



American Academy of Health Physics American Board of Health Physics

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Note About Email Addresses: The letters “zk” have been inserted randomly into all addresses in this newsletter, to slow down SPAM E-mail harvesters. -- Webmaster

PRESIDENT’S MESSAGE

Tom Buhl

We’ve gotten a good start on what looks to be an exciting and busy year, with a lot of things being initiated. I’d like to give you an update of what the Academy and its Executive Committee have been doing.

Electronic Ballot. Academy members will have the chance to use an electronic ballot for the first time in this spring’s AAHP officers’ election. Last year the membership approved a by-law change permitting electronic ballots, and this is the year that it’s being initiated. Special thanks go to the Academy’s webmaster, Scott Medling, and to President-Elect Frazier Bronson, Past-President Howard Dickson, and Program Director Nancy Johnson, for their work in setting this up.

Members that prefer the letter ballot may continue using it. Postcards to all voting members were sent out in April giving the Web address for balloting and noting that members may contact the Secretariat for a letter ballot. If both an electronic and a letter ballot are cast from the same member, the electronic ballot will take precedence.

We hope that having the electronic ballot as an option will make voting more convenient for those members choosing to use it. We would very much appreciate hearing your thoughts and comments on how this year’s election process could be improved. Please send your comments to aahp@BurkInc.com or to Nancy Johnson at the AAHP’s Secretariat headquarters.

Electronic Communication. On a related note, because information is so easily transmitted via e-mail, we would like to make more use of it. (Please note that official Academy correspondence will also continue to be made via normal mail to ensure that all members will receive it.) Please make sure your e-mail address on the AAHP web site is up-to-date.

Just go to the AAHP website at <http://www.hps1.org/aahp/> and click on either “Register” or “Change” e-mail address to be sure to be able to receive the latest information from the Academy.

Title Protection. This has been an on-going interest and concern for the Academy. During its February meeting the Executive Committee (EC) decided to join forces with the Health Physics Society (HPS) and the American Industrial Hygiene Association (AIHA) to support

legislation recognizing the titles Certified Health Physicist, Health Physicist, Certified Industrial Hygienist, and Industrial Hygienist.

A formal EC sub-committee of Howard Dickson, Frazier Bronson, AAHP Parliamentarian Regis Greenwood, and AAHP/HPS liaison Ed Maher was formed to pursue this, and follow up on the groundbreaking and insightful work of an ad hoc committee headed by Kenny Fleming. The Executive Committee felt that title recognition would be a significant benefit to CHPs, and approved \$10,000 to join funding

from HPS and AIHA to support this effort.

AAHP participation resulted from successful initial meetings held in 2003 with the HPS and AIHA to explore the potential for joint action. During a recent meeting last April the three organizations planned on entering two states within the next year to pursue title protection.



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Council of Engineering and Scientific Specialty Boards.

Since 1998 the Academy has sponsored the ABHP’s membership in the Council of Engineering and Scientific Specialty Boards (CESB). Other members include the American Board of Industrial Hygiene and the Board of Certified Safety Professionals. Membership in the CESB recognizes that the ABHP follows national guidelines and criteria for professional certification organizations. We want to congratulate our past representative, George Vargo, for his recent election as President-Elect of the CESB, and thank him for his past work on the ABHP’s behalf. The ABHP is now represented by John Serabian on the Council. A current issue now being addressed by the Executive Committee is how to best satisfy the CESB’s requirements for public input to the certification process.

Professional Liability Insurance. Several members have

reported that professional liability insurance for consulting work has been difficult to obtain since 9/11. AAHP Executive Committee member Brian Methé is researching methods to make this insurance more easily available to CHPs.

AAHP Special Session. Lastly, I’d like to encourage you all to attend the outstanding program that Howard Dickson, with the able assistance of Kathy Shingleton, has prepared for the annual AAHP Special Session in the Washington meeting. The session is entitled “The Role of Radiation Experts in Homeland Security” and is tentatively scheduled for Tuesday, July 13. The session covers a wide variety of important topics for health physicists, including responder preparedness, challenges in instrumentation, and medical issues.

Your comments and input are very important to us. Please feel free to contact me at any time at 505-665-8176 or tbzkuhl@lanl.gov. I’d very much like to hear your ideas on the Academy and how it could better serve its members.

**AMERICAN ACADEMY OF HEALTH PHYSICS
 EXECUTIVE COMMITTEE**

**Minutes of February 10, 2004
 Augusta, Georgia**

1.0 Howard Dickson called the meeting to order .

2.0 Howard Dickson welcomed members and guests.

Executive Committee Members (New 2004 Committee):

- Tom Buhl – President
- Frazier Bronson – President-Elect
- Howard Dickson – Past President
- John Serabian – ABHP Chair, (Ex Officio)
- Nancy Johnson – Program Director
- Ken Eger – Treasurer
- Regis Greenwood – Director, Parliamentarian
- Kathleen Shingleton – Director, Past Secretary
- Brian M. Methé – Director
- Gary Kephart – Secretary

Committee Chairs/Representatives:

- Jim Willison – ABHP Secretary
- Tom Essig – Finance Committee Past Chair

Liaisons:

Ed Maher – Academy liaison to HPS

Guests:

Andy Karam

3.0 Discussion and Approval of Agenda (Howard Dickson)

The agenda was approved as amended. Two items were added to the proposed agenda: Authority for Contract Approvals and State of NY Medical Physicist Licensure Regulations.

4.0 Approval of Minutes from the July 2003 Meetings. (Howard Dickson)

The meeting minutes were accepted as presented.

5.0 Reports of 2003 Officers

5.1 President's Report (Howard Dickson)

Howard challenged the Executive Committee to continue to work on identifying and implementing website enhancements. However, he indicated he was otherwise proud of the year's accomplishments. Some of those highlighted in his written report to the Committee were as follows:

- ✓ SOP 2.4.1, *Metrics for Assessment of the Performance of the AAHP Investment Manager* to trend the performance of the Academy's financial advisor.
- ✓ Establishment of an ad hoc committee to address the recommendation of the Council of Engineering and Scientific Specialty Boards (CESB) to include public participation as a condition of accreditation.
- ✓ Communication with the DOE on the Academy's behalf encouraging the further study of a Taiwanese population subjected to low dose radiation from contaminated rebar.
- ✓ Preparation of the agenda for the AAHP session at the July 2004, Washington D.C. annual meeting. The topic of the planned session will be "The Role of Radiation Experts in Homeland Security". Commitments have been received from the invited speakers to present at this session through the support and assistance of [Academy Secretary] Kathleen Shingleton.
- ✓ Determination that the Academy should collaborate with the Health Physics Society in the study and development of initiatives associated with professional licensure, title protection and recognition. Specifically, a meeting was held on this topic in Washington on November 14, 2003 with representation from the Academy, the Society, and the American Industrial Hygiene Association.
- ✓ Determination that the Academy should evaluate its role in academic accreditation and selection of Ken Eger as our champion to provide recommendations to the Academy with respect to this topic.

Howard closed with another expression of gratitude to the Executive Committee and especially Nancy Johnson for their diligence and support in pursuit of the Academy objectives.

5.2 President-Elect's Report (Tom Buhl)

Tom opened by expressing the Academy's appreciation for Howard Dickson's many accomplishments. He referred those present to his written report which summarized the following activities:

- ✓ Dissemination of appointment letters to the AAHP Standing Committee Chairs and memberships based on confirmations by the Executive Committee.
- ✓ Completion of the AAHP *SOP for Academy Signature Approval* for submittal to the Program Director.
- ✓ Identification of a nominee for the Examination Site Selection Committee for submittal/approval by the Academy Executive Committee.
- ✓ Resolution of a possible conflict in dual appointment of a CHP to both the Appeals Committee and the Part I Panel.
- ✓ Provision of comments on the draft program for the AAHP Special Session at the upcoming annual meeting.
- ✓ Review of the revised by-laws for publication on the Academy website.
- ✓ Interaction with the President on several budget issues.

5.3 Secretary's Report (Kathy Shingleton)

Kathy expressed her thanks for Nancy Johnson's support and assistance during her tenure as Secretary and offered her support to Gary Kephart as the incoming Secretary.

5.4 Treasurer (Ken Eger)

Ken summarized his written Treasurer's Report. He added his thanks for Tom Essig's help and support. Ken observed that things seem to be improving relative to Academy investment performance. He noted that some funds had been shuffled around in accordance with the Finance Committee guidelines -- as indicated on his written report. Academy financial assets approximate \$600,000 with some recovery evidenced in past year.

Ken went on to explain some of the background for the performance metric SOP developed by the Finance Committee. Tom Essig noted that the investment fair market values have almost caught up to the costs again. Howard Dickson noted that the HPS has decided to use the same financial advisor as the Academy.

A motion was made to accept all the reports (Kathy Shingleton/Regis Greenwood) and was carried.

6.0 Installation of 2004 Officers

Tom thanked Howard Dickson again for the past year's efforts. Tom referenced Howard's advocacy of "crisp"

meetings, and stated his intent to try to live up to this same standard. Tom re-appointed Regis Greenwood as Academy Parliamentarian. Tom went on to thank the other outgoing officers. Some additional discussion of the officer transition followed. Tom asked that the minutes reflect a special recognition to Tom Essig for all his time in directing and supporting the prudent management of the Academy's finances. It was also noted that Scott Medling has contributed significantly during the past year as Academy Webmaster (see agenda item 8.2).

In the interface and discussion associated with officer installation, it was noted that the Academy needed a gavel to assist in conducting the Executive Committee meeting and for symbolic passing to the incoming leadership.

7.0 Committee Correspondence and Reports (Tom Buhl)

7.1 Appeals Committee (Thomas LaVake/Thomas Murphy)

Kathy asked about resolution of someone being on both Part I Panel and Appeals Committee. Tom Buhl had contacted the individual CHP and asked that she choose between the two; she chose to stay on the Academy Appeals Committee. Accordingly, the Part I Panel Chair has subsequently been notified and will replace the resultant Panel vacancy.

7.2 Continuing Education Committee (Jeff Kotsch)

A written report was submitted through the Program Director's office although there was no Committee Representative present at this meeting.

The written report noted that three eight-hour training sessions were sponsored at the San Diego meeting with 152 attendees taking advantage of these training opportunities. In this context it was noted that there had been approximately 75 attendees at the Academy-sponsored Saturday courses in Augusta. John Serabian observed that choice of a timely, substantive issue is clearly a key to the success of courses and thanked all those involved.

7.3 Exam Site Selection Committee (Larry Hoffman/John Ahlquist)

Although there was no written report provided for this agenda item, it was noted by those present that the coming months are a busy time for this standing committee's scope. John Ahlquist is the current committee chair.

Tom Buhl introduced the need for Executive Committee approval of a proposed new Site Selection Committee Member: Dawn Banghart, Lawrence Berkeley Lab is the nominee for this

vacancy. Nancy Johnson stated that her committee term would end in 2006.

A motion was made to select Dawn Banghart as an additional member of the Exam Site Selection Committee (Howard Dickson/Kathy Shingleton) and was carried.

7.4 Finance Committee (Tom Essig / Ken Eger)

Tom passed around the written report from the Finance Committee. The Committee report included a review of performance of the Academy's financial advisor, a summarization of the independent financial audit status, review of the expenditures versus budget for the fiscal year, and status of committee action items. Tom noted one error concerning the financial advisor performance in a spreadsheet of performance metrics that was included with the committee's report. He stated that the committee is resolving this discrepancy internally.

Overall, the committee has evaluated the investment advisor's performance as good. Under the approved set of performance metrics, Essig noted that the performance as evidenced at the time of the July meeting should have triggered discussion with the advisor per the SOP. Tom took responsibility that such discussion hadn't happened, but noted that the performance had recovered in any case.

As part of this Committee's report, the independent auditor's (certified public accountants) report was handed out to those present. Tom Essig noted Attachment 2 spreadsheet and explained briefly that it denotes positive financial performance relative to budget/forecast.

Howard Dickson asked about the \$5000 shown under a *Contingency* header in the budget. Response was that this funding was as-stated and had no specific intent. Tom Buhl asked about audit frequency. Nancy Johnson responded that the precedent was a frequency of every 3 yrs. She also indicated that the fee for such audits is on the increase. The Finance Committee has not yet set a date for its next meeting. Nancy Johnson noted that it is typically held around May; call for budget inputs should go out around March. It was noted that Kathy and John will be invited to participate at spring meeting of the Finance Committee.

Tom Buhl repeated thanks to Tom Essig for all his efforts with the leadership of Academy finances over the years.

7.5 Nominating Committee's 2005 Slate of Candidates (Johnafred Thomas)

Tom Buhl referred everyone to the written report submitted

by Johnafred Thomas, Committee Chair. Tom Buhl read the nominations as included in written report:

President Elect: James S. Bogard & Edgar D. Bailey
 Treasurer: Mark D. Hoover & Paul S. Stansbury
 Director: Allen M. Mabry & James G. Yusko

Nancy Johnson noted several highlights from the written report.

John Serabian addressed the Executive Committee regarding the status of the ABHP replacements in-progress.

7.6 Professional Development Committee (Armin Ansari/Bruce Thomadsen)

Tom Buhl introduced the written report from this committee. The Executive Committee asked about the intent of “keeping records of certification points on individual”, as noted in the committee’s report. Brian Methe’ provided some expansion on this concept -- based on AAPM practices. The Consensus of the Executive Committee was that the Professional Development Committee had not asked for action and was just advising that deliberations on the topic were ongoing.

In the context of this committee report, Frazier Bronson brought up a discussion with a colleague implying that the medical RSO SQ/P-002 was said to have offended someone relative to one of the medical boards. He asked that the Academy leadership continue to keep listening for reaction of the profession to this standard. Tom Buhl volunteered: he’ll take action item to call Bruce Thomadsen (Tom Essig indicated Bruce had been heavily involved as author and would be most familiar with the standard’s wording, intent, and evolution).

Howard Dickson talked about the availability of the Standards of Qualification/Practice. He advised that the leadership continue to evaluate their posting on the Academy web site. This was added as another agenda item under new business.

✓ Development of New SQPs, i.e. Radiological Engineer, Expert Witness (Tom Buhl)

Tom Buhl indicated that the Professional Development Committee seemed very enthusiastic on this idea. Kephart observed that Roger Shaw is an Academy member with extensive professional involvement in radiation litigation. Ken Eger observed that the use of “engineering” terminology can sometimes step-on-toes and might cause unnecessary controversy. In this respect, Tom Essig explained that the original intent of the SQ/P standards was open to address practices, not limited to just qualifications.

Frazier Bronson asked if the standards have any pedigree over

and above the Academy e.g., ANSI. The answer was that applicable Section of the Health Physics Society had been invited to co-sponsor the previously completed standards to ensure they were inclusive of the HP profession. Further discussion followed on general hierarchy of the standards process. Ed Maher asked about CRCPD involvement... should we offer up copies to that membership? Nancy Johnson responded that there was some cross-talk at the summer joint meeting with CRCPD. It was also noted that the HPS standards committee had also been included at outset of this Academy effort.

A motion was made that the Executive Committee will encourage the Professional Development Committee to further pursue the idea of a Standard of Qualification/Practice on the subject of provision of expert testimony in health physics (Brian Methe’/Tom Essig) and was carried.

7.7 Professional Standards & Ethics Committee (Carol Berger)

Carol had provided the Executive Committee with a written report, included in the Agenda packet. President Buhl indicated there was no apparent need for discussion. The written report noted that the committee is working with the newsletter editor and the nominating committee to identify nominees for the Joyce Davis award.

Ed Maher mentioned that the HPS has received a complaint against an HPS member. He indicated that it was possible the Society may approach the Academy for their “template” as to how such concerns should be handled.

7.8 Liaisons

7.8.1 ABMP (Ken Miller/David Steidley/Jean St. Germain)

There was no report from the committee.

7.8.2 CRCPD (Earl Fordham)

There was no report from the committee.

7.8.3 HPS (Ed Maher)

Ed Maher reported that Howard Dickson had met with the HPS Executive committee to agree on an approach to pursuit of title protection. Discussion had included sharing of resources, and plans to meet with AIHA for help/advice from the industrial hygiene experience on title protection initiatives. The CRCPD will be invited to join this effort. His report also noted:

✓ HPS has selected the same financial advisor as

Academy.

- ✓ Dinger and Kase are working on a *meet-your-representative* day as a governmental affairs initiative in conjunction with the July meeting.
- ✓ The HPS Ethics Committee may approach the parallel Academy committee for assistance as noted above.

7.8.4 NRRPT (David Kent)

There was no report from the committee.

7.9 Ad Hoc Committee re: CESB Public Member Requirement (John Serabian)

John provided a summary overview of the charge to this committee. Those not present at the San Diego meeting were referred to those minutes, particularly pages 21 and 29. There are conditions imposed on Academy accreditation by the CESB concerning the degree to which we represent our stakeholders. The ad hoc committee was formed to re-visit the issue; the jumping off point was the position paper previously provided by George Vargo.

In this context, the Executive Committee noted that the time clock is running -- especially if any by-law changes are needed before the Academy comes up for re-accreditation. George Vargo's sense/recommendation is to use the Academy strategic planning process to ensure stakeholder input.

Much discussion of this ensued. It was noted that the implied recommendation would be for the Executive Committee to take action to address Vargo's previous recommendations. It was noted that 12/31/05 is the expiration date of the Academy's CESB accreditation -- so 7/05 would be target for any bylaw changes deemed necessary.

It was noted that George Vargo's recommendation included the use of the Academy's strategic planning process; use a survey instrument to elicit input from stakeholder groups with links to CHP certification/credentialing process. The ad hoc committee has analyzed George's recommendations -- looking for potential unintended consequences. None have been identified.

Discussion followed regarding the lead time necessary to implement a bylaw change (Willison). Howard Dickson recommended that the EC not further delay and asked about level of confidence that Vargo's approach would stand up to review by the CESB. Serabian attempted to answer the question. The Committee then asked if Ed Maher felt that any aspect of previous Board considerations had been overlooked. He responded that all previous concerns and considerations had been addressed to his satisfaction.

Following additional and wide-ranging discussion, John Serabian summarized the recommendations:

- ✓ No bylaw change: formalize the strategic planning process in the SOP; ABHP would have to re-work their related documents.
- ✓ Secondly, there would be a need for revision to the nominating process, SOP.

A motion was made to accept the ad hoc committee recommendations for resolution of the CESB recommendations (Tom Buhl/Kathy Shingleton) and was carried.

A motion was made to accept the proposal to modify the nomination process (Howard Dickson/Kathy Shingleton) and was carried.

8.0 Reports from the Editor & Webmaster

8.1 Newsletter Editor (Kyle Kleinhans)

Kyle was not present, nor was a written report submitted. Buhl relayed a standing suggestion for an article commitment from each of the committee chairs scheduled in advance. John Serabian (as Board chair) stated that he has the calendar of publication dates/deadlines provided by Kyle and will ask Board members to provide input.

It was noted that an action item from the previous meeting empowered Kyle to select Associate Editors; closure of the corresponding action item needs to be documented.

8.2 Webmaster (Scott Medling)

Kathy Shingleton discussed the availability of new HPS webmaster as a resource. Regis Greenwood felt that idea might be out of context and explained that he understood the HPS intent to be in assisting the local chapters.

Howard Dickson indicated the ongoing/current need as being for additional input on functionality, not the architecture. Scott Medling is already very adept at the technical underpinnings. One idea to increase benefit and utility of site was to simplify/clarify log-on.

Frazier Bronson asked if another option would be to use the web site as a bulletin board or folder repository for committees to maintain records. Nancy Johnson indicated that it was already functional and working well and that the Panels were using it heavily.

Electronic balloting and posting of the Academy procedures

were also mentioned as future initiatives.

Self-logging of continuing education credits might also be facilitated with the right tool on this site.

A motion was made to express acknowledgement and appreciation for Scott's extensive and continuing support of the Academy's web page (Howard Dickson/Tom Buhl) and was carried.

9.0 Report of the American Board of Health Physics (John Serabian)

John summarized Board activities over the past year, including the administration of and experience with exam outcomes, the efforts of the Part I and Part II Panels, the development of an exam style guide, and progress in the development of the Part II closed exam bank. ABHP Policy Manual changes were also presented.

John noted that one of his special Board goals for next year include use of the CHP Corner to enhance visibility, transparency, and education of the profession regarding the processes underlying the Board's certification.

Kathy Shingleton discussed the confusion inherent in Part I rubric assignments and the need to be smart as we blueprint Part II and build the Part II question database to avoid the same difficulty.

Jim Willison explained the current categories selected for Part II items in response to Kathy's comment; this explanation included how the material has been used to-date by the exam workshops.

A motion was to accept the recommended Policy Manual Changes in Sections G.4 and 1.3.7, and Appendix I (Howard Dickson/Kathy Shingleton) and was carried.

A motion was to accept the report of the ABHP (Ken Eger/Regis Greenwood) and was carried.

10.0 Report of the Secretariat (Nancy Johnson)

Nancy spoke briefly to summarize her written report for those present. She noted that in 2003 there were 150 Part I examinees and 85 Part II examinees with the result that some 30 successful individuals were added to the Academy membership. Applicant numbers appear to have been flat over approximately the last 2 years, which may indicate that the decline evidenced since 1997 has now plateaued.

There followed a discussion as to the proportion of the

profession that is certified.

Nancy then reviewed the latest roster updates and received additional revisions from those present.

A motion was to accept the report of the Secretariat (Howard Dickson/Regis Greenwood) and was carried.

11.0 Old Business

11.1 Letter to M. Frazier re: DOE's Low Dose Research Program (Howard Dickson)

A copy of the letter -- encouraging DOE to consider investigation of a large population of Taiwanese exposed to radiation from Co-60 contamination introduced to metal products -- was provided in the agenda packet. Howard Dickson sent the letter on December 10, 2003.

11.2 Final/Approved SOP 2.4.1 (Tom Essig/Howard Dickson)

Tom summarized previous discussions around this SOP. Some minor tweaking has been performed associated with definitions of the three colors in down and up markets as noted in the action item closure summary in the agenda package. Tom agreed to go back and validate that all the refinements have been appropriately incorporated into the SOP.

11.3 Final/Approved SOP 4.5 (Tom Buhl)

A copy of the SOP for Contract Signature Authority was included in the meeting packet. Discussion during the meeting concluded that there are now apparently two different SOPs bearing the number 4.5.

11.4 Report on Licensure vs. Professional Recognition (Kenny Fleming)

Howard reported on his meeting with Aaron Trippler, Director of Government Affairs for the American Industrial Hygiene Association (AIHA). The AIHA, in collaboration with the Board of Certified Safety Professionals (BCSP) has had some experience with a variety of title protection initiatives undertaken by the IH community in various states.

Howard repeated the caution that we not inadvertently represent CHPs to detriment of the larger HPS/radiation protection professional community. Discussion also reviewed a meeting in November that Tom Essig had attended to represent Academy. HPS has been brought into this discussion and is supportive. On February 9, 2004, Howard Dickson, Tom Essig and Frazier Bronson met with Ken Kase and others of HPS to continue this discussion. A follow-on meeting was being scheduled with AIHA. HPS and Academy discussions of joint financing for these initiatives

have been initiated. The next meeting with AIHA should help us understand the financial cost for the effort. Current best estimate is that initiatives in 5 to 6 states would be anticipated to cost 30-35K\$.

Frazier Bronson asked if the Executive Committee needed a motion to direct the finance committee to include the title protection initiative in the Academy budget. Discussion ensued regarding how best to move forward on this effort. Howard Dickson asked if we could use the \$5000 called out in the budget as a contingency fund as “seed money” to move this initiative forward. Regis Greenwood recommended the EC consider a ceiling [not-to-exceed] amount.

A motion was that the Academy strongly supports efforts to pursue title protection for the profession and charges the Finance Committee to include an amount on the order of \$10,000 in the FY 2005 budget to fund these efforts (Frazier Bronson/Brian Methe’) and was carried.

Discussion ensued as to whose charge it would be to expend these resources. Howard noted that there is a previously established ad hoc committee and it is reasonable to assume that this will evolve to a standing committee. Howard had advocated a joint ad hoc committee to HPS but indicated that they (HPS) had not grabbed onto that proposal.

Nancy indicated that prior committee membership had been: Kenny Fleming, Ed Maher, and Regis Greenwood.

New committee was appointed: Howard Dickson as chair, Tom Buhl will ask Judson Kenoyer (HPS liaison to the AIHA) if he is willing to assist; Regis Greenwood, Ed Maher, Tom Essig, and Frazier Bronson to provide additional support.

11.5 California Consumer Affair Complaint Form re: McDougall (Jim Tarpinian)

Those present were unsure whether this action had been completed or was, in fact appropriate. Sense was that Tarpinian’s input was needed to either complete or cancel this action. Issue has to do with an individual having misrepresented himself as a CHP.

11.6 Academic Accreditation (Ken Eger)

Ken spoke from his handout, summarizing and expanding on the various points. His fundamental recommendation to the Academy was that it constrain its efforts to definition of subject matter content appropriate to academic programs and leave the actual accreditation process to the Accreditation Board for Engineering and Technology (ABET) or one of the other entities long-established toward that end. He noted that

while the Academy’s diversity of health physics membership makes it uniquely positioned to evaluate content, only a relatively small proportion of the members are professional educators.

A wide-ranging discussion of academic accreditation followed. Discussion included how the scope/function fits into the Academy mission; association of undergraduate content with adequacy of candidate preparation (for the certification process); importance of accreditation or some similar means for Academy to reach-out to better integration with the academic community.

Tom Buhl asked what HPS has asked of the Academy relative to accreditation... answer was nothing. Nancy Johnson provided some additional background and history

Kathleen Shingleton suggested that the Academy could charge the Professional Development Committee in accordance with Brian Methe’s suggestion that the Standards of Qualification SQ/P process might be something we could use to impact the situation?

Tom Buhl asked for a motion and it was moved to charge the Professional Development Committee to interface with the HPS Academic Education Committee (AEC) to identify means for the Academy to best support the AEC efforts and thereby further the AAHP interest in improving the academic underpinning of students pursuing an interest in health physics as a career. (Kathy Shingleton/Brian Methe’) and was carried.

12.0 New Business

12.1 AAHP Technical Session in Washington, DC (Howard Dickson)

Howard provided a draft session agenda for the Academy-sponsored session at the Washington D.C. annual meeting in July. The session will be titled: *The Role of Radiation Experts in Homeland Security*. Kathleen Shingleton has supported the planning efforts and will co-chair the session with Howard. The Executive Committee agreed that luncheon invitations would be extended to all the invited speakers

12.2 CHP Liability Insurance (Tom Buhl)

Tom introduced this topic as a concern brought to him via e-mail from one of our members. Writer indicated that the post-9/11 perception of radiation by the underwriters is making professional liability insurance increasingly difficult to obtain. Issue was assigned to Brian Methe’ for further research. It was noted that HPS, AAPM and AIHA have

some mechanisms to provide access for their respective memberships to liability policies.

12.3 SOP for Electronic Balloting (Tom Buhl)

This agenda item was dispositioned as requiring no further action by the Executive Committee. In accordance with the proceedings documented in the San Diego meeting minutes – previous deliberations determined that no SOP is necessary; the Academy bylaws already allow for electronic balloting.

12.4 Report of HPS Representative to ABET (Chuck Roessler)

As noted previously, the Executive Committee was provided with copies of a letter from Chuck Roessler relating to his experiences as an HPS nominee to the ABET Applied Sciences Accreditation Commission. This information provided some insights and reinforcement of the conclusions surrounding agenda item 11.6

12.5 Authority for Contract Approvals

Contract authority intent as regards delegation to Executive Secretary: Nancy Johnson discussed the Hotel contract for the fall Board meeting as largest. Need is for an all-encompassing statement; list would inherently leave out some circumstance. Objective is to clearly capture the signature authority delegation and intent in writing... not necessarily to alter the process, just to authorize it in writing.

12.6 State of NY medical physicist licensure regulations (Andy Karem)

Andy’s concern is that the licensure rules don’t give any recognition to CHP. Jim Willison indicated that the NY licensing agency had already contacted the ABHP and that the Board has made responses to the request for additional information. Brian Methe’ provided additional insights on what the process is in the State of NY. Brian is on the NY Board. Brian was asked if he felt that the NY Board would accept the ABHP exam. He stated that the ABHP may be at a disadvantage relative to some of the credentialing exams with specialties that directly parallel the 4 divisions made up by the NY licensing board. It was further noted that there is a meeting coming up in March that Brian indicated will further clarify the state’s circumstances in regulating this.

12.7 Obsolete Artifact in ABHP Policy Manual

An action was taken to delete section 1.7.3 (dues collection of the policy manual.

12.8 Accessibility of Standards of Qualification and Practice (SQ/Ps)

A motion was made to post the approved SQ/Ps on the Academy website (Howard Dickson/Regis Greenwood) and was carried.

12.9 CESB Representation

Tom Essig noted that George Vargo has been gracious to represent the ABHP before the CESB. As the credentialing arm of the Academy, the Board is to provide the liaison to CESB. Vargo is standing for election to CESB. Essig asked if there is a mechanism to assign an ABHP representative that could hold position long enough to establish some continuity (vice rotate every year). As an ABHP function, the Academy would simply be making recommendations to the Board.

12.10 Professional Development Committee Responsibilities

It was noted that planning for manning of the booth at the HPS meetings has traditionally been done by the Professional Development Committee but for whatever reason has not been organized at this [Augusta] meeting. It was also observed that Academy needs to purchase new light fixtures that have been lost from the booth display equipment.

12.11 July 2004 Meeting Dates

The next meeting of the Executive Committee shall be on Saturday afternoon, July 10, and Sunday morning, July 11, 2004, in conjunction with the HPS annual meeting at Washington D.C. Additionally, the Academy special session, luncheon, and business meeting has yet to be determined within the HPS meeting arrangements/schedule, but when established, should all fall on same day within that week.

13.0 Adjournment

A motion was made to adjourn until 12:00 noon on July 10, 2004 (Regis Greenwood/Kathy Shingleton) and was carried.

Address contributions for *CHP News* and “CHP Corner” to:

CHP News

Kyle Kleinhans, CHP

Work: 865-576-4170

Fax: 865-241-3548

Email: kkzk2@bechteljacobs.org

Harry Anagnostopoulos, CHP

Work: 314-770-3059

Fax: 314-770-3067

Email: harold.w.anagnzkostopoulos@saic.com

Rodney Simonsen, CHP

Work: 702-295-4442

Fax: 702-295-3514

Email: simonszkrj@nv.doe.gov

AMERICAN ACADEMY OF HEALTH PHYSICS ADMINISTRATIVE ROSTER – 2004

PRESIDENT

Thomas E. Buhl ('05)
1877 Brillante Lane
Santa Fe, NM 87505
(505) 665-8176 Work
(505) 665-3811 FAX
tbuhzkl@lanl.gov

PRESIDENT-ELECT

Frazier Bronson ('06)
Canberra Industries
800 Research Parkway
Meriden, CT 06450
(203) 639-2345 Work
(203) 235-1347 FAX
fzkbronson@canberra.com

PAST PRESIDENT

Howard W. Dickson ('04)
EG&G, Suite 900
2450 Crystal Drive
Arlington, VA 22202
(703) 418-3224 Work
(703) 418-0248 FAX
hwzkdickson@egginc.com

SECRETARY

Gary S. Kephart ('06)
255 Almahurst Dr
Chillicothe, OH 45601-1099
(865) 576-9803 Work
(865) 576-7489 FAX
kzzkp@bechteljacobs.org

TREASURER

Ken J. Eger ('05)
183 Terisu Circle
Powell, TN 37849
(865) 220-4892 Work
(865) 220-4848 FAX
kdezkg@comcast.net

PROGRAM DIRECTOR

Nancy Johnson
American Academy of Health Physics
1313 Dolley Madison Blvd, Ste. 402
McLean, VA 22101
(703) 790-1745 ext. 25 Work
(703) 790-2672 FAX
njohnson@burkinc.com

BOARD MEMBERS

Lester K. Aldrich ('04)
656 Chestnut Avenue
Richland, WA 99352
(509) 946-3106 Home
laldrizkch@gte.net

Regis Greenwood ('05)
12332E Inletridge Drive
Maryland Heights, MO 63043
(314) 991-4545 Work
(314) 991-4692 FAX
greenzkwood@physicist.net

Brian M. Methé ('06)
45 Omega Terrace
Latham, NY 12110-1957
(518) 525-1812 Work
(518) 783-5103 Home
bmetzkhe@stpetershealthcare.org

John A. Serabian ('04)
10310 Lewis Knolls Drive
Oakton, VA 22124-1720
(703) 281-0711 Home
abcdefzkg5@erols.com

Kathleen Shingleton ('04)
Lawrence Livermore National Lab, L-384
P O Box 808
Livermore, CA 94551-9900
(925) 422-5172 Work
(925) 422-5270 FAX
shingzkleton2@llnl.gov

NEWSLETTER EDITOR

Kyle Kleinhans
10222 Misty Brook Lane
Knoxville, TN 37922
(865) 576-4170 Work
(865) 241-3548 FAX
kk2zk@bechteljacobs.org

WEBMASTER

E. Scott Medling
So. California Edison
P O Box 128
San Clemente, CA 92674-0128
(949) 368-7492 Work
(707) 598-1940 FAX
medlinzkes@songs.sce.com

AAHP LIASONS:

ABMP:

Steven H. King
(1/04 through 12/04 compl.eting Ken Miller's term)
Health Physics Office
Penn State Hershey Medical Center
Hershey, PA 17033
(717) 531-8765 Work
(717) 531-3641 FAX
skizkng@psu.edu

K. David Steidley (1/04 through 12/06)
50 Baltusrol Way
Short Hills, NJ 07078
(973) 322-5625 Work
steidlzkey@nac.net

Jean M. St. Germain (1/03 through 12/05)
MSKCC, Dept of Medical Physics
1275 York Avenue
New York, NY 10021
(212) 639-7390 Work
(212) 717-3010 FAX
stgezkrmaj@mskcc.org

AAHP LIASONS (cont'd)

CRCPD:

Earl Fordham
Washington Dept. of Health
Office of Radiation Protection
309 Bradley Blvd., Suite 201
Richland, WA 99352
(509) 946-0234 Work
(509) 946-0876 FAX
earlzk.fordham@verizon.net

HPS:

Edward F. Maher
Dade Moeller & Associates
42 Tuttle Drive
Acton, MA 01720
(978) 264-0954 Work/Home
(978) 635-3952 FAX
edward.fzk.maher@verizon.net
emaher@moellerinc.com

NRRT:

Dave Kent
165 McDaniels Lane
Springboro, OH 45066
(513) 648-5405 Work
dave.zkkent@fernald.gov

AMERICAN ACADEMY OF HEALTH PHYSICS COMMITTEE LISTING – 2004

NOTE: Term expires at the end of the year indicated.

Appeals

Thomas Murphy, Chair ('04)
 10717 Game Preserve Rd
 Gaithersburg, MD 20879
 (301) 415-7466 Work
 (301) 415-5599 FAX
 tdzkmurphy@erols.com

Cindy Bloom ('05)
 Jack Higginbotham ('06)

Continuing Education

Jeffrey L. Kotsch, Chair ('06)
 707 Beverley Drive
 Alexandria, VA 22302
 (202) 488-1464 Work
 (202) 488-1964 FAX
 kotszckh.jeffrey@dol.gov

S. Y. Chen ('05)
 Jay Kunze ('04)
 Thomas Mohaupt ('04)
 Jo Ann Myrick-Jenkins ('06)
 Joel Rabovsky ('06)

Exam Site

John Ahlquist, Chair ('04)
 1625 Geary Road
 Walnut Creek, CA 94956-2519
 (510) 987-0971 Work
 (510) 839-3831 FAX
 john.ahzklquist@ucop.edu

Dawn Banghart ('06)
 Donald Brady ('05)
 Lisa Stetar ('05)

Finance

Ken J. Eger, Chair ('05)
 183 Terisu Circle
 Powell, TN 37849
 (865) 220-4892 Work
 (865) 220-4848 FAX
 kdeger@comcast.net

John A. Serabian ('04)
 Kathy L. Shingleton ('04)

Nominating

Johnafred Thomas, Chair ('04)
 502 Greenwood Drive
 Clinton, TN 37716
 (865) 576-4086
 zkj82@y12.doe.gov

William P. Fitzgerald ('06)
 Jeffrey M. Hoffman ('06)
 Jerry B. Hunt ('05)
 Joel O. Lubenau ('04)
 David S. Myers ('05)
 Carl J. Paperiello ('05)
 Charles E. Roessler ('06)
 Mary L. Birch (ABHP Vice Chair) ('04)

Professional Development

Bruce R. Thomadsen, Chair ('04)
University of Wisconsin
1530 Medical Science Center
Madison, WI 53706
(608)263-4183
(608)262-2413 FAX
brtzkhomad@wisc.edu

David E. Bernhardt ('06)
Christine Donahue ('06)
Rodican P. Reed ('04)
Toshihide Ushino ('05)
Thomas H. Youngblood ('05)

Professional Standards & Ethics

Carol Berger, Chair ('06)
IEM, Inc.
8 Brookes Ave, Ste 205
Gaithersburg, MD 20877
(240)631-8990 Work
(240)631-8991 FAX
cdberzkger@iem-inc.com

Steven R. Frey ('05)
Charles Meinhold ('06)
Bryce L. Rich ('04)
David D. Snellings ('04)

AMERICAN BOARD OF HEALTH PHYSICS ADMINISTRATIVE ROSTER – 2004

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Chair

John A. Serabian ('04)
10310 Lewis Knolls Drive
Oakton, VA 22124-1720
(703) 281-0711 Home
abcdzkefg5@erols.com

Robert N. Cherry '04
3211 Allen Street #101
Falls Church, VA 22042
(703) 207-6904 Work
(703) 207-6907 FAX
bobzkcherry@cox.net

Vice Chair

Mary Birch ('05)
3600 Windbluff Drive
Charlotte, NC 28277-9876
(704) 382-1401 Work
(704) 382-5097 FAX
mbirczkh3600@aol.com
mbirch@duke-energy.com

Eric Goldin '05
3543 Normount Road
Oceanside, CA 92065
(949) 368-7532 Work
(949) 368-7575 FAX
goldizknem@songs.sce.com

Secretary

James Willison ('06)
3708 Roses Run
Aiken, SC 29803
(803) 502-9852 Work
(803) 502-2852 FAX
jim.willzkison@wxsms.com
willisozkn@mindspring.com

Shawn Googins '08
9417 Balfour Drive
Bethesda, MD 20814
(301) 496-4744 Work
(301) 530-4670 FAX
sjgoozkgins@mindspring.com

Parliamentarian

Elizabeth M. Brackett ('07)
64 Sutton Drive
Vernon, CT 06066
(860) 872-2137 Work and FAX
brackzkett@alumni.umass.edu

Jerry W. Hiatt '08
27 Greenhouse Road
Forestdate, MA 02644
(508) 746-6464 ext 1286 Work
(508) 746-8588
jhiazktt@bartlettinc.com

Program Director

Nancy Johnson
American Board of Health Physics
1313 Dolley Madison Blvd, Suite 402
McLean, VA 22101
(703) 790-1745 ext 25 Work
(703) 790-2672 FAX
njohnson@burkinc.com

AMERICAN BOARD OF HEALTH PHYSICS - PANEL CHAIRS & VICE CHAIRS - 2004

Part I Panel

George MacDurmon, Chair
3409 Fox Hill Terrace
Edmond, OK 73034
(405) 271-6121 Work
(405) 271-1768 FAX
george-maczkdurmon@ouhsc.edu

Joseph M. Greco, Vice Chair
44 S Ridge Trail
Fairport, NY 14450
(716) 588-3324 Work
(716) 588-7763 FAX
josephzk.greco@kodak.com

Patricia A. Milligan, Past Chair
18900 Barnesville Road
Dickerson, MD 20842
(301)415-2223 Work
(301)415-2968 FAX
pamzkm718@aol.com

Part II Panel

Andrew H. Thatcher, Chair
522 North E Street
Tacoma, WA 98403
(253)627-0139 Work
(253)627-4927 FAX
thatczkher.drew@attbi.com

Michael G. Stabin, Vice Chair
Vanderbilt Univ., Dept of Radiol & Rad Science
1161 21st Avenue South
Nashville, TN 37232-2675
(615)322-3190 Work
(615)322-3764 FAX
michzkael.stabin@mcmail.vanderbilt.edu

Daniel S. Mantooth, Past Chair
30805 S. 875 PRSE
Kennewick, WA 99338
(509)376-6842 Work
(509)376-4450 FAX
dbarnzk01@earthlink.net

AMERICAN BOARD OF HEALTH PHYSICS - PANEL OF EXAMINERS - 2004**Part I Panel of Examiners:****Chair**

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