

**American College of Occupational & Environmental Medicine**  
**Minutes of 90<sup>th</sup> Meeting of the House of Delegates**  
**AOHC – Friday, March 25, 2011 – Washington, DC**

Dr. Alan Engelberg, Speaker of the House, welcomed everyone to Washington, DC and called the meeting to order. Also present were Dr. Daniel Janiga, Speaker-elect and Dr. Melissa Bean, Recorder. The HOD voted Dr. Penny Stern to serve as parliamentarian. Dr. Engelberg then asked the new delegates to stand up and introduce themselves.

Dr. Engelberg then advised the delegates that there were two late resolutions. Dr. Engelberg said that since this a short meeting and there are already resolutions to discuss, he would not introduce the late resolutions and suggested that they be held until the fall HOD meeting. However, if a delegate wanted to have these resolutions dealt with now, he/she could come up and make a motion. A simple majority vote would allow the resolution to be discussed.

Dr. James Butler asked that the first late resolution – **11S-06 - ACOEM Support of the Occupational Medicine Physician Assistants** – be discussed at this meeting since it could probably be resolved with few changes. The motion passed and this resolution will be discussed.

Dr. Doug Martin discussed the second late resolution – **11S-07 - ACOEM Contract a Marketing Consultant to Develop an Employer and Payer-oriented ACOEM Website** – and stated that the Clinical Practice Work Group would like to deal with this resolution since it is critically important to Clinical Practice and Private Practice. He felt it is valuable to get the process going. There were some comments that perhaps it would be better to wait until everyone becomes familiar with the new ACOEM website and see if some of these issues are resolved. Dr. Marianne Cloeren stated that the Council of OEM Practice would be happy to discuss this with the Clinical Practice Work Group to talk about what is already in progress and plan a cohesive path forward. Dr. Jennifer Christian spoke in favor of her resolution. The motion passed and this resolution will be discussed.

Dr. Melissa Bean reported that there was a quorum. At this session of the House of Delegates there were 42 delegates in attendance representing 20 components and 9 sections, plus 3 non-voting officers. The number required for a quorum at this session is 28.

#### **Report of ACOEM Leadership**

Dr. Natalie Hartenbaum, ACOEM President, addressed the delegates. She welcomed everyone to Washington, DC. She talked about the component meetings she has attended and addressed some of their questions. The components ask about ACOEM's structure. In recent years, ACOEM has refined the governance structure trying to make it more streamlined and responsive. Membership is changing and ACOEM is changing and trying to be more responsive to members' needs. She talked about the governance structure and stated the House of Delegates is an important part of ACOEM's governance. The leaders of the House of Delegates are also members of the Board of Directors.

Dr. Beth Baker, Secretary-Treasurer, gave the financial report. She stated that she understood there is a resolution about the way ACOEM presents its finances. She would be happy to discuss. She stated last year was a good year because ACOEM's investment income did well. The net results for 2010 showed ACOEM's net loss this year was \$48,000, which is pretty close to break even. Total revenues were up over the last three years. Assets have been going up since 2007-08, based on what the economy is doing. Liquid reserves have gradually climbed since the drop that happened in 2007-08. (See a copy of her report.)

Barry Eisenberg, ACOEM Executive Director, gave an update on the website redesign and recent launch. He discussed the new sections of the website and told delegates that components and sections could post information about future meetings, photos, etc. on their component or section page. He stated an individual could personalize his or her page. Each component and section will need an administrator to make these changes to the website.

He told delegates there is a House of Delegates site for delegates that will show the resolutions and HOD manual update. There is also a HOD discussion forum and a place to post HOD activities and meetings.

He told delegates that to get the maximum value from the new website they should do the following for their component:

- Re-evaluate your component's website needs – contact component officers
- Identify an administrator to make changes to the website
- Obtain the right training through ACOEM
- Create the best process
- Communicate with your members

He advised everyone to stop by the membership booth on the lower level of the hotel for a live demonstration of the website and help them personalize their page. (See a copy of his report.)

Miles Hoffman, Director of Membership and Marketing, gave the Membership Committee report in lieu of Dr. Steve Frangos, who could not make the meeting. Membership has declined in the last few years. Surveys have shown that what motivates members to join are: 1) keeping up-to-date in OEM and 2) networking opportunities. Our overall retention rate is 85%. Board members and Fellows renew at a much higher percentage.

In 2011, the goal is to keep membership where it is. Since ACOEM has had years of decline, this would be quite an accomplishment. (See a copy of his report.)

Dr. Robert Orford gave an update on the next ICOH meeting. He introduced Dr. Jorge Morales from Mexico, who is a board member of ICOH. The next ICOH meeting will be held in Cancun, Mexico from March 18-23, 2012. Dr. Orford said that ICOH would be interested in having a section symposium at its meeting. This would need to be decided very soon. He encouraged all delegates to consider joining ICOH.

### **Report on Prior Resolutions**

Dr. Engelberg reported on prior resolutions that went to the Board of Directors.

**Resolution 10S-02-CS – Modify Members Only Section of Website so Components and Sections Pages Have Links to Lists of their Members** – already being done on new website.

**Resolution 10S-03-EC – Approval of ACOEM Continuing Education Credits for National Board of Public Health Examiners Maintenance of Certification Program** – BOD approved and Joyce Paschall has contacted the National Board of Public Health Examiners. At this time they are only accepting their own credits, but remain open to possibly accepting other organizations' credits in the future..

**Resolution 10S-06-CP – Maintenance Policies, Practices, and Obsolescence Plan with Regard to the ACOEM Internet Website** – Rejected by BOD.

**Resolution 10S-07-EA – Explore Optional Electronic Publication of JOEM** – This option is still being explored by staff and JOEM.

**Resolution 10S-08-CR – Recordkeeping by ACOEM for CME Provided by Components** – New website options were explained and members can self-report CME in their records.

**Resolution 10S-09-CS – Announcements of Component Conferences to be Posted on the ACOEM Home Page** – The new website provides this.

### **Report of House Officers**

Dr. Engelberg reported that two manuals have been worked on during the past year. First is the Delegate's Manual that has just been updated and will be available to delegates as soon as it goes to the 4Ps for approval. This manual was updated by the HOD officers.

Second is the updated Component Manual that Dr. Richard Wagoner and the Components & Section Work Group have been working on for the past year. It is almost complete but still needs some work. This manual will need to go through the 4Ps also and should be available by the next HOD meeting in November.

Dr. Engelberg then asked for a motion and second to approve of the minutes of the November meeting. MOTION APPROVED

Dr. Janiga reminded everyone about the Fall HOD Meeting to be held in Elk Grove Village, IL on Friday, November 4, 2011. This is an in-person and call-in meeting.

Dr. Bean announced the Ragtag Dinner would be held at Mie N You. She reminded the delegates that there was a sign-up sheet and envelope for money or checks at the back of the room. Everyone should meet in the hotel lobby and take taxis to the restaurant.

### **Assignment of Late Resolutions**

Resolution 11S-06-CP was assigned to the Clinical Practice Work Group.

Resolution 11S-07-CP was also assigned to the Clinical Practice Work Group.

### **Work Group Reports**

Dr. Marvin Taylor, chair of the Internal Affairs Work Group, thanked the work group members. He made a motion to approve the following slate of candidates and alternates to run for the 2012-2015 board of directors:

#### **Candidates**

Marianne Cloeren, MD, MPH, FACOEM – Maryland COEM

Michael L. Fischman, MD, MPH, FACOEM – Western OEMA

Michael G. Holland, MD, FACOEM – New York OEMA

Timothy M. Mallon, MD, MPH, FACOEM – Maryland COEM

Steven Pike, MD, JD, MBA, FACOEM – Western OEMA

James A. Tacci, MD, JD, MPH, FACOEM – New York OEMA

#### **Alternates**

Kathryn L. Mueller, MD, MPH, FACOEM – Rocky Mountain AOEM

Philip Adamo, MD, MPH, FACOEM – New England COEM

MOTION APPROVED

Dr. Janet Snoddy, Chair of the Membership Work Group thanked her work group and presented the following –

- **Resolution 11S-01-MB (formerly 10F-02-MB) – Restoration of 2008 Criteria for ACOEM Fellowship** – Dr. Snoddy stated that these fellowship changes have been carefully reviewed and discussed over the past few years.

The work group looked at the following:

- More transparency
- More accountability
- Ease of completing the application
- Largest class of fellows this year

After talking to Dr. Hymel who led the task force that recommended these changes, the work group felt this resolution should be deferred until the Membership Work Group can meet with the Fellowship Committee. There was a motion is to TABLE this resolution until the Fall HOD meeting. MOTION APPROVED.

Dr. Brett Perkison, Chair of the Scientific Affairs Work Group, thanked his work group and presented the following –

- **Resolution 11S-02-SA – Creation of a Council on Information Technology** – Dr. Perkison presented a substitute resolution that the work group had prepared. The original resolution requested the formation of a council that can make sure the information technology stays up-to-date. The work group discussed if this was the best way to do this. The substitute resolution would require that the Executive Director's report to the HOD include an update on IT planning and discussion of progress regarding IT initiatives and goals. There was a motion and second to approve the substitute resolution. MOTION APPROVED.

Dr. Douglas Martin, Chair of the Clinical Practice Work Group thanked his work group and presented the following –

- **Resolution 11S-03-CP – Combined and Compatible "Slide" Video/Audio Recordings of AOHC Sessions** – Dr. Martin discussed the revised resolution that the work group prepared. This resolution has to do with

recording the sessions at AOHC. The focus of this resolution is to make the recordings not only combined in a single digital file, but also to produce them in a format that is universal and compatible with all the new technology. There was unanimous support for this in the work group. There was a motion and second to approve the revised resolution. MOTION APPROVED.

Dr. Nelson Haas, Chair of the External Affairs Work Group thanked his work group and presented the following –

- **Resolution 11S-04-EA – ACOEM to Work with AMA on Prioritizing the Writing of Implementing Regulations for Section 1201 of PP-ACA** – Dr. Haas presented a revised resolution and asked for a motion to approve. There was a motion and second to approve this revised resolution. MOTION APPROVED.

Dr. Michael Levine – Chair of the Education & Conferences Work Group thanked his work group and presented the following –

- **Resolution 11S-05-EC – Presentation of the Annual ACOEM Budget and Balance Sheet to the House of Delegates** – Dr. Levine presented a revised resolution and asked for a motion to approve. There were some minor changes and then there was a motion and second to approve with the additional changes. MOTION APPROVED.

The late resolutions were discussed:

**Resolution 11S-06-CP – ACOEM Support of the Occupational Medicine Physician Assistants** – Dr. Butler spoke on this resolution. He stated that the resolution requests that ACOEM write a letter to support a legislative update to the Federal Employees Compensation Act (FECA) to revise the definition of “physician” to “health care provider”, and to include physician assistants and nurse practitioners. There was a motion and second to approve this revised resolution. MOTION APPROVED.

**Resolution 11S-07-CP – ACOEM Contract a Marketing Consultant to Develop an Employer and Payer-oriented ACOEM Website** – Dr. Martin spoke on the changes that his work group made to this resolution. The work group moved for approval of this revised resolution. There was discussion about the financial impact of this resolution. There was a friendly amendment to change the words in the third RESOLVED from “full-time staff member” to “part-time staff member”. MOTION NOT APPROVED. There was a second friendly amendment so that the resolution would read “promote occupational and environmental medicine and member practices”. MOTION APPROVED. After much discussion, there was a motion and second to approve this revised resolution. MOTION APPROVED.

### **Installation of New Officers**

Dr. Engelberg introduced Dr. Daniel Janiga as the new Speaker, Dr. Melissa Bean as the new Speaker-elect and Dr. James Butler as the new Recorder.

Dr. Janiga thanked Dr. Engelberg for his hard work as an officer in the HOD during the last three years and his many years of service as a delegate. He then presented Dr. Engelberg with a plaque from ACOEM. Dr. Engelberg thanked everyone and then turned the gavel over to Dr. Janiga. Dr. Janiga addressed the delegates and commented on the fact that the House of Delegates and Board of Directors must work together. Dr. Janiga said the HOD needs more resolutions and he will be contacting the work group chair to see if a better system can be worked out. There must be more interactive discussions. Dr. Janiga will be contacting the new ACOEM President to see if he can plan some discussions with the HOD delegates, similar to the quarterly component calls with the president.

Dr. Bean addressed the group and said she is also hoping for more good resolutions in the future. She then reminded everyone about the Ragtag Dinner.

Dr. Butler encouraged everyone to come to Elk Grove Village in November for the HOD meeting and stated he had already picked a great restaurant for the Ragtag Dinner.

Dr. Janiga said that he’s looking into some changes for the HOD meeting in November and suggested having the last two hours of the HOD meeting as a CME session, rather than the additional CME session on Saturday morning.

The meeting adjourned at 12:00 noon.