

**WEST VIRGINIA BOARD OF MEDICINE**  
**Executive/Management Committee Minutes**  
**September 10, 2023**

---

The West Virginia Board of Medicine's Executive/Management Committee met at 10:30 am on September 10, 2023, at the Board Office.

The following committee members attended the meeting in person:

Ashish P. Sheth, MD, Executive/Management Committee Chair  
Kishore K. Challa, MD, FACC  
Matthew Q. Christiansen, MD, MPH  
Angela A. Mayfield

The following committee member did not attend the meeting:

Jonathan P. Lilly, MD

The following staff members attended the meeting in person:

Mark A. Spangler  
Evelyn R. Bush  
Greg S. Foster, Esq.  
Jamie C. Frame

The following staff member attended the meeting via teleconference:

Jamie S. Alley, Esq.

With a quorum of members present, Dr. Sheth called the meeting to order, and attendance was documented by Ms. Frame. **CALL TO ORDER**

Prior to today's meeting, a copy of the draft July 9, 2023 meeting minutes were made available for members to review. Dr. Challa moved that the July 9, 2023 meeting minutes be approved. Ms. Mayfield seconded the motion, and the motion carried without opposition. **APPROVAL OF MINUTES**

Prior to today's meeting, a copy of the fiscal reports and purchasing card transactions for the months of April, May, June and July 2023 were made available for members to review. Mr. Spangler provided an overview of the Board's financial status and reported that the Board continues to maintain a good financial position. Dr. Challa moved that the April, May, June and

July 2023 fiscal reports and purchasing card transactions be accepted. Dr. Christiansen seconded the motion, and the motion carried without opposition.

Board staff presented the following proposed 2024 board meeting dates for consideration:

January 8, 2024
March 11, 2024
May 20, 2024
July 15, 2024
September 9, 2024
November 4, 2024

Dr. Challa moved that the Committee recommend that the Board approve the dates as presented. Dr. Christiansen seconded the motion, and the motion carried without opposition.

Ms. Frame left the meeting room at this time.

Mr. Spangler reported that the *West Virginia Medical Practice Act* requires the Board President and Secretary to sign licenses that are issued by the Board. Currently, initial licensure certificates are provided to Dr. Sheth and Dr. Christiansen for signature following issuance of the license. Mr. Spangler reported that the required signatures could be digitally affixed on initial licensure certificates, if it is the will of the Committee. Dr. Christiansen moved that the Committee authorize and implement the use of digitally affixed signatures on initial licensure certificates. Dr. Challa seconded the motion, and the motion carried without opposition.

Ms. Frame returned to the meeting room at this time and was present for the remainder of the meeting.

Prior to today's meeting, a proposed *West Virginia Board of Medicine Firearm Policy* was made available for members to review. Mr. Spangler reported that Senate Bill 427 was enacted during the 2022 regular session of the West Virginia Legislature. This legislation authorizes West Virginia Board of Medicine investigators to carry a concealed firearm while performing his or her

official duties. Ms. Mayfield moved that the Committee recommend that the Board adopt the policy as presented. Dr. Challa seconded the motion, and the motion carried without opposition.

Mr. Spangler reported that intravenous (IV) hydration businesses seem to be growing across the country, and often there are no industry specific guidelines or laws regarding the operation of these businesses. Some state regulatory boards are starting to issue position statements regarding the intersection of these entities. The Committee directed Board staff to research IV hydration therapy business license and regulation requirements, as well as board policies, position statements and/or opinions in other states.

At the July 10, 2023 Board meeting, the Board directed staff to submit written comments to the Interstate Medical Licensure Compact Commission (IMLCC) regarding proposed amendments to the following three IMLCC rules:

- Rule Three - *Fees*.
- Rule Four - *State of Principal License*.
- Rule Five - *Coordinated Information System, Joint Investigations and Disciplinary Actions*.

Mr. Spangler reported that the Board's comments have been submitted. The IMLCC will consider all comments received at its November 2023 meeting.

Mr. Spangler reported that in response to the West Virginia Purchasing Division Audit, Board staff have modified internal processes, and have submitted a *Corrective Action Plan* to the Purchasing Division.

In response to legislation that was passed during the 2023 regular session of the West Virginia Legislature, the Board is required to make a roster of licensed or registered practitioners available on its website. The roster must include the practitioner's name, mailing address and the municipality or county of residence. Historically, mailing addresses have not been provided on the website. Therefore, at the July 9, 2023 meeting, the Committee authorized Board staff to engage in outreach and provide current credential holders notice, with an opportunity to review and update his/her current mailing address, prior to the roster being published. Mr. Spangler reported that later this week practitioners will receive an eblast from the Board advising them that the roster will be

published on the Board's website in December 2023, and giving them the opportunity to review and update their mailing address prior to the roster being published.

Mr. Spangler reported that Board staff have begun reviewing all Board of Medicine application questions for potential updating and modernization. Proposed modifications will be presented to the Committee at a future meeting.

Mr. Spangler reported that it is anticipated that the database and website will be placed out for bid in the near future.

Mr. Spangler reported that Board staff who are eligible to participate in the Board of Medicine Telework Pilot Project will begin working from home one day a week beginning the week of September 18, 2023.

Mr. Spangler reported that the matter of *JH, Petitioner, v. West Virginia Board of Medicine, Respondent*, remains pending before the United States Supreme Court. The West Virginia Attorney General's Office is representing the Board in this matter.

Mr. Spangler reported that the Board currently has two staff vacancies. Board staff recently conducted interviews for the Receptionist/Administrative Office Assistant position, and it is anticipated that a candidate will be hired for this position soon. The Licensure Analyst/Special Projects Coordinator position was posted internally on September 8, 2023. The deadline for internal applicants to apply is September 14, 2023. The Board wishes Leisa Reed, former Receptionist/Administrative Office Assistant, and Melissa Cross, former Technical Writer/Administrative Assistant, the best in their future endeavors.

**ADJOURNMENT**

There being no further business to consider, Dr. Challa moved that the meeting adjourn. Dr. Christiansen seconded the motion, and the motion carried without opposition.



11/5/2023

---

Ashish P. Sheth, MD  
Executive/Management Committee Chair