

Jeremiah W. (Jay) Nixon
Governor
State of Missouri

Jane A. Rackers, Division Director
DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance
Financial Institutions
and Professional Registration
John M. Huff, Director

ACUPUNCTURIST ADVISORY COMMITTEE
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Loree V. Kessler, MPA
Executive Director

**Conference Call
Missouri Acupuncturist Advisory Committee
June 28, 2013 - 8:00 a.m.
Conference Call – 573-526-5904
Toll Free Number – 866-630-9352
Division of Professional Registration
3605 Missouri Boulevard - Jefferson City, Missouri**

Notification of special needs as addressed by the American with Disabilities Act should be forwarded to the Missouri Acupuncture Advisory Committee, P. O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102 or by calling (573) 526-1555 to ensure available accommodations. The text telephone for the hearing impaired is (800) 735-2966.

Except to the extent disclosure is otherwise required by law, the Missouri Acupuncture Advisory Committee is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14), and Chapter 324.001.8 and 324.001.9 RSMo.

The Committee may convene in closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public, with the motion and vote recorded in open session minutes.

Please see attached agenda for this meeting.

Attachment

Conference Call
Missouri Acupuncturist Advisory Committee
June 28, 2013 – 8:00 a.m.
Conference Call – 573-526-5904
Toll Free Number – 866-630-9352
Division of Professional Registration
3605 Missouri Boulevard - Jefferson City, Missouri

Call to Order

Jane Van Sant, Chairperson

Roll Call

Approval of the Agenda

Approval of Open Session Minutes

- April 26, 2013 Conference Call Minutes

Financial Report

- Travel Budget

Renewal Update

Meeting Schedule

Motion to Close

Pursuant to sections 610.021 subsection (14), 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant, section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsections of 610.021 RSMo which authorized this agency to go into closed session during those meetings.

Adjournment

OPEN SESSION MINUTES
Missouri Acupuncturist Advisory Committee
April 26, 2013 - 8:00 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

The Acupuncturist Advisory Committee was called to order by Jane Van Sant, chairperson, at 8:02 a.m. at the Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City, Missouri. The executive director facilitated roll call.

Committee Members Present

Jane Van Sant, Chairperson
Kathleen Coleton
Jason Hackler

Staff Present

Loree Kessler, Executive Director
Jeanette Wilde, Processing Licensure Supervisor
Greg Mitchell, Counsel

Ms. Van Sant stated she would be voting in open and close session.

A motion was made by Ms. Coleton and seconded by Mr. Hackler to approve the open session agenda. Advisory committee members voting aye: Ms. Coleton, Mr. Hackler, and Ms. Van Sant. Motion carried unanimously.

A motion was made by Ms. Coleton and seconded by Mr. Hackler to approve the March 8, 2013 conference call meeting minutes. Advisory committee members voting aye: Ms. Coleton, Mr. Hackler, and Ms. Van Sant. Motion carried unanimously.

The advisory committee scheduled a conference call meeting for 8:00 a.m., June 20th.

At 8:04 a.m., a motion was made by Ms. Coleton and seconded by Mr. Hackler to convene in closed session pursuant to motions to close section 610.021 subsection (14) and 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Advisory committee members voting aye: Ms. Coleton, Mr. Hackler, and Ms. Van Sant. Motion carried unanimously.

At 8:35 a.m., a motion was made by Mr. Hackler and seconded by Ms. Coleton to convene in open session and adjourn the conference call meeting. Advisory committee members voting aye: Ms. Coleton, Mr. Hackler, and Ms. Van Sant. Motion carried unanimously.



Executive Director

Approved by Advisory Committee on

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Acupuncturists - 0882																
2	FY 2013 Monthly Fund Balance Sheet																
3	FY 2013 Actual													FY 2013 Projections			
4		July	August	September	October	November	December	January	February	March	April	May	June	Lapsed July	YTD Total	Projected	Remaining (Projected - YTD Total)
5	Beginning Fund Balance	27,154.60	27,782.08	28,081.97	27,535.71	27,283.78	27,192.19	27,202.26	26,864.19	26,986.38	27,076.45	26,465.08	26,465.08	26,465.08			
6	Revenue	1,078.20	0.00	300.00	400.00	200.00	200.00	200.00	400.00	500.00	500.00	0.00	0.00	0.00	3,778.20	31,200.00	27,421.80
7	Start-up Loan Transfer - Lenders Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Total Revenue	1,078.20	0.00	300.00	400.00	200.00	200.00	200.00	400.00	500.00	500.00	0.00	0.00	0.00	3,778.20	31,200.00	27,421.80
9	Total Funds Available	28,232.80	27,782.08	28,381.97	27,935.71	27,483.78	27,392.19	27,402.26	27,264.19	27,486.38	27,576.45	26,465.08	26,465.08	26,465.08	3,778.20	58,354.60	27,421.80
10	Appropriation Costs:																
12	Expense and Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	Personal Service and Per Diem	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	Total Appropriation Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	Transfer Costs (other than monthly PR Transfer):																
17	Workers Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	Board Staff Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	Biennium Sweep	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	Rent	0.00	0.00	12.28	6.56	0.00	18.42	0.41	0.00	12.28	6.56	0.00	0.00	0.00	56.51	75.34	18.83
22	DIFP Department Cost Allocation	0.00	9.87	0.00	0.00	7.93	0.00	7.59	0.00	25.39	39.74	0.00	0.00	0.00	25.39	39.74	14.35
23	Licensee Refunds	0.00	0.00	0.00	378.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	378.20	100.00	(278.20)
24	Start-up Loan - Borrower's Expense/ Lic System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190.00	190.00	190.00
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32	PR Transfer:																
33	Division-Wide Costs	0.00	23.86	24.45	30.19	28.77	28.98	20.40	27.38	22.89	23.73	0.00	0.00	0.00	230.65	526.66	296.01
34	Purchasing Staff	0.00	0.72	0.77	0.76	1.29	0.31	0.14	0.20	0.15	0.17	0.00	0.00	0.00	4.51	7.77	3.26
35	PR/IT Staff	0.00	26.98	0.62	0.49	2.61	2.51	1.42	0.80	1.12	28.65	0.00	0.00	0.00	65.20	6.04	(59.16)
36	Legal Team	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37	CRR Staff	0.00	7.62	7.44	7.03	7.59	7.25	7.16	7.48	7.05	8.24	0.00	0.00	0.00	66.86	120.10	53.24
38	Board Specific:																
39	Expense/Equipment	0.00	2.44	672.61	74.23	114.57	0.16	342.50	110.64	234.58	885.34	0.00	0.00	0.00	2,437.07	9,437.00	6,999.93
40	Personal Services	0.00	87.28	87.28	87.28	87.28	87.28	87.28	87.28	87.28	87.28	0.00	0.00	0.00	785.52	1,047.33	261.81
41	Fringe Benefits	0.00	36.48	36.48	36.48	36.48	36.48	36.49	36.50	36.50	36.50	0.00	0.00	0.00	328.39	512.04	183.65
42	Technical Support Staff	0.00	19.29	1.45	2.04	2.32	5.65	5.88	4.60	5.05	3.91	0.00	0.00	0.00	50.19	110.96	60.77
43	Central Mail Processing	0.00	3.06	2.88	2.67	2.75	2.89	2.80	2.93	3.03	2.99	0.00	0.00	0.00	26.00	34.61	8.61
44	CIU Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45	Total PR Transfer	0.00	207.73	833.98	241.17	283.66	171.51	504.07	277.81	397.65	1,076.81	0.00	0.00	0.00	3,994.39	11,802.51	7,808.12
46																	
47	Total OA Cost Allocation Transfer	26.00	0.00	0.00	26.00	0.00	0.00	26.00	0.00	0.00	28.00	0.00	0.00	0.00	106.00	106.00	0.00
48																	
49	GR Transfer:																
50	Attorney General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51	Administrative Hearing Comm.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
52	Total GR Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
53																	
54	FY 2012 Transfers Carried Over:																
55	FY 2012 June PR Transfer	424.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	424.72	424.72	0.00
56	FY 2012 July Lapse PR Transfer	0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.51)	(0.51)	0.00
57	FY 2012 PR Transfer Adjustment	0.00	(516.98)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(516.98)	(516.98)	0.00
58	FY 2012 Final Rent Transfer Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
59	FY 2012 Final DIFP Transfer Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	FY 2012 AG - June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61	FY 2012 AHC - June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62	Total FY 2012 Transfers Carried Over	424.72	(517.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(92.77)	(92.77)	0.00
63	Total Transfers	450.72	(299.89)	846.26	651.93	291.59	189.93	538.07	277.81	409.93	1,111.37	0.00	0.00	0.00	4,467.72	12,420.82	7,953.10
64	Total Appropriation Costs and Transfers	450.72	(299.89)	846.26	651.93	291.59	189.93	538.07	277.81	409.93	1,111.37	0.00	0.00	0.00	4,467.72	12,420.82	7,953.10
65	Ending Fund Balance	27,782.08	28,081.97	27,535.71	27,283.78	27,192.19	27,202.26	26,864.19	26,986.38	27,076.45	26,465.08	26,465.08	26,465.08	26,465.08			
66																	
67	Total PR Transfer	424.72	(299.89)	846.26	625.93	291.59	189.93	512.07	277.81	409.93	1,083.37	0.00	0.00	0.00	4,361.72	13,444.00	9,082.28
68	Total GR Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
69	Total	424.72	(299.89)	846.26	625.93	291.59	189.93	512.07	277.81	409.93	1,083.37	0.00	0.00	0.00	4,361.72	14,444.00	10,082.28

FY 2013 YTD Expenses by Budget Class Code - Appropriation 2207
As of April 30, 2013
Acupuncturists
Activity Code: LR71

Budget Object Class	Budget Object Class Name	YTD Expended	Appropriation	Remaining Appropriation	Percent Remaining
140	TRAVEL, IN-STATE	693.43	1,130.00	436.57	38.63%
160	TRAVEL, OUT-OF-STATE		1,425.00	1,425.00	100.00%
180	FUEL & UTILITIES			0.00	
190	SUPPLIES	189.65	190.00	0.35	0.18%
320	PROFESSIONAL DEVELOPMENT	450.00	1,330.00	880.00	66.17%
340	COMMUNICATION SERV & SUPP	10.16	400.00	389.84	97.46%
400	PROFESSIONAL SERVICES	2,552.50	4,700.00	2,147.50	45.69%
420	HOUSEKEEP & JANITOR SERV			0.00	
430	M&R SERVICES	6.85	50.00	43.15	86.30%
480	COMPUTER EQUIPMENT			0.00	
560	MOTORIZED EQUIPMENT			0.00	
580	OFFICE EQUIPMENT		100.00	100.00	100.00%
590	OTHER EQUIPMENT			0.00	
640	PROPERTY & IMPROVEMENTS		50.00	50.00	100.00%
680	BUILDING LEASE PAYMENTS			0.00	
690	EQUIPMENT RENTAL & LEASES			0.00	
740	MISCELLANEOUS EXPENSES		50.00	50.00	100.00%
	TOTAL	3,902.59	9,425.00	5,522.41	58.59%

OPEN SESSION MINUTES
Missouri Acupuncturist Advisory Committee
June 28, 2013 - 8:00 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

The Acupuncturist Advisory Committee was called to order by Jane Van Sant, chairperson, at 8:01 a.m. at the Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City, Missouri. The executive director facilitated roll call.

Committee Members Present

Jane Van Sant, Chairperson
Kathleen Coleton
Jason Hackler

Staff Present

Loree Kessler, Executive Director

Ms. Van Sant stated she would be voting in open and close session.

A motion was made by Ms. Coleton and seconded by Mr. Hackler to approve the open session agenda. Advisory committee members voting aye: Ms. Coleton, Mr. Hackler, and Ms. Van Sant. Motion carried unanimously.

A motion was made by Ms. Coleton and seconded by Mr. Hackler to approve the April 26, 2013 conference call meeting minutes. Advisory committee members voting aye: Ms. Coleton, Mr. Hackler, and Ms. Van Sant. Motion carried unanimously.

Financial Report

The executive director provided an over view of the end of fiscal year financial report and explained the changes to the in and out state travel expenditures that had been made during the recent legislative session.

Renewal Update

The state association had been contacted when renewal notices were mailed to apprise the association of the deadline for submitting a paper renewal or utilizing the online renewal system.

Ms. Coleton reported she had attempted to contact individuals that had not yet renewed the license and provided the results to the advisory committee. Ms. Coleton and Mr. Hackler request the executive director email the list of current licenses with an expiration date of 6/30/13 and stated they would contact these individuals to remind them of the upcoming deadline to renew the license.

The advisory committee scheduled a conference call meeting for 8:30 a.m., August 9, 2013.

At 8:18 a.m., a motion was made by Ms. Coleton and seconded by Mr. Hackler to convene in closed session pursuant to motions to close section 610.021 subsection (14) and 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Advisory committee members voting aye: Ms. Coleton, Mr. Hackler, and Ms. Van Sant. Motion carried unanimously.

At 8:19 a.m., a motion was made by Mr. Hackler and seconded by Ms. Coleton to convene in open session and adjourn the conference call meeting. Advisory committee members voting aye: Ms. Coleton, Mr. Hackler, and Ms. Van Sant. Motion carried unanimously.



Executive Director

Approved by Advisory Committee on August 9, 2013