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BOC Board Conference Call
July 25th, 2011
3:00 PM ET

I. Roll Call

PRESENT: Sharon Nichelson, Kimberly Hertz, Jim Hewlett, Joseph Lawson, Jim Newberry, Preston Madler, Jeffrey Hedges, John Kenney, Theresa McLeod, Mark Parris, William Powers, Shane Ryley, Shawna Smith
Peter Lazzaretti joined the call at 4:27 pm

STAFF: Claudia Zacharias, Victoria Miller, Jeffrey Price, Jan paul Miller

GUESTS: Amy Breslin, John Wieland

ABSENT: Scott Baranek, Tamara Lillard, Robbin Wright, Jose Ramos

Claudia noted with regret that Jose will be stepping down at the end of this year from the Public Member position due to the demands of his new job at the Pentagon.

II. Approval of the Minutes from the April 26th, 2011 Board Telecom

Jeff Hedges made a motion to approve the minutes as written. Jim Hewlett seconded the motion and the motion was approved.

III. Committee Reports

a. Audit Committee- John Wieland, from the audit firm of Mullen, Sondberg, Wimbish, and Stone, introduced himself to the board and discussed the *Audit Letter, Statement of Activities 2008-2010, Final 2010 Financial Results,* and *Additional Auditor Communications* documents that were posted to the BOD website on June 2. John noted that this was a "Clean Audit." He reviewed the change in BOC's method of revenue recognition and pointed out that without this change BOC would have had a surplus of more than $700,000. He added that his firm recommends that BOC considers investing some of its excess cash.

b. Volunteer Job Description Committee- Jeff Hedges noted the committee finished this project very quickly due to Claudia and Jan paul's herculean efforts. He asked if there were any questions or concerns, and none were noted. Jeff Hedges made a motion to accept the Volunteer Job Descriptions as written and Jim Newberry seconded the motion. The motion was approved.

c. **Nominating Committee**- Pete Lazzaretti reviewed the nominating committee report that was posted on the BOD website, noting that two of the three Board members rotating off this year would like to run for re-election. Pete made a motion to create and implement a process to monitor attendance at Board members at both face to face and telephone meetings. If a Board member missed two consecutive meetings, or two meetings in a calendar year, the Board would review the circumstances and consider possible removal of that member, who would be given

an opportunity to address the Board before a decision was made. Jeff Hedges seconded the motion and a roll call vote ensued. There were 7 for and 7 against, and the motion failed. The Board agreed that the topic should be discussed further. Jim Newberry made a motion to table Pete's motion until the November face to face meeting. Jim Hewlett seconded and the motion passed.

d. **Board Evaluation Process Committee**- John Kenney reviewed the Board Self-Evaluation policy and form posted on the BOD website. Bill Powers made a motion to accept the policy and Shane Ryley seconded the motion. The motion passed. Mark Parris made a motion to accept the evaluation form. Jeff Hedges seconded the motion and the motion passed. John thanked the BOC staff for their help.

e. **Accreditation Marketing Committee**- Kim Hertz reviewed the report posted on the BOD website. When Kim noted that BOC's value is the staff's great customer service, Jim Hewlett commended the staff on it. Sharon Nichelson agreed and stated that it has been a great turn-around for BOC's image within the past few years. Mark Parris went over the portion of the report regarding Pharmacies. He recommends BOC look into creating a new accreditation program for Pharmacies. He also thanked Jeff Hedges and JR Brandt for all of their hard work and help with research. Jim Newberry made a motion to continue to look into accrediting Pharmacies. Jim Hewlett seconded the motion. The motion passed with Jeff Hedges and Mark Parris abstaining.

f. **Committee to Evaluate a Pathway to the COF**- John Kenney reviewed the Pilot Study document posted on the BOD website, noting that the staff will be carrying out the plan.

g. **Investment Committee**- Bill Powers reviewed the *Steps for Initiating Investment Strategy* and *Investment Policy Statement* posted on the BOC Website. Bill made a motion to approve the two documents as written. Pete Lazzaretti seconded the motion and the motion passed.

IV. BOC-NCOPE Relationship

Sharon commented that BOC should move forward in aligning certification requirements with NCOPE standards. Mark Parris made the following motion:

Insofar as BOC's Orthotist and Prosthetist educational eligibility criteria will be aligned with NCOPE's as of 1/1/2013, I move that BOC will make the necessary changes to align its other certification educational eligibility with NCOPE's, effective 1/1/2012. Any resulting changes will be publicized and any candidates who apply by 12/31/2011 will be "grandfathered in" to the requirements in place on their application date.

John Kenney seconded the motion and the motion passed.

V. Strategy Proposal

Jim Newberry briefly reviewed Seth Kahan's proposal. Jim made a motion to move forward with option three of the proposal. Joe Lawson seconded the motion and the motion passed.

VI. Q2 Financial results

Jeff Price introduced BOC's part-time CFO, Amy Breslin, who discussed the *Executive Summary for June 30, 2011, Statement of Financial Position for June 30, 2011* and the *Statement of Cash Flows through June 30, 2011* documents on the BOC website. Preston made the motion to accept the quarter 2 financials. Shane seconded the motion and the motion passed.

VII. New Test Content Outlines For Orthotists, Prosthetists, and Orthotic Fitters

Jan paul Miller gave a brief report on the new content outlines, noting that core competencies have remained the same and that the Job Task Analysis committees have updated several sections to

reflect the current state of the practice. These would take effect August 1, 2011. He asked that the Board approve the new detailed content outlines. John Kenney made a motion to approve the new detailed content outlines and Mark Parris seconded the motion. The motion passed, with Pete abstaining.

VIII. Ethics Complaint Hearing

Claudia briefly reported on the complaint against a BOC certificant. The certificant has asked for a hearing pursuant to the Ethics Case Procedures Section I, 1. Sharon made a motion "That the Chair creates a peer review committee to hear the appeal of Mr. Roger B. Sherwood, a BOC certificant." Mark Parris seconded the motion and the motion passed.

Sharon then appointed the following to hear the appeal of Mr. Roger B. Sherwood:

- Shawna Smith
- Robbin Wright
- Teresa Alpert-Leibman
- Wayne Rosen
- Joe Lawson
- and, as alternate, Paul Johnston

Sharon also appointed Jan paul Miller, Director of Certification, as staff liaison to the peer review committee.

IX. November Meeting Schedule and Agenda

Preston noted that he will not be attending the meeting. Jeff Hedges asked that a topic be included on the agenda for the November meeting: which certificants should be eligible for consideration as meeting CMS standards for accredited facilities.

X. Other Business

- Claudia noted that she is having an amazing experience serving as a volunteer at the Amputee Coalition youth camp. The kids are amazing and very inspiring. Many of the other volunteers are impressed that BOC is there.
- Sharon thanked everyone for joining the call.

XI. Sharon made a motion to adjourn the meeting with Jim Hewlett seconding the motion. The motion passed and the meeting was adjourned at 5:44 PM.

Respectfully submitted,

Jim Hewlett, Secretary
Vicky Miller, Staff