

MEMORANDUM

TO: AAMA Board of Trustees, Continuing Education Board, Certifying Board, and MAERB Chair

FROM: Donald A. Balasa, JD, MBA, CEO and Legal Counsel

DATE: October 30, 2020

TOPIC: Areas of focus from May 16, 2020, to present

COPIES: Staff directors and managers

The following is an abbreviated update of my areas of focus from May 16, 2020, to the present time. I have attached the May 15, 2020, report I submitted to the Board of Trustees (BOT) prior to the summer 2020 BOT meeting.

1. I and Director Langley provided information to the Board of Trustees about options for the September 2020 Annual Conference, including a May 23, 2020 (revised July 2, 2020), summary of the contract with the Hilton Orlando Lake Buena Vista. The BOT decided to cancel the Annual Conference. The AAMA did not incur any costs from the cancellation.
2. At the request of the Board of Trustees, I analyzed the legalities of allowing the current BOT to remain in office for another AAMA year. In my June 30, 2020, memorandum to the BOT, I concluded that Illinois law and the *AAMA Bylaws* did not permit the House of Delegates (HOD) to authorize the BOT members to remain in office for another AAMA year by means of a resolution requiring a majority vote. I reviewed the governance documents of ten health and allied health associations “in regard to the terms of officers and trustees/directors being extended because of emergencies ... that prevent board members from performing their usual responsibilities.” My findings were transmitted to the BOT in a July 3, 2020, email. I then researched the possibility of the HOD extending the terms of office of the BOT members by means of amendments to the *AAMA Bylaws*.

In my July 5, 2020, memorandum to the BOT, I concluded that the HOD could authorize extended terms for BOT members by means of amendments to the *AAMA Bylaws*.

3. I drafted proposed Bylaws amendments (PBAs) (and rationales) extending the terms of the current BOT members for another AAMA year. I drafted a memo to the delegates, alternate delegates, and state society officers setting forth the PBAs. All the PBAs were approved unanimously by the HOD.
4. I am helping the Certifying Board (CB) and Director Katie Gottwaldt negotiate a new agreement with the National Board of Medical Examiners (NBME) for services for exam construction, delivery, scoring, and analysis. I am also providing input to the CB regarding the standard-setting exercise required by the findings of the recent occupational analysis as reflected in the revised Content Outline of the CMA (AAMA) Certification Exam.
5. I wrote an August 2020 article entitled “How Do the United States Department of Education (USDE) Regulations on Licensing and Mandatory Certification Requirements Affect Medical Assisting Programs?” This article has been provided to medical assisting program directors and educators to enable them to assist their institutions in complying with the new regulations that went into effect July 1, 2020.
6. On October 1, 2020, I gave a virtual presentation entitled “The USDE Stance on Accrediting Bodies and Anticompetitive Collusion with Testing Bodies” for the annual conference of the National Network of Health Career Programs in Two-Year Colleges (NN2).
7. I assisted the Continuing Education Board, Manager Nick Mickowski, and instructional design firm Learn Ethos prepare the application for accreditation of the Assessment-Based Certificate in Pediatrics (ABC-P) under Institute for Credentialing Excellence *ICE 1100: 2019–Standard for Assessment-Based Certificate Programs: An American National Standard*.

8. I gave a virtual presentation entitled “Tasks Delegable to, and Performable by, Medical Assistants” for the American Academy of Ambulatory Care Nursing (AAACN) Annual Conference in July of 2020.
9. I continue to serve as the AAMA commissioner to the Commission on Accreditation of Allied Health Education Programs (CAAHEP). I am also on the CAAHEP Board of Directors. As a director, I have been appointed chair of the Performance Oversight Committee and of the Bylaws Committee. I am a member of the Governance Committee and the Audit Committee. I have been asked to present for the CAAHEP January 2021 Leadership Conference on “Robert’s Rules for Virtual Meetings.”
10. I have given audio or video presentations of: “Good Board Practices and the Significance of Bylaws” for the Tri-County Chapter of the Ohio State Society of Medical Assistants and the Massachusetts Society of Medical Assistants; and of “Tasks Delegable to, and Performable by, Medical Assistants” for the Indiana Society of Medical Assistants and the Rasmussen College-Romeoville, Illinois, College Advisory Board.
11. I submitted August 14, 2020, comments to the Centers for Medicare & Medicaid Services regarding the Medicare proposed rule revising payment policies under the Physician Fee Schedule and other changes to Part B payment policies.
12. I sent a September 25, 2020, letter to the National Committee for Quality Assurance (NCQA) asserting that “credentialed medical assistants be added to the list of qualified health professionals permitted to perform post-discharge medication reconciliation as directed by the overseeing licensed provider.”
13. As reported by Manager Mickowski in his October 16, 2020, email to the Board of Trustees:

August 31, 2020 (30,915 members) shows a roughly 5.8% increase in members compared to August 31, 2019 (29,216 members).

September 30, 2020 (32,219 members) shows a roughly 4.9% increase in members compared to September 30, 2019 (30,718 members).

