



**BOARD OF DENTAL EXAMINERS OF ALABAMA**  
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**MINUTES**  
Board Meeting  
May 12-13, 2016

The Board of Dental Examiners of Alabama met Thursday May 12, 2016 at the Board Office in Hoover, Alabama to conduct business.

The Vice President called the meeting to order at 6:11 p.m. with the following members in attendance: Dr. William E. Chesser, Vice President, Dr. Adolphus M. Jackson, Secretary/Treasurer, 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, and Ms. Linda Dlugosz, Administrative Assistant.

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

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

The President asked for review of the minutes from the April 7-8, 2016 meeting. Ms. Campbell moved to approve the minutes as presented. Dr. Beckham seconded the motion and it was approved by general consent.

Dr. Jackson presented the Financial Report. Dr. Beckham moved to approve the report as presented. Ms. Campbell seconded the motion and it was approved by general consent.

Mr. Blaine Galliher presented the Governmental Affairs Report. At 6:45 p.m. Mr. Galliher concluded the report and left the meeting.

Members reviewed AADB registration for the Annual Meeting in October. Dr. Jackson moved to approve out-of-state travel for all members to attend. Dr. Beckham seconded the motion and it was approved by general consent.

Members discussed the AADB's *Request for Volunteer for Assessment Services*. Discussion on this request will be tabled until the June meeting.

Minutes May 12-13, 2016  
Board of Dental Examiners of Alabama

Members reviewed *Call for Nominations for AADB's Board of Directors*.

Dr. Beckham moved to approve out-of-state travel for Dr. Jackson to attend the ADEX House meeting in August. Ms. Campbell seconded the motion and it was approved by general consent.

In response to a letter from the ADEA Council that was sent to all State Boards, Ms. Wilhelm will draft a response advising that the Alabama Board accepts all regional exams compliant with its policy regarding the periodontal and prosthodontic sections, but does not agree with the ADEA's stated policy regarding the elimination of *human subject, patient based components* of clinical examinations.

Members reviewed CITA Exam dates for ADHP graduates: Thursday/Friday June 22-23, 2017. Retake is scheduled for Saturday August 19, 2017.

Members took note of *Call for Nominations to CODA Positions*.

Members reviewed an invitation to members and staff to attend a DOCS education course on Oral Conscious Sedation. This matter will be tabled until tomorrow.

Members reviewed an invitation to attend a CDC-OSAP Conference at the AADB mid-year meeting.

Members discussed SRTA's appointments for their Exam Review Committee.

Dr. Jackson moved to approve Dr. Roger Flippen's request to supplement his WREB examination with another regional examination in order to fulfill the requirements for initial licensure. Dr. Beckham seconded the motion and it was approved by general consent.

At 7:15 p.m. the Vice President announced a short break; the meeting resumed at 7:25 p.m.

Dr. Chesser moved to approve Dental Licensure by Credentials based on successful completion of the jurisprudence exam for:

Jimmy Dobbs, DMD

Charles Earnhardt, DMD

Dr. Jackson seconded the motion and it was approved by general consent with the hygiene member abstaining from the vote.

Dr. Chesser moved to approve Dental Licensure by Regional Exam based on successful completion of the jurisprudence exam for:

Zachary Berry, DDS

Brittany Burgess, DMD

Andrew Harrell, DDS

Lindsey Jordan Elmore, DMD

Dr. Jackson seconded the motion and it was approved by general consent with the hygiene member abstaining from the vote.

Ms. Campbell moved to approve Dental Hygiene Licensure by Credentials based on successful completion of the jurisprudence exam for:

Alexis Etter, RDH

Dr. Jackson seconded the motion and it was approved by general consent.

Dr. Jackson moved to approve Dental Hygiene Licensure by Regional Exam based on successful completion of the jurisprudence exam for:

Maryke Carleton, RDH

Sherry Hartley, RDH

Codi Singleton, RDH

Ms. Sherry Campbell seconded the motion and it was approved by general consent.

Mr. Blake Strickland presented the Site Inspections Report. There were no inspections performed this month. Mr. Strickland has scheduled tentative dates for inspections at approximately twenty-eight clinics utilized by UAB SOD students. These inspections will take place in the months of August and September.

Dr. Jackson moved that case #2015-61 has no evidence to sustain. Dr. Chesser seconded the motion with the case team leader and hygiene member abstaining from the vote.

Dr. Jackson moved that case #2016-33 has no evidence to sustain but to send the Respondent a *Letter of Concern* on record keeping. Dr. Beckham seconded the motion with the case team leader and hygiene member abstaining from the vote.

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

At 8:30 p.m. Dr. Chesser recessed the meeting until 8:30 a.m. Friday.

Board Meeting  
Friday, May 13, 2016

The meeting of the Board of Dental Examiners of Alabama reconvened Friday, May 13, 2016 at the Board Office in Hoover, Alabama.

The President called the meeting to order at 8:38 a.m. with the following members in attendance: Dr. Sam J. Citrano, Jr., President, Dr. William E. Chesser, Vice President, Dr. Adolphus M. Jackson, Secretary/Treasurer, Dr. Thomas G. Walker, 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, 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](http://www.dentalboard.org), and on the Secretary of State's website, [www.sos.alabama.gov](http://www.sos.alabama.gov), in compliance with the Alabama Open Meetings Act.

Dr. Garver presented the Wellness Committee Report.

Currently there are 108 professionals in active treatment; 50 are in treatment-driven aftercare. Dr. Garver concluded the report and left the meeting.

Members interviewed Dr. Teti Christou, Dr. Matthew Litz, and Dr. Lina Soler-Ballman for the Education Director ADHP position.

Dr. Walker moved to offer the Education Director for ADHP position to Dr. Litz for a one-year period not to exceed \$20,000 for the term of the contract. Dr. Chesser seconded the motion and it was approved by general consent.

Members interviewed Ms. Carly Creek, RDH, applicant for Dental Hygiene Licensure by Credentials. The interview was concluded and Ms. Creek left the meeting.

After discussion, Ms. Sherry Campbell moved to approve Dental Hygiene Licensure by Credentials based on successful completion of the jurisprudence exam for Ms. Carly Creek contingent upon execution of a one-year diagnostic monitoring contract. Dr. Walker seconded the motion and it was approved by general consent.

Ms. Johnson presented the ADHP Report.

There will be 145 students testing this Saturday. One student was caught falsifying a prophylaxis count and was terminated by her dentist; Ms. Johnson has not heard from the student.

Instructor Certification (IC) course will also be held tomorrow at Volker Hall. There should be around 50-60 dentists attending the class. Ms. Campbell will assist as instructor for the class.

So far, about 45 dentists have indicated that they will be attending the IC class at Perdido in June.

Dr. Dixon has selected 100 questions for this-year's hygiene comprehensive exam which will be administered by CITA on June 22-23; retake will be on August 19. This concluded the report.

Ms. Wilhelm will contact the Ethics Commission regarding the invitation for members to attend the DOCS educational course.

Ms. Wilhelm presented the Executive Director Report.

Ms. Wilhelm made minor corrections to the Personnel Policy that was approved at last month's meeting and has placed a copy in an official binder in the office.

Ms. Rabb is continuing to wrap up the citizenship project. There are around 200-300 licensees who have not responded with proof of citizenship. Ms. Rabb will email all these 2 more times and then the ones who do not respond will receive a letter from Ms. Wilhelm. Registration of the 501(c)(3) clinics is the next project after verification of citizenship.

The Lawson State College Dental Assisting program has not been evaluated by the Board recently. The program only needs approval to fulfill the requirements for ADHP applicants to use as part of their 24 months of chair-side assisting. Ms. Wilhelm has tried to contact Dr. Ronald Cater, Director, to determine whether Lawson State is seeking approval, but has not heard from him.

Mr. Bret McGill, Dean of Calhoun State College, was planning to address the Board at this meeting but he had to cancel because of Calhoun graduation exercises; he will reschedule.

The Durango that was driven by Stan McAdams, former Investigator, has 170,000 miles on the odometer. It will be turned over to state property to be auctioned as surplus.

State Examiners have been at the office for the past 2 weeks. Before they began the audit, Ms. Wilhelm noticed discrepancies for mileage reimbursement for current board members. A board member's base is his/her home. Members are reimbursed from base to office and back to base. Ms. Wilhelm distributed new forms for all members for their future reports and any under/overpayments will be reflected on Board Members' June reimbursements.

The Board's new website went live last week. There is a tutorial for staff to view to edit and add information.

Ms. Wilhelm discussed expanding the Board's roster of Administrative Law Judges for hearings.

This concluded the Executive Director Report.

Dr. Walker moved to approve out-of-state travel for all Board members to attend the SRTA Annual meeting August 4-6 at Hilton Head, SC. Dr. Citrano, Jr. seconded the motion and it was approved by general consent.

There was discussion about expenses for CITA's Mid-Year Board of Directors meeting July 22. Dr. Citrano and Dr. Chesser will confirm whether CITA will reimburse Alabama Board Members and/or CITA Board Members for travel expenses.

At 12:10 p.m. Dr. Chesser moved to adjourn the meeting. Dr. Citrano, Jr. seconded the motion and it was approved by general consent.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Adolphus M. Jackson".

Dr. Adolphus M. Jackson, Secretary/Treasurer

Approved: June 2, 2016

Submitted by: Linda Dlugosz

**BOARD OF DENTAL EXAMINERS OF ALABAMA**  
**Profit & Loss Budget Performance**  
March 2016

March, 2016 for May , 2016 Bd Mtg  
Bk Bal as of 03/31/2016  
Ck \$ 1,467,268.70  
MM \$ 301,546.79

	<u>Mar 16</u>	<u>Budget</u>	<u>Oct '15 - Mar 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
501 · Annual Dental Registration	400.00		487,400.00	512,000.00	512,000.00
502 · Annual Hygiene Registration	195.00		265,655.00	277,375.00	277,375.00
503 · Controlled Substance Fee	875.00		233,440.00	261,375.00	261,375.00
504 · Annual Teaching Permits	0.00		5,350.00	5,400.00	5,400.00
505 · ADHP Certification	1,125.00	1,000.00	2,625.00	6,000.00	12,000.00
507 · Drug Log Books	49.00	45.83	245.00	275.02	550.00
508 · ADHP	3,325.00	28,333.33	5,225.00	28,333.33	85,000.00
509 · Dental Exam Fee	300.00	666.66	2,100.00	4,000.04	8,000.00
510 · Original License Fee	75.00	333.33	525.00	2,000.02	4,000.00
511 · Licenses Reprint Fee	0.00	166.66	800.00	1,000.04	2,000.00
512 · Dental Hygiene Exam Fee	0.00	1,250.00	1,600.00	7,500.00	15,000.00
513 · Directory Fee	325.00	291.66	2,825.01	1,750.04	3,500.00
515 · Penalty Fee	900.00	625.00	11,100.00	3,750.00	7,500.00
516 · Privilege License Money	0.00	20,000.00	0.00	20,000.00	20,000.00
517 · Interest Inc - checking	10.25	16.66	73.60	100.04	200.00
518 · Parental Sedation Permit Fee	0.00		8,400.00	10,000.00	10,000.00
519 · Anesthesia Permit	0.00		25,800.00	25,000.00	25,000.00
520 · Refunds	1,134.79		1,134.79		
521 · Other Income	0.00	41.66	0.00	250.04	500.00
525 · Dent Hyg Bd Appl	0.00	583.33	0.00	3,500.02	7,000.00
526 · ADHP Materials	1,575.00	15,000.00	2,415.00	15,000.00	45,000.00
527-1 · Administrative Costs	0.00	166.66	0.00	1,000.04	2,000.00
527-3 · Administrative Fines	2,100.00		4,100.00		
527 · Disciplinary Fines (Prior)	100.00		72,650.00		
528 · Initial Anesthesia Evaluation	900.00	1,250.00	5,400.00	7,500.00	15,000.00
529 · OCS Annual Reg. Fee	250.00		19,700.00	21,000.00	21,000.00
530 · Licensure By Credentials	4,000.00	2,916.66	19,000.00	17,500.04	35,000.00
531 · RETURNED CHECK CHARGES	30.00	83.33	60.00	500.02	1,000.00
532 · OCS Initial App. Fee	0.00		100.00		
533 · Dental Lic. Bd Exam Application	600.00	1,166.66	4,200.00	7,000.04	14,000.00

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Ck \$ 1,467,268.70  
MM \$ 301,546.79

	<u>Mar 16</u>	<u>Budget</u>	<u>Oct '15 - Mar 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
540 · Special Purpose Dental Lic Fee	0.00	83.33	100.00	500.02	1,000.00
545 · Special Purpose Hygiene Lic Fee	0.00	66.66	195.00	400.04	800.00
617 · MDF Permits	0.00	166.66	2,750.00	1,000.04	2,000.00
800 · 800-OVERPAYMENTS	-10.00		-20.00		
<b>Total Income</b>	<u>18,259.04</u>	<u>74,254.08</u>	<u>1,184,948.40</u>	<u>1,241,008.83</u>	<u>1,393,200.00</u>
<b>Gross Profit</b>	18,259.04	74,254.08	1,184,948.40	1,241,008.83	1,393,200.00
<b>Expense</b>					
0100-0 · Personnel Costs	39,416.24	39,833.33	249,677.63	239,000.02	478,000.00
0114-0 · Board Member Compensation	4,700.00	8,333.33	40,050.00	50,000.02	100,000.00
0198-0 · Bonus	0.00		2,900.00	3,500.00	3,500.00
0201-0 · Payroll Expenses	3,497.35	4,166.66	23,057.54	25,000.04	50,000.00
0202-0 · Pension Plan	21,642.24	0.00	71,508.19	75,000.00	75,000.00
0203-0 · Medical Insurance	4,240.70	3,833.33	25,307.10	23,000.02	46,000.00
0204-0 · Workman Comp. Ins.	11,016.00		11,016.00	20,000.00	20,000.00
0205 · Unemployment Fees	0.00	41.66	25.00	250.04	500.00
0300-0 · Travel - In-State	12,788.88	2,250.00	22,110.81	13,500.00	27,000.00
0400-0 · Travel - Out-of-State	0.00	2,291.66	7,502.95	13,750.04	27,500.00
0500-0 · Repairs & Maintenance	218.52	225.00	1,529.64	1,350.00	2,700.00
0600-1 · Rentals & Leases/Offsite Meetin	1,077.87	83.33	1,077.87	500.02	1,000.00
0602-1 · Rent on Building	7,977.35	8,166.66	47,864.10	49,000.04	98,000.00
0700-0 · Utilities & Communications					
0700-1 · Utilities - Telephone	1,151.17	708.33	6,356.50	4,250.02	8,500.00
0700-2 · Utilities - Cell Phone	0.00	41.66	490.56	250.04	500.00
0700-3 · Utilities - Power	2,578.39	708.33	4,804.64	4,250.02	8,500.00
<b>Total 0700-0 · Utilities &amp; Communications</b>	<u>3,729.56</u>	<u>1,458.32</u>	<u>11,651.70</u>	<u>8,750.08</u>	<u>17,500.00</u>
0800-0 · Professional Services	9,195.00	12,083.33	82,643.12	72,500.02	145,000.00
0800-1 · Membership Dues & Subscriptions	448.00	416.66	5,450.00	2,500.04	5,000.00
0801-0 · Board Attorney Fees	0.00	4,166.66	35,084.45	25,000.04	50,000.00
0840-0 · CONSULTANTS	5,000.00	4,000.00	30,000.00	24,000.00	48,000.00



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<b>0899-1 · Evaluator Fees</b>	225.00	333.33	7,087.62	2,000.02	4,000.00
<b>0899-2 · Hearing Officer Fees</b>	672.00	666.66	2,928.00	4,000.04	8,000.00
<b>0899-6 · A.D.H.P. Materials &amp; Supplies</b>	0.00	500.00	0.00	500.00	1,500.00
<b>0900-0 · Office Expense</b>	5,340.39	833.33	9,486.98	5,000.02	10,000.00
<b>0900-1 · Recycle / Paper Disposal</b>	96.09	83.33	620.19	500.02	1,000.00
<b>0902-0 · NPDB HIPDB License Background</b>	0.00	41.66	75.00	250.04	500.00
<b>0906-0 · Printing &amp; Supplies</b>	0.00	83.33	0.00	500.02	1,000.00
<b>0910-0 · Postage</b>	2,285.62	833.33	10,335.62	5,000.02	10,000.00
<b>0924-0 · Insurance</b>	661.00		10,369.00	10,000.00	10,000.00
<b>0944 · Computer Expenses</b>					
<b>0944-0 · Computer Updates</b>	0.00	2,500.00	8,737.91	15,000.00	30,000.00
<b>0944-1 · Computer Support</b>	3,494.78	5,416.66	47,689.79	32,500.04	65,000.00
<b>Total 0944 · Computer Expenses</b>	<u>3,494.78</u>	<u>7,916.66</u>	<u>56,427.70</u>	<u>47,500.04</u>	<u>95,000.00</u>
<b>0951-0 · NSF</b>	0.00	41.66	36.00	250.04	500.00
<b>0999-0 · MISC.</b>	125.00	83.33	245.00	500.02	1,000.00
<b>1000-0 · Auto Expense</b>	0.00	2,083.33	22,864.87	12,500.02	25,000.00
<b>1000-1 · Vehicle Repairs &amp; Maint.</b>	35.00	83.33	409.91	500.02	1,000.00
<b>1000-2 · Vehicle Fuel</b>	86.42	250.00	1,664.53	1,500.00	3,000.00
<b>1400-0 · Equipment</b>					
<b>0600-3 · Equipment Rental/Lease</b>	1,164.53	1,250.00	7,622.22	7,500.00	15,000.00
<b>Total 1400-0 · Equipment</b>	<u>1,164.53</u>	<u>1,250.00</u>	<u>7,622.22</u>	<u>7,500.00</u>	<u>15,000.00</u>
<b>6950 · Bank &amp; CC Service Fees</b>	471.78	1,000.00	41,462.26	6,000.00	12,000.00
<b>Total Expense</b>	<u>139,605.32</u>	<u>107,433.21</u>	<u>840,091.00</u>	<u>750,600.74</u>	<u>1,393,200.00</u>
<b>Net Ordinary Income</b>	-121,346.28	-33,179.13	344,857.40	490,408.09	0.00
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>524 · NSF Checks</b>	175.00		3,680.00		
<b>527-2 · ADPWC - Monitoring Fee</b>	904.58		5,607.06		

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560 · Online Renewals	0.00		-70.00		
<b>Total Other Income</b>	<u>1,079.58</u>		<u>9,217.06</u>		
<b>Net Other Income</b>	<u>1,079.58</u>		<u>9,217.06</u>		
<b>Net Income</b>	<u><u>-120,266.70</u></u>	<u><u>-33,179.13</u></u>	<u><u>354,074.46</u></u>	<u><u>490,408.09</u></u>	<u><u>0.00</u></u>