



TEXAS MEDICAL BOARD

EXECUTIVE COMMITTEE

Meeting Minutes

March 1, 2018

The meeting was called to order at 8:33 a.m. by the Chair, Sherif Z. Zaafran, M.D. Committee members present were Michael Cokinos; Margaret McNeese, M.D. and Timothy Webb, J.D. J. Scott Holliday, D.O. was absent. Other board members present were; Michael E. Cokinos; Frank S. Denton; John R. Guerra, D.O.; and Surendra K. Varma, M.D. Staff members Scott Freshour, J.D., Interim Executive Director and General Counsel; Robert Bredt, M.D., Medical Director, Megan Goode, Governmental Affairs & Communications Manager, and the Assistant General Counsels and various other staff.

Agenda item #2, Discussion, recommendation, and possible action regarding FY18 Internal Audit Plan. Ms. Goode introduced the board's Internal Auditor, Kimberly Gonzales, with Garza/Gonzalez and Associates. Ms. Gonzales reported on the FY18 Internal Audit Plan including the risk assessment process and the resulting recommendation for an audit to be conducted on the licensing of Medical Radiologic Technologists or based on discussion, the Texas Physician Health Program. She clarified that the audit includes review of implementation of prior year audit recommendations and culminates in a final annual report per state statutory requirements.

After discussion, **Dr. Zaafran moved, Mr. Cokinos seconded, and the motion passed to go into Executive Session at 8:40 a.m. for private consultation and advice of counsel concerning pending or contemplated litigation, settlement offers, and/or legal matters subject to the attorney client privilege under the authority of the Open Meetings Act Section 551.071, Government.** Open session resumed at 9:13 a.m. and it was announced that no action was taken. A certified agenda was made. After further discussion, **Dr. Zaafran moved, Mr. Webb seconded, and the motion passed to approve the FY18 Internal Audit Plan and recommendation for an audit of the Texas Physician Health Program (PHP) function.** Board directed staff to communicate with PHP staff on current items that are presently in need of being corrected.

Agenda item #3, Discussion, recommendation and possible action regarding Internal Audit Charter. Ms. Goode gave an overview of the Charter of Audit Functions for TMB Executive Committee. After discussion, **Mr. Webb moved, Mr. Cokinos seconded, and the motion passed to approve the Internal Audit Charter.**

Agenda item #4, Adjourn. There being no additional agenda items, the meeting adjourned at 9:20 a.m.

