



## TEXAS MEDICAL BOARD

### EXECUTIVE COMMITTEE Meeting Minutes November 29, 2012

The meeting was called to order at 8:33 a.m. by the Chair, Irvin E. Zeitler, Jr., D.O. Committee members present were Michael Arambula, M.D.; Melinda McMichael, M.D.; Margaret McNeese, M.D.; and Paulette Southard. Other board members present were Patricia Blackwell; Carlos Gallardo; Wynne Snoots, M.D.; Stanley Wang, M.D.; and Julie Attebury. The following members arrived after the start time Scott Holliday, D.O.; Wynne M. Snoots, M.D.; Timothy Webb; and Stanley Wang, M.D. Richard Rahr, Ph.D., P.A., Physician Assistant Board member. Staff members present included Mari Robinson, J.D., Executive Director; Robert Bredt, M.D., Medical Director; Nancy Leshikar, General Counsel; Tonie Knight, Licensure Manager; and Megan Goode, Public Information and Special Projects Manager.

**Agenda item #2, Report on FY12 Quality Assurance and Improvement Program.** Jay Stepp, CPA/CGAP, with Rupert and Associates, P.C., presented the FY12 Quality Assurance and Improvement Program for the boards contracted internal audit function as implemented by Rupert and Associates.

**Agenda item #3, Review and Approval of FY13 Internal Audit Charter.** Ms. Stepp summarized the Internal Audit Charter for FY 13 which outlines the objectives, scope and responsibilities of the internal audit function. After review, **Dr. McNeese moved, Ms. Southard seconded, and the motion passed to approve and sign the Internal Audit Charter for FY 13.**

**Agenda item #4, Review and Approval of FY13 Internal Audit Plan.** Ms. Stepp presented the FY 2013 Internal Audit Plan to satisfy the requirement for the internal audit activity to evaluate the design, implementation, and effectiveness of the organizations ethics-related objectives, programs, and activities. **Dr. Arambula moved, Ms. Southard seconded, and the motion passed to approve the FY13 Internal Audit Plan.**

**Agenda item #5, Report and discussion regarding personnel evaluation.** Dr. McMichael moved, Dr. Arambula seconded, and the motion passed to go into Executive Session to at 8:41 a.m. for deliberations concerning personnel matters under the authority of the Open Meetings Act Section 551.074, Government Code. Open session resumed at 9:21 a.m. and a certified agenda was made. It was announced that no action was taken during the Executive Session.

The annual Executive Directors performance evaluation was conducted.

There being no further agenda items, the meeting adjourned at 9:26 a.m.