

**American Academy of Clinical Neuropsychology
Board of Directors Meeting Minutes**

February 20, 2019
Juilliard/Juilliard Complex on the Fifth floor Level
NY Marriott Marquis, 1535 Broadway
8:30 am- 2:00 pm

In Attendance: Drs. Bauer, Beebe, Bobholz, Brown, Carone, Hebben, Locke, Naugle, Mattis, Morrison, Sim, Vega, Weinstein, & Williams

Calling in for PPP report: Dr. Wynkoop (partial)

Also present:

Dr. Linas Bieliauskas - Executive Director

Dr. Angelina Polsinelli - Student Representative

Drs. Kyle Boone, Jennifer Cass, Tannahill Glen - Newly Elected BOD Members

Visitors: Dr. Joseph Kulas (AACNF), Dr. Nancy Nussbaum (ABCN), Dr. Cheryl Luis (Conference Planning Committee), Drs. Sandy Koffler & Lisa Ravdin (Conference/Convention Management)

8:30am - Meeting called to order. Dr. Morrison welcomed newly elected BOD members

1. Consent Agenda: Approval for the following reports submitted, reviewed and discussed prior to the BOD meeting:

- ABPP Board of Trustees
- Board Certification Promotion
- Board Orientation
- BRAIN
- Bylaws Committee
- Continuing Educations
- Conflict of Interest
- Disruptive Technology
- Executive Director
- Listserve Committee
- Student Affairs
- Nominations
- Public and Professional Information
- Practice and Public Policy
- Pediatric Special Interest Group
- Publications
- R2050
- Secretary Report
- Student Affairs
- TCN Report
- Technology Integration
- Test Development
- Treasurer

Upon inquiry, no reports were requested to be removed.

Motion: Dr. Morrison moved that the BOD accept the consent agenda. Seconded by Dr. Bauer. The motion passed unanimously.

2. Treasurer's Report

Financial Update:

- Dr. Hebben provided the semi-annual update of the Academy's finances. AACN is in sound financial health.
- The 2018 annual meeting was profitable, with proceeds primarily from registration fees (see BOD report)
- Projected profit vs. loss for the 2019 meeting has been difficult to estimate given changes to the fee structure and travel stipends/comps for speakers
- Dr. Hebben questioned whether another transfer of money should be made from savings to the brokerage account given the balance within savings.
 - BOD discussed the pros vs. cons of making another transfer and agreed to consider additional transfers after the accounting from the 2019 annual meeting has been settled.

Update Regarding IT Manager's Contracted Salary:

- Dr. Morrison informed the BOD of the reason for a minor discrepancy between the amount the BOD had previously approved for Dr. Rob Davis's IT contract (\$14,400) versus the actual amount to be paid (\$15,600). The discrepancy was attributed to a difference in method of calculation of weeks versus months.

3. Executive Director's Report (Dr. Bieliauskas)

- Current membership and classes of memberships since last June: 963 Active Members, 69 Senior Members, 498 Affiliate Members, and 189 Student Members
 - Dr. Weinstein inquired about data collected at the 2019 dues renewal cycle regarding the diversity status of our membership. Dr. Morrison noted that Dr. Davis continues to process late renewals and will provide these data to her soon.
- Drs. Tony Stringer, Bernice Marcopulos, and Julie Bobholz have assumed the AACN Board Certification hands-on workshop at the June AACN meeting in San Diego, and will continue to do so
- All Michigan-based AACN and ABCN operations are sound
- An extra oral examination was scheduled for 2019, which will take place in Evanston, IL under the logistical support of Dr. Jerry Sweet
- Dr. Bieliauskas reported that Dr. Rob Davis is now executing many of the past ED responsibilities via IT/automation. Dr. Bieliauskas now primarily provides oversight and makes decisions as needed.

4. AACN Infrastructure- Time to reconsider roles/responsibilities in light of planned retirement of our current ED

- Dr. Morrison summarized how the roles & responsibilities of our Executive Director (Dr. Bieliauskas), Administrator (Ms. Porterfield, paid position), and IT Manager (Dr. Davis, paid position) have evolved over time. These positions form a "3-legged stool" for the infrastructure of AACN/ABCN
- The increased use of IT & automation have transferred many tasks, previously completed by the ED and Admin, to our IT Manager

- As requested, Ms. Porterfield provided a spreadsheet of her workflow. These data indicate that most of her time is spent completing ABCN responsibilities; some of which have increased while others have decreased over time. With transition of tasks to IT, most of her AACN have decreased over time.
- Allocation of responsibilities and finances for the IT, ED, and Admin positions was discussed, including pros versus cons of differing options
 - Dr. Beebe – noted that employing an outside agency for ED support would be associated with higher costs
 - BOD voted to suspend Ms. Porterfield’s automatic annual salary raise for 2019; need to consider her financial compensation in 2020 and beyond.
 - Dr. Bieliauskas – noted that AACN/ABCN receive nearly F-T phone support for a P-T wage
 - Dr. Bobholz - inquired as to what Ms. Porterfield’s hourly wage currently is and whether AACN has considered providing a base salary + hourly wage? BOD discussed the challenges associated with calculating Ms. Porterfield’s hourly wage given the seasonal nature of her work and the broad, yet extremely fractional, nature of how her workload is distributed over time.
 - Dr. Bauer - inquired as to whether we have similar guiding principles & responsibilities for the IT and ED positions. Dr. Morrison noted that Dr. Davis provides very detailed descriptions of his activities. Dr. Bieliauskas details his activities in his ED report, but he is not a paid contractor
 - Dr. Bieliauskas - affirmed that most of his current activities relate to ABCN. There is currently no “manual” for his roles & responsibilities.
 - Dr. Morrison – suggested transferring certain responsibilities (e.g., how to access the AACN membership database and create a spreadsheet) from Dr. Davis back (or re-introducing sharing of responsibilities) to Ms. Porterfield for the explicit purpose of ensuring layers of redundancy.
 - Concerns were raised about access to Dr. Davis’s passwords and emergency backups should he become unavailable. Dr. Morrison provided reassurance that the President has access to all passwords and Dr. Davis has provided the name of an IT company to assist in addressing any emergencies in his absence
 - Dr. Locke – expressed her support of having at least some IT responsibilities included as function of the ED position
 - Dr. Carone – expressed the likely probability that there is another Academy member with IT skills who could assist in providing backup
 - Dr. Bobholz – noted the need for defining the roles & responsibilities of the 3 positions. Dr. Bauer concurred, noting that formal job descriptions for each position are needed but that they should be written in a broad manner.
 - It was suggested that the BOD require one aspect of the IT job description to include a formal succession and backup plan. Dr. Morrison noted that this has already been requested.
 - Dr. Bieliauskas suggested establishing a committee for the purposes of conceptualizing the contemporary needs from an ED, Admin, and IT manager for AACN/ABCN.

Motion: Dr. Morrison moved that an ad hoc infrastructure committee be formed to propose the responsibilities of our ED, IT, and administrative roles. Seconded by Dr. Bobholz. Motion passed unanimously

5. AACN Website

Revenue Generating Ads:

- Dr. Morrison noted that the Conference Committee elected to permit revenue generating ads on the temporary conference registration website.
- The BOD discussed whether to similarly permit revenue generating ads on the main AACN website. Discussion points included:
 - the importance and desire for AACN to remain independent and protect the integrity of our brand and values
 - the undesirability for a company to advertise something that is contrary to AACN’s values or beliefs
 - It was noted that AACN can establish very specific criteria for what is advertised. For instance, certain companies can be blocked from advertising.
 - Drs. Beebe & Bauer questioned how much revenue would be generated? Dr. Carone provided one example of yearly revenue via “AdSense”
- The BOD was largely not in favor of selling ad space on the AACN website.

Orientation & Content:

- The BOD discussed the question of whether to maintain the AACN website as a guild website, or whether to reconfigure the website to make it more patient and/or consumer (e.g., consumers of neuropsychological services such as lawyers, physicians, patient advocacy organizations) friendly?
- Dr. Morrison added that several AACN Committees have made requests to upload content onto the website; the nature of the proposed content has been varied (e.g., guild oriented vs. patient oriented)
- The BOD affirmed that the website should reflect AACN’s mission (i.e., guild oriented). Practice oriented material may not always align with the organizational mission statement. BOD concluded that the website should maintain its guild orientation for now. This topic can be revisited in the future, including if there is consideration of whether to update AACN’s mission
- The Facebook “Ask the Expert” Series was very well received. The potential benefits of directing individuals from the Facebook page to the AACN website was discussed as well re-directing some of the patient-oriented content generated by committees over to the AACN FB page.

6. Nominations Committee

Slates:

- The BOD considered slates for the 2019 election based on the experience and characteristics of 2020 outgoing BOD members.
- Options discussed included: academic medical center, practice advocacy, East Coast, diversity, forensic, lifespan, publications, coding & billing, training
- The importance of the work of our Publications Committee to the organization was discussed. Currently, only 3 BOD members indicated that they are heavily involved with publishing and/or serving as a journal editor

Motion: Dr. Morrison moved that Publications, Advocacy, and Training be forwarded to the Nominations Committee as our next slates. Seconded by Dr. Hebben. Motion passed unanimously.

Executive Committee:

- The BOD will need to elect a Secretary, Treasurer-Elect, and President-Elect by February 2020.
- Dr. Morrison requested that interested members alert her of their interest
- The President-Elect and Treasurer-Elect positions constitutes a 4-year commitment as the individual would serve 2-years in the Elect position followed by 2 years in the actual role. Thus, this may extend the board term for certain members if they were elected.
- Chair of the Conflict of Interest (COI) committee was transferred from Dr. Locke to Dr. Williams given that an Executive Committee officer cannot simultaneously serve as the chair of COI

7. DNP Committee

Committee changes:

- Drs. Parmenter and Beebe have agreed to serve as the new co-chairs of the DNP Committee beginning 6/2019

Eligibility Clarification:

- The committee requested clarification regarding the question of whether an incoming or current BOD member could be selected as the DNP
- Historically, the committee did not consider current BOD members for eligibility. However, no written documentation or source could be found to verify this stipulation
- The DNP Committee requested that the BOD reconsider this stipulation.
- The BOD discussed the pros versus cons of permitting incoming or current BOD members to be selected. The BOD ultimately agreed that, due to the potential for COI, incoming and/or current BOD members should not be eligible for the DNP award during their term of service.

New Awards:

- The BOD discussed the pros versus cons of creating additional types of rewards (e.g., service, science, advocacy, best abstract, early career, young investigator, etc.)
 - Pros included: can help increase attendance or membership
 - Cons included: each award addition diminishes the meaningfulness of the original award; logistical challenges to awards program in terms of space & time
- If new awards are added, then the DNP Committee would be renamed to “Awards Committee”
- The BOD generally agreed that an Early Career award may be a nice addition but that too many awards may dilute the value of existing award(s).
- **Action:** The DNP Committee will put together a formal proposal for an Early Career Award. The Committee will also address the issue of whether to increase the number of awards and return to the BOD with thoughts and ideas.

8. Practice and Public Policy Committee

IOPC:

- IOPC and the PPPC have been working to gather information about the new CPT testing codes and disseminating such information to the Academy. Efforts have also included assisting in other issues (e.g., Novitas letter). Recent issues that have emerged include:
 - Providers not employing the codes correctly or effectively (e.g., submitting claims with multiple codes in the first category code versus subsequent codes)
 - Carriers in many regions of the country did not have codes available on their websites until after the January 1 effective date
 - There seems to be decreased tolerance by carriers for multiple dates of service.
- There are links on the IOPC website that provide helpful information and resources regarding the new CPT codes.

NYS Legislative Initiative for Title Protection of “Neuropsychologist”

- The New York State Association of Neuropsychology (NYSAN) has requested that AACN consider providing a letter of support for legislative initiatives and efforts to create a separate licensure for the practice of neuropsychology at the state level
- The BOD discussed the pros versus cons of supporting such an initiative.
 - Pros: AACN should, in the broadest sense, support efforts to enhance and define the qualifications of those who practice clinical neuropsychology
 - Cons: separating ourselves from other psychologists is not desirable and can diminish our overall strength; medicine does not separately license specialists; legislature can set the

definition of “who is eligible to practice neuropsychology” at an overly low level (possibly diluting the importance/impact of board certification in clinical neuropsychology)

- A general consensus emerged that advocating for board certification versus separate licensure is preferable

9. Publications Committee

- Dr. Jerry Sweet has requested to rotate off as chair of the Publications Committee. He provided suggestions for replacements to Dr. Morrison. Other suggestions can be forwarded to Dr. Morrison as well.
- It was determined that Dr. Beebe would be added to the Publications Committee as he was elected to the BOD on a publications slate.

10. Sports Neuropsychology Position Paper

- The BOD discussed whether to co-sign the Sports Neuropsychology Society position statement on “Supervised Administration of Neuropsychological Tests in Sports”
- BOD members expressed concerns regarding the vague definition of an “appropriately trained healthcare professional”, as this may include individuals who lack appropriate training in neurocognitive or psychological testing.
- The BOD agreed that it supports the position statement with the proviso that the statement includes a more detailed description that an “appropriately trained healthcare professional” is an individual with “appropriate training in neurocognitive or psychological testing and its clinical applications.”

11. AACN Outreach

- Dr. Morrison provided a summary of the Elder Justice Summit held in November 2018. Dr. Chris Domen represented AACN and expressed interest in continuing to maintain ties with the Elder Justice Initiative and work to increase access to care for rural populations
- Dr. Morrison discussed asking Dr. C. Munro Cullum to work with Dr. Domen as a senior mentor and given his expertise in tele-health/medicine.

12. ABCN Report

- Dr. Nussbaum reported that there was a very large (40%) increase in new ABCN applications.
- Dr. Nussbaum requested that ABCN and AACN collaborate in discussing the ED position and Dr. Bieliauskas’s transition from this role. Dr. Nat Nelson, as incoming President would ideally represent ABCN
- ABCN has proposed establishing 3 co-editors to enhance the quality and expediency of the practice sample reviews. ABCN is proposing paying each of these co-editors a stipend of \$2000 per year (\$6000/year total cost) and is requesting AACN consider financially supporting this proposal. Questions and comments that arose during the BOD discussion included:
 - Will the co-editors be asked to complete any other administrative tasks?
 - Would supporting this proposal open the door for other individuals to request a stipend?
 - If the stipend is approved, should AACN anticipate that this amount might increase over time?
 - Will the co-editors remain steady fixtures or rotate?
 - Are examiners for board certification in medicine paid?
 - What was the rationale for paying these specific individuals a stipend as opposed to other individuals involved in the board examination process (e.g., oral examiners, exam chairs, etc.) who also contribute their time and efforts?
 - **Action:** Dr. Morrison indicated that she would request more details regarding the rationale when she attends the ABCN Board Meeting

13. ABPP BoT Report

- See BOD report
- Dr. Spiegler is making efforts to bring the culture of board certification to Canada. She and the Vice President of ABPP will be giving a workshop about ABPP board certification at the Canadian Psychological Association in June 2019.
- Dr. Spiegler is in search of a representative to work on an ABPP diversity initiative to incorporate multi-cultural standards into all the specialty board exam processes
 - Dr. Sim to assist in providing names of Relevance 2050 Committee members to Dr. Spiegler for consideration

14. AACNF Report

- Dr. Kulas reported that the Foundation made ~\$15,000 last year, which covered the outlays for the grant that was awarded
- The Foundation reception was a great success last year, with increased number of younger individuals/trainees in attendance
- A venue has been located for the 2019 AACNF event. Goal is to have individuals proceed to the Escape Room challenge after dinner on their own. There will continue to be space available at the conference hotel for individuals who elect that option

15. Education/Program Committee

- Dr. Luis reported that Jennifer Cass is in training to serve as co-chair for pediatrics programming, and Ryan Schroeder is in training to serve as co-chair for forensics programming
- The Committee continues to expand its search for the next Program Chair. Possible candidates can be forwarded to Dr. Luis
- Registration for the 2019 meeting has been open for about 2 months. Meeting highlights were reviewed.
- Dropbox will be trialed for the first time for handouts. Speakers will upload their handouts for attendees to download. With the new flat fee structure, handouts for all workshops will be made available to all attendees.
- Programming for the 2020 meeting is already underway. Workshop considerations can be forwarded to Dr. Luis.

16. Conference/Convention Management

2019 Conference:

- Update: ASL interpreters will be hired for one of the 2019 workshops. This cost was an unexpected line item for the conference budget

East Coast Cities for 2023:

- The BOD discussed potential sites—including Charleston, St. Augustine, Miami Beach, Savannah, Atlanta, Philadelphia, and Nashville—along with various pros and cons of each location (e.g., hotel size, proximity to airport, restaurants nearby)
- The BOD agreed to have Drs. Koffler & Ravdin further investigate Philadelphia and Charlotte as potential 2023 sites
- Dr. Koffler & Ravdin noted that it is less costly if the conference does not include the weekend. However, weekday conference dates would be more costly for private practice practitioners
- The benefits of contracting with a single hotel chain for several years was discussed
- Dr. Koffler suggested that we consider offering something other than bags as the conference giveaway. The Conference Committee will investigate other options and their associated cost savings

- The BOD agreed to Dr. Koffler’s suggestion of omitting the mid-morning granola bars. This would save ~\$9,000.

WIN Letter:

- Dr. Morrison summarized the contents of a letter sent by the Society for Clinical Neuropsychology’s Women in Neuropsychology (WIN) steering committee requesting consideration of implementing various childcare and family friendly policies and services at the annual conference
- Potential fiscal and legal liabilities associated with providing childcare was discussed
- Dr. Locke noted that she was not permitted to bring her children into a previous conference’s poster session
- APA’s “information for families” for their conference was reviewed, which indicated provision of a nursing mother’s room, a “kids place” (free family friendly play area with comfortable seating for parents), and the names of 3 childcare companies within the area.
- Dr. Luis/Conference Committee will review APA’s offerings and consider including a family friendly page within our conference brochure
- The BOD discussed the possibility of making efforts towards providing more family friendly policies and offerings

17. CNS

AACN BOD Representative to CNS

- Dr. Bauer volunteered to serve as the AACN BOD representative to the CNS.

Chair Election

- Doug Bodin and Robin Hilsabeck are candidates for CNS Chair
- The BOD discussed and agreed that both candidates have impressive experiences and are well qualified

Motion: Dr. Morrison moved that, in light of his apparently greater experience with education/training, AACN support Doug Bodin as the CNS Chair. Seconded by Dr. Sim. Motion passed unanimously.

Dr. Morrison extended gratitude and thanks to departing board members (Drs. Vegas, Weinstein, Mattis, & Bobholz) and our student representative (Dr. Polsinelli)

Meeting adjourned at 2:00pm. Newly elected BOD members officially began their term on the board.