



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MIKE ZIMMER
DIRECTOR

**HEALTH PROFESSIONAL RECOVERY COMMITTEE
December 14, 2015 MEETING**

APPROVED MINUTES

In accordance with the Open Meetings Act, 1976 PA 267, as amended, the Health Professional Recovery Committee (HPRC) met on December 14, 2015, at the Ottawa Building, Conference Room 3, 611 West Ottawa Street, Lansing, Michigan 48933.

CALL TO ORDER

Linda Taft, RN, Chairperson, called the meeting to order at 9:35 AM.

ROLL CALL

Members Present: Linda Taft, RN, Chairperson
Michael Burke, Vice Chairperson, Public Member
Laurie Bahlke, MA, CCC-SLP
Thomas Doyle, OD
Nicholaus Erber, MA, LPC, CAADC, NCC, CCMH
Charles Gehrke, MD
Timothy Monroe, LMSW, ACSW, DCSW
William Morrone, DO (arrived at 9:40 p.m.)
Thomas Plamondon, PA-C, PT
G. Thomas Poirier, DDS
Jay Pozner, Ph.D.
Gordon Roberts, DC (arrived at 9:40 a.m.)
Millie Webster, LMT
Richard Zahodnic, Ph.D., RRT-NPS, RPFT, AE-C

Members Absent: Mary Burkhardt, MS, RPh.
Ann Chapleau, DHS, MS, OTR
Katherine Donahue, DVM
Jeff Monroe, AT, ATC
Susan Talley, PT, DPT, C/N

Staff: Amy Schneider, Board Secretary, Boards and Committees Section
Cheryl Pezon, Manager, Boards and Committees Section
Michael Siracuse, Policy Analyst, Boards and Committees Section
Rudy Litterini, Analyst, Boards and Committees Section
LeAnn Payne, Board Support, Boards and Committees Section

Taft welcomed new Board members and asked all Board members and staff to introduce themselves.

APPROVAL OF AGENDA

Taft requested motion to approve the Agenda with the following changes: Under HPRP Contractor Report: remove B(2) "Annual Report to HPRC and Under Department Update: remove C(2) "Discussion on Policies 206 and 405."

MOTION by Erber, seconded by Zahodnic, to approve the Agenda as amended.

MOTION PREVAILED

OLD BUSINESS

Approval of Minutes

MOTION by Morrone, seconded by Poirier, to approve the minutes from September 21, 2015 as presented.

MOTION PREVAILED

Update on outreach program – Michael Siracuse

Siracuse informed the committee that due to the outreach program not being a requirement in statute and shortage of staff, the Department will not conduct outreach activities at this time. Pezon stated the Department will evaluate future needs.

NEW BUSINESS

Subcommittee Reports

Education & Outreach

Taft stated that the Education & Outreach Subcommittee did not meet but Morrone provided Board members with a reference a book titled "*Handbook of Office-Based Buprenorphine Treatment of Opioid Dependence*."

Clinical & Policy

No Report.

Audit Data & Statistics

No Report.

Review

Taft reported that 10 Step 2 reviews were done in 2015, compared with 23 in 2014. 4 reviews were done since the September meeting. This is still a “work in progress” as there have been three changes in Contract Administrator’s in 2015. Taft had several conversations/emails with Litterini and they are still developing their best practices for timely and efficient processing of the Step 2 reviews.

Recommendations:

1. Number designations for review files to facilitate data collection and locate files efficiently. Example: 2016-01 at beginning of the new year.
2. Include the “Respond by” date in the subject line. This makes the date to respond easily accessible in email file tracking.
3. Discuss information to be included in request for review memos for best overview of case and specific request
4. Develop response letter templates for the essential information that must be included in addition to the individualized response.
5. Review response timelines for Step 2 reviews to ensure timely responses.

HPRP CONTRACTOR REPORT

Quarterly Report to HPRC

A copy of the report was handed to the Committee members. The HPRP Contractor explained the information in the report.

DEPARTMENT UPDATE

Password protected PDF follow-up

Siracuse verified that Committee members are able to retrieve password protected PDF’s.

Chairperson’s Reports/Comments

Taft reported she had several conversations with Siracuse and Litterini over the past few months. Some of these issues were discussed in her Review Subcommittee report, along with general discussions of reporting, oversight, assistance and responsibility between the HPRC and the Department.

Cooperation of the committee members is needed to meet the responsibilities of serving and representing the respective boards.

Taft expressed concern at the number of vacant positions they have on the HPRC—around 6 of 25 appointments and many for a long time. She mentioned that the Committee has “many hands” to do the committee’s work, She encouraged the Committee members to reach out through their professional associations, workgroups and others to increase awareness. She stated as the Committee moves into the New Year, some of the committee members will be departing.

Taft suggested the need to develop a more coordinated plan of outreach overall, education about the HPRP’s purpose and availability through the department (LARA).

PUBLIC COMMENT

None

ANNOUNCEMENTS

The next regularly scheduled meeting will be held March 14, 2016 at 9:30 a.m. at the Ottawa Building, 611 West Ottawa Street, Upper Level Conference Center (UL), Conference Room 3, Lansing, Michigan.

ADJOURNMENT

MOTION by Morrone, seconded by Gehrke, to adjourn the meeting at 11:20 a.m.

MOTION PREVAILED

Linda Taft, RN, Chairperson

Date Minutes Approved

Prepared by:
Amy Schneider, Board Secretary

December 14, 2015