



## FLORIDA SOCIETY OF MEDICAL ASSISTANTS, Inc.

### EXECUTIVE COUNCIL MEETING

Saturday, January 19, 2008

Holiday Inn Select

Orlando, Florida

The Executive Council Meeting of the Florida Society of Medical Assistants was called to order at 7:10 P.M. by President Mary Morris, CMA (AAMA).

### ROLL CALL

President	Mary Morris, CMA (AAMA)	Present
President-Elect	Theresa Errante-Parrino, MEd, CMA (AAMA), EMT-P, BMO	Present
Vice President	Sandra Richardson-Brown, CMA (AAMA)	Present
Secretary	Linda MacInnes Wilbourne, CMA (AAMA)	Present
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Present
Speaker (General Assembly)	Agnes Foxall, CMA (AAMA)	Present
Vice Speaker	Karen Murray, CMA (AAMA)	Present
Immediate Past President	Christine Petsalis, CMA (AAMA)	Present

### CHAPTER REPRESENTATIVES

Brevard	Kathleen Quinn, CMA (AAMA)	Absent
Everglades	Christine Sanders, CMA (AAMA)	Present
North Pinellas	Patricia Allen, CMA (AAMA)	Present
Orange	Maria Wiegmann, CMA (AAMA)	Present
South Pinellas	Diane Klieger, RN, MBA, CMA (AAMA)	Absent
Southeast	Pearl Campbell, CMA-C (AAMA)	Absent
Southwest	Susan Barche, CMA (AAMA)	Absent
Treasure Coast	Theresa Errante-Parrino, MEd, CMA (AAMA), EMT-P, BMO	Present

### EXECUTIVE COMMITTEE CHAIRS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	Present
Bylaws/Policy & Procedures	Deniece Jozefiak, CMA (AAMA)	Present
Certification	Kathryn Panagiotacos, CMA (AAMA)	Absent
Communication	Mary Lou Allison, CMA-C (AAMA), Virginia Halligan, CMA (AAMA)	Present
Education	Adie DeLaGuardia-Piz, CMA (AAMA)	Absent
Educators Forum	Marsha Benedict, CMA (AAMA)	Present

Leadership	Theresa Errante-Parrino, MEd, CMA (AAMA), EMT-P, BMO	Present
Marketing	Susanne Sniffin, CMA-C (AAMA)	Present
Meeting Coordinator	Carol Francis, CMA (AAMA)	Present
Membership	Saundra Richardson-Brown, CMA (AAMA)	Present
Nominating	Theresa Errante-Parrino, MEd, CMA (AAMA), EMT-P, BMO	Present
Public Policy	Bonnie Chrimes, CMA (AAMA)	Absent

**PHYSICIAN LIAISON**

Joel Martin, M.D. Present

**SEATING OF THE PROXIES**

Brevard:	Kris Hardy, CMA (AAMA)
Central Gulf Coast:	Patricia Allen, CMA (AAMA)
Southeast:	Joyce Baldwin, CMA (AAMA)
Treasure Coast:	Cheryl Fusco, CMA (AAMA)

Deniece Jozefiak, CMA (AAMA) moved to seat the proxies, Marsha Benedict, CMA (AAMA) seconded the motion. Motion Carried. The proxies were seated.

There was a quorum present.

The minutes of the Executive Council meeting of Saturday October 20, 2007 were distributed via email. Motion was made by Susanne Sniffin, CMA-C (AAMA) to accept the minutes as corrected and seconded by Deniece Jozefiak, CMA (AAMA).

**TREASURER REPORT**

(Balances as of 1-14-08)

Checking: \$12,289.47                      Money Market: \$22,199.84                      Balance: \$34,489.31

Treasurer Mary Lou Allison, CMA-C (AAMA) stated that money was transferred from checking to savings and back again due to \$20.00 in bank fees.

There are no bills over budget to present.

## CORRESPONDENCE

1. Letter from AAMA President Linda Brown, CMA (AAMA): Overview of the planning session last November for the AAMA 2007-2008 Annual Convention in Chicago. She is looking forward to members attending the next meeting to be held the end of January in Albuquerque, NM.  
Donald A. Balasa, JD, MBA was invited to submit an article to Medical Practice Management for their spring issue.
2. Memorandum from AAMA Nominating Chair Rebecca Walker, CMA (AAMA), CPC: She is looking for nominees to run for AAMA National offices. Deadline postmark to submit credentials and qualifications is April 1, 2008. Officer and Trustee Nomination Form are on the website. Please see Mary Morris for qualifications and requirements if interested. Of note, Marsha Benedict, CMA (AAMA) is running for AAMA Speaker of the House.
3. Memorandum from David Knight, "Going Green in 2008": In order to save trees and postage, end of month rosters will no longer be sent through the mail and can be accessed on the AAMA website.

There was no further Correspondence.

## OFFICER REPORTS

President	Mary Morris, CMA (AAMA)	Report Distributed
Verbal Addendum: It was noted that today's education went very well.		
President-Elect	Theresa Errante-Parrino, MED, CMA (AAMA), EMT-P, BMO	Report Distributed
Verbal Addendum: Stated that she has touched base with several members of different state chapter's regarding mentoring advise, discussion of regulation issues and to get a better history of state organization.		
Vice President	Sandra Richardson-Brown, CMA (AAMA)	Report Distributed
Verbal Addendum: Noted that 22 members have been added to the State Roster since October 2007.		
Secretary	Linda MacInnes Wilbourne, CMA (AAMA)	Report Distributed
Treasurer	Mary Lou Allison, CMA-C (AAMA)	Report Distributed
Verbal Addendum: Budget cash flow correction emailed in regard to \$18 bank fee. Fall seminar income is \$2865 with \$2572.19 in expenses. Budget income is \$8550.		
Speaker (General Assembly)	Agnes Foxall, CMA (AAMA)	Report Distributed
Verbal Addendum: The yearly report for the General Assembly needs to be sent to Agnes Foxall, CMA (AAMA) by 3-1-08 in order that the reports will appear on the web in a timely fashion.		

Vice Speaker Karen Murray, CMA (AAMA) Report Distributed  
Verbal Addendum: Met with President Mary Morris, CMA (AAMA) to further organize for the GA.

Immediate Past President Christine Petsalis, CMA (AAMA) Report Distributed

### **CHAPTER REPRESENTATIVE REPORT**

Brevard Proxy - Kris Hardy, CMA (AAMA) Report Distributed  
Everglades Christine Sanders, CMA (AAMA) Report Distributed  
North Pinellas Patricia Allen, CMA (AAMA) Report Distributed  
Verbal Addendum: This will be the last report submitted by North Pinellas Chapter due to the consolidation and new charter of the Central Gulf Coast Chapter.

Orange Maria Wiegelmann, CMA (AAMA) Report Distributed  
Southwest Deniece Jozefiak, CMA (AAMA) Report Distributed

Treasure Coast Proxy – Cheryl Fusco, CMA (AAMA) Report Distributed  
Verbal Addendum: The chapter meeting time has been changed from 6:30PM to 7:00PM in order to make it easier for working members to attend. Also noted weekend holiday party with Marathon and Palm Beach last December? Will have quarterly full day seminars.

### **EXECUTIVE COMMITTEE REPORTS**

Budget & Finance Mary Lou Allison, CMA-C (AAMA) Report Distributed

Bylaws Deniece Jozefiak, CMA (AAMA) Report Distributed  
Verbal Addendum: In order for updates and/or changes to the bylaws to be included for the May 2008 convention, information needs to be mailed by February 16 or emailed by March 22, 2008.

Certification Kathryn Panagiotacos, CMA (AAMA) Report Distributed

Communication Mary Lou Allison, CMA-C (AAMA) Report Distributed  
and Virginia Halligan, CMA (AAMA)  
Verbal Addendum: Deadline for information for Program Ads on website was sent out to members by E-mail.

Education Deniece Jozefiak, CMA (AAMA) Report Distributed  
Verbal Addendum: Restated the correction made to the October 20<sup>th</sup> minutes regarding that Leadership presentations will be 3 hours and not 2 hours with a fee paid of \$600. Committee is waiting for final speaker confirmation for Electronic Medical Records education. Information regarding education will be on the website.

Educators Forum Marsha Benedict, CMA (AAMA) Report Distributed

Verbal Addendum: CRV letter sent to educators asking for 4 to 5 questions to be asked at National.

Leadership Theresa Errante-Parrino, MEd,  
CMA (AAMA), EMT-P, BMO Report Distributed

Marketing Susanne Sniffin, CMA-C (AAMA) Report Distributed  
Verbal Addendum: Notes that meeting information is sent to the Florida Medical Association and other appropriate individuals. Distributed Vero Press Journal newspaper article regarding Medical Assistant positions are # 1.

Meeting Coordinator Carol Francis, CMA (AAMA) Report Distributed  
Verbal Addendum: An increase of registration dues was requested due to the rise in the cost of food. Motion was made by Susanne Sniffin, CMA-C (AAMA) for convention registration increase from \$5 to \$10 for seminar with student fee remaining at \$5 and seconded by Joyce Baldwin, CMA (AAMA)

Membership Sandra Richardson-Brown, CMA (AAMA) Report Distributed

Nominating Theresa Errante-Parrino, MEd,  
CMA (AAMA), EMT-P, BMO Report Distributed

Verbal Addendum: There are 2 members running for each position for the May election of officers. There is still need of Education Chair and/or Co-Chair for procuring speakers.

Public Policy Bonnie Chrimes, CMA (AAMA) Report Distributed

### **PHYSICIAN LIAISON REPORTS**

Joel Martin, M.D. No Report

### **UNFINISHED BUSINESS**

Letter from Kris Hardy, CMA (AAMA), RHE and Donnell Bowers, CMA (AAMA) along with silent members in regard to discussion on mandatory certification and cooperation from the Florida Nurses Association: (Please note that this is meant to be an overview of what was stated by members and not verbatim.)

Mary Lou Allison, CMA-C (AAMA): Continued the discussion stating that the Medical Practice Act has never been challenged since the 1980's and noted that committee upheld our rights. She wrote to Donald Balasa, JD, MBA asking if in his opinion, this should be opened to scrutiny. She stated that he feels that this may cause more of a threat and could cause a loss of rights, possibly affecting Medical Assistants nationwide and felt that it is best to have the physician retain the right to delegate duties to Medical Assistants. The Medical Practice Act of Florida has been in force since 1984.

Susanne Sniffin, CMA-C (AAMA): Receives newsletters from NY stating that meetings have not been fruitful. Feels that having a license to protect the public is not needed as we are not a threat to the public.

Shirley Dixon, CMA (AAMA): If it is working, why do we need to change it?

Joyce Baldwin, CMA (AAMA): We may be threatening others' jobs that are not CMAs. It is not fair of us to risk others and we could alienate doctors.

Mary Morris, CMA (AAMA): At first felt that Kris had a point but now after reading comments from Don Balasa, Legal Council for AAMA, pursuing mandatory certification may not be in the best interest of the medical assistant. Asking Kris why? Mary wondered if this was more of a marketing issue.

Kris Hardy, CMA (AAMA), RHE: Not seeking mandatory license or certification, asks to establish committee to speak with Nursing Association. Feels that times have changed which has changed our roles regarding Administration and Clinical duties. Concern is with non-credentialed medical assistants off the street who may not be qualified.

Joel Martin, MD: What do you want?

Kris Hardy, CMA (AAMA), RHE: Having credentialed medical assistants would decrease medical malpractice insurance and would provide improved patient care. Not asking for this at this time, just asking for a committee to discuss possibilities. Need for a doctor liaison to AMA to get the word out as to what medical assistants do and what we are qualified to do.

Betty Springer, CMA-A (AAMA): States that going to nursing boards requires no type of permission.

Marsha Benedict, CMA (AAMA): Don Balasa speaks with nurses and physicians in regard to marketing as to what medical assistants do.

Patricia Rock, LPN: This is suggested as "baby steps." Patient care is important and would be improved with certification.

Karen Murray, CMA (AAMA): Patient care should be good under the doctor's supervision and is his responsibility.

Virginia Halligan, CMA (AAMA): This is two different issues. Suggest that we go to medical board to let them know what we do and put on their agenda in order to explain what it is that we do. Show that medical assistants are trained by certain standards. This would build rapport.

Motion made by Deniece Jozefiak, CMA (AAMA) to form ADHOC Committee to discuss this issue and to speak with Nursing Association. Committee would consist of two board members, two educators etc. Mary Lou Allison, CMA-C (AAMA) seconded the motion. Vote taken, motion defeated.

Motion made by Virginia Halligan, CMA (AAMA) to allow this issue to be handled by the marketing committee and was seconded by Marsha Benedict, CMA (AAMA). Motion was carried.

Kris Hardy, CMA (AAMA), RHE stated that her letter has been misunderstood and decided to withdraw the letter.

Motion to withdraw letter from Kris Hardy, CMA (AAMA), RHE, made by Virginia Halligan, CMA (AAMA) and was seconded by Marsha Benedict, CMA (AAMA). Motion was carried.

There was no further unfinished business.

### **OLD BUSINESS**

The new Central Gulf Coast Chapter formed by the reorganization and combining of the North and South Pinellas Chapters. Deniece Jozefiak, CMA (AAMA) made motion to ask the board permission to present charter to Central Gulf Coast Chapter tonight instead of May Convention, reason being that there is no longer a HOD, but a General Assembly. Motion was seconded by Sandra Richardson-Brown, CMA (AAMA). Motion carried.

### **NEW BUSINESS**

Carol Francis, CMA (AAMA) made motion regarding a name change of the Orange County Chapter of Medical Assistants to the Central Florida Chapter of Medical Assistants. Headquarters for the chapter would be in Orlando. This would include the counties of Lake, Polk, Osceola, Volusia, Seminole, Marion, Sumter, Orange, Hardee and Highlands. Motion was seconded by Karen Murray, CMA (AAMA). Motion carried.

Email received from Kathy Langley in regard to recommendations for Chair, Vice Chair and Education Chair for the 2010 AAMA Annual Conference in Buena Vista, Florida. Names must be submitted 60 days prior to GA with CVs/Resumes. Suggested candidates are Mary Lou Allison, CMA-C (AAMA) for Chair and Karen Murray, CMA (AAMA) for Vice-Chair. The education chair position will be deferred until qualifications are rewritten by AAMA.

The CEU Board will choose topics between July to September, and then will notify the region to locate speakers. FSMA is allowed to make suggestions for speakers to the AAMA CEB.

Discussion of General Assembly concerns: A. Deadline to send yearly reports to Agnes Foxall, CMA (AAMA) is March 1, 2008. No late reports will be accepted. B. Dues must be paid by 12/31 of the year preceding the GA to be eligible to vote.

There was no further new business.

### **ANNOUNCEMENTS**

1. Next board meeting will be May 1, 2008: Pre-Convention Executive Council Meeting at 7:30pm at the Holiday Inn Select, Orlando FL.
2. Don't forget to make your hotel reservations for the May meeting. The code to use when calling is RID.

3. Michael Monteiro, student from IRCC suggested the possibility of live broadcasting of the meetings on the internet and then provided a demonstration. Michael showed Mary Lou how this can be done.

There were no further announcements.

There being no further business to be brought before the FSMA Executive Council, the meeting was adjourned by President Mary Morris, CMA (AAMA) at 9:30 P.M.

Linda MacInnes Wilbourne, CMA (AAMA)  
FSMA Secretary 2007 – 2008