



# TEXAS MEDICAL BOARD

## EXECUTIVE COMMITTEE

### Meeting Minutes

February 12, 2015

The meeting was called to order at 8:31 a.m. by the Chair, Michael Arambula, M.D., PharmD. Committee members present were: Margaret McNeese, M.D.; Paulette Southard. George Willeford, III, M.D. arrived a few minutes after roll call. Timothy Webb, J.D. was not present. Other board members present were Julie Attebury; Frank Denton; John D. Ellis, Jr., J.D.; John R. Guerra, D.O.; J. Scott Holliday, D.O.; Robert B. Simonson, D.O.; and Wynne Snoots, M.D. Staff members present included Mari Robinson, J.D., Executive Director; Robert Bredt, M.D., Medical Director; Scott Freshour, General Counsel; and Megan Goode, Governmental Affairs Manager,

**Agenda item #2, Discussion, recommendation, and possible action on the Charter of Audit Functions for the TMB Executive Committee.** Ms. Robinson gave a brief summary of the Charter of Audit Functions for the TMB Executive Committee. The Charter outlines the Committee's audit duties and responsibilities. After review, **Ms. Southard moved, Dr. McNeese seconded, and the motion passed to approve the Charter of Audit Functions for the TMB Executive Committee.**

**Agenda item #3, Discussion, recommendation, and possible action on the FY 15 Internal Audit Plan.** Ms. Robinson and Ms. Goode introduced the Board's new internal auditors with Garza/Gonzalez & Associates, Certified Public Accountants. The auditors provided a summary of the FY 15 Internal Audit Plan with the recommendation for an internal audit of the Licensure Department and Physicians Licensure. After discussion, **Dr. McNeese moved, Ms. Southard seconded, and the motion passed to approve the FY 15 Internal Audit Plan.**

**Agenda item #4, Discussion of contract training requirements.** Ms. Robinson reviewed the required contracts training mandated under Tex. Gove. Code, Sec 2262.0535 for governing bodies. The Executive Committee is the governing body for the purposes of Section 2262.0535. The Comptroller's office provides an abbreviated contract management course training for members of governing bodies of state agencies in accordance with statute. After discussion, **Ms. Southard moved, Dr. McNeese seconded, and the motion passed to accept for the Executive Committee to complete the required contracts training.**

**Agenda item #5, Discussion, recommendation, and possible action regarding proposed amendments to 22 T.A.C, Chapter 161. General Provisions, §161.3 Organization and Structure.** Mr. Freshour gave a brief summary of proposed amendments. After discussion, **Ms. Southard moved, Dr. McNeese seconded, and the motion passed to approve proposed amendments to 22 T.A.C., Chapter 161. General Provisions, §161.3 Organization and Structure, for publication with the changes recommended by Mr. Freshour.**

**Dr. McNeese moved, Ms. Southard seconded that the meeting adjourn. Motion carried and the meeting adjourned at 8:53 a.m.**