



STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

**ATHLETIC TRAINING ADVISORY COMMITTEE  
BUSINESS MEETING MINUTES  
Monday, December 22, 2014**

**MEMBERS PRESENT**

Matthew Bussman, ATC, Chair  
Rachel Joye, ATC, Vice Chair

**MEMBER ABSENT**

Maya Mendoza-Exstrom, Public Member

**STAFF PRESENT**

Trina Castle, Executive Director, Health  
Professions and Facilities  
Janette Benham, Program Manager  
Erika Montes, Program Representative  
Debra Defreyn, Assistant Attorney General  
(AAG)

**OTHERS PRESENT**

Craig Bennett, Washington State Athletic  
Trainers Association (WSATA)  
Dana Gunter, WSATA

**OPEN SESSION**

- 1. CALL TO ORDER** – The meeting was called to order at 1:10 p.m. by Matthew Bussman, ATC.
  - 1.1** The committee and staff introduced themselves.
  - 1.2** The audience introduced themselves.
  - 1.3** The committee approved the agenda.
  - 1.4** The committee approved the March 31, 2014 business meeting minutes.

**2. ELECTION OF CHAIR AND VICE-CHAIR - DISCUSSION AND ACTION**

The committee discussed the term length of chair and vice-chair positions. RCW 18.250.030 does not specify the length of committee member terms or chair and vice-chair positions. Ms. Benham will check on the recommended length of terms and provide an update at the next meeting. The committee recommended the chair and vice-chair positions be two-year terms. The committee designated Matthew Bussman, ATC, as chair and Rachael Joye, ATC, as vice-chair.

### 3. PROGRAM REPORT

- 3.1 Current Budget Report** – Ms. Castle summarized the budget report for July 1, 2013 through November 30, 2014. The current budget report shows the profession is doing well with a positive balance of about \$276,000.
- 3.2 Budget Planning for the 2015-2017 biennium** – The committee discussed budget planning for the 2015-2017 biennium. The Board of Certification (BOC) bi-annual meeting is in July of 2015. The meeting will be in Omaha, Nebraska. After discussion, the committee suggested that one committee member and one staff member attend. Matthew is interested in attending. Ms. Benham will send more information regarding travel arrangements for the meeting.
- 3.3 Credentialing Statistics** – Ms. Castle reported on credentialing statistics. Credentialing statistics are as follows:

Credential Type	Status	Status Reason	# of Credentials
Athletic Trainer License	ACTIVE	ACTIVE	592
Athletic Trainer License	CLOSED	INCOMPLETE APPLICATION	11
Athletic Trainer License	EXPIRED	CREDENTIAL NOT RENEWED	163
Athletic Trainer License	EXPIRED IN RENEWAL	ELIGIBLE FOR LATE RENEWAL	62
Athletic Trainer License	INACTIVE	NOT PRACTICING	9
Athletic Trainer License	PENDING	PENDING	8

The committee discussed the number of athletic trainer applications the department receives each year. Ms. Benham will include this information with statistics for the next meeting. The committee would also like to see a comparison of statistics from year-to-year in order to identify any trends.

- 3.4 Disciplinary statistics** – Ms. Castle presented updated statistics regarding disciplinary complaints. In 2013 there were six complaints received. Five were open for investigation. All five investigated complaints were closed, as evidence did not support a violation. In 2014 there were three complaints received. One was open for investigation and is currently pending. Overall, there has not been any formal discipline of athletic trainers in the last two years.
- 3.5 Performance Measures** – The performance target of Health Systems Quality Assurance (HSQA) professions is to issue 95% of credentials within 14 days of receiving all documents from applicants. During the first quarter of fiscal year 2015, HSQA professions issued 10,553 credentials, the Medical Quality Assurance Commission issued 683 credentials, and the Nursing Care Quality Assurance Commission issued 4,837 credentials. The Medical and Nursing Commissions met the

target of 95% percent of credentials issued within 14 days. HSQA board and commission regulated professions issued 77% of credentials within 14 days. HSQA secretary regulated professions issued 65% of credentials within 14 days.

- 3.6. Licensure fees update** – The department will be proposing fee reductions. The reductions should be effective January 1, 2016. Proposed fees are as follows:

<b>Fee Description</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Athletic Trainers Application / Licensure Fee	\$175.00	\$117.00
Athletic Trainers Renewal Fee	\$200.00	\$134.00

The proposed fees may change by minimal amounts based on budget projections.

#### **4. OPEN PUBLIC MEETINGS ACT**

Debra Defreyne, Assistant Attorney General, gave a presentation and training on the Open Public Meetings Act (OPMA). The OPMA is designed to promote government transparency and accountability. It applies to any multimember board, commission, council, committee, subcommittee, or other policy or rule-making body of a public agency. The law states that all meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend. A meeting occurs whenever there is action, including the discussion, deliberation, or evaluation that may lead to a final decision.

#### **5. DESIGNATION OF REPRESENTATIVE FOR LEGISLATIVE UPDATE MEETINGS (MEET ME CALLS)**

The committee discussed designating a representative and an alternate to participate in the weekly legislative update meetings during the 2015 legislative session. Ms. Benham explained that the purpose of the calls is to go over bills that are introduced during the legislative session. The calls are on Tuesday mornings and last approximately 30 minutes. The committee voted and designated Matthew Bussman as the representative and Rachel Joye as the alternate.

#### **6. RULES**

##### **6.1 WAC 246-916-020 Athletic Training Approved Education Program.**

The committee discussed amendments to WAC 246-916-020 that would allow graduates of non-accredited schools to attain athletic trainer licensure in Washington. The existing rule unintentionally prohibits graduates of athletic training programs outside of the U.S. from obtaining licensure in Washington. The committee agreed on revisions that would allow programs outside of the U.S. to meet Washington's licensure requirements. Ms. Benham will send out the proposed revisions for comment and then proceed with the next step in the rulemaking process.

## **6.2 WAC 246-916-060 Continuing education – Implementing ESHB 2430**

The program held a rulemaking workshop on September 18, 2014. Rules were discussed and drafted to outline continuing education (CE) requirements for athletic trainers. Proposed rule language requires 50 hours of CE every two years. CE categories are outlined in the proposed rule. Ms. Benham will send out the proposed revisions for comment and then proceed with the next step in the rulemaking process.

## **6.3 WAC 246-16-100 Sexual Misconduct**

Ms. Benham presented the proposed revisions to WAC 246-16-100. The proposed revisions establish clearer standards of conduct for credential holders regulated by the board and the secretary. The department is moving forward with rulemaking.

## **7. BUSINESS PLAN**

The committee reviewed and discussed a Business Plan that outlines goals and objectives for 2015-2017. Matthew Bussman suggested providing new committee members with a copy of the Business Plan to familiarize them with committee business.

## **8. FUTURE COMMITTEE BUSINESS**

The committee discussed adding the following items to future meeting agendas:

- Investigation process presentation
- Credentialing process presentation
- Business Plan for new members
- Rules hearings
- Report back on committee member term length

The meeting adjourned at 3:20 p.m.

Submitted By:

Committee Approval By:

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Janette Benham, Program Manager

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Matthew Bussman, ATC, Chair