



TEXAS MEDICAL BOARD

EXECUTIVE COMMITTEE

Meeting Minutes

November 3, 2011

The meeting was called to order at 8:40 a.m. by the Chair, Irvin E. Zeitler, Jr., D.O. Committee members present were Michael Arambula, M.D., Margaret McNeese, M.D.; and Melinda McMichael, M.D. Other board members present were Julie Attebury; Patricia S. Blackwell; John D. Ellis, Jr.; Scott Holliday, D.O.; Wynne M. Snoots, M.D.; Paulette Southard; Stanley Wang, M.D.; and George Willeford III, M.D. Staff members present were Mari Robinson, J.D., Executive Director; Linda Gage-White, M.D., Medical Director; Jamie Garanfio, Director of Licensure; Megan Goode, Special Projects Manager; and various staff.

Dr. Zeitler appointed Paulette Southard to serve as the public member on the Executive Committee until the election of a Secretary/Treasurer at the board meeting on Friday, Nov. 4, 2011.

Agenda item #2, Review and Approval of FY 11 Annual Internal Audit Report. Jaye Stepp, CPA/CGAP, with Rupert and Associates, P.C., gave a review of the FY 11 Annual Internal Audit Report that is submitted to state oversight agencies and provides information on prior year audits as well as a summary of the audit plan for FY 12. After review and discussion, **Ms. Southard moved, Dr. McNeese seconded, and the motion passed to approve the FY 11 Internal Audit Report.**

Agenda item #3, Report on FY 11 Quality Assurance and Improvement Program. Ms. Stepp presented the FY 11 Quality Assurance and Improvement Program for the internal audit function as implemented by Rupert and Associates.

Agenda item #4, Review and Approval of FY 12 Internal Audit Charter. Ms. Stepp summarized the Internal Audit Charter for FY 12 which outlines the objectives, scope and responsibilities of the internal audit function. After review, **Dr. Arambula moved, Dr. McNeese seconded, and the motion passed to approve and sign the Internal Audit Charter for FY 12.**

Agenda item #5, Review and Approval of FY 12 Internal Audit Plan. After review and discussion, **Dr. McMichael moved, Ms. Southard seconded, and the motion passed to approve the FY 12 Internal Audit Plan with the selection of the alternate audit topic to review the process and controls around Human Resources data security.** The committee also directed staff to review processes for training and communicating with District Review Committee members and report back to the Executive Committee.

Agenda item #6, Discussion, recommendation, and possible action regarding a legislators request on a confidential disciplinary file. Ms. Robinson presented a brief summary of the request. **Dr. McMichael moved, Dr. Arambula seconded, and the motion passed to go into Executive Session at 9:20 a.m. for deliberations concerning disciplinary action, investigative information, peer review information, and possible rehabilitation orders under the authority of the Medical Practice Act Sections 152.009, 160.006-160.008, 164.007(c), and 165.202-**

165.203, Occupations Code. Open session resumed at 9:20 a.m. and it was announced that no action was taken. A certified agenda was made.

After discussion, **Ms. Southard moved, Dr. McNeese seconded, and the motion passed to deny the request and approve the continuation of the boards enforcement processes as required in rule and statute.**

Agenda item #6, Adjourn. There being no further items, the meeting adjourned at 9:23 a.m.