

# Business Meeting Minutes

## August 21, 2020



WASHINGTON  
**Medical  
Commission**  
Licensing. Accountability. Leadership.

### Virtual Meeting via GoToWebinar

#### Commission Members

James E. Anderson, PA-C  
Toni Borlas, Public Member  
Charlie Browne, MD  
Jimmy Chung, MD, 2<sup>nd</sup> Vice Chair  
Diana Currie, MD  
Karen Domino, MD  
Christine Blake, Public Member  
Warren Howe, MD  
April Jaeger, MD  
Charlotte Lewis, MD

John Maldon, Public Member, Chair  
Terry Murphy, MD  
Alden Roberts, MD  
Scott Rodgers, JD, Public Member  
Theresa Schimmels, PA-C  
Robert Small, MD  
Claire Trescott, MD, 1<sup>st</sup> Vice Chair - Absent  
Candace Vervair, Public Member  
Richard Wohns, MD  
Yanling Yu, PhD, Public Member

#### Commission Staff

Colleen Balatbat, Staff Attorney  
Morgan Barrett, Director of Compliance  
Jennifer Batey, Legal Support Staff Manager  
Larry Berg, Staff Attorney  
Amelia Boyd, Program Manager  
Kayla Bryson, Executive Assistant  
Jimi Bush, Director of Quality & Engagement  
Sarah Chenvert, Performance Manager  
Marisa Courtney, Licensing Lead  
Melanie de Leon, Executive Director  
Mike Farrell, Policy Development Manager  
Gina Fino, MD, Investigator  
Ryan Furbush, Paralegal  
Rick Glein, Director of Legal Services  
George Heye, MD, Medical Consultant  
Mike Hively, Information Liaison  
Jenelle Houser, Legal Assistant

Kyle Karinen, Staff Attorney  
Shelley Kilmer-Ready, Legal Assistant  
Becca King, Administrative Assistant  
Richelle Little, Staff Attorney  
Stephanie Mason, Public Relations & Legislative  
Liaison  
Micah Matthews, Deputy Executive Director  
Melissa McEachron, Director of Operations  
& Informatics  
Joe Mihelich, Health Services Consultant  
Marne Nelson, RN, Investigator  
Freda Pace, Director of Investigations  
Ariele Page Landstrom, Staff Attorney  
Dawn Thompson, Informatics Technical Specialist  
Sara Wibowo, Paralegal  
Trisha Wolf, Staff Attorney  
Gordon Wright, Staff Attorney

#### Others in Attendance

Alan Brown, MD, Pro Tem Commissioner  
Chris Bundy, MD, Executive Medical Director,  
Washington Physicians Health Program  
Heather Carter, Assistant Attorney General  
Mary Curtis, MD, Pro Tem Commissioner

Katerina LaMarche, Washington State Medical  
Association  
Cori Tarzwell, DOH Policy Analyst  
Gregory Terman, MD, Pro Tem Commissioner

## 1.0 Call to Order

John Maldon, Public Member, Chair, called the meeting of the Washington Medical Commission (Commission) to order at 8:00 a.m. on August 21, 2020.

## 2.0 Housekeeping

Amelia Boyd, Program Manager, gave an overview of how the meeting would proceed.

## 3.0 Chair Report

Mr. Maldon welcomed everyone to the meeting and introduced himself as the new Chair of the Commission.

Mr. Maldon stated that this will be the last meeting for Commissioners Warren Howe, MD and Candace Vervair, Public Member as they are both moving out of state. He opened the floor to the Commissioners to speak about Dr. Howe and Ms. Vervair. Following these speeches, both Dr. Howe and Ms. Vervair spoke about their time on the Commission.

Mr. Maldon praised Mike Hively, Information Liaison, for his continual assistance with technical issues.

## 4.0 Consent Agenda

The Consent Agenda contained the following items for approval:

4.1 Minutes from the July 10, 2020 Business Meeting.

4.2 Agenda for August 21, 2020. The agenda was amended to add an item to the Policy Committee Report: WAC 246-919-010 through 246-919-770 – allopathic physicians rulemaking.

**Motion:** The Chair entertained a motion to approve the Consent Agenda as amended. The motion was seconded and approved unanimously.

## 5.0 Old Business

### 5.1 Committee/Workgroup Reports

These reports were provided in writing and included in the meeting packet. There was nothing further to report beyond the written reports.

### 5.2 Rulemaking Activities

The rulemaking progress report was provided in the meeting packet. Ms. Boyd stated that the Commissioners would be voting on WAC 246-919-010 through 246-919-770 – allopathic physicians rulemaking as part of the Policy Committee report.

### 5.3 Lists & Labels Request

The following lists and labels requests were discussed for possible approval or denial. Approval or denial of these requests is based on whether the entity meets the requirements of a “professional association” or an “educational organization” as noted on the application ([RCW 42.56.070\(9\)](#)).

- Spectrum Healthcare Resources

**Motion:** The Chair entertained a motion to deny the request. The motion was seconded and approved unanimously.

- Telebehavioral Health Institute

**Motion:** The Chair entertained a motion to approve the request. The motion was seconded and approved unanimously.

- Washington State University

**Motion:** The Chair entertained a motion to approve the request. The motion was seconded and approved unanimously.

## 6.0 Public Comment

Chris Bundy, MD, Executive Medical Director, Washington Physicians Health Program provided comments about Ms. Vervair and Dr. Howe. He also congratulated Mr. Maldon for being elected Chair.

## 7.0 Policy Committee Report

Dr. Karen Domino, Policy Committee Chair, reported on the items discussed at the Policy Committee meeting held on August 20, 2020:

### Delegation of Signature Authority

Dr. Domino stated this document is updated each time a new Chair is elected and the revisions. She reported that the Committee recommended approval of the revised document.

**Motion:** The Chair entertained a motion to approve the document with the noted revisions. The motion was approved unanimously.

### Proposed Guideline – Medical Directors: Roles, Duties, and Responsibilities

Dr. Domino noted the suggested changes to the document made by the Committee that were different from the proposed document provided in the packet. She reported that the Committee recommended approval with the suggested changes.

**Motion:** The Chair entertained a motion approve the guideline as presented. The motion was approved unanimously.

### Communicating Test Results to Patients Guideline

Dr. Domino explained that the Committee suggested several revisions so this guideline will be revised and presented at a future meeting for discussion and decision.

### Proposed Procedure – Reopening a Closed Case

Dr. Domino noted the suggested changes to the document made by the Committee that were different from the proposed document provided in the packet. She reported that the Committee recommended approval with the suggested changes.

**Motion:** The Chair entertained a motion approve the procedure as presented. The motion was approved unanimously.

### WAC 246-919-010 through 246-919-770 – allopathic physicians rulemaking

Dr. Domino asked Ms. Boyd to report on this item. Ms. Boyd explained that a hearing was held on Wednesday, September 30 but that there was not a quorum of Commissioners so it could not be

approved. She went on to explain that the Commissioners saw this same language when they approved the second step in the rulemaking process, CR-102, and that the only change that was made was an “s” was removed from a word. She went on to explain that we received a comment for the rules hearing from an anesthesia association. That comment was not addressed as part of this rulemaking but a workgroup has been created to review the comment and decide if rulemaking should be recommended for the sections the comment is regarding. She stated that today the ask is that the Commission approve the language for permanent rule.

**Motion:** The Chair entertained a motion approve the language for permanent rule. The motion was approved unanimously.

## 8.0 Member Reports

Theresa Schimmels, PA-C, thanked everyone for their sentiments regarding the passing of her mother.

## 9.0 Staff Reports

The reports below are in addition to those available in the packet.

**Melanie de Leon, Executive Director** reported that an engagement survey was put together by staff for staff and we received 42 responses out of 55. One result of the survey is that the staff would like to stay connected through virtual social get togethers. She stated that some of the plans are to read books together and have virtual lunches among other things.

Ms. de Leon went on to say that each Friday she sends an email out to all staff and she includes the Chair, Mr. Maldon, where she gives highlights of goings on with the staff for that week.

Ms. de Leon reported that she has been asked by the Federation of Chiropractic Boards to present on the Sexual Misconduct Analysis Review Team (or SMART) process that we use for sexual misconduct cases in October.

She stated she will be on two panels for the Federation of State Medical Boards. The first will be August 27 about the changes we have made to our licensing application regarding the mental health and substance abuse questions. The second will be September 10 regarding sexual misconduct.

Finally, she stated that a virtual town hall will be held soon for staff. One of the things that will be discussed is the replacement of our case and licensing database system that is to come on board in 2023.

**Freda Pace, Director of Investigations** thanked both Dr. Howe and Ms. Vervair for their service to the Commission.

## 10.0 AAG Report

Heather Carter, AAG, had nothing to report.

## 11.0 ADJOURNMENT

The Chair called the meeting adjourned at 8:51 am.

Submitted by

(signature on file)

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Amelia Boyd, Program Manager

(signature on file)

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John Maldon, Public Member, Chair  
Washington Medical Commission

Approved November 13, 2020

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