

March 14, 2018

via IZIS

Board of Zoning Adjustment
441 4th Street, NW
Suite 210S
Washington, DC 20001

Re: BZA Application No. 19659 of FSMB; Proffered Conditions

Dear Chairman Hill and Members of the Board:

At the hearing on February 21, 2018, the Board requested that the Applicant supplement the record with proffered conditions and a draft Findings of Fact and Conclusions of Law. The Applicant has included the summary description of proffered conditions in the Draft Order. In response to specific questions about the requested number of employees, we are providing additional information hereinbelow.

The Applicant originally requested a total of twenty-five (25) employees. In its report, the Office of Planning conditioned its recommended approval on a total of fifteen (15) employees. At the hearing, the Applicant requested flexibility for an additional five (5) employees for internships and visiting employees. At the hearing, the Office of Planning stated that “without additional justification OP didn't support a cap of 25 and recommended a staff limit of 15 employees working on the site at any one time.”

The Applicant therefore has proffered a condition to have twenty (20) employees, without a distinction between permanent and temporary. It is still expected that the permanent positions will not exceed fifteen persons, but the Applicant acknowledges the difficulty in enforcing who is permanent (the 15) and who is temporary (the 5).

The Applicant's final request of twenty (20) occupants is based upon a plan to relocate existing staff and possible hire of new staff to assist in the D.C. operations. The applicant has explained in the record that some of its operations, which are currently based out of its Texas office, may be better suited to be based out of Washington, D.C. The relocation of these positions will assist the Applicant in better serving its member state medical boards and the general public because the employees would be able to better engage the scholastic community existing within the District.

Some of the positions expected to be relocated to the D.C. Office include:

- Senior Vice President of Assessments: This individual oversees FSMB activities in support of the United States Medical Licensing Examination (USMLE) and Special Purpose Examination (SPEX), including educational outreach to state medical boards and federal stakeholders.

- Senior Director of Education: This individual manages the development, distribution and provisions of FSMB educational program services and tools and coordinate the development of educational programming. This position also has the responsibility serve as liaison with appropriate Continuing Medical Education providers and oversees all aspects of FSMB's pursuit of accreditation and re-accreditation with the Accreditation Council for Continuing Medical Education (ACCME) including the development of new and updated policies, procedures and practices.
- Education Programs Associate: This individual reviews activity coordinates implementation and review of FSMB educational activities to ensure that all accreditation guidelines and standards are met. Duties also include all necessary post-activity evaluation with providers and attendees.
- Education Programs Administrative Assistant: Assists the Director of Education Services with the review and edit process of online educational modules developed by grantees of the Consumer and Prescriber Education.

New positions, to be hired if approved:

- Facilities Coordinator: The Facilities Coordinator would be responsible for daily operations of the facilities to ensure a clean, healthy and safe working environment for staff. This individual would maintain and help keep permits and inspections up to date and oversee work of outside contractors and repairmen. This individual would also serve as a point of contact for the community if issues with the building and grounds arise and would be tasked with finding a responsive solution to any problems.
- Director of Collaborative Relations: The FSMB would utilize the additional space to create a new position designed to further the FSMB's mission and vision of being a leader and a respected voice of best practices within healthcare and regulation. The duties would include developing and managing relations and collaborative efforts with external stakeholders and organizations that engage in health policy and regulatory initiatives.
- IT specialist: The Duties of the on-site IT specialist would include management of the internal communications and information technology platforms, software and database administration, as well as other administrative tasks.

Sincerely,

/S/ Martin P. Sullivan

Martin P. Sullivan, Esq.
Sullivan & Barros, LLP
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