

Section 2 Organization of the Boards

Although the 14 independent health licensing boards and the Department of Health are separate agencies, the boards and the department cooperate in administering health occupation licensing programs. The 14 boards are housed together in the same building and collaborate in many ways. The boards meet regularly with representatives of the Department of Health to discuss joint concerns.

This section describes in more detail the cooperative activities of the boards.

The accompanying chart shows the boards' cooperative structure. Below is a brief description of the various entities shown.

Statutory Entities

Health Licensing Boards

Each of the 14 independent health licensing boards consists of members appointed by the Governor. The principal staff person for each board is the Executive Director. Each board is charged with the regulation of particular health professions specified by statute. Each board is governed by its own practice act. There are also statutory requirements that apply to all boards; these are specified in Chapter 214. The Emergency Medical Services Regulatory Board, although not statutorily defined as a health licensing board, is housed with the boards and cooperates with them on administrative and financial matters.

Attorney General

The Attorney General's Office provides legal and investigative services to the boards. Specific requirements of the Attorney General in investigating complaints are provided in Minnesota Statutes, section 214.10.

Department of Health

The Department of Health administers three health occupation programs which are defined as health-related licensing boards under Chapter 214. These are the following:

- the Alcohol and Drug Counselor Licensing Program (began in 1998)
- the Office of Mental Health Practice (does not credential)
- the Office of Unlicensed Complementary and Alternative Health Care Practice (effective July 1, 2001)

The Department of Health also has certain statutory responsibilities relating to the boards. These are as follows:

- To provide mailing and office supplies services, and at the request of the boards, to provide space, facilities, and administrative services for the boards (M.S. 214.04)

- To coordinate the development of a credentials policy among the boards (M.S. 214.13)
- Before promulgating rules resulting in registration of an occupational group, to consult with state boards charged with regulating similar occupations (M.S. 214.13)

Health Professionals Services Program (HPSP)

Effective July 1, 2001, Minnesota Statutes, section 214.29 requires as follows:

Each health-related licensing board, including the emergency medical services regulatory board under chapter 144E, shall either conduct a health professionals service program under sections 214.31 to 214.37 or contract for a diversion program under section 214.28.

At present, the Emergency Medical Services Regulatory Board (EMSRB) and all but two of the independent health licensing boards participate in HPSP.

Detailed information on HPSP is provided in section 3.

Voluntary Entities

Council of Health Boards

The Council consists of one board member from each board and the Executive Directors. The Council meets periodically to discuss issues and concerns affecting all boards. The Council is submitting a proposal to the 2001 Legislature that would authorize the Council to provide information to the Legislature on issues relating to health occupation regulation, such as proposals to regulate new health occupations.

Executive Directors Forum

The Executive Directors Forum consists of the Executive Directors of each independent board. The Forum meets at least once a month to discuss issues and concerns affecting all boards. The Forum establishes committees to develop recommendations for consideration by the Forum. These committees include the Policy Committee and the Management Committee, described below.

Administrative Services Unit

The Administrative Services Unit (ASU) is funded by all the independent boards and consists of staff who perform administrative functions for all the boards. The unit provides services in the areas of budgeting, accounting, purchasing, and payroll. ASU also facilitates the boards' cooperative policy and planning efforts. The boards are proposing to the 2001 Legislature that appropriations to the unit be increased so that ASU can also provide contract, human resource, and computer services to the boards.

Management Committee

The Management Committee makes recommendations to the Executive Directors Forum on issues relating to the internal management of the boards' cooperative activities. The responsibilities of the committee include the following:

- Overseeing the Administrative Services Unit
- Through the Administrative Services Unit, administering shared conference rooms and shared equipment, such as copiers
- Coordinating the boards' computer collaboration efforts
- Through a Records Management Subcommittee, developing recommended policies for all the boards on records management

Policy Committee

The Policy Committee makes recommendations to the Executive Directors Forum on issues relating to public policy. The responsibilities of the committee include the following:

- Reviewing legislative proposals and making recommendations on legislative initiatives affecting all the boards
- Through a Legal Services Subcommittee, addressing issues and making recommendations concerning legal services and the complaint resolution process
- Through a Rules Subcommittee, developing information and recommendations on the rules process
- Coordinating communication with the Department of Health
- Through the Administrative Services Unit, preparing the summary of the boards' biennial reports

Health-Related Licensing Boards Cooperative Structure

