



Arkansas State Board of Acupuncture and Related Techniques
Regular Board Meeting
Minutes
July 13, 2012
1:00pm CDT

Members Present

W. Martin Eisele, LAc (President)
Mark Arouh, LAc (Vice President)
Stephanie Bland, LAc (Professional Member)
Ines Polonius (Public Member)
Jonathan Norcross, MD (Ex Officio Member)

Staff Present

Brandon Robinson (Arkansas Attorney General's Office)
Christina Hamilton (transitioning Executive Director)
Keith Jones (incoming Executive Director)

Guests Present

Tyler Neese (CGi)
Timothy Green, LAc (Zhou Rong Acupuncture)

Call to Order: The meeting was called to order by President W. Martin Eisele at 1:06PM. The board welcomed Keith Jones, replacing Christina Hamilton as the CGi staff member appointed to serve as the board's executive director.

Review of Minutes: The board reviewed minutes from the board meeting that occurred on March 2, 2012. I. Polonius made a motion to approve the minutes as presented. The motion was seconded by M. Arouh and passed unanimously.

Financial Update: C. Hamilton presented the financial report from March 2012 through the end of the fiscal year, as well as a new annual report reconciling fees deposited to licenses issued for the fiscal year. I. Polonius made a motion to approve the financial report as presented, with the exception of the annual report. The motion was seconded by S. Bland and passed unanimously. K. Jones to ensure that the Service Bureau division of the Department of Finance & Administration Office of Accounting makes the necessary corrections to AASIS for the board's total deposits and categorization of fees. K. Jones to present the full 2011-12 fiscal year financial report and corrected annual reconciliation of deposits to licenses issued at the next board meeting.

Rules & Regulations Update: C. Hamilton reported that the final adopted Rules and Regulations of the Arkansas State Board of Acupuncture and Related Techniques were filed with the Secretary of State on July 6, 2012. W. Eisele to draft letter to all licensed acupuncturists informing of adopted Rules.

Case No. CV 2010-350-2: C. Hamilton provided an update to the board on notices received from the Attorney General's Office, advising that the Motion to Dismiss was granted and subsequently the Circuit Court of Miller County signed and entered the Order of Dismissal.

Website Updates: C. Hamilton is still researching pricing and service options regarding moving the board's website to an "arkansas.gov" subdomain. K. Jones to continue research and present pricing comparison to board at next meeting.

2012 Risk Assessment: C. Hamilton reported that the 2012 Risk Assessment, due biennially to the Office of Accounting's Internal Audit division, had been prepared and approved by President Eisele, and submitted to Internal Audit. C. Hamilton presented a summary of the Risk Assessment's findings, and noted that the full Risk Assessment is available upon request. Recommended control activities as presented in the summary included Policies and Procedures, Administrative Processes, Staff Training and Board Training to be implemented by the board.

Items Too Late for Agenda: The board discussed nominating a board member for appointment as Secretary / Treasurer. W. Eisele made a motion to appoint I. Polonius as board Secretary / Treasurer. The motion was seconded by M. Arouh and passed unanimously with I. Polonius abstaining from the vote.

The board welcomed guest Timothy Green, licensed acupuncturist, who presented educational material for the board's consideration to approve as acceptable continuing education for license renewal. The board requested that Mr. Green submit a summary of the educational material with an official request for pre-approval of the course, and advised that if Mr. Green proceeded with seeking NCCAOM approval of the educational materials, that any course accepted by NCCAOM is acceptable for Arkansas license renewal.

Adjournment: The board scheduled the next meeting for October 5, 2012 at 1:00PM. There being no further business, the meeting was adjourned at 2:30PM.