



**Arkansas State Board of Acupuncture and Related Techniques**  
**Regular Board Meeting**  
**Minutes**  
**March 2, 2012**  
**1:00pm CST**

**Members Present**

W. Martin Eisele, LAc (President)  
Cynthia Wolfe (Secretary / Treasurer)  
Mark Arouh, LAc (Professional Member)  
Stephanie Bland, LAc (Professional Member)  
Ines Polonius (Public Member)

**Staff Present**

Amanda Gibson (Arkansas Attorney General's Office)  
Christina Hamilton (Executive Director)

**Guests Present**

Tyler Neese, CGi  
Ricky Quattlebaum, DFA Office of Accounting – Internal Audit Section  
Donna Ralph, DFA Office of Accounting – Internal Audit Section  
Jessica Sutton, Bureau of Legislative Research – Administrative Rules Review Section

**Call to Order:** The meeting was called to order by President W. Martin Eisele at 1:02PM. The board welcomed all guests and Assistant Attorney General Amanda Gibson, representing the Attorney General's Office in the absence of the board's newly assigned representative Brandon Robinson, who was unable to attend.

**Review of Minutes:** The board reviewed minutes from the board meeting that occurred on December 16, 2011. The board discussed removing the word "the" in the seventh paragraph on line 6, regarding revisions and questions submitted by J. Sutton. C. Wolfe made a motion to approve the minutes as amended. The motion was seconded by I. Polonius and passed unanimously.

**Financial Update / Analysis Report:** C. Hamilton presented the financial report through February 29, 2012. M. Arouh made a motion to approve the financial report as presented. The motion was seconded by S. Bland and passed unanimously. The board reviewed a historical cost vs. budget analysis presented by C. Hamilton and M. Arouh.

**Rules & Regulations Update:** C. Hamilton reported that the period for public comment on the board's proposed Rules ended on February 27, 2012. The board reviewed one comment received on February 28, 2012 from the Arkansas Dietetic Association. The board discussed the comment, which requested removal of the items under "Scope of Practice" that relate to dietary and nutritional counseling and recommendation of nutritional supplements. The board determined that the required science prerequisites and curriculum for NCCAOM certification provide sufficient training in dietary and nutritional theory, therefore no change in the proposed Rules is necessary. C. Wolfe made a motion to adopt the proposed Rules as presented. The motion was seconded by M. Arouh and passed unanimously. W. Eisele will send summary and response regarding comment to staff

attorney J. Sutton at the Bureau of Legislative Research, and work with C. Hamilton to present proposed Rules to Subcommittee on Administrative Rules and Regulations for recommendation to the Legislative Council.

**Case No. CV 2010-350-2:** Assistant Attorney General Amanda Gibson reported to the board that the Motion to Dismiss was filed over one year ago, and a hearing has been scheduled for March 22, 2012 in Miller County.

**Website Updates:** The board discussed several proposed website updates, including moving all licensee contact information details to one page instead of using individual hyperlinks; posting board meeting minutes; creating an "About Us" page; and considering moving to an "arkansas.gov" subdomain. Discussion of all proposed updates was tabled until C. Hamilton can research and present to the board feasibility of moving to "arkansas.gov" subdomain.

**Board Forms Reminder – Statement of Financial Interest:** C. Hamilton informed the board that the Arkansas Ethics Commission contacted the office to confirm that review of annual Statement of Financial Interest (SFI) forms for the 2011 calendar year would commence soon, and that any board members who have not submitted their completed 2011 SFI should do so immediately.

**State Requirements for Board Administration:** Staff members Ricky Quattlebaum and Donna Ralph of the Office of Accounting Internal Audit Section appeared before the board to discuss the recommended minimum controls that a state agency should have in place to mitigate financial and fraud risks. R. Quattlebaum recommended that the board ensure that the following controls are in place: forms submitted to Service Bureau for recording transactions in AASIS should be completed prior to transaction occurring; Secretary / Treasurer should review monthly financial reconciliations and compare to AASIS monthly transaction reports and present to full board at board meetings; Service Bureau liaison should send monthly AASIS reports directly to Executive Director and Secretary / Treasurer; board should annually review a reconciliation of deposits to licenses issued; board's financial institution should send copy of monthly bank statement directly to Service Bureau; only board President and Secretary / Treasurer should be authorized disbursing officers for board account; prior to approving / signing checks, board President and/or Secretary / Treasurer should review all corresponding documentation for transaction (invoice, transaction approval from Service Bureau for entry into AASIS, etc.).

C. Wolfe made a motion that the board work with Service Bureau and Internal Audit Section of Office of Accounting to establish financial policies and procedures that ensure proper controls are in place and compliance with state laws. The motion was seconded by I. Polonius and passed unanimously.

I. Polonius made a motion to remove all CGi personnel from board bank account signature cards and online account access, leaving only board President and Secretary / Treasurer as authorized signers, and checks in the amount of \$500 or greater to require dual signatures except for monthly payment to CGi for professional management fees, which has been authorized by full board in contract and occurs via Electronic Funds Transfer (EFT). The motion was seconded by M. Arouh. The board discussed whether or not paying the monthly professional fees to CGi via EFT presented a state compliance issue. C. Wolfe made a motion to amend the previous motion, removing reference to EFT as payment method for monthly management fee. The motion was seconded by I. Polonius and passed unanimously. C. Hamilton will confirm with Service Bureau and report back to the board if EFT is acceptable payment method provided that AASIS reporting forms are submitted to Service Bureau prior to transaction occurring.

**Items too late for agenda:** The board reviewed three letters from individuals in Texas citing the Freedom and Information Act (FOIA) and requesting all documents and communications between the Arkansas Board of Medicine and the Arkansas Board of Pharmacy relating to Oriental Medicine, as well as all documents and communications between the Arkansas Board of Pharmacy and the Arkansas State Board of Acupuncture and Related Techniques relating to Oriental Medicine. M. Arouh made a motion that W. Eisele respond to the individuals and confirm that only residents of Arkansas are entitled to this information under FOIA, but that the

Arkansas State Board of Acupuncture and Related Techniques has never had any communication with the Arkansas Board of Pharmacy, and the Arkansas State Board of Acupuncture and Related Techniques would not be in possession of documents and/or communications between the Arkansas Board of Medicine and the Arkansas Board of Pharmacy.

W. Eisele informed the board that a Vice President should be appointed to act in place of the President in the President's absence, and the board discussed nominations. W. Eisele made a motion to appoint M. Arouh as board Vice President. The motion was seconded by I. Polonius and passed unanimously with M. Arouh abstaining from the vote.

**Adjournment:** The board scheduled the next meeting for July 13, 2012 at 1:00PM. There being no further business, the meeting was adjourned at 2:54PM.

Approved