On December 4, 2018 the Midwifery Advisory Committee met in person and by webinar at the Department of Health Office in Kent located at Creekside Two at Centerpoint, 20425 72nd Ave S, Suite 310, Room 309, Kent, WA 98032. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

MEMBERS PRESENT
Constance Frey, LM, Chair; Margaret Ostervold, Public Member; Robin DeRegt, MD; Kat Barron, LM; Alex Hamling, MD; Karen Swift, CNM; ViviAnne Fischer, LM (via webinar)

STAFF PRESENT
Kathy Weed, Program Manager; Trina Crawford, Executive Director; Sandie Pearson, Program Representative; Katie Wolt, Policy Analyst; Joanne Miller, Credentialing Supervisor; Sierra McWilliams, AAG, Marlee O’Neill, Staff Attorney

OTHERS PRESENT
Neva Gerke; Gauri Gupta
Britney Ferguson; Jeff Buck
Roxanne Spring; Karen Elaine Hays
Carol McCormick; Leslie Gesner
Ann Tive; Megan Koontz
Brent Elkins; Vicki Penwell
Crystal Ogle

Tuesday, December 4, 2018 – 9:00 AM – Open Session

1. CALL TO ORDER
The meeting was called to order by Constance Frey, LM at 9:10 a.m.
1.1 Introductions

Committee members, staff, and guests introduced themselves.

1.2 Approval of Agenda

The committee reviewed and approved the agenda as presented.

1.3 Approval of the September 11, 2018 Meeting Minutes

The committee reviewed and moved to approve the September 11, 2018 meeting minutes as presented. Committee members voted in favor of approving the September 11, 2018 meeting minutes as presented.

1.4 Setting meeting dates for 2019

The committee discussed dates and locations for future meetings. The committee discussed and set the following meeting dates for 2019.

<table>
<thead>
<tr>
<th>2018 MEETING DATE</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Wednesday, March 6, 2019 at 10:00 a.m.</td>
<td>Kent</td>
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<tr>
<td>Wednesday, June 5, 2019 at 10:00 a.m.</td>
<td>Kent</td>
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<tr>
<td>Wednesday, September 11, 2019 at 10:00 a.m.</td>
<td>Kent</td>
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<tr>
<td>Wednesday, December 4, 2019 at 10:00 a.m.</td>
<td>Kent</td>
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Updated meeting information will be posted the Midwifery webpage.

1.5 Selection of Chair and Vice-chair for 2019

The committee nominated and voted in favor of Margaret Ostervold to serve as chair. Committee members nominated and voted in favor of Vivianne Fischer to serve as vice-chair.

2. DISCUSSION ON PHARMACOLOGY AND EPIDEMIOLOGY COURSES – The committee discussed whether the epidemiology course offered by Coursera and the obstetric pharmacology course offered by Mercy in Action met licensing standards required by the Certified Professional Midwife route to licensure. The committee received additional information from the course instructors. Committee members discussed the information presented and made a motion to create a sub-committee to review this information in more detail. The motion was seconded and approved by the full committee. Ms. Barron agreed to act as the lead to the sub-committee.

A motion was made, seconded and approved to not accept the one day continuing education pharmacology course offered by Mercy in Action.
An additional motion was made, seconded and approved to accept the University of North Carolina at Chapel Hill epidemiology course offered through Coursera.

3. **ROBERTS RULES OF ORDER** – Sierra McWilliams, AAG provided information to the committee on Roberts Rules of Order. The presentation included information on parliamentary procedure and how to conduct committee business.

4. **PRESENTATION ON DISCIPLINE PROCESS** – Marlee O’Neill, Deputy Director, Office of Investigative and Legal Services presented information to the committee on the disciplinary process. The presentation included information on the authorization and investigation process as well associated timelines. Ms. O’Neill also included information regarding the Uniform Disciplinary Act (UDA).

5. **DISCUSSION ON BIRTH ASSISTANT POLICY** – Sierra McWilliams, AAG presented information to the committee on the updated draft version of the Birth Assistant Guidelines. Committee members reviewed and discussed the updated draft. Ms. Frey suggested the updated draft be placed as an agenda item for the next committee meeting to allow stakeholders to review. The committee agreed. The updated draft of the Birth Assistant Guidelines will be added to the next committee meeting for discussion.

6. **PROPOSED NEW BIRTHING CENTER REQUIREMENTS** – The committee received a copy of the CR-102 on proposed new requirements for childbirth centers. Ms. Weed explained that the proposed new requirements were made by the State Fire Marshall. She shared that a rules hearing is scheduled to be held on December 12, 2018 in Olympia. Written comments are also being accepted.

7. **DISCUSSION ON LICENSED MIDWIVES AND HOSPITALS** – The committee discussed and provided feedback on how to improve communications between licensed midwives and hospitals. Ms. Weed provided a brief background. Ms. Barron shared that she would like to hear from Smooth Transitions. Smooth Transitions is a quality improvement initiative of the WA State Prenatal Collaborative. Ms. Weed will invite someone from Smooth Transitions to present at a future meeting.

8. **EXECUTIVE DIRECTOR REPORT** – Information was provided to the committee by Trina Crawford, Executive Director

8.1 **Discipline statistics** – Ms. Crawford presented information to the committee on discipline statistics. She shared that currently approximately 60 percent of the programs budget goes to discipline. She also reported that health professions recently were audited and the report will be presented to the 2019 legislature. Ms. Frey asked if there was information regarding how much of the budget was spent on investigations of unlicensed practice. An audience member asked what types of complaints were the most frequent. Ms. Crawford shared that record keeping and charting were common issues found during investigations.
8.2 Legislative update - Ms. Crawford shared with the committee that at this point the department is not aware of any specific midwifery related legislation. She provided information to the committee on the upcoming legislation for their awareness, such as the requirement to be 21 to purchase tobacco products.

Ms. Crawford also explained needing a committee member representative for the legislative meet-me-calls. The purpose of the meet-me-calls is to go over bills that are introduced during the legislative session that have cross profession interest. The calls are held weekly and last approximately 30 minutes each. The committee designated Kat Barron as the 2019 legislative meet-me-call representative.

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

9.1 Business Plan – Ms. Weed provided members information on the 2017 – 2019 Business Plan. She reminded committee members that this is a living document that is placed on each agenda for review. Ms. Weed asked members to email her any suggested updates or changes to the 2017 – 2019 Business Plan.

9.2 Rules Update – Ms. Weed provided members with a rules update. The rules on legend drugs and devices is continuing to move forward. Ms. Weed shared that the next step will be to hold a public hearing. Ms. Weed believes the rules hearing will be held in the spring of 2019. Stakeholders will receive 30 days’ notice prior to the rules hearing.

9.3 Licensing statistics – Ms. Weed presented licensing statistics from May 1, 2018 to October 31, 2018. There have been 13 new licenses issued; two were routine and 11 were non-routine applications. All were issued an average of 13 days from the last document received.

9.4 Thank you Constance – Ms. Weed thanked Ms. Frey for serving on the committee. Ms. Frey was presented with a small gift of appreciation.

10. MEETING WRAP UP AND ADJOURNMENT

10.1 Agenda Items for next meeting – The committee discussed adding the following items to future meeting agendas:
- Credentialing timelines and licensing stats
- General discipline process overview
- Communications with hospitals
- Roberts Rules

11. ADJOURNMENT

The committee adjourned at 1:25 p.m.
Respectfully submitted:  
Kathy Weed  
Program Manager

Approved:  
Margaret Ostervold, Chair  
Midwifery Advisory Committee