



**WASHINGTON STATE DEPARTMENT OF HEALTH  
MIDWIFERY ADVISORY COMMITTEE  
PUBLIC MEETING MINUTES**

June 13, 2016  
9:00 AM

Spokane Convention Center  
334 West Spokane Falls Blvd  
Room 302 A  
Spokane, WA 99201

On June 13, 2016 the Midwifery Advisory Committee met at the Spokane Convention Center, 334 West Spokane Falls Blvd, Room 302 A, Spokane, WA and by webinar. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

**MEMBERS PRESENT**

CONSTANCE FREY, LM, CHAIR  
ALI TROMBLAY, LM, VICE CHAIR  
ROBERT PALMER, JR., MD  
ALI LEWIS, MD

**STAFF PRESENT**

KATHY WEED, PROGRAM MANAGER  
TRINA CRAWFORD, EXECUTIVE DIRECTOR  
TRACIE DRAKE, PROGRAM REPRESENTATIVE  
KATIE WOLT, POLICY ANALYST  
KRYSTL MURPHY, AAG

**MEMBERS PRESENT VIA WEBINAR**

MARGARET OSTERVOLD, PUBLIC MEMBER

**MEMBERS ABSENT**

KAT BARRON, LM  
COLLEEN DONOVAN- BATSON, CNM

**GUESTS PRESENT**

AUDREY LEVINE  
CYNTHIA FLYNN  
LORRI CARR  
DAVID CARR  
TINA TSIKALIS (VIA WEBINAR)  
BRANDY ROSS (VIA WEBINAR)  
LESLIE GESNER (VIA WEBINAR)

Monday, June 13, 2016 – 10:07 AM – Open Session

## 1. CALL TO ORDER

The meeting was called to order by Constance Frey, Chair at 10:07 a.m. The meeting and webinar was delayed in starting due to a power outage at the Department of Health offices in Tumwater.

### 1.1 Introductions

Committee members, staff, and guests introduced themselves.

### 1.2 Approval of Amended Agenda

The committee reviewed and approved the amended agenda as presented.

### 1.3 Approval of March 1, 2016 Meeting Minutes

The committee reviewed the March 1, 2016 Meeting Minutes. Ms. Frey asked that Item 2.1 – Current Budget Report reflect the discussion that the committee would like the budget report be presented in an effort of transparency, but would not like to review on a regular basis. Ms. Frey also wanted her request regarding meeting minutes being posted to the web within a week of the meeting be included in the March 1, 2016 Meeting Minutes. The committee approved the amended March 1, 2016 Meeting Minutes with the changes as stated above. Program staff will update the March 1, 2016 Meeting Minutes to include the requested changes.

### 1.4 Announcements

There were no announcements made at this time.

2. **SUMMARY OF MIDWIFERY COMPLAINTS** – a summary of recent midwifery complaint types was presented to the committee by Executive Director, Trina Crawford. Ms. Crawford shared information regarding the large percentage of unlicensed practice complaints. Several of the unlicensed complaints are against the same individuals. Ms. Murphy shared that a repeat offender of unlicensed practice was recently prosecuted and will be serving jail time. Compared to other professions, there are more unlicensed practice complaints in the midwifery profession. Ms. Crawford also shared that a lot of the cost regards to the unlicensed practice complaints stems from experts used in the investigation. Ms. Frey asked whether general funds received by the program could be used to cover the cost of the unlicensed practice cases. Ms. Crawford reported that is not an option, since the legislature decides the allotment of the general funds. Concerns were raised regarding the number of unlicensed practice cases and associated costs being paid by the midwifery program budget.

Ms. Crawford will bring printed materials with the data to the next meeting for committee members to review.

3. **PRESENTATION ON SMOOTH TRANSITIONS PROGRAM** – A presentation was provided to the committee by Bob Palmer and Audrey Levine, Smooth Transitions program members. Smooth Transitions is a quality improvement initiative of the WA State Prenatal Collaborative.
4. **BIRTH ASSISTANT GUIDELINE** – The committee received an update and provided input on guidelines created by the department and the rules sub-committee for the appropriate use of birth assistants. Ms. Weed, Program Manager provided information to the committee regarding the sunrise review conducted by the department. The department is recommending guidelines be drafted to outline what tasks a “birth assistant” can perform. The committee discussed what to include in the guidelines. This item will be discussed again at the next meeting.
5. **RULE WRITING UPDATE** – Ms. Weed provided the committee an update on rule writing activities, including the legend drugs and devices section. Ms. Weed shared that she is hoping to hold the rules hearing in the next few months and to have the rule finalized by the end of the year. A member of the audience requested the rules changes be added to the website. Ms. Weed will add the rules changes to the website.
6. **EXAMINATION UPDATE** – The committee received an update on work accomplished by the exam sub-committee to update the state licensure examination. Ms. Frey provided the updated information to the committee. Ms. Frey shared that the sub-committee met on April 26, 2016 to work on updating the exam questions. Each of the questions had two members review the question. Twenty-five questions were added to the examination question bank. The new questions have not yet been integrated into the exam. The exam sub-committee plans to continue their work on updating the exam.
7. **COMMITTEE POLICIES AND BYLAWS** – The committee received an update and provided input on the need for policies for many of the committee’s activities and possible changes to the bylaws. Information was provided to the committee by Ms. Weed and Ms. Frey. Ms. Weed shared with members that the 2014 bylaws have gaps in them regarding sub-committees and working outside of committee meetings. Ms. Frey suggested clarifying the language in the bylaws and provide them to newly appointed committee members. It was also suggested that the bylaws define the role of the committee chair and include language regarding educating newly appointed committee members during orientation on their role in disciplinary matters. Ms. Weed will bring the bylaws to a future meeting for the full committee to discuss.
8. **EXECUTIVE DIRECTOR REPORT** – Information was provided to the committee by Executive Director, Trina Crawford.

8.1 Posting Draft Minutes – Ms. Crawford shared that a draft version of meeting minutes will be posted to the program’s web page prior to the next meeting. Ms. Frey asked whether the committee will be sent the draft prior to posting. Ms. Weed said that she will email the draft version of the meeting minutes to committee members prior to posting on the webpage. Ms. Frey also asked about taking notes during the meeting and if the vice-chair can take those notes and capture any action items. Ms. Frey will send a template to the vice chair prior to the meeting for note taking.

**9. PROGRAM MANAGER REPORT** - Information was provided to the committee by Program Manager, Kathy Weed.

9.1 Business Plan - Ms. Weed presented the updated Business Plan for 2015 – 2017 to committee members. The committee reviewed and discussed draft changes to the Business Plan. Some of the changes to the Business Plan include more specific timelines and review of NARM policies and procedures to ensure they align with the laws in WA. The committee also discussed ideas on how to increase the number of people signed up for listserv. The Business Plan is a living document and will be included on future meeting agendas.

**10. CONSENT AGENDA – GENERAL INFORMATION** – A copy of the current issue of “The Sentinel News for DOH Employees” was provided to board members.

**11. MEETING WRAP UP AND ADJOURNMENT**

11.1 Agenda Items for next meeting – The committee discussed adding the following items to future meeting agendas:

- Quarterly review of complaints and cases – historical and current
- Exam update
- Discussion and information on Regular Meetings vs. Special Meetings

11.2 Input from Eastern Washington midwives:

- None at this time

11.3 Action items/meeting minutes emailed and reviewed

11.4 Next meeting location – The next meeting is scheduled for Tuesday, September 15, 2016 and will be held in Kent.

The committee adjourned at 1:13 p.m. Updated meeting information will be posted on the Midwifery website.

Respectfully submitted:

Approved:

---

Kathy Weed

---

Constance Frey, Chair

Program Manager

Midwifery Advisory Committee