



## TEXAS MEDICAL BOARD

### EXECUTIVE COMMITTEE

#### Meeting Minutes

February 8, 2012

The meeting was called to order at 6:42 p.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., and Paulette Southard. Staff members present included Mari Robinson, J.D., Executive Director, and Nancy Leshikar, General Counsel.

**Agenda item #2, Discussion, recommendation, and possible action regarding personnel issues.** Ms. Robinson presented an updated personnel organizational chart. After discussion, the committee directed staff to revise the organizational chart to clarify that the Medical Director supervises the expert physicians contracted by the board including expert panel members and chart monitors. Ms. Robinson presented the job description for the position of the Medical Director. After discussion, the committee directed Ms. Robinson to revise the job description to clarify the role and responsibilities of the Medical Director.

The committee discussed the State Auditors Office recommendation for a revision of the authorized salary for the Medical Director and Executive Director. After discussion, **Dr. McMichael moved, Ms. Southard seconded, and the motion passed to approve to increase the authorized salaries of the Executive Director and Medical Director.**

The committee discussed the mechanics of the interview process for a medical director.

The committee discussed planning of issues for discussion for the remaining board meeting.

The committee recessed at 8:29 p.m. Dr. Zeitler announced the committee would reconvene at 8:30 a.m., Thursday, February 9, 2012.

The committee reconvened at 8:35 a.m. on Thursday, February 9, 2012. The committee was called to order by the Dr. Zeitler. Committee members Dr. Arambula, Dr. McNeese, Dr. McMichael and Ms. Southard were present. Other board members present were Julie Attebury; Patricia Blackwell; David Baucom; Pat Crocker, D.O.; John D. Ellis, Jr.; J. Scott Holliday, D.O.; and Stanley S. Wang,

M.D. Board staff present were Mari Robinson, Executive Director; Nancy Leshikar, J.D., General Counsel; Tonie Knight, Licensure Manager; Megan Goode, Public Information and Special Projects Manager; and various other staff.

**Agenda item #3, Discussion, recommendation, and possible action regarding civil litigation testimony.** After discussion, **Dr. McMichael moved, Dr. Arambula moved, and the motion passed to approve Dr. Crocker to testify at a scheduled civil litigation hearing regarding health facility hiring practices.**

**Agenda item #4, Adjourn.** There being no additional agenda items the meeting adjourned at 8:43 a.m.