

MINUTES



January 17 – 19, 2018

**1203 Front Street
Raleigh, North Carolina**

General Session Minutes of the North Carolina Medical Board Meeting held January 17-19, 2018.

The January 2018 meeting of the North Carolina Medical Board was held at 1203 Front Street, Raleigh, NC 27609. Timothy E. Lietz, MD, President, called the meeting to order. Board members in attendance were: Barbara E. Walker, DO, President-Elect; Bryant A. Murphy, MD, Secretary/Treasurer; Eleanor E. Greene, MD, Immediate Past-President; Mr. A. Wayne Holloman; Debra A. Bolick, MD; Judge Ralph A. Walker; Venkata R. Jonnalagadda, MD; Mr. Shawn P. Parker; Ms. Jerri L. Patterson, NP; Ms. Varnell D. McDonald-Fletcher, PA-C; John W. Rusher, MD; and Michaux R. Kilpatrick, MD

New Officers Oath

Dr. Lietz administered the Oath of Office to new Board member, Dr. Michaux R. Kilpatrick.

Presidential Remarks

Dr. Lietz reminded the Board members of their duty to avoid conflicts of interest with respect to any matters coming before the Board as required by the State Government Ethics Act. No conflicts were reported.

Minutes Approval

Motion: A motion passed to approve the November 20-22, 2017 Board Meeting minutes and the October 19-20, 2017 Hearing Meeting minutes.

Announcement

Mr. Shawn Parker announced his candidacy for FSMB Board of Directors

Dr. Leitz introduced Timothy Reeder as the North Carolina Medical Society, President-Elect.

North Carolina Physician Health Program Reports (NCPHP)

A motion passed to close the session pursuant to Section 143-318.11(a) of the North Carolina General Statutes to prevent the disclosure of information that is confidential pursuant to Sections 90-8, 90-14, 90-16, and 90-21.22 of the North Carolina General Statutes and not considered a public record within the meaning of Chapter 132 of the General Statutes and/or to preserve attorney-client privilege.

Dr. Joe Jordan, CEO, North Carolina Physicians Health Program (NCPHP), gave the following Report: PHP Compliance Committee report. The specifics of this report is not included because these actions are not public.

A motion passed to return to open session.

Dr. Joe Jordan, CEO, North Carolina Physicians Health Program (NCPHP), gave the following Reports: Annual Financial, Performance and Quality Assurance report.

NCMB Attorney's Report

Mr. D. Todd Brosius, Senior Board Attorney, gave the Attorney's Report on Thursday, January 18, 2018.

A motion passed to close the session pursuant to N.C. Gen Stat. §143-318.11(a) to prevent the disclosure of information that is confidential pursuant to Sections 90-8, 90-14, 90-16, 90-21.22 of the North Carolina General Statutes and not considered a public record within the meaning of Chapter 132 of the General Statutes and/or to preserve attorney/client privilege.

The Board reviewed information regarding 2 matters involving outside litigation. The specifics of this report are not included because these matters are not public information.

A motion was passed to return to open session.

Executed Cases - Public Actions:

The following actions were executed since the Board's last regularly scheduled meeting. The Board voted to accept these as information.

Aflatoonji, Saeed MD

Consent Order executed 12/08/2017

Callaway, Clifford Kay MD

License Inactivation executed 11/20/2017

Campbell, James Stewart MD

Findings of Fact, Conclusions of Law, and Order of Discipline executed on 12/04/2017

Carlson, James Lennart MD

Denial Letter executed 12/07/2017

Davis, Dantre PA

Notice of Revocation executed 11/16/2017

Khan, Farouk Yusaf MD

Consent Order executed 11/27/2017

Lopez Negrete, Hugo Manuel MD
Public Letter of Concern executed 11/21/2017

McGrath, Timothy John MD
Consent Order executed on 12/06/2017

Okie, Frederick T MD
Findings of Fact, Conclusions of Law, and Order of Discipline executed on 11/08/2017

Patel, Shil Kiritkumar MD
Public Letter of Concern executed on 11/16/2017

Schnyder, Drew David MD
Non-Disciplinary Consent Order executed 11/21/2017

Smith, Michael Alson MD
Consent Order executed 12/15/2017

Taylor, Latimer Anthony MD
Consent Order executed 12/6/2017

Waronsky, Roy George PA
Second Amended Consent Order executed 12/5/2017

Watt, Alan Henderson PA
Relief of Consent Order Obligations executed 12/12/2017

White, Anne Litton MD
Amended Notice of Charges and Allegations; Notice of Hearing executed 12/15/2017

Ying, Kan MD
Public Letter of Concern executed 12/15/2017

NCMB Committee Reports

EXECUTIVE COMMITTEE REPORT

Members present were: Timothy E. Lietz, MD, Chairperson; Barbara E. Walker, DO; Bryant A. Murphy, MD; Eleanor E. Greene, MD and A. Wayne Holloman

Strategic Plan

a. 2017 Strategic Priorities Update

The Committee reviewed the updated Strategic Priorities Tracker.

Committee Recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information.

b. 2018 Strategic Priorities Proposal

The Committee reviewed proposed changes to the 2018 Strategic Priorities and proposed activities, measures, outcomes and impact statements.

Committee Recommendation: Approve the proposed changes to the 2018 Strategic Priorities and proposed activities, measures, outcomes and impact statements.

Board Action: Accept Committee recommendation. Approve the proposed changes to the 2018 Strategic Priorities and proposed activities, measures, outcomes and impact statements. Also direct staff to modify Goal #10 to read: "Enhance Board effectiveness using data analytics regarding enforcement cases and PHP outcomes."

Financial Statements

a. Monthly Accounting – November 2017

The Committee reviewed the compiled financial statements for November 2017. November is the first month of fiscal year 2018.

Committee Recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as Information.

b. Investment Account Statements – November and December 2017

The Committee reviewed the investment statements for November and December 2017.

Committee Recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information.

c. Year-End Financial Statement Audit

Koonce, Wooten & Haywood presented the audited financial statements for Fiscal Year 2017 and issued the following opinion: “In our opinion, the financial statements referred to above present fairly, in all material aspects, the respective financial position of the business-type activities of North Carolina Medical Board, as of October 31, 2017 and 2016, and the respective changes in financial position and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.”

Committee Recommendation: Approve the financial statements as presented.

Board Action: The full Board met with Koonce, Wooten & Haywood to discuss a revision to the financial statements to record file scanning expenses incurred in FY2017 but not billed by the vendor until after audit fieldwork had completed. The Board approved the revised financial statements as presented.

Old Business

a. Appointment of Dr. Murphy to the EMS Advisory Council and Disciplinary Committee

As authorized by the Board at the September 2017 meeting, Dr. Lietz appointed Dr. Murphy to the EMS Advisory Council and Disciplinary Committee.

Committee Recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information.

New Business

a. Organizational Goals

Staff has postponed drafting organizational goals pending the Board’s review of its mission and vision statements at the May 2018 meeting.

Committee Recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information.

b. Proposed Changes to NCMB Bylaws

Staff has suggested changes to the NCMB Bylaws. Since the Board must have 30 days’ notice of any changes, this matter will be considered at the March meeting.

Committee Recommendation: Accept as information.

Board Action: In addition to the changes suggested by staff, modify Article V

“Professional Staff” to substitute “Chief Executive Officer” or “CEO” for “Executive Director.” Send a notice and updated bylaws to the Board at least 30 days prior to the March meeting.

c. Purpose NCMB Motions Guide

Staff presented a proposed motions guide to help with committee and Board discussions. Dr. Lietz, Dr. Walker, Dr. Greene and Mr. Parker will work with Messrs. Mansfield and Jimison to narrow the list of motions to the ones most commonly used.

Committee Recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information.

d. 2017 NC Academy of Family Physicians Winter Meeting Report

Deferred to the March meeting.

Committee Recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information.

POLICY COMMITTEE REPORT

Members Present were: Shawn P. Parker, JD, Chairperson; Debra A. Bolick, MD; and Ralph A. Walker, J.D.; and Jerri L. Patterson, NP. Member absent: Michaux R. Kilpatrick, MD

Old Business:

a. Retention of Medical Records

During the Committee meeting, continued discussion ensued regarding how long medical records should be retained and whether the Board should provide a finite number of years the records should be retained, and if so, what that finite number should be, and whether the Board should provide the finite number in a position statement or create a rule to make the finite number enforceable. The Committee reviewed and considered the retention requirements of other states, including North Carolina’s neighboring states. Specific mention was made to Virginia’s Patient Records policy and the possibility of including similar exemption language regarding minor patients in the North Carolina Board’s position statement. The Committee also discussed changing the proposed language from “last date of treatment” to “last date of professional encounter.”

Committee Recommendation: Revise the proposed position statement to set the minimum number of years for retention of medical records at seven, change “last date of treatment” to “last date of professional encounter,” and incorporate exemption language regarding minor patients. Bring to the full Board for specific discussion relating to the finite number of years and whether any such number should be provided through the position statement or by rule.

Board Action: Assign staff the task of contacting the Virginia Medical Board and malpractice insurance carriers. Remove language regarding minimum number of years that licensees are required to retain medical records from proposed position statement. Change “last date of treatment” to “last date of professional encounter” and incorporate exemption language regarding minor patients. Bring back for discussion at the March 2018 Board meeting.

New Business:

a. Departures from or Closings of Medical Practices

The Committee discussed the need to clarify how continuity of care is provided and who should provide it upon the departure of a practitioner. Further conversation ensued regarding whether continuity of care is still relevant. Specific concerns were raised regarding the following sentence: “No practitioner, group of practitioners, or other parties involved should interfere with the fulfillment of these obligations, nor should practitioners put themselves in a position where they cannot be assured these obligations can be met.” The Committee felt the position statement should be reworked so as not to create unfair expectations of the Board’s licensees particularly in light of the growing trend of employed physicians.

Committee Recommendation: Assign Dr. Kirby the task of revising the position statement. Bring back for review and consideration at March 2018 Board meeting.

Board Action: Accept Committee recommendation. Assign Dr. Kirby the task of revising the position statement. Bring back for review and consideration at March 2018 Board meeting.

b. Position Statement Review Tracking Chart

Committee Recommendation: Bring back “Departures from or Closings of Medical Practices” for review and review “Access to Physician Records” as new business at the March 2018 Board meeting.

Board Action: Accept Committee recommendation. Bring back “Retention of Medical Records” and “Departures from or Closings of Medical Practices” for review and review “Access to Physician Records” as new business at the March 2018 Board meeting.

LICENSE COMMITTEE REPORT

Members present were: Debra A. Bolick MD, Chairperson; Varnell McDonald-Fletcher, PA-C; Venkata R. Jonnalagadda, MD; and Ralph A. Walker, J.D.

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The License Committee reviewed five cases. A written report was presented for the Board's review. The Board adopted the Committee's recommendation to approve the written report. The specifics of this report are not included because these actions are not public.

A motion passed to return to open session.

ADVANCED PRACTICE PROVIDERS AND ALLIED HEALTH COMMITTEE REPORT

Members present were: Varnell McDonald-Fletcher, PA-C, Chairperson, John W. Rusher, MD; Jerri L. Patterson and Ralph A. Walker, J.D.

NEW BUSINESS

JOINT MIDWIFERY COMMITTEE

The Committee discussed two candidates, Carolyn L. Harraway-Smith, MD and Jason P. Hildebrand, MD, for appointment to the Joint Midwifery Committee.

Committee Recommendation: Invite Dr. Harraway-Smith and Dr. Hildebrand to the March meeting for an interview with the Committee.

Committee Recommendation: Approve both rules.

Board Action: Accept recommendation. Approve both rules.

CLOSED SESSION

NURSE PRACTITIONERS

The Joint Sub Committee approved all recommendations from the November JSC Panel meeting.

Committee Recommendation: Receive as information.

Board Action: Accept Committee recommendation. Receive as information.

PERFUSIONIST ADVISORY COMMITTEE

The Committee discussed the case of Mercedes Englehart, LP.

PAC Recommendation: PLOC.

Committee Recommendation: PLOC.

Board Action: Accept Committee recommendation. PLOC.

DISCIPLINARY (COMPLAINTS) COMMITTEE REPORT

Members present were: Venkata Jonnalagadda, MD, Chairperson; Varnell D. McDonald-Fletcher, PA-C; Bryant A. Murphy, MD; Shawn Parker, J.D.; John W. Rusher, MD; and Barbara E. Walker, DO

A motion passed to close the session pursuant to Section 143-318.11(a) of the North Carolina General Statutes to prevent the disclosure of information that is confidential pursuant to Sections 90-8, 90-14, 90-16, and 90-21.22 of the North Carolina General Statutes and not considered a public record within the meaning of Chapter 132 of the General Statutes and/or to preserve attorney-client privilege.

The Disciplinary (Complaints) Committee reported on 29 complaint cases. A written report was presented for the Board's review. The Board adopted the Committee's recommendation to approve the written report. The specifics of this report are not included because these actions are not public.

A motion passed to return to open session.

DISCIPLINARY (MALPRACTICE) COMMITTEE REPORT

Members present were: Venkata Jonnalagadda, MD, Chairperson; Varnell D. McDonald-Fletcher, PA-C; Bryant A. Murphy, MD; Shawn Parker, J.D.; John W. Rusher, MD; and Barbara E. Walker, DO

A motion passed to close the session pursuant to Section 143-318.11(a) of the North Carolina General Statutes to prevent the disclosure of information that is confidential pursuant to Sections 90-8, 90-14, 90-16, and 90-21.22 of the North Carolina General Statutes and not considered a public record within the meaning of Chapter 132 of the General Statutes and/or to preserve attorney-client privilege.

The Disciplinary (Malpractice) Committee reported on 25 cases. A written report was presented for the Board's review. The Board adopted the Committee's recommendation to approve the written report. The specifics of this report are not included because these actions are not public information.

A motion passed to return to open session.

DISCIPLINARY (DHHS) COMMITTEE REPORT

Members present were: Venkata Jonnalagadda, MD, Chairperson; Varnell D. McDonald-Fletcher, PA-C; Bryant A. Murphy, MD; Shawn Parker, J.D.; John W. Rusher, MD; Barbara E. Walker, DO

A motion passed to close the session pursuant to Section 143-318.11(a) of the North Carolina General Statutes to prevent the disclosure of information that is confidential pursuant to Sections 90-8, 90-14, 90-16, and 90-21.22 of the North Carolina General Statutes and not considered a public

record within the meaning of Chapter 132 of the General Statutes and/or to preserve attorney-client privilege.

The Disciplinary (DHHS) Committee reported on 2 cases. A written report was presented for the Board's review. The Board adopted the Committee's recommendation to approve the written report. The specifics of this report are not included because these actions are not public information.

A motion passed to return to open session.

DISCIPLINARY (INVESTIGATIVE) COMMITTEE REPORT

Members present were: Venkata Jonnalagadda, MD, Chairperson; Varnell D. McDonald-Fletcher, PA-C; Bryant A. Murphy, MD; Shawn Parker, J.D.; John W. Rusher, MD; Barbara E. Walker, DO

A motion passed to close the session pursuant to Section 143-318.11(a) of the North Carolina General Statutes to prevent the disclosure of information that is confidential pursuant to Sections 90-8, 90-14, 90-16, and 90-21.22 of the North Carolina General Statutes and not considered a public record within the meaning of Chapter 132 of the General Statutes and/or to preserve attorney-client privilege.

Forty-seven investigative cases were reviewed. A written report was presented for the Board's review. The Board adopted the recommendations and approved the written report. The specifics of this report are not included because these actions are not public information.

A motion passed to return to open session.

INVESTIGATIVE INTERVIEW REPORT

A motion passed to close the session pursuant to Section 143-318.11(a) of the North Carolina General Statutes to prevent the disclosure of information that is confidential pursuant to Sections 90-8, 90-14, 90-16, and 90-21.22 of the North Carolina General Statutes and not considered a public record within the meaning of Chapter 132 of the General Statutes and/or to preserve attorney-client privilege.

6 investigative interviews were conducted. A written report was presented for the Board's review. The Board adopted the recommendations and approved the written report. The specifics of this report are not included because these actions are not public information.

A motion passed to return to open session.

CONTROLLED SUBSTANCES CME PLANNING COMMITTEE

Board Members present were: Jerri Patterson, NP, Chairperson; Bryant A. Murphy, MD, Chairperson; and Venkata R. Jonnalagadda, MD

Old Business

a. Identifying counties for sessions (update)

The Committee reviewed the eight counties where panel sessions have been finalized:

- Wake Med Hospital, Raleigh, January 18, 2018 (Wake County)
- Southeastern Regional Medical Center, Lumberton, January 18, 2018 (Robeson County)
- Hospice and Palliative Care of Alamance-Caswell, Burlington, February 22, 2018 (Alamance County)
- Halifax Community College, Weldon, March 6, 2018 (Halifax County)
- Cape Fear Medical Center, Fayetteville, March 15, 2018 (Cumberland County)
- Crystal Coast Civic Center, Morehead City, March 21, 2018 (Carteret County)
- Carolinas Medical Center, Concord, April 3, 2018 (Cabarrus County)
- Carolinas Medical Center, Shelby, May 8, 2018 (Cleveland County)

The Chief Communications Officer also discussed funding committed by the Governor's Institute for five additional sessions to bring their total commitment to funding nine sessions. The discussion highlighted the Governor's Institute's support and flexibility in selecting locations as well as offering support for planning and on-site logistics, as needed. Wake AHEC and the regional AHECs have also been helpful and lessons learned from each session are being put into place.

Committee recommendation: Accept as information.

- Board Action: Accept Committee recommendation. Accept as information.

b. Planned sessions:

The Committee discussed sessions that are currently in the pipeline for planning:

- Wilson County – June 5, 2018
- Randolph County - Spring 2018
- Duplin County – Spring 2018

Committee recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information.

New Business

a. Feedback on sessions

The committee reviewed feedback from recent sessions via the feedback report from Wake AHEC. Dr. Jonnalagadda provided her feedback on the session she moderated in New Bern. She commented that by using local physicians, it helped put the audience at ease because the faces (or names) were familiar, and often offered support beyond the session. She also

commented on the sessions generally being held in rural areas as a success for the program. Feedback has generally been positive. Panelists and audience members regularly receive feedback about the length of the slide deck and about the content needing to be more focused on acute pain scenarios (acute on chronic pain, issues facing patients in Substance Use Disorder treatment, etc.). Several slides have been removed and several adjusted to reflect feedback. The Chief Medical Officer has also provided support through participation in speaker calls and providing professional expertise on the content.

Committee recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information.

OUTREACH COMMITTEE

Members present were: Barbara E. Walker, DO, Chairperson; Eleanor E. Greene, MD; John W. Rusher, MD; and A. Wayne Holloman.

Old Business

a. Overview of Outreach Activities (Presentations)

The Communications Director summarized professional outreach activities for the year to date. So far, the Board has scheduled 10 speaking engagements to professional audiences, most of these during the first quarter of 2018. This is a strong position to begin the year from and seems to indicate that NCMB will have continued strong interest in its presentations. The Committee discussed the presentation overhaul that is underway, including subject areas that should be added or expanded upon. The Committee expressed interest in visiting more residency programs; The Communications Director noted that NCMB has visited numerous residency programs in the recent past and indicated that the Communications Department has already started the process of reaching out to these contacts to schedule new visits.

Committee recommendation: Accept as information.

Board action: Accept committee recommendation. Accept as information.

b. Update on public presentations to consumer audiences

The committee discussed outreach to the public. NCMB has scheduled six public outreach presentations for the year so far, including two events in Nash County that will bring the Board in contact with local public agencies, including health departments. The Communications Department hopes to establish new connections and, perhaps, find new audiences for NCMB content.

Committee recommendation: Accept as information

Board action: Accept committee recommendation. Accept as information.

c. Forum digital supplement

The Communications Director reported on the distribution of the first Forum digital supplement, which was emailed the first week of January to email subscribers of the quarterly newsletter. About 200 readers have completed a survey asking whether they think a supplemental newsletter between full issues of the Forum is a good idea. Approximately 70 percent of respondents indicated that they want to be kept informed of the latest NCMB news and information. The Committee discussed the importance of keeping the supplement short and relevant so that NCMB may avoid “desensitizing” readers to emails from the Board, which could reduce the impact of the full version of the Forum. The next issue of the supplement will be sent between the Winter and Spring issues of the Forum, likely in April.

Committee recommendation: Accept as information

Board action: Accept committee recommendation. Accept as information.

New Business

a. Annual Report Preview

The Communications Director gave an update on the 2017 Annual Report, which is now in production. The Committee reviewed highlights of Board activities during 2017, which will be included in the Program Overview section of the report. The goal is to have a completed draft of the Annual Report ready by March 1.

Committee recommendation: Accept as information

Board action: Accept committee recommendation. Accept as information.

b. Safe Disposal Document

The Chief Communications Officer gave an update on a pending project to develop an information sheet on safe disposal of unwanted prescription drugs. NCMB is working with Project Lazarus on this initiative and has solicited feedback from other stakeholders, including hospice organizations. NCMB has worked with a designer to create a tear off information sheet that could be given to patients who are prescribed opioids and other prescriptions that may result in “leftover” medicine. NCMB is working to determine what funding sources may be available to pay to print notepads of the tear sheet, which could then be distributed to prescribers. The Committee discussed creating a one page digital version of the information sheet that could be printed off for patients.

Committee recommendation: Accept as information

Board action: Accept committee recommendation. Accept as information.

DIVERSITY WORKGROUP

Members present were:, Eleanor E. Greene, MD; Chairperson; John W. Rusher, MD; A. Wayne Holloman.

Old Business

- a. Update on Staff Training on Diversity and Inclusion in the Workplace
No additional training on diversity and inclusion have been conducted since the November 2017 Board meeting.

New Business

- a. Update on Staffing since November 2017

Recent hires:

1. Shikha Sinha (Complaints Manager transfer pending replacement)
2. Candidate identified (Investigator HD 1/22/18)
3. Candidate identified (Credentialing Coordinator HD 1/16/18)

Current open positions:

1. Special Projects Manager (position opened 12/13/17)
- b. NCMB Staffing Statistics:
Ted presented a list of The Medical Board's staff by race, age and gender. The data indicate we are making progress as it relates to becoming a more diverse organization. It was noted that this will be a slow process given our low staff turnover rate.
 - c. Training/Presentations
 1. Recently attended presentations
 - a. Diversity and Inclusion training provided by Stan Kimer – September 2017
 2. Upcoming events
 - a. Integrate Diversity and Inclusion training provided by Stan Kimer into training for the executive team, leadership team, and staff

Committee Recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information. In addition, the workgroup will work to create a mission statement for the Diversity workgroup.

FSMB Annual Meeting Planning Committee

Members present were: Timothy E. Lietz, MD, Chair; Eleanor E. Greene, MD; A. Wayne Holloman; Venkata R. Jonnalagadda, MD; and Janice E. Huff, MD; Varnell D. McDonald-Fletcher, PA; Jerri L. Patterson, NP. Members absent: Michaux R. Kilpatrick, MD; and William Walker, MD.

Old Business

a. Opening Ceremony – Special Remarks Speaker

Governor Roy Cooper will be coming as a special guest speaker on Thursday, April 26, 2018. Mayor Vi Lyles of Charlotte was sent an invitation by FSMB to attend the Opening Ceremony at the FSMB 2018 Annual Conference.

Action Item: The Special Projects Manager will follow-up with Mayor Lyles office to see if she is able to attend.

b. Showcase North Carolina

We can show the video links on the TV screens at the Wednesday, NC Welcome Reception. Ms. Courtney Squeglia will have to speak with her FSMB contact about showing the videos on the projection screens during the conference. This is the link <https://www.youtube.com/user/charlottesgotalot> from the “Charlottes Got a Lot (charlottesgotalot)” website

Here is a link <http://www.visitnc.com/video/north-carolina-deeper-journey> to another video on “Visit NC (visitnc)” website

c. Welcome Reception, Wednesday, April 25, 2018

Two staff members made a day trip to the Le’ Meridien hotel to look at the venue halls for the Welcome reception. We selected the Craft City Social Bar which has indoor/outdoor space. Ms. Staff will speak with Ms. Kay Taylor from the FSMB to confirm the space and to find out if our welcome reception can be held for two hours instead of one.

The Committee is looking at three avenues on sponsoring the alcohol for the Welcome Reception:

- Sponsorship from NCMB vendors. The NC State Ethics Commission must review, to see if it is an option.
- Ask FSMB if any of their sponsors would assist with the alcohol cost?
- Access NCMB social fund for the cost of the alcohol and corker age fee.

Action Item: The Special Projects Manager will speak with Ms. Kay Taylor from the FSMB to confirm the space and to find out if our welcome reception can be held for two hours instead of one. She will also confirm one of the three avenues for sponsoring the alcohol cost for the welcome reception.

d. Dinner at Dr. Lietz’s Home – Thursday, April 26, 2018

The committee is approximating the number of guest for this dinner at 50. In addition to the

CMB current Board members and staff, invitations have been extended to all the former Board members

1. Invitation to the US Surgeon General – Dr. Jerome Adams

NCMB Special Projects Manager spoke with the FSMB regarding inviting the US Surgeon General to the Annual Conference. The FSMB were appreciative of the NCMB coordinating the “Request to Speak” application. We received acknowledgement from the Office of the Surgeon General that they received our “request for speaker” application. The invitation letter from Dr. Lietz and support letters from Dr. Murphy and Dr. Chaudhry were included in the packet. We also received acknowledgement from Ms. Nicole Carr, the Executive Assistant to the US Surgeon General. Ms. Amber Channer was copied on the acknowledgement. Both Ms. Carr and Ms. Channer were referred to me by Dr. Murphy. Ms. Shikha Sinha will follow-up with the US Surgeon General’s office the week of January 22nd to find out the status of the request.

Action Item: The Special Projects Manager will follow-up with the US Surgeon General’s office the week of January 22nd to find out the status of the request.

2. Recommendation of Speakers for the Conference.

Dr. Cheryl Walker-McGill is working directly with Lisa Robin (FSMB, MLA Chief Advocacy Officer) at the FSMB on arranging for Ms. Sonja Gantt (a previous TV-Anchor woman in Charlotte) to facilitate the” Ted Talk”.

The FSMB will let us know if they need our assistance for speakers. Mr. Shawn Parker and Mr. David Henderson who both serve on the FSMB Educational Committee will let the FSMB know that the NCMB would like to be more involved in coordinating speakers and being moderators. Mr. Shawn Parker will also find out if it would be better to communicate with the FSMB Board members about NCMB involvement.

Action Item: Mr. Shawn Parker will also find out if it would be better to communicate with the FSMB Board members about NCMB involvement.

New Business

a. Board of Directors – candidate Mr. Shawn Parker

Mr. Shawn Parker just completed his FSMB interview for the Board of Directors candidacy. The FSMB should inform him soon whether he is a nominee. If he is selected as a nominee, then the Communications Department along with the assistance of the Executive Office will start working on his campaign.

Committee Recommendation: Accept as information.

Board Action: Accept Committee recommendation. Accept as information.

Bryant A. Murphy, MD; Secretary/Treasurer