

DIVISION OF CUSTOMER SERVICES
CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS
BOARD OF RESPIRATORY CARE

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

Monday, April 18, 2016
8:32 a.m.

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Ghada Bourjeily
Michael Carnevale
Paul Desmarais
Steven Trabucco (Chairman)

BOARD MEMBERS NOT IN ATTENDANCE

N/A

STAFF MEMBERS IN ATTENDANCE

Alana Rodriguez, Board Manager

OTHERS IN ATTENDANCE

N/A

1. Establishment of a quorum

A meeting of the Board of Respiratory Care was held on Monday, April 18, 2016 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 8:32 a.m. on a motion by Steven Trabucco and seconded by Ghada Bourjeily. Motion carried.

2. Presentation of the January 11, 2016 Open Session Meeting Minutes

The January 11, 2016 Open Session minutes were presented to the Board to show history of what transpired in the previous board meeting. Since the board members were not present, they were not able to approve the minutes.

3. Board Manager Report

a. Announcements & Introductions

Ms. Rodriguez introduced herself to the Board and provided a brief background. Individually the Board introduced themselves and provided a brief background.

b. Board Member Packets

The Board was given copies of the Statute, Rules and Regulations, Application, and the Open Meetings Act.

c. Board Responsibilities

Per the Statute Ms. Rodriguez discussed the powers and duties of the board. The Board must adhere to the Open Meetings Act. Ms. Rodriguez briefly explained the Open Meetings Act to the Board.

d. Confidentiality Agreement

Each board member filled out the *Confidentiality Agreement*.

e. 2016 Board Meeting Calendar

Ms. Rodriguez updated the board on the remaining meeting date(s) for 2016. The next meeting date is November 21. If an additional meeting is needed, a meeting will be scheduled with sufficient notice. All meetings are scheduled for 8:30 a.m. and are held in Room 104.

f. Application Review Process

Ms. Rodriguez briefly described the intake process of applications and updated the Board on the Director of Health's decision to grant the authority to the Department to approve license applications. Disqualifying credentials will be brought before the board for review and recommendation. The Board agreed that applicants w/ criminal history and/or disqualifying credentials are to be presented to the board.

g. Licensee Information

Ms. Rodriguez informed the board that there are currently 568 active Respiratory Care Practitioners in the state. Since January 11, 2016 to present the Department has licensed (5) Respiratory Care Practitioners.

h. Complaint Process

An overview of the intake complaint process was presented to the Board. The Board was informed of their duties reviewing a complaint and recommending disciplinary actions.

i. Board Chair Election

Per the Statute a chairman must be elected. The Board unanimously voted Steven Trabucco as the chairman.

4. New Business

a. NBRC State Licensure Liaison Meeting August 26-27, 2016

Ms. Rodriguez informed the board of the NBRC and AARC State Licensure Liaison Group meeting August 26-27, 2016 in Olathe, Kansas. Board members are encouraged to attend and if interested to email Ms. Rodriguez.

5. Motion to adjourn to Closed Session

Motion was made by Ghada Bourjeily and seconded by Steven Trabucco to adjourn to Closed Session at 8:57 a.m. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

6. Motion to return to Open Session

Motion was made by Steven Trabucco and seconded by Michael Carnevale at 9:34 a.m. to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

7. Final Actions on all votes taken in Closed Session

- The board reviewed and approved one (1) application; and proposed action on three (3) cases.

8. Adjournment

The next Board of Respiratory Care meeting will be held Monday, November 21, 2016 8:30 a.m. at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Steven Trabucco and seconded by Michael Carnevale to adjourn at 9:34 a.m. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alana Rodriguez", with a stylized flourish at the end.

Alana Rodriguez
Board Manager
Center for Professional Boards and Commissions