taken for information purposes only.

The next order of business was a Continuing Education Audit Report as completed by Board staff, which was taken for information purposes.

The next order of business was a letter from the American Academy of Dental Hygiene requesting the Board include them as a continuing education provider. The Board will accept their courses for continuing education credits and will add them as a pre-approved sponsor in the continuing education rules when this series of rules is open for changes.

The next order of business was a review of the drug diversion continuing education requirements. The Board directed the staff to include the requirements in the next newsletter.

The next order of business was the appearance of Dr. Raj Khanna concerning the Board's procedures for Intern and Resident permits. Dr. Khanna requested a change in the Board's rules series 9, particularly, in order to allow internationally trained dentists be permitted to attend the General Practice Residency at Cabell Huntington Hospital, which is accredited by the Commission on Dental Accreditation. The Board directed the staff to propose language for the Board to review at an upcoming meeting.

The next order of business was the Opioid Analgesia Patient Counseling Guide, which was taken for information purposes.

The next order of business were copies of staff certificates from the Annual Auditor Training for Licensing Boards, which were taken for information purposes.

The next order of business were regional board reports, issues and representations, which were taken for information purposes.

The next order of business were the Board of Risk and Insurance Management related safety requirements. The following were reviewed: Driver safety; drug & alcohol free workplace; workplace harassment; IT and information policy; protecting personally identifiable information; safety committee appointment document; safety inspection checklist; safety policy; and workplace security.

The next order of business was an update by Evan Dewey concerning the licensing software with GL Solutions, and upcoming discussions of a new warranty contract, which was taken for information purposes at this time.

The next order of business was a Budget Committee report concerning the Board's finances, which appear to be adequate to conduct the legislatively mandated business of the Board. The committee will continue to be engaged with the staff in the review of financial and administrative processes. Also, the Board reviewed the financial reports, as well as the PCard report from October, 2018 through January 2019, which includes the Ghost Travel report, with all board members having the opportunity to review the PCard logs, documentation and receipts at this time. Upon motion by Dr. Charles L. Smith, and properly seconded by Mrs. Beverly L. Stevens, and unanimously passing, the Board accepted the PCard report as distributed. Upon motion by Dr. Charles L. Smith, and properly seconded by Mrs. Beverly L. Stevens, and unanimously passing, the Board accepted the budget report as distributed.

The next order of business was a report from the Personnel Committee concerning the desired process of replacing retiring employee, Carolyn A. Brewer, which has not begun at this time. Board staff will follow the previous instructions of the Board in order to find a replacement for Mrs. Brewer on a future date.

The next order of business was the Board's Annual Report filed for 2018, which was taken for information purposes only.

The next order of business were future meetings, which were taken for information and included:

- American Association of Dental Administrators - March 2019
- American Association of Dental Boards - March 2019
- American Board of Dental Examiners - August 2019
- WV Board of Dentistry Calendar

The next order of business were newsletters, which were taken for information purposes, from the following:

- Central Regional Dental Testing Service, Inc.
- Dental Assisting National Board, Inc.
- Oregon Board of Dentistry
- WV Dental Association

The next order of business was a presentation by Mike Brown, RPH, Executive Director of the WV Dental Recovery Network (DRN) concerning activities of the DRN. Mr. Brown presented the performance measurers reports and discussed the Appalachian Addiction Conference.

At this time the President announced the need for an Executive Session to consider matters under provisions contained in Chapter 6, Article 9A, Section 4, not limited to, but primarily for those contained in Subsections (4) and (6). Specifically to give law exams and interview the applicants in the morning and review complaints and investigations thereafter. Upon motion by Dr. Stan W. Kaczkowski, and properly seconded by Dr. Byron H. Black, and unanimously passed, the Board went into executive session and recessed until morning.

February 2, 2019

The morning started with an Executive Session for the purposes of giving the law examination and interviewing applicants for licensure. Complaint Committees of the Board also reviewed complaints and investigations. Thereafter, the Board came back into a general session upon motion by Dr. Stan W. Kaczkowski, and properly seconded by Dr. S. Vincent Veltri, and unanimously passing.

The next order of business was the consideration of an additional board meeting, if necessary, prior to the regularly scheduled meeting in April. Upon motion by Dr. Byron H. Black, and properly seconded by Dr. Stan W. Kaczkowski, and unanimously passing, the Board may add a meeting prior to the April meeting should it be necessary.

The next order of business was the consideration of recommendations by the complaint committees of the Board. Upon motion by Dr. Byron H. Black, and properly seconded by Mrs. Beverly L. Stevens, and unanimously passed, the Board approved committee recommendations.

The next order of business was the approval of applicants appearing for reinstatements, permits or licensure. Upon motion by Dr. Stan W. Kaczkowski, and properly seconded by Mrs. MaryBeth Shea, and unanimously passed, the board approved the applicants pending completion of their applications as determined by the Board.

The Board returned to legislative discussions from the prior day of meetings and requested staff work on language to allow dual specialties in dentistry in West Virginia.

At this time the meeting was adjourned upon motion of Mr. William E. Ford, III, properly seconded by Dr. Byron H. Black, and unanimously passing, with the next regularly scheduled meeting scheduled for April 26 & 27, 2019, at The Blennerhassett Hotel, Parkersburg, West Virginia.