



4 **FLORIDA SOCIETY OF MEDICAL ASSISTANTS**

5
6
7 **EXECUTIVE COUNCIL MEETING**

8 April 25, 2014

9
10
11 The Executive Council Meeting of the Florida Society of Medical Assistants was called to order at
12 4:25 PM.

13
14 The roll call was called by Maria Wiegelmann, CMA (AAMA), FSMA Secretary, to establish a
15 quorum.

16
17 **ROLL CALL**

18
19 President Deniece Jozefiak, CMA (AAMA) Present
20 President-Elect Position vacant
21 Vice President Patricia Allen, CMA (AAMA) Present
22 Secretary Maria Wiegelmann, CMA (AAMA) Present
23 Treasurer Mary Lou Allison, CMA-C (AAMA) Present
24 Speaker of the General Assembly Mary Morris, CMA (AAMA) Present
25 Vice Speaker of the G.A. Ofelia Sunde, CMA (AAMA) Present
26 Immediate Past President Judy Seymour, CMA (AAMA) Absent

27
28 **CHAPTER REPRESENTATIVES**

29
30 Brevard Christine Stewart, CMA (AAMA) Absent
31 Central Gulf Coast Patricia Allen, CMA (AAMA) Present
32 Central Florida Maria Wiegelmann, CMA (AAMA) Present
33 Mid-Gulf Donna Heatley, CMA (AAMA) Absent
34 North Florida Gayle Bell, CMA (AAMA) Absent
35 Southeast Joyce Baldwin, CMA (AAMA) Present
36 Southwest Deniece Jozefiak, CMA (AAMA) Present
37 Treasure Coast Theresa Errante-Parrino, CMA, (AAMA) Present

38
39 **EXECUTIVE COMMITTEE CHAIRS**

40
41 Budget & Finance Mary Lou Allison, CMA-C (AAMA) Present
42 Bylaws/Policy & Procedures Judy Seymour, CMA (AAMA) Absent
43 Certification Karin Applegate, CMA (AAMA) Absent
44 Communication Betty Springer, CMA-C (AAMA) Present
45 Education Deniece Jozefiak, CMA (AAMA) Present
46 Educators Forum Position vacant
47 Leadership Deniece Jozefiak, CMA (AAMA) Present
48 Marketing Betty Springer, CMA-C (AAMA) Present
49 Meeting Coordinator Marsha Benedict, CMA-A (AAMA) Present

1	Membership	Patricia Allen, CMA (AAMA)	Present
2	Nominating	Patricia Allen, CMA (AAMA)	Present
3	Public Policy	Carol Francis, CMA (AAMA)	Present

4

PHYSICIAN LIAISON

6	Joel Martin, M.D.		Absent
---	-------------------	--	--------

7

SEATING OF THE PROXIES

8

9
10 The Central Florida Chapter wishes to seat Olive Devine, CMA (AAMA), as proxy for Maria
11 Wiegelmann, CMA (AAMA). The Southwest Chapter wishes to seat Ruth Lapio, CMA (AAMA) as
12 proxy for Deniece Jozefiak, CMA (AAMA). The Brevard County Chapter wishes to seat Ofelia Sunde,
13 CMA (AAMA) as proxy for Linda Vitzthum, CMA (AAMA). Carol Francis, CMA (AAMA) moved to
14 seat the proxies. Marsha Benedict, CMA (AAMA) seconded.

15 **MOTION CARRIED.** The proxies were seated.

16

17 There was a quorum present.

18

19 The minutes of the Executive Board Meeting held on October 26, 2013 have been available on the
20 FSMA website. Marsha Benedict, CMA-A (AAMA) moved that the minutes be filed as printed. Mary
21 Lou Allison, CMA-C (AAMA) seconded. No further discussion.

22 **MOTION CARRIED.** The minutes will be filed as printed and can be found on the FSMA website.

23

TREASURER REPORT

24

25
26 Checking: \$25,628.72 Money Market: \$22,366.72 Balance: \$47,995.44

27

28

29

OFFICER REPORTS

30

31	President	Deniece Jozefiak, CMA (AAMA)	On file
32	President-Elect	Position vacant	
33	Vice President	Patricia Allen, CMA (AAMA)	On file
34	Secretary	Maria Wiegelmann, CMA (AAMA)	On file
35	Treasurer	Mary Lou Allison, CMA-C (AAMA)	as reported above
36	Speaker of the General Assembly	Mary Morris, CMA (AAMA)	On file
37	Vice Speaker of the G.A.	Ofelia Sunde, CMA (AAMA)	On file
38	Immediate Past President	Judy Seymour, CMA (AAMA)	Absent

39

CHAPTER REPRESENTATIVE REPORTS

40

42	Brevard	Christine Stewart, CMA (AAMA)	On file
43	Ofelia Sunde, CMA (AAMA) stated that the Brevard chapter is becoming active again and that they		
44	are holding a seminar on May 31, 2014. Information is on the FSMA website.		
45	Central Gulf Coast	Patricia Allen, CMA (AAMA)	On file
46	Central Florida	Maria Wiegelmann, CMA (AAMA)	On file
47	Mid-Gulf	Donna Heatley, CMA (AAMA)	On file
48	North Florida	Gayle Bell, CMA (AAMA)	On file
49	Southeast	Joyce Baldwin, CMA (AAMA)	On file

1 Southwest Deniece Jozefiak CMA (AAMA) On file
 2 Treasure Coast Theresa Errante-Parrino, CMA, (AAMA) On file
 3 The chapter is holding a seminar on May 17, 2014. Information is on the FSMA website.
 4

5 **EXECUTIVE COMMITTEE REPORTS**

6
 7 **Budget & Finance** Mary Lou Allison, CMA-C (AAMA) Will present report
 8 at post convention board meeting
 9 **Bylaws/Policy & Procedures** Judy Seymour, CMA (AAMA) On file
 10 **Certification** Karin Applegate, CMA (AAMA) On file
 11 **Communication** Betty Springer, CMA-C (AAMA) On file
 12 Mary Lou Allison, CMA-C (AAMA) said that old archived FSMA documents are now on a Cloud
 13 drive. They can be accessed on the FSMA website – click on About FSMA and then on Documents.
 14 **Education** Deniece Jozefiak, CMA (AAMA) On file
 15 **Educators Forum** Position vacant
 16 **Leadership** Deniece Jozefiak, CMA (AAMA) No report
 17 **Marketing** Betty Springer, CMA-C (AAMA) On file
 18 Update on Diabetes Initiative information is attached as Addendum A. Special thanks go to Dr
 19 Theresa Errante-Parrino and her students for their help with the project. It could not have been
 20 completed without them. The module will also be translated into Spanish at a later date since wording
 21 on this module helps you talk to the patient in lay persons language. This will also help us participate
 22 in community health events. The Credentialed Medical Assistant may become the community health
 23 resource for education on diabetes and wellness patient care and this could have an impact on health
 24 care cost containment.
 25 **Meeting Coordinator** Marsha Benedict, CMA-A (AAMA) Hotel On file
 26 Marsha Benedict, CMA-A (AAMA) made a motion that the fall 2015 FSMA conference be held at
 27 Indian River State College, Ft Pierce, FL and that the FSMA Hotel Coordinator reserve a hotel near the
 28 college. Betty Springer, CMA-C (AAMA) seconded the motion. Theresa Errante-Parrino, CMA
 29 (AAMA) stated that the school has all the audio-visual equipment needed for the conference and it
 30 would be at no cost to FSMA. There is a company on campus that can cater food. Anticipate passing
 31 cost savings on to members.
 32 **MOTION CARRIED.**
 33 Ruth Lapio, CMA (AAMA), Registration Chair, stated that there are 90 attendees at this conference.
 34 **Membership** Patricia Allen, CMA (AAMA) On file
 35 **Nominating** Patricia Allen, CMA (AAMA) On file
 36 Some positions are still open and candidates can run from the floor.
 37 **Public Policy** Carol Francis, CMA (AAMA) On file

38
 39 **PHYSICIAN LIAISON REPORTS**

40 Absent
 41 Joel Martin, M.D.

42 **CORRESPONDENCE**

- 43
 44 1. Information was passed on to the FSMA board regarding openings for AAMA Officer and
 45 Trustee positions. No one from FSMA has applied.
 46 2. Information was passed on to the FSMA board to see if FSMA wanted to donate money for
 47 the AAMA Conference in St. Louis, MO in October. The board voted not to donate money to
 48 AAMA.

3. Information regarding FSMA dues was sent to the FSMA board. The board voted to keep the FSMA dues the same.
4. A letter was received from Kathy Langley from AAMA to see if FSMA was interested in hosting the 2017 AAMA meeting and the FSMA board voted not to host at this time.
5. AAMA Board of Trustee Highlights can be found on the AAMA website.
6. Deniece Jozefiak, CMA (AAMA) shared a letter she received from Adie DeLaGuardia-Piz, CMA (AAMA) who is moving to San Francisco saying that it was an honor for her to serve as an alternate delegate at the AAMA Atlanta conference and through the years. She hopes to attend the AAMA conference in St. Louis and will see us there.

UNFINISHED BUSINESS

1. FSMA Planning Meeting- nothing to add at this time per Betty Springer, CMA-C (AAMA).
2. Five Day CMA Program-Medical Assistant Specialists (MCS) - Response from Don Balasa. Don Balasa received a reply from Frances Baker with the Florida Office of Citizen Services on behalf of Florida's Attorney General regarding the MCS program which stated the information Don had sent them had been forwarded to the Florida Attorney General's Consumer Protection Division, Florida Department of Education's Commission for Independent Education, Florida Department of Health. Since MCS lists the National Healthcare Credentialing Institute (NHCI) and National Medical Licensing Association (NMLA) and both "appear to be located in Washington, D.C." the information was forwarded to the Washington, D.C. Attorney General also. Deniece Jozefiak, CMA (AAMA) spoke to Don Balasa earlier this week and he had heard nothing further on this issue.

NEW BUSINESS

1. Ad Hoc Committee for State/Chapter Event "The Heart of Health Care"-Betty Springer, CMA-C (AAMA) – hold off until next report from Betty – there will be a plan then.
2. Betty Springer, CMA-C (AAMA) made a recommendation to cease contributing to the Maxine Williams Scholarship Fund and Ivey Relkin Surveyor Training Funds and to develop protocol for a scholarship fund for Florida's own CAAHEP and/or ABHES students.(A copy of the recommendation is attached under ADDENDUM B). Action: appoint an Ad Hoc committee to develop criteria and conditions to bring to the Executive Council for a vote. Marsha Benedict, CMA-A (AAMA) seconded the motion to appoint an Ad Hoc committee.
MOTION CARRIED.
Mary Lou Allison, CMA-C (AAMA) stated that we presently give \$200 to the Maxine Williams Scholarship Fund in memory of Vera Nesmith – we do not contribute to the Ivey Relkin Fund. Mary Lou feels that we can give to both – the Maxine Williams Scholarship fund and the proposed scholarship fund for Florida's own students. Any student in Florida can apply for the Maxine Williams Scholarship. Mary Lou made a motion to reduce the FSMA donation to the Maxine Williams Scholarship Fund to \$100. Joyce Baldwin, CMA (AAMA) seconded. Theresa Errante-Parrino, CMA (AAMA) stated that she gives her students the information for the Maxine Williams Scholarship Fund and has given one student the application for it.
MOTION CARRIED.
3. Public Policy Changes-Betty Springer, CMA-C (AAMA) and Patricia Allen, CMA (AAM) held a conference call with Don Balasa regarding proposed changes by the Florida Senate Health Policy Committee to bills (SB 1352 and SB 1066) deleting the line which states

1 “Medical assistants may be certified by the American Association of Medical Assistants or as
2 a Registered Medical Assistant by the American Medical Technologists.” The reason for the
3 deletion as stated in part in SB 1352 - “The law says that a medical assistant may be certified
4 by the American Association of Medical Assistants or as a Registered Medical Assistant by
5 the American Medical Technologist, but the law does not require certification as a condition of
6 performing the specified duties. There are other agencies that certify medical assistants that
7 are not recognized in law.” In an email dialogue between Deniece Jozefiak, CMA (AAMA),
8 Don Balasa, and Michael McCarty (General Counsel to AMT), Mr. McCarty stated “At Least
9 Florida will remain one of the states with a comprehensive MA scope of practice law on the
10 books, even if the symbolic benefit of being the two certification organizations expressly
11 recognized in the law is removed.”. Betty Springer stated that she thought the revised law
12 passed yesterday April 24, 2014.
13
14

15 ANNOUNCEMENTS

- 16
- 17 1. Excel Awards nominations are due to AAMA by August 1, 2014.
- 18 2. Chapter Expansion-Central Gulf Coast has 2 new counties - Citrus and Levy. North Florida
19 has 12 new counties-Alachua, Baker, Bradford, Columbia, Dixie, Duval, Gilchrist, Hamilton,
20 Lafayette, Nassau, Suwanee and Union.
- 21 3. Let fellow Board members know if you will be out of town. We need to keep the lines of
22 communication open so that we can continue to work as a team.
- 23 4. AAMA Volunteer form is due by August 1, 2014. The form can be found on the AAMA
24 website.
- 25 5. Any FSMA Bylaw changes made tonight at the General Assembly will be due to AAMA by
26 June 14, 2014.
- 27 6. Delegate/Alternate Form and FSMA Officer Form are due to AAMA by June 1, 2014.
- 28 7. The Secretary is requested to get the minutes of this meeting to the President within 30 days of
29 the meeting. The minutes will be placed on the FSMA website for all to review.
- 30 8. The FSMA Board Meeting and Fall Conference will be held on November 8, 2014 at the
31 Crowne Plaza Hotel in Tampa, FL.
- 32 9. The AAMA Annual Conference will be held in St. Louis, MO from October 17-20, 2014.
33 The brochure containing the agenda and registration form is on the AAMA website
34 www.aama-ntl.org.
- 35
- 36

37 There being no further business to be brought before the FSMA Executive Council, the meeting was
38 adjourned at 5:15PM by Deniece Jozefiak, CMA (AAMA) FSMA President.
39
40
41
42
43
44
45
46
47
48
49

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

ADDENDUM A

FLORIDA SOCIETY OF MEDICAL ASSISTANTS EXECUTIVE COUNCIL REPORT: UPDATE ON DIABETES INITIATIVE--FINAL

- Beta testing has commenced to assure quality control of program and statistics. The students at IRSC have been helpful and cooperative.
- Dr. Errante Parrino revised and executed the Survey Monkey format for testing, demographic participant info and statistics that attach to the “Learning to Stop Diabetes” online program. Dr. EP also reviewed instructions and Power Point testing instructions to assure clear direction and contributed to appropriate “data collection” terms for participant information. Validity of project would not have been possible without her expert assistance.
- The statistical data will provide a tool for outcomes analysis and a logistics foundation for discussion of a defined role for medical assistants as a diabetes patient advocate.
- Program will be marketed next month to Florida Medical Assistants ONLY
- Future collaboration for national participation will be considered
- Conference Call participation took place this month with Healthcare Professions committee of FL DOH Diabetes Advisory Council. Dr. Shahady was introducing the potential for a role for medical assistants with the prestigious Council. A second conference call participation took place April 22 with the full Council and Dr. Shahady requested I address the group on the capabilities of medical assistant to participate in the multi-level interventions.
- Certificates from the Diabetes University are distributed upon successful completion of post testing and a certificate of CEU achievement is also emailed to those sending notice to a specified email...
- The CEU online course will sit on the FSMA website, and will be the first of a learning series for Diabetes. It is anticipated that the next patient population management topic will be COPD.
- These training modules are constructed and presented in such a way as NOT to interfere with Chapter education programs and have a dual purpose of positioning the medical assistant as an added value to the healthcare team and also an adjunct for the mid-level provider (future topic)
- The initial training modules will be offered “free”, for the secondary gain of statistical data, however some of online adjunct courses will be at a nominal charge to assure that Chapter offerings are the primary focus for members.
- The Diabetes Initiative is anticipated to provide access and a common ground for interaction with other providers and persons of influence.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

ADDENDUM B

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS
AGENDA REQUEST FORM
APRIL 25, 2014**

REQUEST: Recommendation to cease contributing to the Maxine Williams Scholarship and Ivey Reed Relkin Surveyor Training Funds and develop protocol for a scholarship fund for Florida's own CAAHEP and/or ABHES students. Criteria would incorporate incentive vs being a financial need situation only.

RATIONALE: Secondary to job market fluctuations, changing educational assistance for technical programs, the potential for Florida's own bearing burdens that could prevent program completion is a reality. The quality of the credential candidates from the CAAHEP and ABHES programs should be considered as a top priority for the State of Florida in order to maximize the opportunity for a top notch group of colleague's vs only those who are financially secure or have access to secure other types of assistance. WE need to make opportunity to assure that the best of the best become credentialed and WE need to start in our own state.

LEGAL RAMIFICATIONS: None

FINANCIAL IMPACT: Same

ACTION: Post decision to proceed: Appoint Ad Hoc to develop criteria and conditions to bring to Council for vote