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administrative staff **corner**

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The Council of Board Administrators was created by the FSBPT bylaws to provide its members a forum to share information relevant to board functions, regulatory practices, practice standards and issues, licensing processes and security, and enforcement issues in the practice of physical therapy. Membership is open to currently or formerly employed administrative staff personnel assisting our 53 Member Boards.



**2016 CBA Forum Report**  
*Charles Brown, Executive Director,  
Arizona State Board of Physical Therapy  
Director on the FSBPT Board of Directors*

**Annual CBA Forum**

This year, CBA Chair **Connie Clarkston** from Missouri called the Council of Board Administrators (CBA) Forum business meeting to order on Thursday, November 3, 2016 in Columbus, Ohio.

Vice Chair **Mo Miskell** from Colorado called roll and reported that 34 jurisdictions were present. In 2015, Mo was appointed to serve the balance of Glenn Davis' term.

The 19 jurisdictions not present were Alaska, Connecticut, Delaware, Illinois, Maine, Massachusetts, Nebraska, New Jersey, New Mexico, New York, Oklahoma, Pennsylvania, Rhode Island, South Dakota, Tennessee, Texas, Utah, Vermont, Washington.

The Federation of State Boards of Physical Therapy (FSBPT) funds one administrator from each state to attend the Federation's CBA Forum/annual meeting. Please add the 2017 annual meeting to your calendar now! It's November 2-4, 2017 in Santa Ana Pueblo, New Mexico.

Representatives elected Mo Miskell from Colorado to be the CBA Vice Chair.

Representatives also slated me to run for Director on the FSBPT Board. In the future, the FSBPT Nominating Committee will choose the slate for the Director position rather than the CBA Nominating Committee. This change in process reflects a change in the FSBPT bylaws.

Two new task forces were created and chairs were appointed. Scott Majors (KY) was appointed chair of the Online Verification Task Force. Stacy Price (GA) was appointed chair of the Reentry to Practice Task Force.

We had a couple of presentations this year. You can view them on the Annual Meeting page in the FSBPT Members Area of the website.

- Reentry to Practice
- Adjusting to the Supreme Court Decision

We also had roundtable discussions on dealing with toxic employees, working effectively with your board members, and how to recover from a failed legislative effort. Finally, we shared updates from our jurisdictions.

### **Participation in Federation Activities**

CBA members have participated and continue to participate in all facets of the Federation. One position on the Board of Directors is designated for a current administrator of a Member Board. A second administrator currently fills another Director position on the Board of Directors. This position is currently held by Jim Heider from Oregon, whose term ends in 2017. If another administrator is interested, they could run for this position next year. Below are other examples of administrator participation in the Federation.

#### **Regulatory Training for Members and Board Staff**

The annual Regulatory Training was held in Alexandria, Virginia June 24-26, 2016. Topics included: regulatory law; terminology; board powers, responsibilities and roles; regulation of physical therapy practice; delegation of authority; immunity; and FSBPT services. Six administrators attended this meeting.

Next year's training will be held June 9-11, 2017. Attendees rave about the quality of the topics and presenters. FSBPT funds attendance at this meeting.

I urge every administrator who has not attended this training to plan to attend next year! For more information or to register, contact [communications@fsbpt.org](mailto:communications@fsbpt.org).

#### **Leadership Issues Forum**

The Leadership Issues Forum (LIF) was held in Alexandria, VA July 30-31, 2016. This meeting provides an opportunity to learn more about current regulatory issues as well as prepare for the Delegate Assembly. Topics included: licensure compact implementation bylaws; continuing competence; NPTE eligibility and the practice analysis; ethics and legislation issues; minimum data set; exam, licensure and disciplinary database; foreign educated issues; and, new ways to interface with FSBPT. Eighteen administrators attended this meeting.

Next year's Leadership Issues Forum is July 29-30, 2017. Administrators who are designated to attend the 2017 FSBPT annual meeting in New Mexico will automatically receive an invitation to attend the LIF meeting.

### **Committees and Task Forces**

Federation committees and task forces that currently have administrators as members:

- Continuing Competence
- Education Committee
- Finance Committee
- Foreign Educated Standards Committee
- Nominating Committee
- Compact Rules Identification and Process Task Force

### **CBA Webinars**

The CBA has effectively used the FSBPT's WebEx tool as a means of expanding the opportunities for discussion of important topics throughout the year. WebEx topics this year included:

- New Jurisdiction Interface
- Enhanced Registration Processing System Updates
- Jurisprudence Assessment Module (JAM) and oPTion
- Exam, Licensure and Disciplinary Database (ELDD) Resources

View [Webinars](#).

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Chuck Brown graduated in 2008 from Grand Canyon University with a Bachelor of Science in Business Administration. He is also a former Marine. Chuck has worked in the licensing and regulating of healthcare providers since 2001. During his time with the Arizona Boards, he has served at the levels of Investigator, Deputy Director and Executive Director. Chuck actively participated in the CBA and served as Chair and Vice Chair from 2010-2011. He has served as Chair of the Exam Administration Committee and as a member on the Education Committee, Finance Committee, as well as other task forces and focus groups.