

MINUTES -- REGULAR BOARD MEETING
STATE BOARD OF ORTHOTICS, PROSTHETICS AND PEDORTHICS

MAY 19, 2004

This regular meeting of the State Board of Orthotics, Prosthetics and Pedorthics (BOPP) was held on the above date at 77 South High Street on the 31st floor in the Riffe Center, Columbus, Ohio.

I. Call to Order: President Steve LaForge called the meeting to order at 6:00 p.m.

Roll Call:

Present Board Members: Mark Horwitz, Steve LaForge, James Powers, MD, Jack Reser, Kathleen Simmons and Doug Van Atta

Members Absent: Manuel Garcia

Staff: Mark Levy, Board Director
Dominic Chieffo, Assistant Attorney General

II. Amendments to agenda

It was moved/seconded (Reser/Powers) to approve the agenda as distributed. Unanimous.

III. Approval of minutes of March 31, 2004

It was noted that the minutes as circulated failed to note Ms. Simmons' appointment, attendance and swearing in. The minutes were approved conditioned upon correcting this omission. (Motion: Powers/Van Atta)

IV. Executive Session was convened by unanimous roll call vote at 6:10 p.m., to consider matters regarding personnel, licensee discipline/complaints, and issues requiring privileged attorney-client communications. The Board emerged from Executive Session at 6:15 p.m. by the same method.

V. Director's Report -- Mark Levy

A. Legislative update: A legislative tracking document was distributed with appropriate updates. Members are encouraged to review new and pending legislation, accessible at www.lsc.state.oh.us/statusreport.html, and advise the office of any other legislative matters that should be tracked and reported.

B. Budget update:

1. FY04 performance data was distributed. Expenditures at present level are running under budget, projected at about 20% (\$20K) below allocations. Mr. Levy requested authorization to commit up to \$10,000 of FY04 funds for office re-design work, to replace current office furniture which was patched together from items available from state salvage and other agencies, to a coordinated modular office system as recommended by the Interior Design Group of the State Architect's office. It was moved/seconded (Reser/Simmons) to move uncommitted funds from Personnel and Operating Expense lines as needed up to \$10,000 for this purpose. Passed unanimously.

2. An FY05 budget allocation plan was distributed, including a proposal to shift support staffing from a Temporary Services model to one in which a new Intermittent Employee position is created. This is a classification in the State of Ohio system that

carries no benefits, and cannot be utilized for more than 1000 hours per year. Mr. Levy requested authorization to allocate up to \$7500 in FY05 funds for the position at 600 hours per year, or about 24 hours per 2-week pay period. Goal is to fill the position with a candidate who wants part-time work; temporary staffing services tend to be filled by persons seeking full-time employment. After discussion, it was moved/seconded (Powers/Horwitz) to authorize this budget allocation. Unanimous.

3. A modest appeal of OBM's proposal to cap the OPP budget for FY06-07 at FY05 levels was undertaken with oversight provided by members Horwitz and Garcia, requesting a 2.5% increase for FY06, and 5% for FY07. The matter is still pending.

C. Audit completed -- Management letter was distributed. Mr. LaForge and Mr. Levy met with the auditors' representatives at the beginning and end of the process. There was a thorough discussion of the results, noting that some recommendations have been implemented and others are in process. It was noted that the new staffing model may address some concerns by providing for consistent support services toward appropriate segregation of duties for fiscal and management issues. It was moved/seconded (Reser/Van Atta) that the Director respond in writing noting the Board's receipt, review, and thorough discussion. Passed unanimously. Mr. Reser also requested the minutes reflect appreciation for Mr. LaForge's extra efforts as regards oversight of the audit process and participation in complying with auditors' requests.

D. Guide to Public Participation in Rule-Making -- This document had been circulated to the Board previously, and Mr. Levy noted that Board is required to publish such a document pursuant to ORC §119.0311. Approval of the document was moved/seconded (Horwitz/Reser), passed unanimously.

VI. Report on Pending License Applications: The following candidates for licensure were approved by unanimous vote except as noted:

<u>License Type</u>	<u>Candidate</u>	<u>Moved/Seconded</u>	<u>Abstained</u>
PEDORTHIST	Brett Clary	Van Atta/Reser	
PEDORTHIST	Maureen Georgevich	Van Atta/Powers	Reser
PEDORTHIST	Martin Woodall	Van Atta/Simmons	
PEDORTHIST-TEMP	Kim Purtan	Van Atta/Simmons	

VII. Old Business:

A. Office Policies -- Hours, Attendance, Decorum, Discipline: Policy language previously circulated to the Board was taken off the table and discussed. It was moved/seconded (Reser/Horwitz) to adopt the policy language as circulated. Vote was unanimous.

B. Compensatory Time Policy -- Exempt Personnel: Policy language previously circulated to the Board was taken off the table and discussed. It was moved/seconded (Simmons/Horwitz) to adopt the policy language as circulated. Vote was unanimous.

C. Board Process -- Procedure for Position Vacancy - Director: Policy language previously circulated to the Board was taken off the table and discussed. It was moved/seconded (Powers/Van Atta) to adopt the policy language as circulated. Vote was unanimous.

VIII. New Business: Items A-C tabled until next meeting (Reser/Horwitz/unanimous).

- A. Fiscal Processing Policy -- deposits and revenue reconciliation.
- B. Fiscal Processing policy -- review of expenditures.
- C. Application/Renewal Processing Policy
- D. Next Meeting dates: Discussion yielded consensus on the following dates:

July 14, 2004
September 22, 2004

IX. Adjournment: The meeting was adjourned by unanimous consent at 7:15 p.m.

Respectfully Submitted,

Approved:

/s/ *Mark B. Levy*

Mark B. Levy
Board Director

/s/ *Steven G. LaForge*

President

July 14, 2004

Date