

Office of Mississippi Physician Workforce Advisory Board

July 11, 2012; 4:00 pm; UMMC Student Union

Meeting Minutes

Members Present: Drs. Alford, Beebe, Brunson, Currier, Dees, Gamble, Hicks, Joiner, Lampton, Mitchell, Schlessinger, Slocum, Turner, Williams, Woodward, Wood and Mr. Pugh and Mr. Wilson

Members Absent: Dr. Stewart, Ms. Jones-Taylor and Mr. Christensen

Introduction of members – Dr. Diane Beebe, Interim Director, welcomed the group and thanked all for their willingness and commitment to service on this important Board. Members introduced themselves, and a membership handout was distributed with contact information. Updates should be sent to Mr. Brian Rutledge, in the UMMC Vice Chancellor's Office, brutledge@umc.edu who will serve as the Board's administrative assistant until a permanent staff is hired.

Welcome and Charge to the Board – Dr. James Keeton, Vice Chancellor for Health Affairs and Dean of the School of Medicine, welcomed the group and also thanked them for their support and engagement in this historic and important initiative for the State of MS. He pledged support for the Vice Chancellor's office for the success of the Office and for working with the organizations represented to secure future legislative funds for the continuing operation of the Office and funding of residency programs. Dr. Keeton also pledged his support for appropriate space for the Office of Physician Workforce and plans for there to be a combined suite with the MS Physicians Rural Scholarship Program in the building housing the Vice Chancellor.

Review of Legislation HB 317 – A copy of the Bill was provided for all members. Dr. Beebe reviewed the purpose of the legislation and key points to include:

- All advisory board members have been appointed by the July 10th deadline outlined in the legislation.
- A quorum for all meetings is a simple majority; attendance at this meeting represents a quorum, with 18 of our 21 members present.
- Votes require a majority of the members present.
- Establish rules for transaction of business.

Election of Chair and Vice Chair – Each office will serve 2 year terms, with succession of the VC to the Chair position. On a motion by Dr. Luke Lampton and by unanimous vote, Dr. John Mitchell, representing the MS Academy of Family Physicians, was elected Chair. On a motion by

Dr. Tim Alford and by unanimous vote, Dr. Hugh Gamble, representing the MS State Medical Association was elected Vice Chair.

Formation of an executive committee – The Board discussed and unanimously approved formation of an Executive Committee for the purpose of transacting business that must be conducted before the next regularly scheduled meeting of the board. All actions of Executive Committee require ratification of the Board. By unanimous vote, the Executive Committee will consist of the Chair, the Vice Chair, the Director (or Interim Director) and 5-7 members selected by the Chair and Vice Chair to represent a diversity of representation as related to sponsoring organization, specialty, ethnicity, and gender. Dr. Mitchell will notify the Board by e-mail of the selected members for Board approval.

Also by unanimous vote, Executive Committee members, other than the Chair, Vice Chair and Director, will serve one year terms, renewable with an annual re-election of members. A quorum to conduct business is by a simple majority of Executive Committee members present and passing votes will be by a majority of those present.

Director search and job description – The Committee reviewed a draft of a job description reflective of wording in the legislation. Discussion included a mechanism for a search for the director, utilization of a search firm, further development of a job description, desire for fulltime (FT) (100%) position versus a part-time (PT) position, allowing for a percentage of clinical practice. No decisions were made. Board members were asked to submit ideas regarding the job description to Dr. Mitchell or Dr. Beebe. With a motion by Dr. Luke Lampton, and by unanimous vote of the Board, The Executive Committee, once formed, is charged to develop a proposal for the Board on plans to proceed with recruitment of a Director.

Staff support: Administrative assistant, researcher – The Board discussed needs for support of the Director and Office, including options related to staffing. Specifically, considerations of cost and level of education/responsibilities for support staff were discussed. The level and responsibilities of the staff position is also tied to the decision regarding the percentage of commitment of the Director. Legislation mandates a researcher for the Office; Board discussion briefly focused in general on some contracting opportunities, at least initially, rather than sustaining a full hire for this work. One such opportunity mentioned was with MS State University and the Drs. Cossman.

Budget – Dr. Claude Brunson will review and confirm the appropriations for the Office, which was outlined at \$1.5 Million for this year, with \$1M for disbursement to an approved institution for developing a family medicine residency and \$500K for the operations of the Office. Upon review of the appropriations, the Executive Committee will develop a proposed

budget for the Office for approval by the Board. Such proposal will include, Director and staff salaries/benefits, space and operational costs, travel funding for the Director and Office staff, and other needs.

Update on Forrest General Hospital FM Residency Program Proposal for approval - Dr. Beebe provided an update on the proposed family medicine residency program at Forrest General Hospital (sponsoring institution) in Hattiesburg.

- The University of MS Medical Center and the Department of Family Medicine have been working with Forrest General Hospital on development of a family medicine residency for over two years. Mr. Bill Oliver, former CEO and special projects director for Mr. Evan Dillard (CEO) has been the main contact.
- Dr. Eric Hale, family physician with the Hattiesburg Clinic, has been identified as program director for this new program, has been involved in learning about residency training over this period, and has recently devoted 20% of his time to program development.
- Forrest General would affiliate with the Hattiesburg Clinic for the family medicine ambulatory training of residents, and for subspecialty support. Dr. Hale has gained approval and support from the Hattiesburg Clinic Board.
- Dr. Hale is currently working with Dr. Beebe in writing the Program Information Form (PIF) to submit to the Accreditation Council for Graduate Medical Education (ACGME) Residency Review Committee for Family Medicine (RRC-FM) for accreditation.
- Forrest General is planning a 6-6-6 family medicine residency program. Accreditation will initially be sought with the ACGME; however, the plan is to achieve dual accreditation with the American Osteopathic Association following initial ACGME approval. The program, even with ACGME accreditation, will be able to accept applications from both allopathic and osteopathic students, as outlined in the legislation.
- Dr. Beebe has a meeting on 7/12/12 with Mr. Oliver and Dr. Hale regarding further planning.

The Board reviewed the resolution of the Board of Trustees of Forrest General on June 26, 2012 unanimously approving support for a family medicine residency, pending funding from the MS Office of Physician Workforce.

The Board also reviewed the estimated GME start-up costs provided by Forrest General. These costs do not include the nearly \$1M already spent by the hospital in consultant fees, administrative costs related to Mr. Oliver and Dr. Hales work thus far, and other expenses incurred. The proposal is not all-inclusive, does not include resident salaries and benefits, nor

does it include IME/DME monies, as noted by Dr. Schlessinger. It does include costs for dual ACGME and AOA accreditation.

After much discussion, the Board unanimously approved a motion by Dr. Jason Dees to recommend to the Vice Chancellor, that, pending review by legal counsel related to the appropriate distribution of funds, to proceed with support to Forrest General of up to \$665,250 by 12/31/2012, for development of a family medicine residency, followed by up to a total of \$1M by 6/30/2013 upon update and further request to the advisory board from Forrest General.

Dr. Mitchell and Dr. Beebe will relay this request to Dr. Keeton.

Next meeting date - The Board will meet at least by December, 2012. A specific date, or need for a sooner meeting will be determined by the Executive Committee. In general, Wednesday or Thursday afternoons from 4-6 pm were good for most members.

Additional Business – The board addressed a question regarding legislative ability for reimbursement of travel expenses for members to advisory board meetings. Reimbursement consistent with policies for state agencies was approved.

The meeting was adjourned at 6:15 pm.