

**CORRECTIONAL MEDICAL AUTHORITY (CMA)
MINUTES FROM BOARD MEETING
APRIL 18, 2013
TALLAHASSEE, FLORIDA**

AGENDA ITEM - DISCUSSION

LOCATION: The Correctional Medical Authority met on April 18, 2013, in Tallahassee, Florida. Notice of the meeting was published in the Florida Administrative Weekly and mailed to CMA members.

MEMBERS PRESENT: Annette Phelps, ARNP, Katherine Langston MD, Lee Chaykin, Peter C. Debelius-Enemark, MD, Ryan Beaty, and Harvey Novak, DDS

CMA STAFF PRESENT: Jane Holmes-Cain, Priscilla Wood, Holli McLanahan, Matthew Byrge, Kathryn McLaughlin, Lynne Babchuck, and Rachel Brock

DC REPRESENTATIVES: Olugbenga Ogunsanwo, MD, Assistant Secretary of Health Services; Tom Reimers, Director of Health Services, Administration and Programs; Steven Harris, MD, Director of Medical Services, Dean Aufderheide, PhD, Mental Health Services Director, Collean D'Acquisto, RN, Nursing Services Director, Steve Whitfield, R.Ph, Pharmaceutical Services Director, Tom Shields, DDS, Dental Services Director

CMA LEGAL REPRESENTATIVE: Has not been finalized. Not present.

CALL TO ORDER: In lieu of a Chair, Ms. Holmes-Cain officially called the meeting to order at 9:00 a.m. after verifying a quorum was present. CMA staff and members of the Board introduced themselves. The Board appointed Dr. Peter C. Debelius-Enemark as pro tem Chair.

❖ **SUNSHINE LAW PRESENTATION:** Pat Gleason, Special Counsel for Open Government, Attorney General Office

Ms. Gleason reported that any gathering of two or more members of the same board discussing board matters, no matter how formal or casual, is subject to the Sunshine Law and must be held in a public session, unless the legislature has created an exemption. The entire decision making process must be made public. Reasonable public notice must be provided and minutes taken. All records, including electronic records, made or received in the course of official business by a board member are board records and must be preserved as such. This includes texts messages and e-mails regarding board business.

❖ **TRAVEL:** Holli McLanahan

The CMA administrative assistant will coordinate travel. All travel requires prior approval. CMA staff will complete the Travel Authorization Request with the meeting date, means of travel, and hotel stay if applicable. Board members will not be reimbursed for a rental vehicle but may be reimbursed using a predetermined mileage rate. Twenty-four hour stays will be reimbursed for meals. All receipts for gas must be submitted to CMA staff, who will complete travel reimbursement forms. Travel forms must be signed once completed. CMA staff is able to sign preapproved travel form on members' behalf but not the actual travel reimbursement form. Staff will attempt to reimburse members for travel within two weeks.

Board members living in Tallahassee will not be reimbursed for vicinity travel. Parking for those parking at Kleman Plaza will be reimbursed.

❖ **MEDIA INQUIRIES:** Jane Holmes-Cain

The Board voted that members will refer media inquiries regarding CMA to Ms. Holmes-Cain.

❖ **OVERVIEW OF THE CMA:** Jane Holmes-Cain

- History of CMA
- Role of the Board
- Survey Process
- Quality Management

❖ **ELECTION OF THE BOARD CHAIR AND BOARD ACTIVITIES:**

The board appointed Dr. Peter C. Debelius-Enemark as the Board Chair. The Board appointed Jane Holmes-Cain as Executive Director.

The Board agreed to quarterly meetings and approved the survey schedule and any changes recommended by staff.

❖ **DEPARTMENT OF CORRECTIONS – OFFICE OF HEALTH SERVICES (OHS) REPORT:**

Olugbenga Ogunsanwo, MD, Assistant Secretary of Health Services
Collean D'Acquisto, RN, Nursing Services Director
Steven Harris, MD, Director of Medical Services
Steve Whitfield, R.Ph, Pharmaceutical Services Director
Dean Aufderheide, PhD, Mental Health Services Director
Tom Shields, DDS, Dental Services Director
Tom Reimers, Director of Health Services, Administration and Programs

OHS Directors gave an overview of services provided in their respective areas.

❖ **ROUND TABLE DISCUSSION:**

Ms. Holmes-Cain requested that members provide their schedules so she may plan for the next meeting.

The following questions were asked by members:

- Will the same survey standards apply to institutions in which health care is provided by DOC versus a private provider? Ms. Holmes-Cain responded by saying that the standards are the same regardless of who is providing services.
- What are the consequences for private providers for non-compliance with the terms of the contract? Ms. Holmes-Cain will obtain this information from DOC and report her findings to members.
- Does the CMA monitor overcrowding? Ms. Holmes-Cain explained that we address capacity in our Pre-survey Questionnaire.
- Who monitors nutrition? Ms. Wood reported that the local health department monitors/reviews dietary issues.
- Should BMI data be collected? Ms. Wood says she doesn't know if the BMI is specifically recorded but that there are various diets provided to inmates with particular medical needs.
- How does CMA respond to egregious findings? Ms. Holmes-Cain explained the process for emergency notification. Deficiencies found to be life-threatening or otherwise serious are reported immediately to the Secretary of Corrections. The institution has three days to submit a corrective action plan. CMA staff will conduct corrective plan assessments until all findings are corrected.

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The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Rachel Brock