

**Board of Licensure in Medicine - Board of Osteopathic Licensure Workgroup**  
**ZOOM meeting**  
**February 25, 2026**  
**5:30 p.m. – 6:20 p.m.**

**Board Members Present**

Dennis Smith, Esq., Public Member (BOL)  
Paul Vinsel, DO (BOL)  
Mary-Anne Ponti, RN, DBA Public Member (BOL)  
Christine Munroe, DO (BOL)  
Lisa Ryan, DO (BOL)  
Gust Stringos, DO (BOL)  
Lynne Weinstein, Public Member(BOLIM)  
Renée Fay-LeBlanc, MD (BOLIM)

**Board Staff Present**

Executive Secretary Rachel MacArthur (BOL)  
Executive Director Timothy Terranova (BOLIM)  
Medical Director Paul N. Smith, MD (BOLIM)  
Complaint Coordinator Kelly McLaughlin (BOLIM)  
Consumer Assistant Specialist Faith McLaughlin (BOL/BOLIM)

**Legal Counsel Present**

AAG Jennifer Willis (BOLIM)  
AAG Lisa Wilson (BOL)

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Roll Call

A roll call of board members present was conducted.

Legislative Update

Mr. Terranova provided an update on the legislative proceedings. He explained that the committee submitted the bill to the revisor's office to correct and create language. This should take two weeks. Once published, there should be approximately two weeks' notice for the public hearing. Workgroup members were reminded that testimony needs to be approved before it is given to the legislature. AAG Willis reminded workgroup members that testimony should be given as individual board members, rather than on behalf of the entire board, unless the testimony has been approved by the board.

Checklist

The boards' staff worked together to create a checklist which was reviewed with the workgroup.

The checklist is broken into four categories:

Technical

The ALMS database used by both boards will need many different changes and updates. BOLIM's educational videos regarding the licensure process and the jurisprudence exam will need to be updated. Staff have heard from the State Bureau of Identification regarding criminal background checks. The new board will need to submit a request to the FBI for access to the

criminal background information.

A new website and URL will need to be created.

The BOL board members will need state issued laptops.

Ms. Weinstein asked if board members will have a maine.gov email address or continue to use their own email addresses. Mr. Terranova indicated that having the maine.gov address would require many hours of training. He recommended that each Board member have a dedicated email address for board business only.

Dr. Fay-LeBlanc asked if there was a cost estimate for this. Mr. Terranova gave an estimate of approximately \$200,000-\$250,000 for all the changes needed.

#### Licensing Complaints/Administration/Financials

Applications, the jurisprudence exam, complaint materials and all rules, guidelines, policies and procedures will need to be updated. The board's address will change, and all affected parties will need to be notified. A new records retention schedule for the new entity will need to be created.

The budget and one-time expenses will need to be addressed. New contracts will need to be created, the new board will have to obtain a "P" card or board credit card, and membership fees and annual dues to organizations will need to be updated.

#### Building, Board & Staff

The office floorplan will need to be reconfigured so that Ms. MacArthur isn't "in a silo" by herself once she is part of the team. Building signage will need to change and the lease will need to be updated to reflect the new name.

A new meeting schedule will need to be created,, hopefully by summer. Board members will need to be assigned to committees so that members can add meeting dates to their calendars. Leadership of the merged board needs to be discussed, though voting will not happen until the boards have merged. BOLIM and BOL members receive different compensation and compensation for members of the merged board will need to be determined. Ms. MacArthur will be invited to attend BOLIM staff meetings to learn about their processes and get to know the team. Workload distribution will need to be discussed and HR will be contacted regarding staffing and compliance.

#### Licensees/Interested Parties & FSMB

Communication is the most important thing here. Licensees, interested parties, and outside organizations need to be informed during the process. BOLIM sends a newsletter three times per year, and the workgroup has been mentioned, but more information will be provided as the merger process proceeds.

Mr. Smith mentioned that BOL doesn't have a newsletter, but during COVID messages were "pushed out", and wondered if that was something that could be done. Mr. Terranova indicated that a monthly directed newsletter could be created and sent to licensees to keep them up to date on the process.

Dr. Ryan said that it seems that there will be staff time taken away from normal business to

handle the processes for changes. Mr. Terranova agreed but added that a significant amount of the work will be done by vendors, and he anticipates that the rest can be spread over time to allow everything to be done. There will be Some time will need to be devoted to the change, but he cannot provide a specific number.

Mr. Smith asked, in follow-up, if there is a way to try to mitigate the amount of time Ms. MacArthur is needed to handle the merger. Mr. Terranova assured the workgroup that he will take that into consideration.

Ms. Ponti asked if board staff had an opportunity to reach out to other states that had done this recently. Mr. Terranova indicated that he only heard back from one, Utah, who said that there wasn't really a difference to the staff, as they shared staff between their two boards before merger. The main difference was that the Osteopathic board members saw more complaints than they were used to.

Ms. Weinstein asked about the applications for licensure, how similar they are, and if a new application would need to be created. Mr. Terranova said that a new application would need to be created but he believes the existing ones are very similar, and he doesn't expect there to be a lot of changes to that. PAs applications are already the same.

#### Draft Timeline

Mr. Terranova said that the timeline is a draft and subject to change. Starting in May the workgroup can begin with policy review as a good "break in" point, though it was determined that rules might be a better starting point.

June/July - The workgroup will continue policy review, start guideline review, and begin rule review. In addition, the workgroup will confirm a meeting schedule and committee assignments. Staff will attend combined staff meetings, start working on the new website and work with the service center on combining finances. Staff will discuss applications and SOP updates, begin reviewing complaint and investigation SOPs and I work with ALMS to get APIs set up.

August – The workgroup will continue rule review and start jurisprudence exam updates. Staff will begin ALMS system process testing. Staff will work with affected PAs and BOLIM will work on converting consultative telemedicine licensees, ensuring no issues. The fee schedule will be discussed.

September – The workgroup will continue rule review. BOLIM and BOL board members should have a "meet & greet" to discuss changes and issues face-to-face.

October - The workgroup will continue reviews and updates. The new website, online licensing and APIs will be tested. Outside organizations will receive a reminder of upcoming changes.

November – Final system checks will be conducted, new contracts created, and a newsletter update sent to licensees.

December – Conduct final reviews and prepare to go live.

January – Hold first meeting of full board and vote on rules, policies and guidelines. Staff will monitor systems for issues and unanticipated situations.

February – Assess the project and continue to refine. Ms. Ponti asked if the workgroup had talked through the process regarding the staffing of the new Board. Mr. Terranova said that the current members of both boards will transition the new Board for a total of twenty-two members.

Mr. Terranova said that one thing not mentioned on the timeline is the “clean-up” to make the transition as clean as possible.

Ms. Weinstein stated that both boards have a chair and a secretary and asked how that will look with the new board. Mr. Terranova explained that that leadership will include a chair, vice chair, and secretary. Leadership will need to be voted on during the first meeting in January.

### Next Steps

Once the bill is introduced staff will react as quickly as possible to make sure nothing was omitted or added. Then testimony will be prepared and the bill followed through the process.

Mr. Terranova asked if there was anything the workgroup would like prepared for the next meeting.

Dr. Fay-LeBlanc mentioned that board members should speak individually rather than on behalf of the board. She asked if a statement that the whole Board supports the bill should be prepared. Mr. Terranova explained that BOLIM can put the needed information together in conjunction with Ms. MacArthur. Each board has had the ability to testify.

AAG Willis mentioned that the boards have jointly supported the merger already in the filings to the legislature and there is no ambiguity as to the boards’ support of these changes. She added that when board members offer testimony they speak as a board member, rather than as the board itself.

### Public Comment

Dr. Kathryn Brandt had a quick question for clarification regarding the discussion of changes in requirements between BOL and BOLIM. She said that staff members that have MD licenses have noticed some changes in clinical practice requirements, and allowing different “types” of licenses. Mr. Terranova explained that currently BOLIM can create new license types, such as administrative or emeritus, but BOL cannot. .

### Adjourn

6:20 pm

## BOLIM & BOL Merger Checklist

### Technical

ALMS	Outside Vendors	InforME	OIT
Merging Data Bases	New Prefixes	New Website/URL	New Distribution Lists
PA Licenses	API Updates	Online Licensing	New Mailboxes
API Updates	Video Updates	Jurisprudence Examination	Update Organization Profile
Complaint #'s	Compacts - Fingerprinting		Board Member Laptops

### Licensing, Complaints, Administration & Financial

Licensing	Complaints	Administration	Financial
Application Updates	Complaint Materials Updates	Address Change	Budget
Jurisprudence Exam Updates	Policies and Procedures Updates	Rules	One Time Expenses
Policies and Procedures Updates		Policies	Contracts
		Guidelines	Memberships/Annual Dues
		Retention Schedule	P-Card

### Building, Board & Staff

Building	Board	Staff
Office Reconfiguration	Continued Workgroup Meetings	Integration
Signage	Meeting Schedule	Workload Distribution
Lease	Committee Assignments	HR/Service Center
	Leadership	
	Compensation Board Members and Leadership	

Licensees/Interested Parties & FSMB

Licensees/ Interested Parties	FSMB
Communication	Update
	Request Support

NPDB

DRAFT

# BOLIM & BOL Merger Timeline

