

Board of Licensure in Medicine - Board of Osteopathic Licensure Workgroup
ZOOM meeting
May 27, 2026
5:33 p.m.

Board Members Present

Public Member Lynne Weinstein (BOLIM)
Renée Fay-LeBlanc, MD (BOLIM)
Public Member Peter Michaud, JD, RN (BOL)
Paul Vinsel, DO (BOL)
John Brewer, DO (BOL)

Board Staff Present

Executive Director Tim Terranova (BOLIM)
Medical Director Paul Smith, MD (BOLIM)
Administrative Assistant Maureen Lathrop (BOLIM)
Executive Secretary Rachel MacArthur (BOL)

Legal Counsel Present

AAG Jennifer Willis (BOLIM)

Roll Call

A roll call of board members present was conducted.

Review of Draft Timeline

Board staff have contacted the Bureau of General Services which oversees leased spaces for assistance with reconfiguration of the office space and are waiting for their availability. Ms. MacArthur's workspace will need to be integrated into the current BOLIM office space. The hope is to be able to reconfigure the space to allow for a larger boardroom to accommodate the larger board.

Ms. MacArthur has attended one BOLIM staff meeting to facilitate integration with BOLIM staff and has been involved in discussions and meetings regarding ALMS and retention schedule creation.

Board staff contacted the state postal service for assignment of BOM's state house station (SHS) number for mail delivery. The postal service recommended using BOLIM's current 137 SHS address due to volume of mail received by BOLIM and BOL and because that will work best with their mail sorting process. BOL's 142 SHS address will be maintained for a period of time for any mail sent to that address. Workgroup members were supportive of this recommendation.

Mr. Terranova updated the workgroup regarding sending a monthly newsletter to update licensee's regarding the merger process. BOLIM has a contract with two vendors for its current newsletter for a specific number of issues. A new contract with the vendors can begin on July 1st and additional issues can be added. Mr. Terranova recommended that monthly newsletters be sent for the duration of the merger process and the matter can be revisited to determine

frequency of newsletters for BOM going forward.

Updates

A. Technical

1. ALMS Meeting

Board staff met with ALMS to go over the transition process. ALMS provided prework for staff to address to clean up items. ALMS will not be able to start any coding work to create new merged entity until BOM has been assigned an agency number. ALMS should be able to begin work in July and estimate a three-to-six-month timeline.

2. InforME (website)

Board staff met with InforME to discuss creating a new website for BOM. InforME said there is ample time to accomplish and has requested additional information from staff.

B. Administrative/Financial

1. Budget

Board staff has been in contact with the Service Center to discuss issues with combining the two agencies in the middle of a fiscal year. The Service Center deals with the budget office on behalf of the agencies. Work on the process cannot proceed until an agency number is assigned to BOM. The budget office is working on this and BOM is in the queue.

2. Retention

Board Staff is working on a draft retention schedule and hope to have it available for review at the June 16th meeting.

3. Rules

The Rules Subcommittee is reviewing draft Chapters 1, 2, 3. Comments are due June 5th.

Review of Complaint Process

Mr. Terranova briefly went over the complaint process for BOM. One of the differences for BOL members is that complaints are assigned to a case reporter who receives complaint information as it comes in. BOLIM members receive a complete complaint package at the same time – two weeks prior to the meeting.

Dr. Vinsel asked about case reporters preparing motions. In BOL's process the case reporter is neutral and does not make a motion or vote. Mr. Terranova explained that in BOLIM's process all members get the complaint at same time and are not involved during the investigation process. The assigned case reporter reviews and prepares a motion for disposition of the case – dismissal, further investigation, etc. – which is emailed to the administrative assistant prior to the meeting and is displayed on the screen for all board members to review during the discussion. Mr. Michaud asked about case reporters that are not physicians or PAs and may have questions about standard of care or professionalism related

to the complaint. Dr. Fay-LeBlanc said that sometimes a case reporter will provide a summary of the complaint and then request feedback on aspects of the case. Board members then discuss the case and generate a motion based on their discussion. She said that BOLIM is open to everyone's viewpoints and suggestions for changes or additions to the case reporter's initial motion.

Ms. Weinstein added that she sometimes reviews medically complex cases and will look up reference information, form an opinion and ask the practitioners for assistance at the meeting. She added that the public members of the board provide insight from the patient's point of view.

Mr. Michaud asked if board members can contact the medical director to discuss a case. AAG Willis responded that board members should exercise their own judgment about cases and added that conversation regarding complaints should not take place outside public meetings. The Board has the option to request an outside expert review of a case when necessary. AAG Willis stated that she often has medical questions regarding cases and asks questions.

Mr. Terranova stated that once a case is assigned to a committee it stays with that committee. If a case is set for an adjudicatory hearing, the hearing will be conducted by the committee that has not seen the case. Each committee will meet every other month.

Mr. Michaud asked for clarification regarding number 18(b)(iii) of the complaint process regarding evaluations. AAG Willis stated that the complaint coordinator will notify the licensee of the name of the facility that will conduct the evaluation. Mr. Michaud suggested redrafting the sentence for clarity.

[Review of Newsletter Name Proposals](#)

The workgroup briefly discussed names suggested for the BOM newsletter. Workgroup members agreed a straightforward name is best and decided on either Board of Medicine News or BOM News.

[Review of Proposed Organizational Chart](#)

Mr. Terranova reviewed the current BOLIM organizational chart and the recommendation for BOM. Two additional positions are in red. BOL has two positions that are the same classification as BOLIM's licensing specialists. The BOM organization chart adds a third licensing specialist. Mr. Terranova stated that even though the legislature gave approval for a new BOL position, he does not think it has gone through Human Resources FJA process to approve the position. It would be helpful for this to occur prior to the merger. If that process is complete, BOM can hire for that position as soon as possible following the merger.

Mr. Terranova told the workgroup that he and Ms. MacArthur have been discussing her BOM position – Office Specialist II – and working on a job description and title. Ms. MacArthur will report to Mr. Terranova. Ms. MacArthur has expressed interest in being involved in both the licensure and complaint processes. Workgroup members noted that the AAGs are not included in the organizational chart. Mr. Terranova responded that they are not board employees – they are employees of the AGs office. Mr. Terranova stated that he has had brief discussions with Tim Steigelman, Division Chief, but not regarding specific AAG assignment to BOM. AAG Willis added that further discussions will take place, and the AGs office will ensure that BOM and its committees have adequate coverage.

Next Steps

A. In person meeting June 16, 2026 @ 8:00 a.m.

Mr. Terranova reported that eight members have responded that they are available to attend the meeting – five MDs and three DOs. He asked how the workgroup felt about members attending via Zoom. Workgroup member agreed that the purpose of the meeting was for members to get to know each other and meeting in person is preferred, but there may be more members who can attend by Zoom. Mr. Terranova will provide the Zoom link to all Board members but stress that in person attendance is preferred.

B. Is a workgroup meeting on June 24, 2026 needed?

Following discussion, workgroup members agreed that a meeting on June 24th is not necessary since there will be a meeting on June 16th.

Public Comment

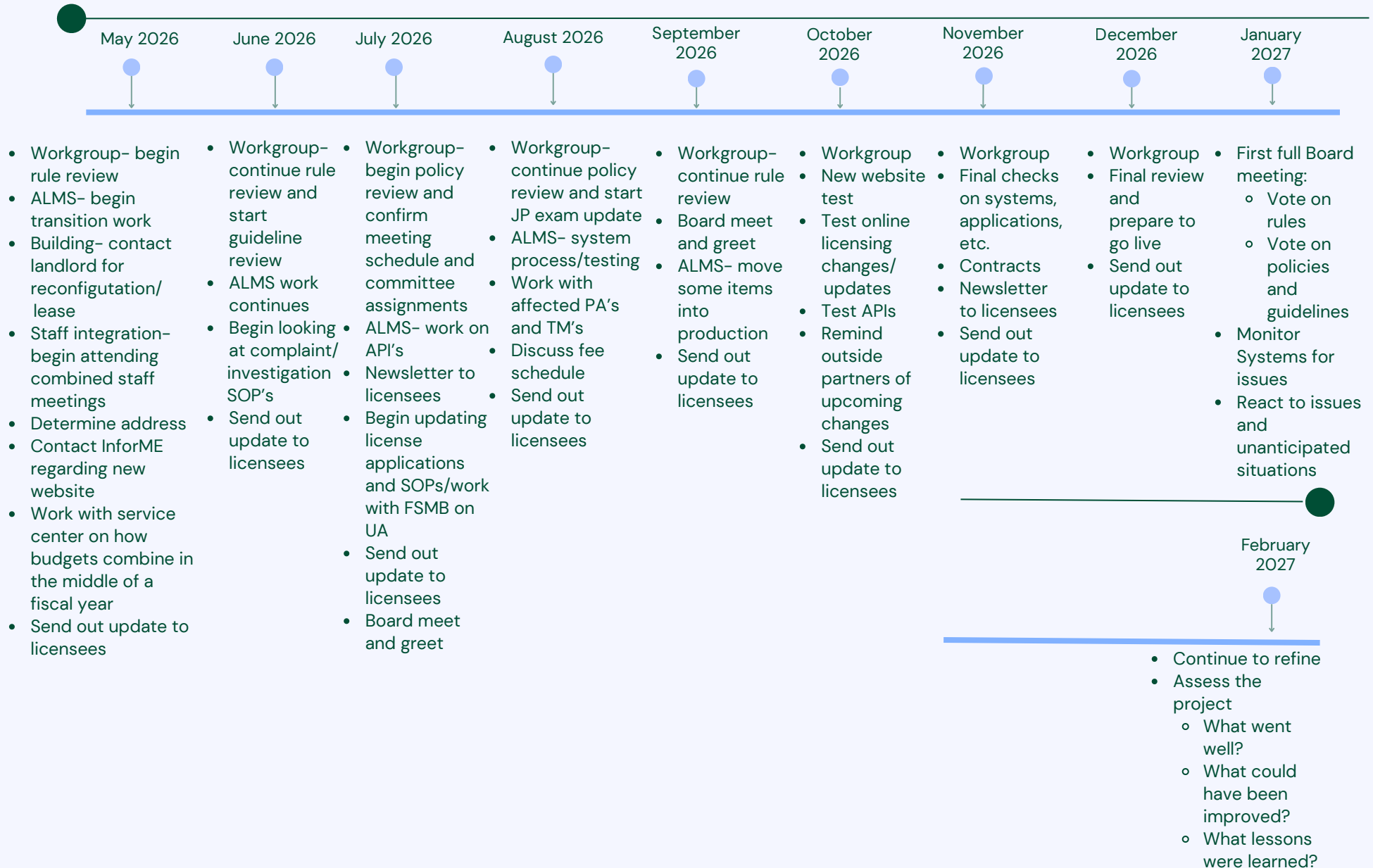
There were no public comments.

Adjourn

The meeting adjourned at 6:18 p.m.

*Prepared by Maureen S. Lathrop, Administrative Assistant (BOLIM)
May 29, 2026*

BOLIM & BOL Merger Timeline



Board of Medicine Complaint Process (2027)

1. Investigative Secretary receives a Complaint, enters into ALMS and a case number is assigned.
2. Medical Director and Board Staff review the Complaint within 24-48 hours of receipt to determine what additional information may need to be requested and/or subpoena such as PMP, imaging or patient logs.
3. Investigative Secretary sends Notice of Complaint (“NOC”) to Licensee via R-email.
4. Consumer Assistant Specialist sends Acknowledgement Letter to Complainant via email.
5. Investigative Secretary receives a Notice of Appearance (“NOA”) when a licensee is represented by an Attorney (if applicable).
6. Investigative Secretary acts on NOA by acknowledging receipt and providing applicable information requested via email.
7. Investigative Secretary receives the Licensee’s Response along with requested medical records and acknowledges receipt. Investigative Secretary copies Consumer Assistant Specialist on confirmation email to licensee.
8. Consumer Assistant Specialist sends Licensee’s Response to Complainant (if applicable).
9. Investigative Secretary will notify the Medical Director receipt of a Response and medical records (from licensee or from subpoena)
10. Medical Director prepares and bookmarks medical records for assembly in Board Book.
11. Consumer Assistant Specialist prepares a Complaint Cover Memo summarizing the complaint, response, rebuttal (if received), investigative information (i.e. Medical Director Records, Licensee Prior Disciplinary action(s), Licensee prior LOG or AD/Investigative file. Once the Complaint is ready for Committee presentation, a file is prepared including bookmarks for navigational ease and the complaint is added to the next scheduled agenda.
12. Complaint Coordinator assigns Case Reporter on Agenda.
13. Complaint Coordinator prepares Board Books for download.
14. Complaints are provided to Board Members 2 weeks prior to the scheduled Committee meeting via FileZilla for download.
15. Board Members are requested to review the attached agenda for assignments and recusals and notify both the Complaint Coordinator and Administrative Assistant immediately of any recusals.

16. On the Friday before a scheduled Committee meeting, licensees (or legal representation) and complainants are notified that their complaint will be reviewed at the next committee meeting.
17. Board members are requested to prepare and provide a Case Reporter Committee Motion (form provided) no later than end of day prior to the meeting. The Case Reporter Committee Motion is shared on the screen and via zoom during the meeting. *Note:* the Case Reporter Committee Motion is used by Consumer Assistant Specialist and Administrative Assistant to prepare dismissal language and Committee Minutes.
18. Committee Review and Outcome
 - a. **Dismiss**
 - b. **Further Investigate**
 - i. Letter of Guidance (“LOG”) (Medical Director and Legal Counsel (“AAG”) draft; Medical Director sends to Case Reporter for review via email. The draft LOG is presented to the Committee at the next meeting.
 - ii. Request more information from licensee Complaint Coordinator prepares Further Investigate Letter. Once the Licensee’s response is received the Progress Report is presented to the Committee at the next meeting.
 - iii. Evaluation Complaint Coordinator notifies Licensee, including which one of the pre-approved facilities will be used. Once the Licensee’s evaluation is received the Progress Report is presented to the Committee at the next meeting.
 - iv. Expert Review Complaint Coordinator selects a provider to conduct the review and prepares the files as soon as possible. Once the Expert Review is received the Progress Report is presented to the Committee at the next meeting.
 - v. Citation Investigative Secretary prepares the citation and sends to the licensee via email.
 - vi. Informal Conference is prepared by the Investigative Secretary/Complaint Coordinator and is scheduled at the next Committee meeting.
 - vii. Consent Agreement Offer prepared by the assigned AAG and sent to the licensee no later than 15 days after the meeting. Draft Consent Agreement is reviewed by Executive Director and Complaint Coordinator prior to being sent to Licensee. If a Licensee accepts a Consent Agreement, unless previously delegated for Committee

Chair signature, the Consent Agreement is presented to the Committee for review and acceptance at the next applicable committee meeting. Once a Consent Agreement is executed the case is closed and becomes part of the compliance monitoring process.

- viii. Adjudicatory Hearing – assigned AAG prepares file for re-assignment to new AAG. Once a new AAG is assigned Board Staff works to schedule at the earliest possible meeting. *Note* the Adjudicatory Hearing would be scheduled before the other Committee.

19. Once the Further Investigate response is received the Complaint Coordinator prepares a Progress Report and will schedule for the applicable Committee's next meeting.

- a. LOG files Complaint Coordinator prepares file with a cover memo and draft Letter of Guidance for review. The entire compliant file from the last review is uploaded separately in the event Board Members wish to re-review.
- b. Further investigate licensee's response file Complaint Coordinator prepares file with all complaint materials from last review.

20. Complainants and Licensees are notified following the Committee Meeting of the outcome.

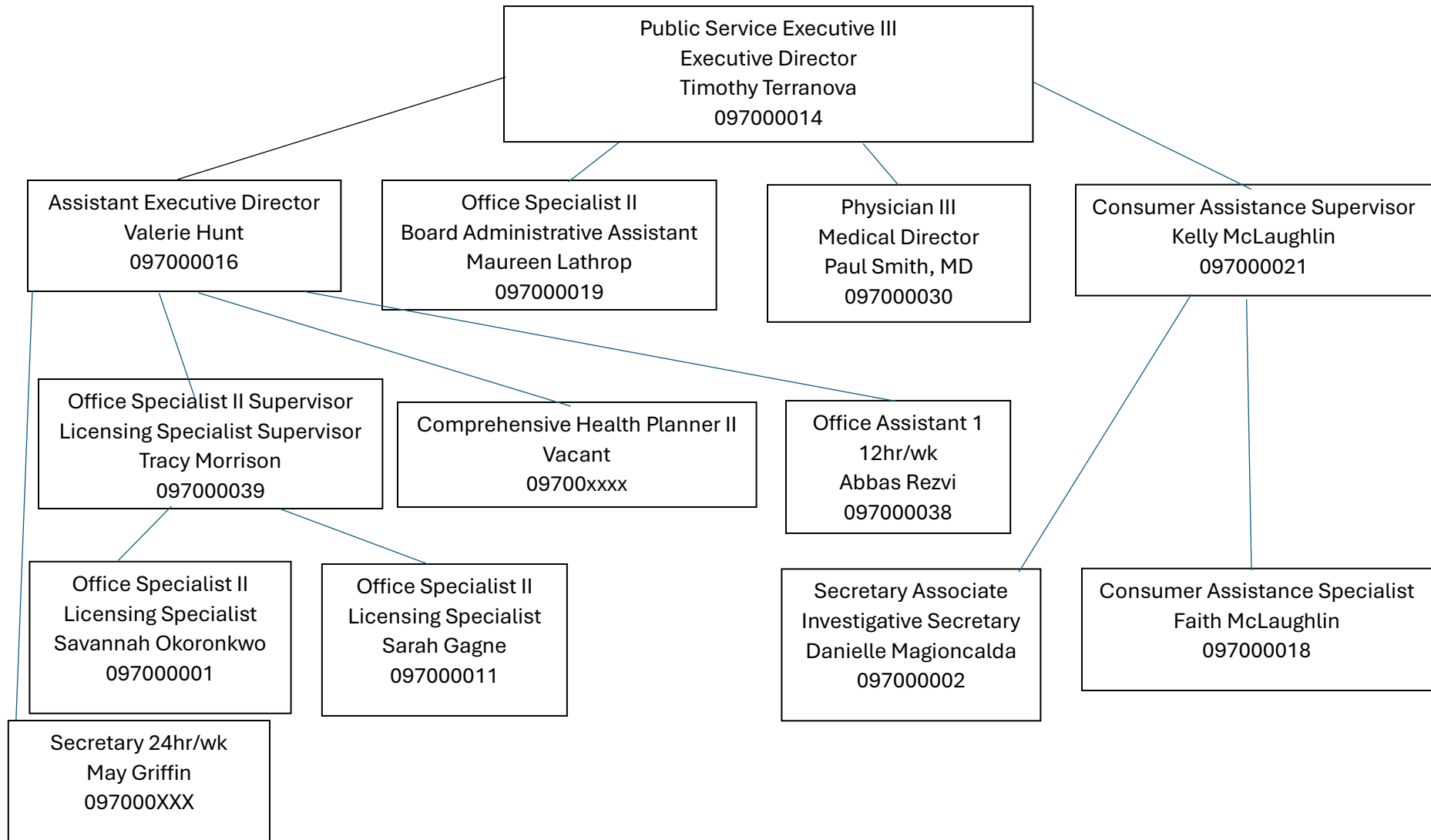
Board Staff prepares all correspondence within 3 to 5 business days unless otherwise noted.

Maine Board of Medicine

Noteworthy Newsletter Name Nominations

- *The Board Brief*
- *The Checkup*
- *Pulse & Policy*
- *The Clinical Chronicle*
- *MedBoard Matters*
- *On the Record*
- *Board Rounds*
- *The Consult*
- *Chart Notes*
- *The Grand Rounds Gazette*

BOLIM Organizational Chart



BOM Organizational Chart

