



BOARD OF DENTAL EXAMINERS OF ALABAMA
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MINUTES
Board Meeting
September 8-9, 2016

The Board of Dental Examiners of Alabama met Thursday September 8, 2016 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, Secretary/Treasurer, Dr. Thomas Gerald Walker, Dr. Douglas Beckham, Dr. Stephen R. Stricklin, and Ms. Sherry Skinner Campbell, RDH. Also in attendance were 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.

The President asked for review of the minutes from the August 11-12, 2016 meeting. Dr. Stricklin moved to approve the minutes with corrections of typos that were noted. Dr. Chesser seconded the motion and it was approved by general consent.

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

The President invited Mr. Steve Windom to present the Governmental Affairs report. Mr. Windom thanked members for renewing the Windom, Galliher & Associates contract for 2 more years. He gave a detailed account of current legislative matters, of upcoming elections and proposals for Dental Practice Act amendments. Mr. Windom was asked to give an opinion regarding the uncomplimentary survey results noted in the sunset audit from complainants. He suggested finding out how the Ethics Commission handles advising complainants of the result of cases and perhaps do the same. He asked if all members were planning to be present at the Sunset hearing. They all replied yes. At the conclusion of his report Mr. Windom left the meeting.

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Dr. Thomas T. Willis, guest, was invited to address the Board. Dr. Willis and Dr. Beckham attended the CRDTS Annual Meeting and both attended the CRDTS Steering Committee meeting. Dr. Willis petitioned the Board to appoint Dr. Beckham to the CRDTS Steering Committee since Dr. Willis has been appointed CRDTS Secretary /Treasurer. Dr. Chesser moved to appoint Dr. Beckham to the CRDTS steering committee. Dr. Stricklin seconded the motion and it was approved by general consent. Dr. Willis gave an update on the CRDTS Annual Meeting. He explained CRDTS' exam requirements and noted the states that accept CRDTS as a regional exam for licensure. CRDTS is sponsoring a *closed meeting* of the ADA OSCE Development Forum. Alabama was not invited to participate in this meeting.

Dr. Walker moved to approve out-of-state travel for Dr. Beckham to attend the CRDTS Annual Meeting in Kansas City on August 25. Dr. Chesser seconded the motion and it was approved by general consent.

Members reviewed *CODA Report of Major Actions*.

Dr. Jackson moved to approve out-of-state travel for all members to attend the AADB Annual Meeting. Dr. Beckham seconded the motion and it was approved by general consent. Members should reserve their hotel accommodations for this meeting and register for the meeting at the AADB website.

Members reviewed and reconfirmed the Board meeting dates that were set at the August 2016 meeting.

Dr. Walker suggested adding a reminder to dentists on the Board website to periodically check to ensure that no other doctor's records of prescriptions are being confused with theirs. He also suggested adding a tutorial of *how to check your PDMP*.

Members were reminded to email topics for a Newsletter article to linda@dentalboard.org by the end of October. Dr. Citrano, Jr. stated that he will write a farewell article since his term on the Board is over in October. Dr. Dixon will write an article that reminds licensees on the laws for writing prescriptions.

Dr. Dixon presented the Attorney Report.

Dr. Dixon and Mr. Blake Strickland presented the Wellness Report provided by Dr. Garver.

Mr. Blake Strickland gave the Inspections Report. He has appointments scheduled and will obtain volunteers from the Board and former Board members to assist him with the inspections.

The President distributed a letter from a complainant that stated dissatisfaction with the outcome of their complaint.

Dr. Stricklin moved that case #2016-53 has no evidence to sustain. 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. Chesser moved to send a Letter of Concern to the Respondent of case #2016-46. Dr. Walker seconded the motion and the President called for the vote: Dr. Stricklin, nay, Dr. Beckham, nay, Dr.

Chesser, yea, Dr. Walker, yea, Dr. Citrano, Jr., yea. The motion carried with the case team leader and hygiene member abstaining from the vote.

At 8:04 p.m. the President recessed the meeting until 8:30 a.m. Friday September 9.

MINUTES
Board Meeting
Friday, September 9, 2016

The meeting of the Board of Dental Examiners of Alabama reconvened Friday, September 9, 2016 at the Board Office in Hoover, Alabama.

The President called the meeting to order at 8:37 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 Gerald Walker, Dr. Douglas Beckham, Dr. Stephen R. Stricklin, and Ms. Sherry Skinner Campbell, RDH. Also in attendance were 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. Stricklin moved to approve Dental Licensure by Credentials based on successful completion of the jurisprudence exam for the following. Dr. Beckham seconded the motion and it was approved by general consent with the hygiene member abstaining from the vote.

John H Ambrose, DMD
Glendon Smalley, III, DMD

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

Tashina Smiley, DMD

Ms. Campbell moved to approve Dental Hygiene Licensure by Regional Exam based on successful completion of the jurisprudence exam for the following. Dr. Citrano, Jr. seconded the motion and it was approved by general consent.

Tiffany Hallman, RDH
Terra Morris, RDH

Dr. Stricklin moved to approve Dental Hygiene Special Purpose Licensure for 3 Years based on successful completion of the jurisprudence exam for the following. Dr. Jackson seconded the motion and it was approved by general consent.

Kelly Davis, RDH

Dr. Beckham moved to approve Dental Hygiene Licensure by Hygiene Licensure by State Board Exam Administered by CITA for the following. Dr. Walker seconded the motion and it was approved by general consent.

- Alexandra Day
- Brittany Dillmore
- Sabrina Alms
- Minday Boline
- Katie Brackeen
- Samantha Dumas
- Leeza Holmes
- Ashley Hudson
- Christy Johnson
- Maggie Jordan
- Jillian Kidd
- Maghen Lauderdale
- Rachel Little
- Kelly McNealey
- Amanda Moses
- Jennifer Richardson
- Loree Sherrer
- Malory Smith
- Haleigh Tyree
- Katie Watts
- Myranda Whaley

Ms. Hilda Johnson presented the ADHP report. Currently there are 190 students of the 199 who started in July. Nine students dropped out; 2 of these had a personal issue. Dr. Weatherford will lecture at the next class on Sunday. Ms. Johnson will acquire a lecturer for the Saturday class. At the October class Ms. Wilhelm and Dr. Dixon plan to speak to the students then a representative from Crest will give a presentation and distribute free electric toothbrushes. Ms. Johnson is working with Dr. Tim Brooks to schedule an Instructor's class at the 8th District meeting in North Alabama. A meeting will be scheduled in South Alabama in June (ALDA Annual Meeting), and one in February at the UAB Alumni Weekend.

Dr. Dixon presented the Executive Director Report from Ms. Wilhelm's notes in her absence. Members reviewed Ms. Wilhelm's submitted responses to the items cited in the audit given to the Sunset Committee.

All members should be present for the Sunset Hearing at 9:00 a.m. on September 22 in Montgomery. Dr. Dixon distributed notes detailing what to expect and procedures for members to follow. Ms. Wilhelm will provide additional directions closer to the hearing date.

Members reviewed the letter sent to the Attorney General providing notice that licensee email addresses were accidentally released and identified what is being done to prevent a recurrence.

There have been an expected number of *customer service* calls from licensees who failed to retain their username and newly created password from the previous year to renew their licenses. At least 400+ licensees *unsubscribed* to the Board's emails and therefore *bounced back*. Because the Board is required to contact every licensee and give the details for renewal of license, Ms. Lankford is contacting the licensees by phone to confirm their email address, forward them the renewal notice, and make sure they are receiving the Board's emails.

Ms. Wilhelm has submitted an ad to the State Bar and the Birmingham Bar for letters of interest and resumes from attorneys who might be interested in serving as a hearing officer for the Board. The submission deadline is October 15th to allow for the bars' publishing schedule.

Photos of Board members will be posted on the website next week.

At 10:00 a.m. the President announced a break; the meeting resumed at 10:32 a. m.

The Election Committee offered the following for Board Officers for 2016-2017: President – Dr. Chesser; Vice President – Dr. Jackson; Secretary/Treasurer – Dr. Walker. The President asked for any nominations from the floor; there were none. Dr. Beckham moved to approve the selection of Board Officers for 2016-2017. Dr. Stricklin seconded the motion and it was approved by general consent.

Dr. Walker moved to present the following list of duties for Expanded Function Dental Assistants to the Legislative Committee for Rule making. Dr. Beckham seconded the motion and it was approved by general consent:

- 1) Contour, fit and cement a stainless steel crown on deciduous teeth;
- 2) Finish and polish anterior composite restorations;
- 3) Finish and polish posterior composite restorations; and,
- 4) Place and finish Class I amalgam restorations.

At 11:10 a.m. Dr. Chesser moved to adjourn the meeting. Dr. Jackson seconded the motion and it was approved by general consent.

Respectfully Submitted,



Dr. Adolphus M. Jackson, Secretary/Treasurer

Approved: 10/13/2016

Submitted by: Linda Dlugosz

BOARD OF DENTAL EXAMINERS OF ALABAMA
Profit & Loss Budget Performance
July 2016

Sept, 2016 Board Meeting
Bk Bal as of 07/31/2016
Ck \$1,228,726.98
MM \$301,587.11

	<u>Jul 16</u>	<u>Budget</u>	<u>Oct '15 - Jul 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
501 · Annual Dental Registration	0.00		489,200.00	512,000.00	512,000.00
502 · Annual Hygiene Registration	0.00		266,175.00	277,375.00	277,375.00
503 · Controlled Substance Fee	-125.00		238,410.00	261,375.00	261,375.00
504 · Annual Teaching Permits	0.00		5,500.00	5,400.00	5,400.00
505 · ADHP Certification	0.00	1,000.00	12,225.00	10,000.00	12,000.00
507 · Drug Log Books	0.00	45.83	483.00	458.34	550.00
508 · ADHP	-950.00	0.00	91,200.00	85,000.00	85,000.00
509 · Dental Exam Fee	0.00	666.66	7,700.00	6,666.68	8,000.00
510 · Original License Fee	0.00	333.33	1,925.00	3,333.34	4,000.00
511 · Licenses Reprint Fee	0.00	166.66	1,775.00	1,666.68	2,000.00
512 · Dental Hygiene Exam Fee	0.00	1,250.00	8,300.00	12,500.00	15,000.00
513 · Directory Fee	0.00	291.66	4,014.01	2,916.68	3,500.00
515 · Penalty Fee	0.00	625.00	13,150.00	6,250.00	7,500.00
516 · Privilege License Money	0.00	0.00	0.00	20,000.00	20,000.00
517 · Interest Inc - checking	10.25	16.66	113.92	166.68	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	0.00		1,134.79		
521 · Other Income	0.00	41.66	0.00	416.68	500.00
525 · Dent Hyg Bd Appl	0.00	583.33	6,300.00	5,833.34	7,000.00
526 · ADHP Materials	-450.00	0.00	43,090.00	45,000.00	45,000.00
527-1 · Administrative Costs	0.00	166.66	5,000.00	1,666.68	2,000.00
527-3 · Administrative Fines	0.00		6,400.00		
527 · Disciplinary Fines (Prior)	0.00		110,750.00		
528 · Initial Anesthesia Evaluation	0.00	1,250.00	17,100.00	12,500.00	15,000.00
529 · OCS Annual Reg. Fee	0.00		20,300.00	21,000.00	21,000.00
530 · Licensure By Credentials	0.00	2,916.66	32,000.00	29,166.68	35,000.00
531 · RETURNED CHECK CHARGES	0.00	83.33	120.00	833.34	1,000.00
532 · OCS Initial App. Fee	0.00		100.00		
533 · Dental Lic. Bd Exam Application	0.00	1,166.66	15,400.00	11,666.68	14,000.00

BOARD OF DENTAL EXAMINERS OF ALABAMA
Profit & Loss Budget Performance
July 2016

Sept, 2016 Board Meeting
Bk Bal as of 07/31/2016
Ck \$1,228,726.98
MM \$301,587.11

	<u>Jul 16</u>	<u>Budget</u>	<u>Oct '15 - Jul 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
540 · Special Purpose Dental Lic Fee	0.00	83.33	550.00	833.34	1,000.00
545 · Special Purpose Hygiene Lic Fee	0.00	66.66	585.00	666.68	800.00
617 · MDF Permits	0.00	166.66	4,750.00	1,666.68	2,000.00
800 · 800-OVERPAYMENTS	0.00		-115.00		
Total Income	-1,514.75	10,920.75	1,437,835.72	1,371,358.50	1,393,200.00
Gross Profit	-1,514.75	10,920.75	1,437,835.72	1,371,358.50	1,393,200.00
Expense					
0100-0 · Personnel Costs	39,416.24	39,833.33	435,464.23	398,333.34	478,000.00
0114-0 · Board Member Compensation	4,200.00	8,333.33	61,550.00	83,333.34	100,000.00
0198-0 · Bonus	0.00		2,900.00	3,500.00	3,500.00
0201-0 · Payroll Expenses	5,208.14	4,166.66	40,946.33	41,666.68	50,000.00
0202-0 · Pension Plan	0.00	0.00	71,508.19	75,000.00	75,000.00
0203-0 · Medical Insurance	5,471.27	3,833.33	46,768.97	38,333.34	46,000.00
0204-0 · Workman Comp. Ins.	0.00		16,802.00	20,000.00	20,000.00
0205 · Unemployment Fees	0.00	41.66	25.00	416.68	500.00
0300-0 · Travel - In-State	729.21	2,250.00	29,003.10	22,500.00	27,000.00
0400-0 · Travel - Out-of-State	0.00	2,291.66	13,760.22	22,916.68	27,500.00
0500-0 · Repairs & Maintenance	218.52	225.00	2,403.72	2,250.00	2,700.00
0600-1 · Rentals & Leases/Offsite Meetin	0.00	83.33	1,077.87	833.34	1,000.00
0602-1 · Rent on Building	7,977.35	8,166.66	79,773.50	81,666.68	98,000.00
0700-0 · Utilities & Communications					
0700-1 · Utilities - Telephone	0.00	708.33	10,365.39	7,083.34	8,500.00
0700-2 · Utilities - Cell Phone	0.00	41.66	490.56	416.68	500.00
0700-3 · Utilities - Power	0.00	708.33	6,424.90	7,083.34	8,500.00
Total 0700-0 · Utilities & Communications	0.00	1,458.32	17,280.85	14,583.36	17,500.00
0800-0 · Professional Services	11,183.00	12,083.33	135,053.72	120,833.34	145,000.00
0800-1 · Membership Dues & Subscriptions	248.00	416.66	7,464.00	4,166.68	5,000.00
0801-0 · Board Attorney Fees	0.00	4,166.66	35,084.45	41,666.68	50,000.00
0840-0 · CONSULTANTS	5,000.00	4,000.00	50,000.00	40,000.00	48,000.00
0899-1 · Evaluator Fees	0.00	333.33	11,385.30	3,333.34	4,000.00
0899-2 · Hearing Officer Fees	0.00	666.66	5,304.00	6,666.68	8,000.00
0899-6 · A.D.H.P. Materials & Supplies	570.00	0.00	860.85	1,500.00	1,500.00

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	<u>Jul 16</u>	<u>Budget</u>	<u>Oct '15 - Jul 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
0900-0 · Office Expense	98.12	833.33	13,230.09	8,333.34	10,000.00
0900-1 · Recycle / Paper Disposal	50.75	83.33	1,080.71	833.34	1,000.00
0902-0 · NPDB HIPDB License Background	12.00	41.66	150.00	416.68	500.00
0906-0 · Printing & Supplies	0.00	83.33	0.00	833.34	1,000.00
0910-0 · Postage	0.00	833.33	12,335.62	8,333.34	10,000.00
0924-0 · Insurance	0.00		10,371.75	10,000.00	10,000.00
0944 · Computer Expenses					
0944-0 · Computer Updates	0.00	2,500.00	8,737.91	25,000.00	30,000.00
0944-1 · Computer Support	2,811.82	5,416.66	94,224.77	54,166.68	65,000.00
Total 0944 · Computer Expenses	<u>2,811.82</u>	<u>7,916.66</u>	<u>102,962.68</u>	<u>79,166.68</u>	<u>95,000.00</u>
0951-0 · NSF	0.00	41.66	36.00	416.68	500.00
0999-0 · MISC.	0.00	83.33	245.00	833.34	1,000.00
1000-0 · Auto Expense	0.00	2,083.33	23,154.87	20,833.34	25,000.00
1000-1 · Vehicle Repairs & Maint.	0.00	83.33	512.03	833.34	1,000.00
1000-2 · Vehicle Fuel	307.76	250.00	2,656.08	2,500.00	3,000.00
1400-0 · Equipment					
0600-3 · Equipment Rental/Lease	881.72	1,250.00	12,346.43	12,500.00	15,000.00
Total 1400-0 · Equipment	<u>881.72</u>	<u>1,250.00</u>	<u>12,346.43</u>	<u>12,500.00</u>	<u>15,000.00</u>
6950 · Bank & CC Service Fees	260.64	1,000.00	42,337.45	10,000.00	12,000.00
Total Expense	<u>84,644.54</u>	<u>106,933.21</u>	<u>1,285,835.01</u>	<u>1,179,333.58</u>	<u>1,393,200.00</u>
Net Ordinary Income	-86,159.29	-96,012.46	152,000.71	192,024.92	0.00
Other Income/Expense					
Other Income					
524 · NSF Checks	0.00		3,745.00		
527-2 · ADPWC - Monitoring Fee	0.00		8,555.80		
560 · Online Renewals	0.00		-70.00		
Total Other Income	<u>0.00</u>		<u>12,230.80</u>		
Net Other Income	0.00		12,230.80		
Net Income	<u>-86,159.29</u>	<u>-96,012.46</u>	<u>164,231.51</u>	<u>192,024.92</u>	<u>0.00</u>