



*Pennsylvania Society for Respiratory Care Inc.  
2nd Quarter Board of Directors Meeting (Virtual)  
Friday, June 12, 2020*

**1. Call to Order**

- PSRC President Margie Pierce called the 2020 PSRC Board of Directors 2<sup>nd</sup> Quarter Meeting to order at 9:15 am.

**2. Attendance • Quorum**

- Attendance was taken and a quorum was present (see attached attendance list).
- Guest Introduction:
  - President Pierce introduced Steve Gudowski.
  - President Pierce introduced Gail Varcelotti, Parliamentarian
  - Matt Pavlichko introduced Dana Stauffer, Manager of Respiratory Care at Hershey Medical Center.

**3. Officiary Updates**

- President Pierce asked all attendees to send any updated contact information to PSRC Secretary Linda Cornman via email.

**4. Conflict of Interest**

- No new conflicts of interest were declared.

**5. Approval of Minutes from 2020 1<sup>st</sup> Quarter Meeting**

- Secretary Cornman noted a correction to minutes that stated she made a motion to approve the February 12<sup>th</sup> e-vote on the 2020 P&P manual. This motion was made by Matt Pavlichko.
- Mr. Pavlichko **made a motion** to approve the revised 1<sup>st</sup> qtr meeting minutes. Treasurer Jay Salyers seconded the motion and the motion was approved unanimously.
- **Action Item:** Executive Director Tom Lamphere will make the above correction prior to filing the final version of the 1<sup>st</sup> qtr minutes.

**6. Review of Phone / E-mail / Executive Committee Votes**

- Mr. Salyers made a motion to approve an e-vote that was held to approve an unbudgeted expense to purchase one year of use for the GoToWebinar system which includes GoToMeeting system as well. Vice President Kathy Sebastian seconded the motion. A vote was taken and was passed unanimously.

**7. Officer and Committee Reports**

- **President:**
  - President Pierce thanked Mr. Lamphere for working hard for therapists with an expired license reactivated and for helping to ensure new graduates were able to receive their temporary permit quickly. She noted he was on the phone almost daily with the state to help facilitate waivers from the Governor to help in these processes.
  - All data analyzed for survey. President Pierce to send data to BOD.

- **Executive Director:**

- Mr. Lamphere noted this has been the busiest Quarter he's had in a long time! Cancelling events, transitioning to on-line events, hundreds of emails and calls.
- Continued working with Legislative Chair and President on reviewing proposed legislation. LOTS of time spent working with State Board of Medicine on reactivation of expired RT licenses and getting new graduates licensed ASAP.
- Reaching out to members prior to their license expiration.
- As of 6/8/2020: Active Members: 3,045 Student Members: 301 Other Members: 54.  
As of 6/13/19: Active Members: 3,105 Student Members: 261 Other Members: 67
- No membership committee report, as the new Committee Chair Alyssa Pierce not yet oriented to role. Per Mr. Lamphere membership numbers are holding steady.
  - Ms. Napolitano inquired about Automatic Renewal. Mr. Lamphere asked Mr. Conrad and President Pierce to ask HOD about Automatic Renewal of AARC membership.
    - **Action Item:** Mr. Conrad to see if any further information regarding Automatic Renewals with HOD. **COMPLETED.**
    - Mr. Conrad was going to add to HOD "list" as a hot topic for an update, however, he received an email response from AARC during our meeting. Per Mr. Timothy Myers, the auto-renewal of AARC membership was approved by the Board and implemented several months ago. Director-at-Large Lisa Tyler mentioned she renewed 3 months prior and this was not an option. May have been implemented after her renewal.
- Education Section: 250 students graduating this year, which is about 50% enrollment. Not all students are staying in state or country. Promote RT programs. Most colleges are not getting students in clinical sites due to pandemic.
  - Mr. Pavlichko mentioned changing the way we currently do Respiratory Therapy. Therapists need to be in critical care with pandemic.
  - Mr. Conrad noted his students are being highly recruited by neighboring states. He makes it an educational event provided by recruiting hospitals.
  - Recruitment Ad Hoc Committee proposed by Mr. Lamphere and approved by President Pierce. Members: Mr. Conrad, Mr. Roberts, Ms. Tyler, Ms. Gluvna. No Chair appointed yet. Ms. Pierce wants to include educators on this new committee.
  - President Pierce asked Mr. Conrad to create a list/bullet-point ideas that can be divided up amongst BOD.
    - Mr. Gudowski inquired about media liaison.
    - Mr. Lamphere stressed we need to promote ALL schools the same.
  - Ms. Cornman inquired about the use of vendors to support a public service announcement to help recruit for RT programs.
    - Mr. Pavlichko inquired about the use of vendors to support PSRC vs events. Mr. Lamphere mentioned it has been attempted in the past without much success but may be an opportunity now.

- **Treasurer:**

- Mr. Salyers noted all budgetary requests need to be scrutinized at this time due to current financial state.
- Bank account: \$160,000. Vanguard account: \$150,000. Total holdings: ~\$300,000. This can cover PSRC expenses with no income for the next 3 years.

- President Pierce charged the BOD with an **Action Item** to submit one new revenue generating idea to President Pierce by June 30, 2020.
      - President Pierce suggested Pandemic t-shirts. Treasurer-Elect Kaitlin Hannigan & Alyssa Pierce will work on this project.
      - Mr. Salyers suggested an impromptu seminar.
      - Mr. Lamphere mentioned we can't have too many webinars.
      - President Pierce also suggested surgical caps with #PSRCstrong
  
- **DAL-Management:**
  - Mr. Pavlichko stated that the AARC wanted to be more inclusive in the Management section. Renamed Management and Leadership section. Increase AARC Connect footprint.
  - LARS Project (Leadership Associated for Respiratory Services): Engage leaders for the future of our profession. Garry Kaufman reached out to Dana Stauffer to chair the LARS Pilot.
    - Mr. Stauffer mentioned a kick off meeting Friday, June 19th at 11:30. Gives leaders in state a taste. Lecture to be provided on Resiliency as Leaders. Survey to leaders as what they want to see in future, networking opportunities. How do we as leaders have everything in toolkit, ie: growth, emotional intelligence.
      - Currently have 60 people registered for kick off meeting.
      - Mr. Lamphere to send Mr. Stauffer and Mr. Pavlichko the registered members and hospitals being involved.
      - Mr. Pavlichko to continue to invite Mr. Stauffer to BOD meetings.
  
- **Delegates:**
  - Mr. Conrad mentioned nominations for the Bill Lamb award (given by AARC) is due on July 6, 2020. Looking for nominees who are Outstanding in the Field, Entrepreneurship, Above and Beyond in the profession. President Pierce asked for Mr. Conrad to send criteria to BOD. Will send suggestions via email.
  
- **PRRC:**
  - Natalie Napolitano mentioned the PRRC QI Research Team needs approval to send survey. Was initially created at time of the AS/BS survey. Needs to be completed as an action item.
    - President Pierce will communicate with PRRC Committee regarding sending survey for BOD approval.
  
- **Nominations:**
  - Alyssa Pierce noted that per PSRC By-Laws, a minimum of 45 days is required for the PSRC elections.
    - 6 positions open for election this year: President-Elect, Vice President, Secretary-Elect, East DD, Central DD, and West DD.
    - President Pierce requested the Board make certain we have good candidates who WANT to be on the Board and do the job and also to remember diversity.

- Mr. Lamphere noted that the change in term for Vice President to two years cannot happen this year as the updated Bylaws will not be finalized in time. However, he noted it actually doesn't matter because to stay on the rolling timeline, the change would need to start in 2021 anyway.
  - Election results presented at 3Q meeting.
  - Proposed Schedule for upcoming election:
    - Nominations open June 19<sup>th</sup>
    - Nominations close July 24<sup>th</sup>.
    - Board Reviews nominations and approves ballot no longer than August 3<sup>rd</sup>.
    - Election begins August 9<sup>th</sup>.
    - Election ends September 26<sup>th</sup>.
  
- **Bylaws:**
  - President Pierce congratulated Bylaws Committee Chair Randy Solly on his new position as Director of Clinical Education at Gwynedd-Mercy University.
  - Mr. Solly reviewed proposed changes to Bylaws.
  - Mr. Lamphere mentioned that many of the proposed changes clean up old Bylaws.
  - Mrs. Hannigan reviewed prior BOD minutes and added any changes discussed at previous BOD meetings. Mrs. Napolitano and Mr. Lamphere pursued together this information along with other ideas for changes to come up with the drafted recommended changes..
  - Items. addressed in new Bylaws:
    - Definitions of terms. in offices.
    - Contingencies for vacant offices.
    - Duties of officers and DD.
    - Election protocols: spells out which positions are open for nominations. VP position becoming a 2 year term. Three DD elected every other year and three DALs on opposite year.
      - DAL nominations come from specialty section, however whole membership will be able to vote for new DALs.
    - Repositioned the responsibilities of the DAL to a different section of Bylaws.
    - Added the Investment Committee as a Standing Committee.
    - Junior and Senior Delegate to continue vs a change to one delegate only.
      - Ms. Napolitano mentioned that even number of people on Executive Board with president being tie breaker, so adding Junior Delegate will be making it even vote.
        - Decision made that Junior Delegate is not part of Executive Board.
        - In the case of a tie vote, the Presidents vote breaks the tie. Mr. Lamphere will add wording to the draft proposal.
  - Mr. Solly noted that the PSRC State Tax Exemption and/or Federal 501c3 status required a dissolution clause in our Bylaws and this needs to be added. He will research this further and come up with recommended wording. Mr. Lamphere will review P&P manual to assess if Dissolution Clause is written within the manual.

- Mrs. Hannigan mentioned that Budget in By-Laws that AARC only asks to see Budget by request. President Pierce mentioned a report is due 2020. Mr. Salyers and President Pierce stated it is a Policy. Mr. Lamphere to generalize the statement in Bylaws to will submit requirements to AARC as requested.
- **Action Item:** Mr. Lamphere will work with Mr. Solly to add the needed amendments to the draft of the proposed Bylaws and send to the Board as soon as possible for review and approval by e-vote.

## 8. Unfinished/Old Business

- Review Action Items.: Reviewed and updated
- Status and plans for 2020 PSRC educational offerings (conferences / seminars / webinars). Mr. Lamphere reviewed educational events and status:
  - Eastern Regional Conference was rescheduled to September 24-25, 2020. Never signed a new contract. Should be able to cancel event without penalty.
  - NW Spring Seminar was transitioned to virtual webinar. Went well with approximately 346 attendees. 4 hour conference. Four speakers utilized from the “live” conference. Only issue was the ability for some attendees to get and stay connected. This was likely due to their internet connection and not a problem with the system.
  - All other Summer events were previously cancelled (Wilkes-Barre, Abington).
  - Western Regional Conference in Mars, PA is scheduled for September 17-18, 2020. Second biggest conference for PSRC. If hotel is closed, probably will be able to get out of contract. If hotel open, we have a contract and they could try to charge us a large “no show” fee. If they try to do that, Mr. Lamphere will threaten to never hold an event both at the facility AND any other facility in that hotel chain again.
  - Central Regional-Lancaster, PA: October 21, 2020. Finances small for this event but should be able to get out of contract.
  - Possibility to hold events due to moving to green zone. However, will people feel comfortable attending.
  - Lack of corporate sponsors due to travel bans from companies. Most are cancelling travel for the rest of 2020.
  - An additional live webinar is in the works with Ira Chevitz, Keith Lamb, and 2 other speakers. Will be ready for late July.
  - Mr. Salyers asked how can we have corporate sponsors without a physical event? Mr. Lamphere mentioned Masimo interested in sponsoring a live webinar.
  - Discussion regarding use of corporate sponsors for getting managers together.
  - Mr. Lamphere made a recommendation to cancel all live events for 2020 and holding as many live webinars for CRCE credits as possible. He noted that the Governor has issued a waiver that removes the “live” requirement for CRCEs through the end of 2020 as part of his emergency declaration powers. However, a bill has just passed the PA House and Senate that would remove emergency declaration. If passed, waiver of “live” credits would be eliminated. Ms. Napolitano proposed that we be transparent and inform the membership of the current Bill.. Mr. Lamphere noted he already updated the PSRC website to state that

the 10 hour “live” requirement has been waived. Therefore, at this time, the Board agreed that we will not make a public statement on the requirement as it could change. Once a final decision on the bill (which will likely go to court) has been made, we will publicize the requirements for license renewal.

**Action Item** Mr. Lamphere will add a “however...” statement to Member section under licensing information of PSRC website that explains the proposed Bill could change things.

- Mrs. Pierce confirmed that webinars are considered live events when attending.
- Mr. Pavlichko asked what the financial impact this will have without holding live events. Mr. Lamphere mentioned a loss of about \$60-90,000 for year. NW Regional webinar earned about \$4500.
- Mr. Conrad asked about “live” webinar fee and “recorded” version. Mr. Lamphere stated we will offer both live and recorded. Increase cost for non-AARC members. \
- **A motion** was made by Director-at-Large Karsten Roberts and seconded by Mr. Conrad to cancel all live conferences for 2020. **The motion was unanimously approved.**
- Mr. Pavlichko asked that we attempt to include vendors in the upcoming Webinars.
- **Action Item** Mr. Lamphere to speak with Massimo regarding their ideas. Matt, Dana, Margie to talk with vendors.
- **Action Item:** Mrs. Napolitano wants to do research webinar to include abstract presentations that were to occur at the Eastern District PSRC Conference. Mr. Gudowski will assist.
- Mr. Lamphere stated his plans for webinars in July, August, September, October, and possibly November. Possible Ethics and Safety in December. Two to four topics at a time.
- President Pierce mentioned AARC Summer Forum canceled live event. Now online called AARC Live.
- **Action Item** Mr. Lamphere will advertise event.
- Gail Varcelotti mentioned AASM is doing a big sleep conference end of August. Interesting to see if the four day conference is still going to be held.
- Mr. Lamphere noted there is a good chance that AARC Congress will be cancelled but no decision has yet been made.
- Mr. Lamphere proposed each DAL get a conference together for webinar. Including Neo-Peds, Asthma, Diagnostics.
- President Pierce proposed an individual 4 hour sleep Webinar. Mr. Lamphere noted that AARC accreditation for continuing education for sleep credentials (RPSGT) is no longer accepted and must go through the BRPT itself or the AAST. Will work on a probable Fall sleep event.
- President Pierce requested email to the PSRC therapists to make them aware of dates and cancellation of all live conferences now. Mr. Pavlichko suggested maintaining currently scheduled dates for conferences. Mr. Lamphere agreed to try to do so whenever possible.
- **Action Item** Mr. Lamphere will send out this email once new webinar dates are determined.

## Unfinished/Old Business (continued)

- COVID-19 update:
  - Director-at-Large Jason Lake noted the difficulty getting staff off for vacation, switches due to COVID-19. Hospitals may not allow staff to attend live events due to the increase in staffing requirements.
  - Mr. Pavlichko noted that Lancaster County increasing numbers of COVID. Nervous about Central meeting in October. Need innovative ways to get corporate sponsorship.
  - West District Director Christine Gluvna agreed. Hospitals allowing staff to attend seminars. Fall seminar 4 CRCE. October 24, 2020. UPMC-Hamot. It will depend on if hospital allows visitors at that time. No cost associated for PSRC. Income loss from registration.
  
- 2020 Board Meetings
  - Ms. Gluvna inquired about 2020 BOD meetings. President Pierce stated that the 3<sup>rd</sup> quarter meeting will be held virtually but no decision will be made regarding the 4<sup>th</sup> qtr meeting at this time and she will keep the room we have reserved for that meeting for now.
  
- Board of Directors Involvement
  - President Pierce mentioned the need for BOD involvement. Review terms. of meetings. “You have to do what you signed up to do.” PSRC can’t stop working. We have to do what we have to do.
  - President Pierce set a charge for all members to find members who are willing to do the work and be members of the Board and Committees.
  - Policy and Procedure rules changed that were voted on in January 2020.
  - Per Policy and Procedure if not attending a meeting, President Pierce needs to be notified.
  
- Licensure update
  - 28 reactivations of their license for COVID. No application or CRCEs needed for reactivation of license. Expires 2020. If maintaining license for 2021-22 will be required to submit same CRCEs and Child Abuse education. Worked very quickly.
  - Student temporary license: some college graduates went smoothly, however other colleges did not get through quick enough. May graduates resolved. Hopefully upcoming graduates this will not be an issue.
  - NBRC new testing centers. Some testing centers closing
  - At home testing has worked, but sometimes with delays due to on-line proctoring.

## 9. New Business

- PSRC financial update / Ideas for revenue generation for remainder of 2020
  - See above under Committee Reports
- PSRC Bylaws update – review & vote
  - See above under Committee Reports
- PSRC nominations & elections
  - See above under Committee Reports
- Leadership meeting / LARS project
  - See above under Committee Reports
- PSRC Statement on racial injustice
  - Ms. Sebastian brought up concern regarding needing a statement on racial injustice.
  - President Pierce has been drafting up a statement and will send out to BOD.
  - Mr. Salyers suggested looking at the AARC’s statement and using it for PSRC.
  - Mr. Lamphere suggested keeping it short, recognize our mistake.
  - Brought up earlier regarding the Board is not diverse.
  - Mr. Lamphere stated that there is no Diversity policy within PSRC.
  - Mr. Stauffer asked about Core Value statement within PSRC.
  - President Pierce suggested considering the inclusion of a slide or two at LARS Project Webinars from Leadership Book regarding Diversity.
  - Mr. Pavlichko and President Pierce to reach out to Office of Diversity at University of Pennsylvania for Speaker. Mrs. Napolitano and Ms. Tyler will reach out to Children’s Hospital for potential speaker. Ms. Sebastian will reach out at Abington for speaker.
  - Ms. Varcelotti noted the NIH has published a statement Cultural Competence and Ethnic Diversity in Healthcare. Several whitepapers. Published May 16, 2019.
  - Mr. Lamphere suggested to personalize statement to Respiratory Therapists in PA. He made a recommendation to President Pierce that she created an Ad Hoc Committee On Diversity. President Pierce agreed and suggested Ms. Sebastian be the Chair of this committee. Members include: Mr. Roberts, Ms. Varcelotti, President Pierce, Mr. Pavlichko.
  - **Action Item:** Ad Hoc Committee on Diversity to create a statement and/or policy on diversity

## 10. Meeting Adjournment

- There being no further business, *at 11:45 am Mr. Salyers made a motion to adjourn the meeting. Mr. Lake seconded motion. A vote was taken and the motion carried unanimously.*





*Pennsylvania Society for Respiratory Care Inc.*  
*Friday, June 12, 2020*  
*2<sup>nd</sup> Quarter Board of Directors Meeting*  
*Virtual Webinar*

**Meeting Attendance**

<b>President</b>	Margie Pierce	Present
<b>Vice President</b>	Kathy Sebastian	Present
<b>Treasurer</b>	Jay Salyers	Present
<b>Treasurer-Elect</b>	Kaitlin Hannigan	Present
<b>Secretary</b>	Linda Cornman	Present
<b>Senior Delegate</b>	John Conrad	Present
<b>Junior Delegate</b>	Ashley Stabley	Absent
<b>District Director-East</b>	Melissa Thornborough	Excused
<b>District Director-Central</b>	Jason Lake	Present
<b>District Director-West</b>	Christine Gluvna	Present
<b>DAL-Neonatal-Pediatrics</b>	Lisa Tyler	Present
<b>DAL-Acute Care</b>	Karsten Roberts	Present
<b>DAL-Management</b>	Matt Pavlichko	Present
<b>Executive Director</b>	Tom Lamphere	Present
<b>Audit Committee</b>	Kaitlin Hannigan	Present
<b>Awards Committee</b>	Kathy Sebastian	Present
<b>Budget Committee</b>	Jay Salyers	Present
<b>By-laws Committee</b>	Randy Solly	Present
<b>Education Committee</b>	Christine Gluvna	Present
<b>Election Committee</b>	Alyssa Pierce	Present
<b>Investment Committee</b>	Jay Salyers	Present
<b>Judicial Committee</b>	Karsten Roberts	Present
<b>Legislative Committee</b>	Karsten Roberts	Present
<b>Legislative Consultant</b>	The Winter Group	Not Present
<b>Medical Advisor</b>	Brian Anderson	Not Present
<b>Membership Committee</b>	Alyssa Pierce	Present
<b>Public Relations</b>	Tim Essick	Not Present
<b>Research-PRRC Committee</b>	Natalie Napolitano	Present
<b>Sputum Bowl</b>	Renee Wunderley	Present