

**BOARD OF PODIATRIC MEDICAL EXAMINERS  
OPEN SESSION MEETING VIA GOOGLE MEETS**

**MINUTES**

**November 10, 2022**

**Location:** Google Meet [meet.google.com/sxz-kcfb-uuy](https://meet.google.com/sxz-kcfb-uuy)

Join by phone: (US)+1 802-441-3668 PIN: 704588245

**The Public Meeting commenced at 1:07pm, opened by the Board President, Dr. H. David Gottlieb.**

**Roll call was initiated by the Executive Director.**

**Board members present: Drs. Yvonne Umezurike, Aparna Duggirala, Bruce Fox and Adam Silverman.**

**Consumer Members Present: Ms. Frona Kroopnick and Ms. Lynne Brecker, RN.**

**Board staff present: Eva Schwartz, Executive Director; Elizabeth Kohlhepp, Deputy Director; and Kiana Nicholson, Administrative Assistant**

**Office of the Attorney General: Kristen Fon Lim, AAG, Board Counsel.**

**Representing MPMA: Dr. Jay Lebow, MPMA Member.**

**Guests: Kiana Trent, DPM.**

**Dr. Gottlieb cited COMAR 10.01.14.02.B: “Except in instances when a public body expressly invites public testimony, questions, comments, or other forms of public participation, or when public participation is otherwise authorized by law, a member of the public attending an open session may not participate in the session.”**

**A. MINUTES**

**1. Approval of minutes from the October 13, 2022 meeting**

The minutes of minutes from the October 13, 2022 meeting were approved unanimously, as submitted.

**B. BOARD PRESIDENT’S REPORT**

Dr. Gottlieb sent his regards for Dr. Silverman’s stewardship of the Board for the past several years and hopes to continue a great legacy. No new information was presented.

**C. EXECUTIVE DIRECTOR’S REPORT**

Ms. Schwartz updated the Board on the status of the network connection at the Board's main office. IT Staff is working towards having the first connections to occur by the end of the year.

The Board was informed that the MDH auditors are still expressing concern that the Health Occupation Boards are non-compliant with the conditions of the audit requirements, due to their inability to reconcile the revenue and expenditure Reports which must be generated first by the MDH Budget Office. That step did not occur because the MDH Budget Office was not able to provide the Boards with the Reports that the Boards needed to complete the required reconciliation process for the current fiscal year.

The Board of Podiatry has not been singled out to having any deficiencies or citations that are of concern. The reconciliation documents should be generated soon by MDH.

Dr. Duggirala and other Board members attended via videoconference the Federation Meeting, and reported that it was interesting to see the diversity in processes in managing Boards.

As a reminder, Ms. Schwartz reiterated that the Board will continue to meet via Google Meet.

Additionally, Ms. Schwartz informed the Board that the application for the 2024-2025 renewal cycle will open for submission in October 2023. At the time of application, all podiatrists will need to submit the 50 CME credits required for renewal. The deadline for submitting applications will be strictly enforced. Late applications received beyond December 31, 2023 will not be processed, and the license will lapse into Non Renewed. A podiatrist will need to apply for reinstatement of the license, and will not be able to practice until a newly reinstated license is issued by the Board.

#### **D. OLD BUSINESS**

##### **1. Regulation 10.40.12 Telehealth (MDH-Podiatry)**

Ms. Schwartz provided an update on Regulation 10.40.12 Telehealth (MDH-Podiatry). As of 12:37 PM on November 10, 2022, the regulation will be posted on December 16, 2022 in the Maryland Registrar for comments. In the instance that the regulation will not be posted on this date, it will appear in the December 30, 2022 issue.

##### **2. PDMP**

Ms. Schwartz stated that CDS registration/permits are based on MDH issued regulations by the Office of Controlled Substance Administration (OCSA), and are issued exclusively by that office, this function not being under the purview of the Board of Podiatry. Dispensing permits are issued via application and approved by the Board of Podiatry.

##### **3. NPDB**

The Board reviewed the National Practitioner Data Bank Insights Newsletter for informational purposes.

## **E. NEW BUSINESS**

### **1. Discussion on Docuxplorer**

Ms. Kohlhepp discussed the use of Docuxplorer for the Board staff. The program will allow Board staff to upload files and documents pertaining to all inactive and active podiatrists in the state of Maryland in lieu of paper records. It was reported that the fee to start a Docuxplorer subscription is around \$2500 with a payment of \$128 monthly to maintain the program thereafter. Board staff would receive up to six hours of training, with additional training offered if needed. Ms. Kohlhepp reiterated the benefits of using the program would allow for paperless filing and increase security with personal data. The program would also ease updating information for providers, as well as, transferring electronic National Boards scores and Transcripts to license application files. The Board will remain compliant with the new policies regarding the Department's internal auditing using Docuxplorer. All Board members are in favor of proceeding with Docuxplorer.

## **F. ADJOURNMENT**

**With no further business, the Public Session of the Board meeting concluded at 1:36 PM.**

**Respectfully submitted by Eva Schwartz, Executive Director, Signature and date\_\_**

**Elizabeth Kohlhepp, Deputy Executive Director, Signature and date\_\_**

**Frona Kroopnick, Board Secretary/Treasurer: Signature and date\_\_**