

Adopted – Board Meeting – June 10, 2020

**MINUTES**  
**North Carolina Board of Physical Therapy Examiners**  
**March 11, 2020**  
**NCBPTE OFFICE**  
**8300 HEALTH PARK, AIHF Conference Center**  
**Raleigh, North Carolina 27615**

**Members Present:**

Teresa F. Hale, PT, Chair  
Paul Garcia, MD  
C. David Edwards, PT  
Leslie Kesler, PT  
Stuart W. MacRoberts, Public Member  
Pearl L. Rhone, PTA  
Jamie L. Miner, PT

**Members Absent: Excused absences**

Crystal D. Ostlind, PTA, Secretary/Treasurer – (excused absence)

**Staff Present:**

Kathy Arney, PT, Executive Director (ED)  
Debbie Ragan, PT, Deputy Director (DD)  
Cindy D. Kiely, Director of Administration / Recorder  
Gregg Seipp, Director of Information Technology  
John M. Silverstein, Attorney

**Guests:** David Gadd, Attorney

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The format for the Minutes is as follows: *V-# Summary of Motion (Board Member who introduced motion)*

**Meeting Called to Order** by T. Hale, NCBPTE Board Chair – 8:30AM

**Announcements**

T. Hale, Chair, announced the following:

Thank you cards from David Reed and Leslie Kesler were passed around

If anyone has not had a recent Board photo, please be available when the photographer arrives at 11:45

**Conflict of Interest Reminder by the Chair**

T. Hale, Chair, reminded members of their duty to avoid conflicts of interest and appearances of conflicts of interest. In addition, T. Hale asked if there were any known conflicts of interest or appearance of conflicts of interest with respect to any matters that

were to be brought before the Board today as required by Executive Order 127. No Board member indicated conflicts of interest with the business before the Board today.

**V-001- '20 Passed Minutes December 11, 2019 [Attachment I]**

- Board adopted a motion to approve draft of the Minutes of the Board Meeting on December 11, 2019. **(Rhone)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**APPLICATIONS**

**V-002- '20 Passed – Mangrum, Adio K. (PT Endorsement Applicant)**

The applicant answered “Yes” to application question #7, “Have you ever been convicted of a felony?”. The Board approved his application for endorsement with additional information provided. Each application is considered individually, and date of offense, nature of offense, any subsequent offenses, and licenses in other states are all considered. Mr. Mangrum’s offense occurred more than 20 years ago, and he has been licensed without incident in other states. He completed his prison sentence, and he has had no additional offenses, nor has he had any discipline taken against his license to practice physical therapy. **(Rhone)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**V-003-'20 -Passed - SA#01-20 (PT Exam Applicant)**

The applicant provided the required Accommodation Request Form and documentation dated 02/21/2020, submitted by Stephen C. Strasser, Certified Licensed Psychologist. The applicant documents history of receiving special accommodations for testing in education testing settings. The Board voted to approve the request of time and one-half, and a separate testing room accommodation for the NPTE. **(Rhone)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**V-004-'20 -Passed - SA#02-20 (PT Exam Applicant)**

The applicant provided the required Accommodation Request Form and documentation dated 03/02/2020, submitted by J. Brayboy, MD. The applicant documents history of receiving special accommodations for testing in educational settings. The Board voted to approve the request of time and one-half, and a separate testing room for the NPTE. **(Rhone)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**V-005-'20 -Passed - SA#03-20 (PT Exam Applicant)**

The applicant provided the required Accommodation Request Form and documentation dated 03/10/2020, submitted by Patricia Knaut, MD. The Board voted to approve the request of time and one-half, if documentation can be provided by the Duke DPT Program stating what, if any, accommodations she received during school. *(Garcia)*

Members voting in the affirmative:	Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

**V-006-'20 -Passed – Kothari, Zarna (PT Endorsement Applicant)**

The applicant’s credentials were not considered substantially equivalent to the first professional degree in physical therapy in the United States at the time of graduation based on 05/01/2019 credentials evaluation review from FCCPT using Coursework Tool #6 (CWT#6). Based on CWT#6 the applicant’s credentials evaluation shows a combined General Education and Professional Education total of 214.41 semester credits which does satisfy the minimum requirement of 170 semester credit hours. The evaluation stated that she received 34.33 General Education semester credits. All required content areas are identified. Professional Education shows 158.08 credits with the following courses outstanding: Basic Health Science: Histology; Plan of Care Implementation: Interventions: Mechanical Agents, Wound Debridement, Discharge or Discontinuation.

The Board considered this information and approved her eligibility for licensure, subject to completing deficits in educational requirements. *(Kesler)*

Members voting in the affirmative:	Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

**Assured Graduation**

The Attorney and Executive Director clarified the definition and intent of the term ‘assured graduation’ in Board Rule 21 NCAC 48A .0105 (6). In response to fixed date testing, the Board allowed program directors to “assure” an applicant would graduate to be eligible to take the exam even though the physical act of graduation has not occurred. The intent is not to be just ‘on track’. It is the Program Director’s burden and decision. Now with more post graduate fellowships and residencies available, there is increased pressure on Program Directors to assist students in getting a license sooner than in prior years. It is a Board accommodation for an applicant who has met all the requirements for graduation, not total absolution for having to complete all requirements.

**Attorney Report**

The Attorney reported that he and the ED attended the Joint Legislative Administrative Procedures Oversight Committee meeting on Monday, March 9, 2020. This committee plans to

meet monthly and House member Sarah Stevens, Co-Chair, has a robust agenda regarding Occupational Licensing Boards.

Investigative Committee Recommendations for Disciplinary Action – Report to Board - Actions (T. Hale, Member of the Investigative Committee, recused herself and did not participate in votes related to the investigations in which she participated)

**V-007-'20 Passed - Julian Scott P14023 (Warning)**

Mr. Scott entered discharge notes in a patient chart prior to seeing the patient. Board made a motion to accept the recommendation of Warning, documentation course and reimburse the Board the cost of the investigation submitted by the Investigative Committee. **(Kesler)**

Members voting in the affirmative: Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**V-008-'20 Passed Michael Harrington II, P18147 (Suspension)**

Mr. Harrington engaged in sexually inappropriate conduct with a patient. Board made a motion to accept the recommendation submitted by the Investigative Committee **(Kesler)**

Members voting in the affirmative: Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**Attorney Transition Task Force (ATTF) – Chair Hale**

Hale discussed the recommendations from the Attorney Transition Task Force. She reported on RFP's sent earlier in 2020 and 3 comprehensive responses received from applicants which included occupational licensing board and administrative law experience of the responding law firms.

**V-009-'20 Passed Board voted to accept the recommendation of the Attorney Transition Task Force to continue the Board's relationship with Satisfsky & Silverstein, LLP, with primary responsibility for legal services to transition to David Gadd, JD. Silverstein will serve in a back-up role to Gadd and as an advisor to the Board during the Attorney transition. (Kesler)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**V-010-'20 Passed Recognition Event – Board voted to accepted Recognition subgroup of the ATTF recommendations to honor Silverstein on June 10, 2020 after the June Board meeting.** The event will be held at the AIHF conference center and an attendee list is being compiled. The suggested budget was approved. The Recognition subgroup was tasked with execution of the recognition event. **(MacRoberts)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner

Members voting in the negative: None

### **Executive Director's (ED) Update – [Attachments II - III]**

- Licensee Count- Going forward this report will be more comprehensive, including compact privilege holders and permittees, as we compare metrics from prior quarters/years and for budget preparations. The Board staff will study trends in applications as the PT Licensure Compact continues to grow and evolve.
- Adopted NCBPTE Goals and Priorities with 4Q 2019 update and Proposed 1Q 2020
- Personnel Consulting Projects
  - CAI HR Consulting – Compliance Audit and Best Practices Assessment document was shared with the Board. The ED has obtained post-assessment HR consulting services to complete compliance with the assessment.
  - Suzy Nisbet, Strategic HR Solutions – Consulting – Reviewed and update Job Descriptions/Performance reviews and Wage and Salary Compensation to the market. This is almost complete and will be used in budget preparations for FY2021.
  - Suzy Nisbet, Strategic HR Solutions – ED Job Description, Performance Review and Compensation – in process. The Board will need to review and approve the updated documents and process and complete the review for FY 2020.
- Executive Director - Executive Personnel Assistant(s) - Update
- Renewal Stats 2020 - Final reports 96% of licensees renewed by January 31, 2020. 4 licensees inadvertently let their license lapse on February 1, 2020 and continued to work. Three received advisory letters and one will be invited to the next Board meeting based on working for 2.5 weeks with a lapsed license and a history of prior discipline.
- Board Succession Planning Overview. An initial draft of the written succession plan for the Board was shared with the Board. To date, the Board has had success conducting the transition process for a new Board attorney. Cross training has been implemented in the various departments with the exception of the NCBPTE Managers and ED.
- Tentative - Scope of Practice/Practice Act/Rules – Ordering Imaging – this issue will be coming before the Board in coming months as a scope of practice question. Consideration will need to be given to rule or Practice Act changes regarding this topic.
- NC Board of Chiropractic Examiners and NCBPTE - MOU has been confirmed and signatures obtained from both the NCBOCE and NCBPTE.
- The Board Chair Appointed and Executive Director Review Task Force – D. Edwards, Leslie Kesler, and Jamie Miner will review the documents, and make a recommendation regarding approval of a compensation philosophy, performance review process and job description.

### **V-011-'20 Passed ED Job Description and Performance Review Process**

Board voted to develop an ED Review Task Force. The Chair appointed the following Board Members to serve on the Task Force: D. Edwards, (Chair), L. Kesler, J. Miner **(Rhone)**

- Members voting in the affirmative: Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
- Members voting in the negative: None

## Financial Report- [Attachments IV-VI]

The Executive Director reviewed the following with the Board:

- Financials – Comparison July 1, 2019 – Feb 26, 2020 to comparable period the following year (Profit – Loss comparison)
- Financials – Balance Sheet – February 26, 2020 comparison to the same period in 2019
- Adopted Budget for 2019-2020 – as reference
  - The Adopted budget FY 2020 as shown does not include Board approval for Executive Assistance of \$26,000.00 in Dec 11, 2019.
- Update Implementation of Financial Recommendations from Dec 11, 2019 - Board Staff successfully opened a CDARS account with Pinnacle transferring \$500,000.00 to establish the account. Information documentation for Pinnacle CDARS program
- Financial Recommendations – March – June 2020 – the Board approved moving all monies not covered by FDIC insurance and CD's with terms ending to the CDARS account.

### V-012-'20 Passed Pinnacle Bank

Board voted to approve recommendation to move money into the Pinnacle CDARS account as needed to maintain FDIC limits with all accounts. **(Kesler)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner

Members voting in the negative: None

- Personnel Hiring – Systems Administrator – David Nall

### V-013-'20 Passed Systems Administrator

Board voted to hire David Nall as a full time employee - Systems Administrator with the wage and benefits determined by the ED. **(MacRoberts)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner

Members voting in the negative: None

Comparison Budget to Actual – YTD – 02-26-20 Year to date the financial landscape of the NCBPTE is much more favorable than in recent past FYs, due to the end of litigation. Reserves are growing and monies are being transferred to more secure institutions. As CDs mature, they will be consolidated as well.

Reserve Accounting – MacRoberts asked about the accounting for allocation of funds to the Information Technology Reserve not shown on the documents reviewed. The Board approved this allocation in December 2019. This will be updated by the Dir. Administration and ED in concert with the Board Auditor.

**Federation (FSBPT)** – The ED reported the following:

- Board Regulatory Training – June 19-21, 2020 - Alexandria, VA –

- Leadership Issues Forum - Alexandria, VA, - July 18-19, 2020 Delegate and Administrator will attend
- 2020 Annual Meeting – October 22-24 – Orange Co., CA
  - 2020 Annual Meeting – October 22-24,– Orange Co., CA – Board Members interested in attending: MacRoberts, Rhone, Hale, (Rhone - Delegate & Ostlind -Alt Delegate)
- February News Brief and Events cancellation memos were shared with the Board.

#### **FSBPT Committee Service**

- Ostlind – Resolutions Committee
- Reed, Former Member – Finance Committee

#### **NCPTA & APTA Updates**

##### **NCPTA**

- NCPTA Newsletters–[https://ncpt.site-ym.com/page/ncpta\\_newsletters](https://ncpt.site-ym.com/page/ncpta_newsletters)
- Fall Conference 2020 – October 23-24, 2020 Benton Convention Center Winston-Salem.
- NCBPTE Board Appointments – Nomination/Voting Process.. By statute, this process is managed by APTA-NC. The ED and Board Attorneys will have a conference call with APTA-NC representatives to discuss their questions regarding the process and moving to electronic versus paper mechanism.

##### **APTA**

- CSM-2020-February 12-15-2020, Denver, Colorado
- NEXT Conference and Exposition, June 3-6-2020, Phoenix Arizona

#### **Report from Deputy Director, which includes Continuing Competence [Attachments VII - IX]**

- Deputy Director Report-  
Exemptions- The Board has not received any new continuing competence exemption request since the previous Board meeting. Currently the Board has 13 licensees with exemptions from continuing competence requirements because they are over 65.

Audits- The Board was able to electronically assure that all licensees in the 2018-20 continuing competence reporting period had entered the minimum number of points (contact hours) (20 PTA, 30 PT) in order to renew their license for 2020. We are currently conducting a random audit on licensees who just finished the 2018-20 continuing competence reporting period and those licensees who had discipline. The initial notifications were sent out on February 28, 2020.

Course approvals- Since the previous Board meeting, the Board office has reviewed and approved 5 continuing competence activities that were submitted.

School Education- Ragan is scheduled to talk to the first year DPT students at Methodist University on May 17.

- Record Retention Calendar - The Board staff has successfully implemented a perpetual calendar for scheduled retention tasks in accordance with the NC State Functional

Record Retention Schedule. The office is in the research phase of transitioning toward an electronic record retention schedule.

- Licensing Team Update
  - Renewals 2020 – update
  - Licensing-modernization-work flow and written process. The goal is to have an up to date, comprehensive, electronic policy and procedure manual for licensing functions before the end of 2020. This will include consistent email templates, FAQ’s, How-To Sections, and updated procedures reflecting current processes as determined by the PT Practice Act and Board Rules.
  - Revivals and FBI CBC requirement – this will require a rule change to be implemented. It is anticipated this can be addressed during the summer of 2020.

**Committee on Board Rules - Updates:**

- The Rules Committee will reconvene after the current permanent rule making process has concluded, anticipated in early May, 2020.
- Technical Rule Changes: The Board is submitting technical rule changes for the following rules: 21 NCAC 48C .0103, .0501; 48G .0105-.0108, .0110-.0112, and .0704-.0706, to address various statutory reference updates and History Notes
- Adopting and Amending Permanent Proposed Rules – Vote required. The Board reviewed the rules and proposed a motion.

**V-014-'20 Passed** The North Carolina Board of Physical Therapy Examiners moved to adopt the rule cited as 21 NCAC 48E .0510 and amend the rules cited as 21 NCAC 48B .0102, .0103; 48D .0102; 48E .0101, .0110-.0112; 48G .0109, .0202, and .0504. The changes to the aforementioned rules are being requested to make the rules consistent with current practice and policy by the NCBPTE

Motion to adopt proposed rules. **(Kesler)**

Members voting in the affirmative:	Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

**Prometric Report – [Attachment X]**

CBT comments submitted by examination candidates for Oct-Dec 2019 were reviewed by the Board. *(Note NC results)*. As noted, the satisfaction scores for NC have improved. Licensing staff believes that after several months of applicants familiarizing themselves with new online application processes and FBI CBC requirements applicants satisfaction perceptions are similar to historical high scores.

**Correspondence with schools and Annual School Reports [Attachments XI-XIV]**

Pass rates for the following years were reviewed with the Board:

- Pass rate **(2019)** for North Carolina PT & PTA schools *(as of Feb 17, 2020)*
- Pass rate **(2018)** for North Carolina PT & PTA schools *(as of Feb 17, 2020)*
- Pass rate **(2017)** for North Carolina PT & PTA schools *(as of Feb 17, 2020)*

- Pass rate (**2016**) for North Carolina PT & PTA schools (*as of Feb 17, 2020*)
- Updated School Addresses were shared with the Board
- 2019-2020 – Exam Schedule and Board Member Score date notifications were noted for Board member availability (Important dates – eligibility deadlines; Score days)
- Schools presentations:
  - Ragan – Methodist University – March 2020
  - Arney – Wingate University – March 2020
- Schools communications:
  - Fayetteville Tech CC – Bridge Program for military members
  - WCU PT CAPTE Probation
  - ECU – Amy Gross-McMillan re: Faculty licensure
  - Craven CC – Assured graduation
  - South CC – Response letter addressing the Board’s concerns about pass rates
  - Southwestern CC PTA program – Assured Graduation - Ragan

**Ethics Commission-** Board members were reminded of their annual obligation to complete the SEI form and biennial Ethics Training. Different methods for completing ethics training were reviewed. The Board was reminded that the NC School of Government is available for periodic Board Ethics training.

- [www.sosnc.gov](http://www.sosnc.gov) - IMPORTANT: Reminder regarding requirement for Mandatory Ethics Education and finding instructions. (*required every 2 years--submit reimbursement request*) See the Compliance Report for dates due.
- SEI Due Annually – April 15 SEI reminder and Online filing instructions

**Responses from ED/DD to questions addressed at the previous Board Meeting – [Attachments XV - XIX]**

- R. Bruzga & M. Essa – Blood Flow Restriction Training
- B. Harding – Musculoskeletal Ultrasound Practice; Can Diagnostic US be used in guiding dry needle placement?
- H. Abrams – Radial Pressure Wave Treatment
- R. Lazicki – Dry Needling – Connective Tissue
- D. Fowler – Rigid Casting

**PT Licensure Compact [Attachment XX]**

Compact Privilege and Payer Policy

- Medicare – a letter shared with the Centers for Medicare and Medicaid Services by the Compact was shared with the Board. Medicare will allow compact privilege holders to be eligible for reimbursement under Medicare.
- NC Medicaid and third-party payers allowing compact privilege holders to be eligible for reimbursement was discussed.

All member states have been requested to submit Public Comments for Compact Bylaws, Rules and Policy and Procedure

## **Board Appointments - 2020**

Governor Appointments – for Terms from Jan. 1, 2020 – Dec. 31 2022

- Paul Garcia MD – re-appointed
- Jamie Miner, PT – appointed
- Public Member – no change to date. Stuart MacRoberts will continue to serve.

**Potential legislation (and other materials) that could impact Boards** - Silverstein provided an update of the 2020 Legislative Session thus far, including:

- Arney and Silverstein attended the scheduled – March 9, 2020 – Joint Legislative Administrative Procedure Oversight Committee Meeting- NCGA. This topic was addressed in the Attorney Report.

**Submission of Reports to the State** – The Board reviewed the reports to the State and other entities submitted in the last quarter: **[Attachments XXI - XXVII]**

- OSBM Fee Report
- Department of Commerce Military Permittees
- Notification of Governors office of scheduled meetings of NCBPTE 2020
- NC Community Colleges - submission
- Public Records Request – updated disciplinary information 4Q 2019
- Director and Officers Insurance Policy – Renewal 2020
- Child Support - submission
- State Farm Policy Update – Worker’s Comp. Liability and Cyber rider
- CAI Survey Benefits – 2020
- Annual Report to OSBM on Rulemaking
- Response to AETHA request for information

**Board Technology - Updates – Seipp [Attachments XXVIII - XXIX]**

- IT Department Updates – Director of IT – Gregg Seipp
- Systems Administrator (contract) – David Nall
- Website Modernization – Overview
- Questions for the IT Staff
- Appointment of Board Member to Website Task Force – Hale

**Scope of Practice Questions for Board Consideration –**

- M. Essa, PT – follow up question regarding Blood Flow Restriction Training. Arney provide this response as information to the Board, that was addressed after the December 11, 2019 scope of practice decision. Mike Essa, PT, posed the question: Does the ruling that was discussed below (BFRT) apply to PTA’s? Arney responded with the following: In order to respond to your follow-up question regarding Blood Flow Restriction Training and whether a PTA may perform the technique, I have consulted with the Board Attorney. First, if the technique does not require evaluation, it may be delegated to a

PTA who has the education/training and competence to perform the technique. It is incumbent upon the PT license to assure that the PTA always works under the supervision of a PT, the PT delegates only portions of the plan of care that are safe and effective for the patient and the PTA is trained to perform.

- A. Potts, PT – Labs Question – The Board considered three questions as follows:

1) Is it against our state practice act/PT scope to suggest to a patient that they get certain lab testing (not blood panel - only blood spot, stool sample, saliva for example).

2) Is it ok to review, explain, and educate the patient about their labs without giving them a diagnosis?

3) Is it ok to give recommendations about diet based on lab results for educational and general purposes with "prescribing" anything?

The Board responded with the following:

In response, your questions were brought before the Board on March 11, 2020 for discussion and consideration. After the Board discussion, and review of information available, the Board provided this response: "...The standard for making this determination is contained in Board Rule 21 NCAC 48C .0101 (a) Permitted Practice, which states, "Physical therapy is presumed to include any acts, test, procedures, modalities, treatments, or interventions that are **routinely** taught in educational programs, or in continuing education programs for physical therapists and are **routinely** performed in practice settings."

The Board considered to what extent a physical therapist can gather information from patient lab testing. The Board determined it would be within the scope of practice and appropriate for a physical therapist to gather basic information on lab values which may have an impact on the PT plan of care. However, to provide an educational intervention, especially on lab results unrelated to the PT plan of care, would not be considered within the scope of practice for a physical therapist. If a PT identifies an abnormal lab value, it is the physical therapist's responsibility to contact the appropriate health care practitioner to let him / her know of the discrepancy.

Therefore, advising patients that they need to get certain labs, and educating patients about their labs would not fall within the scope of physical therapy practice in North Carolina. Further, clients receiving this education should not be advised or led to believe they are receiving physical therapy.

The Board determined that the standards of Board Rule 48C .0101 (a) are not met at this time for a PT licensee to order or recommend lab tests for patients and provide other than general, publicly available information about patient lab test results, as physical therapists do not make medical diagnoses.

Question three (3) is answered by Position Statement: "Vitamins, Nutritional Supplements, Over-the-Counter Medications", which can be viewed in its entirety on the Board's website at [www.ncptboard.org/PositionStatements](http://www.ncptboard.org/PositionStatements).

Other regulatory organizations. These organizations have relevant regulatory information and educational sessions that Board members should find useful as they increase their knowledge and understanding of their roles and responsibilities as Board members.

- INPTRA and CLEAR notifications were provided for Board review

### **Credentialing Agencies**

- FCCPT - The FCCPT has changed the foreign educated application credentials review form. Board members were provided a copy of the recent version which provides the most relevant information consistently on the front page. They will begin to see these forms when reviewing applications for exam eligibility and licensure.

**Correspondence from ED, Articles, etc.** - the following questions received and answered by the ED and were reviewed:

- Ethics and Compliance
- Your NC PT/PTA license has NOT been renewed
- Referral to Physicians and Dentists via EMR Referrals
- Iontophoresis
- Self-Reporting
- Supervision contract for associate licensure decrypt
- Acupuncture
- Primary Source Verification

### **Chair Hale reminded the Board of dates for upcoming Board Meetings:**

Meetings will be held in Raleigh for the next proposed dates. Details about hotel arrangements will be sent to all Board members prior to the next meeting. The Board Chair expressed a preference on behalf of fellow Board members to have all future meetings at the AIHF conference center vs. the Board office suite, due to increased space available. Preference for hosting subcommittee meetings via telecommunication or at the Board office was expressed by the Chair, which was agreed to by the Board Attorneys Silverstein and Gadd.

### **Location: 8300 Health Park, Raleigh, NC 27615 - AIHF Conference Center or Suite 233**

- June 10, 2020– (Wednesday)
- September 02, 2020–(Wednesday)
- December 09, 2020–(Wednesday)

Meeting adjourned by T. Hale, Chair, at 2:07p.m.

Submitted,



Cindy D. Kiely  
Director of Administration  
Recording Secretary

\*Indicates unanimous approval