

## **Agenda**

### **RESPIRATORY CARE**

### **LICENSING BOARD**

December 18, 2013 - 9:00 a.m.

Room 475

Heber M. Wells Building

160 E. 300 S. Salt Lake City, Utah

*This agenda is subject to change up to 24 hours prior to the meeting.*

#### **ADMINISTRATIVE BUSINESS:**

1. Sign Travel Form
2. Welcome Carrie Winberg
3. Approval of the September 17, 2013 Board Meeting Minutes

#### **DISCUSSION ITEMS**

4. Compliance, Tracy Naff

#### **APPOINTMENTS:**

5. 09:10 a.m., Charlene Chartier, Probation Review

#### **NEXT SCHEDULED MEETING:**

March 18, 2014

**Note:** In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify, Dave Taylor, ADA Coordinator, at least three working days prior to the meeting. Division of Occupational & Professional Licensing, 160 East 300 South, Salt Lake City, Utah 84115, 801-530-6628 or toll-free in Utah only 866-275-3675

Posted to Web 12/4/2013 4:39 PM

Posted to Bulletin Board December 4, 2013

**MINUTES**

**UTAH  
RESPIRATORY CARE LICENSING  
BOARD MEETING**

**September 17, 2013**

**Room 210 – 2nd Floor – 9:00 A.M.  
Heber Wells Building  
Salt Lake City, UT 84111**

**CONVENED:** 9:02 a.m.

**ADJOURNED:** 9:37 a.m.

**Bureau Manager**

April Ellis

**Board Secretary**

Yvonne King

**Board Members Present**

Michelle Nylander, Chairperson  
Jennifer G. Brinton, MD  
Beverly J. Lambdin  
Earl Fulcher

**DOPL Staff Present**

Tracy Naff, Compliance

**GUESTS:**

Charlene Chartier

**ADMINISTRATIVE BUSINESS:**

**DECISIONS AND RECOMMENDATIONS**

Approval of the March 19, 2013 Board Meeting Minutes

Ms. Lambdin seconded by Mr. Fulcher made a motion to approve the March 19, 2013 Board meeting minutes as written. The motion carried unanimously.

**NOMINATIONS FOR CHAIR**

Dr. Brinton seconded by Ms. Lambdin made a motion to nominate Ms. Nylander to remain as Chair. The motion carried unanimously.

**APPOINTMENTS:**

Tracy Naff, Compliance

Ms. Naff reviewed the compliance report with the Board.

Lorin Howard is considered compliant.

Tyler Miller is now being monitored by the Nursing Board and is compliant.

Christina Wiese has not signed her surrender form yet. Ms. Ellis stated that a Notice of Agency Action would be initiated if Ms. Wiese did not return the surrender form in a timely manner.

Charlene Chartier was considered non-compliant and is not working in the field.

Charlene Chartier

9:12 a.m. Meeting Closed:

Ms. Nylander seconded by Ms. Lambdin made a motion to close the meeting to discuss the character and competence of an individual. The motion carried unanimously.

9:30 a.m. Meeting Re-opened:

Ms. Lambdin seconded by Dr. Brinton made a motion to re-open the meeting. The motion carried unanimously.

The Board determined that Ms. Chartier will need to meet with the Board in December to review her drug testing and recent charges. A decision will be made at that time whether to count her time towards her probation.

**TOPICS OF DISCUSSION**

Changes to the Open and Public Meetings Act

Ms. Ellis explained the new changes with the Open and Public Meetings Act where the approved minutes, Board packet and recording will now be posted on the DOPL Web-site.

Continuing Education

Ms. Nylander will discuss continuing education at the next meeting scheduled in December.

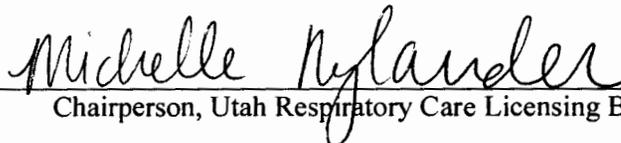
Next Board Meeting Schedule:

The Board agreed to have their next Board meeting Wednesday December 18, 2013 at 9:00 a.m.

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

12/18/13

Date Approved



Chairperson, Utah Respiratory Care Licensing Board

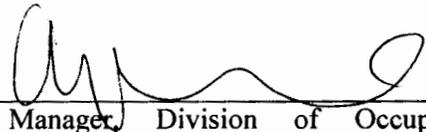
Respiratory Care Board Minutes

September 17, 2013

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12/18/2013

Date Approved



Bureau Manager, Division of Occupational &  
Professional Licensing

# REVISED CHECKLIST FOR PUBLIC MEETINGS

(Fill in the blanks to correspond to each respective board, commission, or committee.)

I am, Michelle Nylander, chairperson of the Respiratory Care Licensing Board.

I would like to call this meeting of the Board to order.

It is now (time) 9:04 on December 18, 2013.

This meeting is being held in room 475 of the Heber Wells Building in Salt Lake City, Utah.

Notice of this meeting was provided as required under Utah's Open Meeting laws.

In compliance with Utah's Open Meetings laws, this meeting is being recorded in its entirety. The recording will be posted to the Utah Public Notice Website no later than three business days following the meeting.

In compliance with Utah's Open Meeting laws, minutes will also be prepared of this meeting and will be posted to the Utah Public Notice Website. Appropriately marked "pending approval" minutes will be posted no later than 30 days after the close of the meeting and "approved" minutes no later than three business days after approval.

The following Board members are in attendance:

	YES	NO
<u>Michelle Nylander</u> , Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Earl H. Fulcher</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Beverly Lambdin</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Jennifer G. Brinton, MD via phone</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Carrie Wineberg</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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The following (Board / Committee / Commission) members are absent: (Refer to the above list.)

The following individuals representing DOPL and the Department of Commerce are in attendance:

	YES	NO
<u>Mark B. Steinagel</u> , Division Director	<input type="checkbox"/>	<input type="checkbox"/>
<u>April Ellis</u> , Bureau Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Yvonne King</u> , Board Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Tracy Naff</u> , Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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_____	<input type="checkbox"/>	<input type="checkbox"/>

We welcome any visitors and interested persons at this time. Please be sure to sign the attendance report for the meeting and identify yourself before speaking.

As a courtesy to everyone participating in this meeting, at this time we ask for all cell phones, pagers, and other electronic devices to be turned off or changed to silent mode.

Board motions and votes will be recorded in the minutes.

Let us now proceed with the agenda.

(End of the Meeting) It is now (time) 9:47 (am / pm), and this meeting is adjourned.

LESS THAN 4 HRS  
 MORE THAN 4 HRS

DEPARTMENT OF COMMERCE  
 TRAVEL REIMBURSEMENT RECORD

DIVISION: OCCUPATIONAL & PROFESSIONAL LICENSING

BOARD: RESPIRATORY CARE LICENSING BOARD

PCN NO.: TL62

ORG. NO.: 2260

DATE OF MEETING: December 18, 2013

NAME	EMPLOYEE ID NUMBER	FROM/TO	ACTUAL MILES	AMOUNT .38 PER MILE	MEMBER SIGNATURE
BEVERLY J LAMBDIN	167251	CLINTON SLC	67 P	25.46 5.00	<i>Beverly J Lambdin</i>
EARL H. FULCHER JR.		LEHI SLC	64 P	24.32 5.00	
CARRIE WINEBERG		SANDY SLC	42 P	15.96 5.00	<i>Carrie Wineberg</i>
MICHELLE NYLANDER	176092	BOUNTIFUL SLC	22 P	8.36 5.00	<i>M Nylander</i>
JENNIFER G BRINTON, MD	171571	SLC SLC	10 P	3.80 5.00	

I, the undersigned, certify that the above travel was authorized as essential to official State business and payment thereof will not exceed appropriation allotment.

\_\_\_\_\_  
DIVISION AUTHORIZATION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT AUTHORIZATION

\_\_\_\_\_  
DATE

# Guest Sign In Sheet

Board Meeting: Respiratory Care Board

Date: 12-18-2013

## Please Print

	<u>Name</u>	<u>Phone#</u>	<u>Company/Person Representing</u>
1	Charlene Chartier	415.215.7399	
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