

Board of Licensure in Medicine - Board of Osteopathic Licensure Workgroup

June 16, 2026

8:08 a.m. – 10:04 a.m.

Board Members Present

Amelia Hersey, PA (BOL)
Melissa Michaud, PA (BOL)
Public Member Peter Michaud, JD, RN (BOL)
Public Member Mary-Anne Ponti, RN (BOL)
Public Member Dennis Smith, Esq. (BOL)
Paul Vinsel, DO (BOL)
Renée Fay-LeBlanc, MD (BOLIM)
David Flaherty, PA (BOLIM)
Public Member Gregory Jamison, RPh (BOLIM)
Noah Nesin, MD (BOLIM)
Christopher Ross, PA (BOLIM)
Public Member Lynne Weinstein (BOLIM)

Board Members Present Remotely

Christine Munroe, DO (BOL) [excused 10:00 a.m.]
Lisa Ryan, DO (BOL) [excused 9:42 a.m.]
Holly Fanjoy, MD (BOLIM) [excused 9:42 a.m.]
Public Member Jonathan Sahrbeck (BOLIM) [excused 9:42 a.m.]

Board Staff Present

Executive Secretary Rachel MacArthur (BOL)
Executive Director Tim Terranova (BOLIM)
Assistant Executive Director Valerie Hunt (BOLIM)
Licensing Specialist Sarah Gagne (BOLIM)
Licensing Specialist Savannah Okoronkwo (BOLIM)
Medical Director Paul Smith, MD (BOLIM)
Complaint Coordinator Kelly McLaughlin (BOLIM)
Consumer Assistant Specialist Faith McLaughlin (BOLIM/BOL)
Investigative Secretary Danielle Magioncalda (BOLIM)
Administrative Assistant Maureen Lathrop (BOLIM)

Legal Counsel Present

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

Call to Order

Mr. Terranova opened the meeting and conducted a roll call of Board members participating in the meeting. Following roll call Board members briefly introduced themselves.

I. Staff Introductions

Staff members of BOLIM and BOL introduced themselves and gave a brief description of their roles and responsibilities.

II. Merger Process Updates

A. Licensing Process

Mr. Michaud asked for a brief explanation of the difference in licensing processes for BOLIM and BOL. Mr. Terranova said that the main difference is that BOL reviews and approves every license application while BOLIM has delegated authority to staff to approve license applications that meet established criteria. BOLIM staff does not approve applications with “yes” responses. If necessary, additional information is requested regarding the “yes” responses, and any discrepancies are investigated by the licensing specialists. The application is sent to the Board Secretary who may approve the application or refer it to the full Board. Ms. Michaud asked Mr. Ross if he could give an example of a license application that he may refer to the full Board. Mr. Ross responded that applications with education issues, patterns of behavior or arrests are often referred to the full Board. Dr. Munroe stated when BOL reviews applications, questions about telemedicine or the applicant’s plan to practice in Maine frequently arise. She added that the application questions may need to be updated to address those concerns. Mr. Terranova said that the workgroup will be reviewing applications later in the summer. Mr. Terranova also noted that over 50% of licenses issued by BOLIM come through the IMLC, so there is not an opportunity to ask those questions.

Following discussion there were no changes recommended for the licensing process.

B. Board Member Orientation Manual

Mr. Terranova gave a brief overview of the information in the draft manual. Mr. Terranova reviewed the information regarding Board standing committees and noted that those listed in the manual have not recently been active. He noted that he would like to have a legislative committee of BOM to advise staff as new legislation arises. Mr. Michaud recommended having a committee in place when the new board becomes active. Mr. Terranova suggested asking for volunteers to sit on the legislative committee in October. Mr. Michaud suggested that the Board officers might be an executive committee. Mr. Terranova said that historically board committees have been advisory and not empowered to act. Mr. Terranova noted that any affiliation that BOL has with organizations will need to be added to the manual. Mr. Terranova invited board members to email feedback regarding the manual to him and Ms. MacArthur.

C. Newsletter Discussion

Mr. Terranova handed out samples of graphic design for the new newsletter and Board members agreed on a design. Monthly updates will begin going out in July. Mr. Terranova suggested that BOLIM’s July newsletter have an introduction by the Chairs of BOLIM and BOL to discuss the merger process and advise licensees that they will receive monthly updates during the process. BOLIM’s newsletters typically include: an MPHP article, CDC article, and licensing issues. A draft of the July newsletter will be sent to BOLIM and BOL members for review and comment. A schedule for BOM newsletter will need to be determined. There was also a suggestion to include in the newsletter that osteopathic physicians will need to complete jurisprudence exams in the future.

III. Rulemaking (verbal update)

Mr. Terranova reported that the Rules subgroup reviewed MD, DO, PA rules and

provided helpful feedback and comments. Mr. Terranova reviewed several of the comments to clarify. Drafts will be going back to the subcommittee and the group approved of the idea of posting the draft rules, once complete, to the merger website for wider comment.

IV. Board Leadership

BOM will have a Chair, Vice Chair, and Secretary. The Chair and Vice Chair will each chair an investigative committee. Mr. Terranova reviewed a draft document outlining duties of officers. Board members suggested breaking out duties for the Vice Chair – basically the same as the Chair. Board members also discussed that it may be better to have Co-Chairs, rather than a Chair and a Vice Chair. Mr. Terranova said that a change to statute would be required. Current leadership of BOLIM and BOL expressed interest in continuing in leadership roles. Board members agreed that continuity is important for a smooth transition. Board members agreed that it is a good idea for current leadership to continue initially.

Mr. Terranova provided a list of current BOLIM and BOL members and their term expirations. He urged any members whose terms have or will soon expire to apply for reappointment if they wish to continue as board members. Ms. MacArthur sent a link to all BOL members to access reappointment information.

V. Meeting Schedule

Mr. Terranova reviewed a draft meeting schedule for 2027. The new statute mandates two meetings: one on the second Tuesday in January and one on the second Tuesday in July. For consistency, he suggested holding all meetings on Tuesday for 2027. Consistency is better for staff from a work process standpoint. There was general agreement that Tuesdays made sense and were acceptable for 2027 although Dr. Ryan said that she is scheduled to work on Tuesdays and would need to try to change her schedule. Full board meetings may be hybrid.

VI. Committee Composition and Assignments

Following discussion regarding assignment to the investigative committees, Board members agreed that they are comfortable with staff making assignments. Mr. Terranova will assign board members to an investigative committee and email the information with the meeting schedule.

VII. Public Comment

Due to time constraints the meeting ended before public comments.

VIII. Adjournment 10:04 a.m.

Prior to adjournment, board members discussed holding another in person meeting later this year. Staff will send a poll with potential dates and times.

*Prepared by Maureen S. Lathrop, Administrative Assistant (BOLIM)
June 24, 2026*

Board of Medicine Licensing Process

1. Applicants submit an application using the FSMB Uniform Application service.
2. A license number is created within ALMS, and a system generated email is sent instructing the applicant to complete the Jurisprudence exam, complete the addendum, and pay the fee. The applicant must complete the exam before they have access to the addendum and payment.
3. Board Staff receives an email from noreply@informe.org in the general mailbox with an attached copy of the completed addendum.
4. The Licensing Specialist assigned to the corresponding last name creates a new electronic folder and saves the emailed addendum to that folder.
5. Board Staff checks the FSMB dashboard to see if the FCVS is available, if so it is downloaded and saved to the folder.
6. Board Staff checks ALMS and the digital documents pending folder to see what information is present such as CV, References, Affidavit, etc. (This is a folder where all materials received that don't have a corresponding application in the system at time of receipt are stored.)
7. Board Staff reviews the application folder and updates the system checklist in ALMS accordingly.
8. Board Staff checks the application for any malpractice information or "yes" answers.
 - a. If there are malpractice cases that meet protocol for malpractice review by the panel the information including a summary and the NPDB report is forwarded for their review.
9. Once the checklist is updated, an email outlining additional information needed for the application file it is emailed to the applicant.
10. Board Staff follows up with the applicant on an ongoing basis but no less than once a month surrounding the application file and outstanding requests for information that have been made.
11. Once the application file is complete it is assembled by the Licensing Specialist and the application is forwarded to the Assistant Executive Director for review.
12. The Assistant Executive Director may either approve the application, request additional information, or refer it to the Board Secretary.
13. When there are "yes" answers the Assistant Executive Director refers the application to the Board Secretary automatically.
14. The Board Secretary may approve the license or waiver, request additional information and/or refer to the investigative committee for review.
15. If the Board Secretary refers to the investigative committee for review the Licensing Specialist prepares the file for the next available meeting.

- a. Board Staff creates a memo for the Board to summarize the issue(s) at hand.
 - b. Once the memo is drafted, the full file and memo are forwarded to the AAG for review.
 - c. Once the file is received from the AAG, it is combined and added to the monthly Board meeting scans folder.
16. Licenses are issued upon approval.
17. Once the file has been addressed and is completed, it is added into ALMS under filing and the completed applications folder on the H Drive.

2027 Meeting Schedule

- January 12, 2027 (mandated by law)
 - Full Board
 - Committee A
- February 9, 2027
 - Committee B
- March 9, 2027
 - Committee A
- April 13, 2027
 - Full Board
 - Committee B
- May 11, 2027
 - Committee A
- June 8, 2027
 - Committee B
- July 13, 2027 (mandated by law)
 - Full Board
 - Committee A
- August 10, 2027
 - Committee B
- September 14, 2027
 - Committee A
- October 12, 2027
 - Full Board
 - Committee B
- November 9, 2027
 - Committee A
- December 14, 2027
 - Committee B

The law mandates that elections take place on the second Tuesday of January 2027 and again on the second Tuesday of July starting in 2027 and in every odd numbered year.

Based on the law and for consistency of planning, staff recommend all meetings be held on the second Tuesday of each month.

Committee Assignments Worksheet

Committee A	Committee B
DO Christine Munroe, DO (Current Chair of BOL)	DO Lisa Ryan, DO
DO Gust Stringos, DO	DO Paul Vinsel, DO
DO John Brewer, DO	DO Brian Gillis, DO
MD Holly Fanjoy, MD	MD Renée Fay-LeBlanc, MD (Current Chair of BOLIM)
MD Anthony NG, MD	MD Noah Nesar, MD
MD Vacant	MD Vacant
PA Christopher Ross, PA	PA Melissa Michaud, PA
PA Amelia Hersey, PA	PA David Flaherty, PA
Public Peter Michaud, JD, RN	Public Dennis Smith, Esq.
Public Lynne Weinstein	Public Mary-Anne Ponti, RN, DBA
Public Jonathan Sahrbeck, JD	Public Gregory Jamison, RPH

The Chair and Vice Chair each chair a committee (cannot be on the same committee)