



BOARD OF DENTAL EXAMINERS OF ALABAMA
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MINUTES
Board Meeting
December 3-4, 2015

The Board of Dental Examiners of Alabama met Thursday December 3, 2015 at the Board Office in Hoover, Alabama to conduct business.

The President called the meeting to order at 6:00 p.m. with the following members in attendance: Dr. Sam J. Citrano, Jr., President, Dr. William E. Chesser, Vice President, Dr. Adolphus M. Jackson, Dr. Thomas G. Walker, Dr. Douglas Beckham, and Ms. Sherry Skinner Campbell, RDH. Also in attendance were Ms. Susan Wilhelm, Esq., Executive Director and General Counsel, Dr. Donna Dixon, Esq., Prosecuting Attorney, Mr. Blake Strickland, Investigator, Mr. Kevin Lane, Paralegal and Executive Assistant to Dr. Donna Dixon, Esq. and Ms. Susan Wilhelm, Esq., and Ms. Linda Dlugosz, Administrative Assistant.

The President determined that a quorum was present; Counsel orally confirmed.

The meeting was advertised on the Board's web site, www.dentalboard.org, and on the Secretary of State's website, www.sos.alabama.gov, in compliance with the Alabama Open Meetings Act.

Dr. Citrano, Jr. welcomed guest, Renea Chapman and new staff member, Blake Strickland, Investigator.

The President asked for review of the minutes from the November 12-13 meeting. Dr. Jackson moved to approve the minutes as presented. Dr. Chesser seconded the motion and it was approved by general consent.

Ms. Wilhelm presented the financial report on behalf of Dr. Gamble. Dr. Chesser moved to approve the financial report as presented. Dr. Walker seconded the motion and it was approved by general consent.

The President invited any public comments. There were none at this time.

Ms. Renea Chapman presented a report from the ADHP Restructuring Committee.
She distributed an outline of the course the Committee recommends for the Instructor Certification Program.

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Board of Dental Examiners of Alabama

The Committee is reviewing text books for ADHP classes. They are also preparing a PowerPoint presentation.

The Committee suggests the fee for the instructor certification course to remain \$75.00.

The Committee highly recommends that instructors should have a manual; it could be put on a USB flash drive for each Dentist Instructor; which is less expensive than printing.

This concluded Ms. Chapman's report.

Members reviewed a letter from the AADB requesting Council and Commissions appointments for the ADA.

Members noted a document forwarded by Dr. Cimis from the Department of Health regarding fentanyl-related unintentional overdose fatalities.

Members reviewed a report from ADEX: *Highlights from 2015 ADEX Annual Meetings*. Dr. Chesser gave a summary of changes in the past year. The 12th ADEX House of Representatives meeting is scheduled for Sunday August 7, 2016 at the Doubletree Hotel, Rosemont, IL. Dr. Chesser answered some questions posed by other members.

Dr. Beckham moved to approve Dental Licensure by Credentials based on successful completion of the jurisprudence exam for the following applicants. Dr. Jackson seconded the motion and it was approved by general consent with the hygiene member abstaining from the vote.

- Billy Hall, DDS
- Glenn Steen, DDS

Dr. Chesser moved to approve Dental Licensure by Regional Exam based on successful completion of the jurisprudence exam for the following applicants. Dr. Walker seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

- Abigale Adams, DMD
- Michael Collier, DMD
- Danielle Gilbert, DMD
- Paul Lewis, DDS
- Susan Whitt, DMD

The President called on Dr. King, guest, who wished to make comments. Dr. King distributed a letter regarding flu and HPV vaccinations. He asked the Board consider amending the Dental Practice Act to allow dentists to administer these inoculations.

Ms. Wilhelm presented the Executive Director report.

She has received all 2015 Board Election candidates' affidavits.

Members discussed the letter sent to Dr. Thomas T. Willis regarding his contributions and Dr. Willis' response. This concluded the Executive Director's report.

A certified letter was mailed to Ms. Marianne Wilkinson Tuesday Dec. 1, 2015 regarding her request related to her employment separation from the Board and her subsequent lawsuit.

Renewal applications are now being processed as they come in; there is no back log. There are still 904 renewals in *Active in Renewal* status (e.g. licenses that have not yet been renewed). About 240 of these are dentists and about 660 dental hygienists. Renewals are coming in on a daily basis but in small quantities. The returned renewal letters have been reconciled – those still in renewal status were contacted by email and/or telephone to confirm their contact information and letters and username and passwords for online license renewal were resent to those individuals.

The new State car for the Investigator is expected to be delivered first of next week.

Rocket Town Media should have a draft website ready for review very soon. This concluded the Executive Director's report.

At 7:25 p.m. The President called a break. The meeting resumed at 7:40 p.m.

Ms. Wilhelm presented the Legislative Committee report

Ms. Wilhelm and Mr. Steve Windom met with Dr. Zack Studstill in Montgomery this morning to discuss proposed amendments to the Alabama Dental Practice Act. Dr. Studstill said the ALDA Legislative Committee will meet in January. Ms. Wilhelm will prepare a list of the proposed amendments with notes regarding same to Dr. Studstill for his use at that meeting.

At 8:04 p.m. the President recessed the meeting until 8:30 a.m. Friday.

Board Meeting
Friday, December 4, 2015

The meeting of the Board of Dental Examiners of Alabama reconvened Friday, December 4, 2015 at the Board Office in Hoover, Alabama.

The President called the meeting to order at 8:35 a.m. with the following members in attendance: Dr. Sam J. Citrano, Jr., President, Dr. William E. Chesser, Vice President, Dr. Adolphus M. Jackson, Dr. Thomas G. Walker, Dr. Douglas Beckham, and Ms. Sherry Skinner Campbell, RDH. Also in attendance were Ms. Susan Wilhelm, Esq., Executive Director and General Counsel, Dr. Donna Dixon, Esq., Prosecuting Attorney, Mr. Blake Strickland, Investigator, Mr. Kevin Lane, Paralegal and Executive Assistant to Dr. Donna Dixon, Esq. and Ms. Susan Wilhelm, Esq., and Ms. Linda Dlugosz, Administrative Assistant.

The President determined that a quorum was present; Counsel orally confirmed.

The meeting was advertised on the Board's web site, www.dentalboard.org, and on the Secretary of State's website, www.sos.alabama.gov, in compliance with the Alabama Open Meetings Act.

Dr. Mike Garver presented the Wellness report. At 8:55 he concluded the report and left the meeting.

Dr. Bobby Wells presented the Inspections report.

He and Mr. McAdams completed inspection on 9 UAB sites on November 27-28. They were all approved.

On November 23 Dr. Leslie Ann Frese brought a portable unit to the board office for Dr. Bobby Wells, Mr. McAdams and Mr. Strickland to inspect. The unit will be used at nursing homes; Dr. Frese will store patient records at her office. The unit was approved. Dr. Wells told the doctor to advise the Board if she decides to use the unit anywhere besides nursing homes. This concluded the report.

Ms. Wilhelm presented the Legislative report supplied by Mr. Steve Windom.

Ms. Wilhelm recapped the prior day's meeting with Dr. Studstill and added information related to credit-card reimbursements for dental health insurance providers.

Dr. Walker discussed the proposed amendments and expressed concerns regarding proposed changes to disciplinary actions. The Board confirmed that the proposed amendments will not be finalized until further review by the Board at the January meeting.

Ms. Wilhelm presented draft changes for Rule 270-X-4.04. The draft Rule changes the acquisition of CEs back to obtaining all CEs that are required in one year – Oct 1st through the following September 30th – for the next year's renewal. Members discussed how many hours should be allowed to be obtained online. Voting on changes to Rule 270-X-4.04 was tabled until the January 2016 meeting.

Ms. Hilda Johnson joined the meeting and presented the ADHP report.

Ms. Johnson has reserved a room for Instructor Certification class on Sunday Feb. 7, 2016, during the U.A.B. S.O.D. Alumni Weekend, from 9:00-11:00 a.m. There will be an additional instruction

courses given at the ALDA Gulf Coast Conference and Annual Session and the Alabama Academy of General Dentistry Conference.

Dr. Weatherford and Dr. Litz will lecture at the January ADHP class.

In February, a CITA representative will attend the ADHP session to help students start preparing their CITA applications and advise them about patient selection and appropriate radiographs.

The ADHP Comprehensive exam has tentatively been set for Saturday June 4, 2016 at Volker Hall, UAB. Registration will be at 8:00 a.m.; then exam until 11:00 when the jurisprudence exam will be administered. Ms. Johnson reiterated the busy schedule for June: Board meeting June 2; comprehensive exam June 4; Instructor class at Perdido the following week end. This concluded the report.

Dr. Beckham moved to notice the Respondent of case #2015-51 for a hearing. Dr. Jackson seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

Dr. Chesser moved to notice the Respondent of case #2015-70 for a hearing. Dr. Citrano seconded the motion and it was approved by general consent with the case team leader abstaining from the vote.

Dr. Chesser moved to notice the Respondent of case #2015-71 for a hearing. Ms. Campbell seconded the motion and it was approved by general consent with the case team leader abstaining from the vote.

Dr. Walker moved to close case #2015-55 with a *Cease and Desist* letter to the Respondent. Dr. Beckham seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

Dr. Dixon and Ms. Wilhelm presented the Attorney report.

At 9:49 a.m. the President announced a break; the meeting resumed at 10:15 a.m.

Dr. Citrano, Jr. attended the SRTA examination in Birmingham as an observer but was asked to be a grader. SRTA will be back in Birmingham February 2016 to test. CRDTS tested in Birmingham in October. Dr. Citrano, Jr. estimates for future testing there will be about 20 CRDTS, 20 CITA, and 20 SRTA applicants to take an exam.

Ms. Wilhelm announced that Mr. Blake Strickland came aboard Tuesday, December 1, 2015.

Ms. Wilhelm called Dr. Howard R. Gamble, who was convalescing at home. Members spoke with him and wished him well.

Ms. Wilhelm reminded members that, if they planned to attend the Southern Conference of Dental Deans and/or the CITA Annual Meeting in January, to please forward their travel plans (air tickets with travel dates and costs) to her as soon as possible so she may request approval for out-of-state travel from the Governor's Office.

At 10:45 a.m. Dr. Walker moved to adjourn the meeting. Dr. Chesser seconded the motion and it was approved by general consent.

Respectfully Submitted,

Dr. Sam J. Citrano, Jr. President (in the absence of Dr. Howard R. Gamble, Secretary/Treasurer)

Approved: Dr. Sam J. Citrano, Jr.

Submitted by: Linda Dlugosz

BOARD OF DENTAL EXAMINERS OF ALABAMA
Profit & Loss Budget Performance
October 2015

Jan, 2016 Bd Meeting
Bk Bal as of 10/31/2015
Ck \$1,827,050.33
MM \$301,491.11

	<u>Oct 15</u>	<u>Budget</u>	<u>Oct 15</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
501 · Annual Dental Registration	408,600.00		408,600.00		
502 · Annual Hygiene Registration	208,975.00		208,975.00		
503 · Controlled Substance Fee	195,685.00		195,685.00		
504 · Annual Teaching Permits	4,800.00		4,800.00		
505 · ADHP Certification	75.00	0.00	75.00	0.00	0.00
507 · Drug Log Books	14.00	0.00	14.00	0.00	0.00
508 · ADHP	0.00	0.00	0.00	0.00	0.00
509 · Dental Exam Fee	400.00	0.00	400.00	0.00	0.00
510 · Original License Fee	100.00	0.00	100.00	0.00	0.00
511 · Licenses Reprint Fee	225.00	0.00	225.00	0.00	0.00
512 · Dental Hygiene Exam Fee	1,000.00	0.00	1,000.00	0.00	0.00
513 · Directory Fee	200.00	0.00	200.00	0.00	0.00
515 · Penalty Fee	850.00	0.00	850.00	0.00	0.00
516 · Privilege License Money	0.00	0.00	0.00	0.00	0.00
517 · Interest Inc - checking	17.92		17.92		
518 · Parental Sedation Permit Fee	7,000.00		7,000.00		
519 · Anesthesia Permit	20,600.00		20,600.00		
521 · Other Income	0.00	0.00	0.00	0.00	0.00
525 · Dent Hyg Bd Appl	0.00	0.00	0.00	0.00	0.00
526 · ADHP Materials	0.00	0.00	0.00	0.00	0.00
527-1 · Administrative Costs	0.00	0.00	0.00	0.00	0.00
527 · Disciplinary Fines (Prior)	4,600.00		4,600.00		
528 · Initial Anesthesia Evaluation	0.00	0.00	0.00	0.00	0.00
529 · OCS Annual Reg. Fee	16,350.00		16,350.00		
530 · Licensure By Credentials	0.00	0.00	0.00	0.00	0.00
531 · RETURNED CHECK CHARGES	0.00	0.00	0.00	0.00	0.00
533 · Dental Lic. Bd Exam Application	800.00	0.00	800.00	0.00	0.00
540 · Special Purpose Dental Lic Fee	0.00	0.00	0.00	0.00	0.00
545 · Special Purpose Hygiene Lic Fee	0.00	0.00	0.00	0.00	0.00
Total Income	<u>870,291.92</u>	<u>0.00</u>	<u>870,291.92</u>	<u>0.00</u>	<u>0.00</u>

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	<u>Oct 15</u>	<u>Budget</u>	<u>Oct 15</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Gross Profit	870,291.92	0.00	870,291.92	0.00	0.00
Expense					
0100-0 · Personnel Costs	39,908.11	0.00	39,908.11	0.00	0.00
0114-0 · Board Member Compensation	1,500.00	0.00	1,500.00	0.00	0.00
0198-0 · Bonus	0.00		0.00		
0201-0 · Payroll Expenses	3,126.36	0.00	3,126.36	0.00	0.00
0202-0 · Pension Plan	0.00	0.00	0.00	0.00	0.00
0203-0 · Medical Insurance	3,557.50	0.00	3,557.50	0.00	0.00
0204-0 · Workman Comp. Ins.	0.00	0.00	0.00	0.00	0.00
0205 · Unemployment Fees	0.00	0.00	0.00	0.00	0.00
0300-0 · Travel - In-State	164.03	0.00	164.03	0.00	0.00
0400-0 · Travel - Out-of-State	0.00	0.00	0.00	0.00	0.00
0500-0 · Repairs & Maintenance	437.04	0.00	437.04	0.00	0.00
0600-1 · Rentals & Leases/Offsite Meetin	0.00	0.00	0.00	0.00	0.00
0602-1 · Rent on Building	7,977.35	0.00	7,977.35	0.00	0.00
0700-0 · Utilities & Communications					
0700-1 · Utilities - Telephone	0.00	0.00	0.00	0.00	0.00
0700-2 · Utilities - Cell Phone	0.00	0.00	0.00	0.00	0.00
0700-3 · Utilities - Power	0.00	0.00	0.00	0.00	0.00
Total 0700-0 · Utilities & Communications	0.00	0.00	0.00	0.00	0.00
0800-0 · Professional Services	23,356.62	0.00	23,356.62	0.00	0.00
0800-1 · Membership Dues & Subscriptions	3,406.00	0.00	3,406.00	0.00	0.00
0801-0 · Board Attorney Fees	4,324.61	0.00	4,324.61	0.00	0.00
0840-0 · CONSULTANTS	5,000.00	0.00	5,000.00	0.00	0.00
0899-1 · Evaluator Fees	550.00	0.00	550.00	0.00	0.00
0899-2 · Hearing Officer Fees	0.00	0.00	0.00	0.00	0.00
0899-6 · A.D.H.P. Materials & Supplies	0.00	0.00	0.00	0.00	0.00
0900-0 · Office Expense	1,433.59	0.00	1,433.59	0.00	0.00
0900-1 · Recycle / Paper Disposal	262.05	0.00	262.05	0.00	0.00

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0902-0 · NPDB HIPDB License Background	33.00	0.00	33.00	0.00	0.00
0906-0 · Printing & Supplies	0.00	0.00	0.00	0.00	0.00
0910-0 · Postage	2,000.00	0.00	2,000.00	0.00	0.00
0944 · Computer Expenses					
0944-0 · Computer Updates	3,615.34	0.00	3,615.34	0.00	0.00
0944-1 · Computer Support	35,165.75	0.00	35,165.75	0.00	0.00
Total 0944 · Computer Expenses	<u>38,781.09</u>	<u>0.00</u>	<u>38,781.09</u>	<u>0.00</u>	<u>0.00</u>
0951-0 · NSF	9.00	0.00	9.00	0.00	0.00
0999-0 · MISC.	0.00	0.00	0.00	0.00	0.00
1000-0 · Auto Expense	0.00	0.00	0.00	0.00	0.00
1000-1 · Vehicle Repairs & Maint.	0.00	0.00	0.00	0.00	0.00
1000-2 · Vehicle Fuel	0.00	0.00	0.00	0.00	0.00
1400-0 · Equipment					
0600-3 · Equipment Rental/Lease	2,296.49	0.00	2,296.49	0.00	0.00
Total 1400-0 · Equipment	<u>2,296.49</u>	<u>0.00</u>	<u>2,296.49</u>	<u>0.00</u>	<u>0.00</u>
6950 · Bank & CC Service Fees	16,569.83	0.00	16,569.83	0.00	0.00
Total Expense	<u>154,692.67</u>	<u>0.00</u>	<u>154,692.67</u>	<u>0.00</u>	<u>0.00</u>
Net Ordinary Income	715,599.25	0.00	715,599.25	0.00	0.00
Other Income/Expense					
Other Income					
524 · NSF Checks	-135.00		-135.00		
527-2 · ADPWC - Monitoring Fee	309.16		309.16		
560 · Online Renewals	216,176.84		216,176.84		
Total Other Income	<u>216,351.00</u>		<u>216,351.00</u>		
Net Other Income	216,351.00		216,351.00		

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	<u>Oct 15</u>	<u>Budget</u>	<u>Oct 15</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Net Income	<u>931,950.25</u>	<u>0.00</u>	<u>931,950.25</u>	<u>0.00</u>	<u>0.00</u>