

**FULL BOARD MEETING**  
**Friday, February 28, 2014**



**Wyndham Bayside San Diego**  
**1355 North Harbor Drive**  
**San Diego, CA 92101**



## **BOARD MEETING AGENDA**

**Friday, February 28, 2014**

Wyndham Bayside San Diego  
1355 North Harbor Drive, San Diego, CA, 92101  
(619) 232-3861 or (916) 263-2300

### **Members of the Board**

Fran Burton, MSW, Public Member, President  
Bruce Witcher, DDS, Vice President  
Judith Forsythe, RDA, Secretary

Steven Afriat, Public Member  
Stephen Casagrande, DDS  
Yvette Chappell-Ingram, Public Member  
Katie Dawson, RDH  
Luis Dominicis, DDS  
Kathleen King, Public Member

Ross Lai, DDS  
Huong Le, DDS, MA  
Meredith McKenzie, Public Member  
Steven Morrow, DDS, MS  
Thomas Stewart, DDS  
Debra Woo, DDS

During this two-day meeting, the Dental Board of California will consider and may take action on any of the agenda items. It is anticipated that the items of business before the Board on the first day of this meeting will be fully completed on that date. However, should items not be completed, it is possible that it could be carried over and be heard beginning at 8:00 a.m. on the following day. Anyone wishing to be present when the Board takes action on any item on this agenda must be prepared to attend the two-day meeting in its entirety.

Public comments will be taken on agenda items at the time the specific item is raised. The Board may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. Time limitations for discussion and comment will be determined by the President. For verification of the meeting, call (916) 263-2300 or access the Board's website at [www.dbc.ca.gov](http://www.dbc.ca.gov). This Board meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Karen M. Fischer, Executive Officer, at 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, or by phone at (916) 263-2300. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

While the Board intends to webcast this meeting, it may not be possible to webcast the entire open meeting due to limitations on resources.

## **Friday, February 28, 2014**

### **8:00 A.M. OPEN SESSION - FULL BOARD**

12. Call to Order/Roll Call/Establishment of Quorum

### **CLOSED SESSION – FULL BOARD**

Deliberate and Take Action on Disciplinary Matters

The Board will meet in closed session as authorized by Government Code §11126(c)(3).

### **RETURN TO OPEN SESSION – FULL BOARD**

13. Executive Officer's Report
14. Budget Report
15. Update from the Department of Consumer Affairs' Executive Office
16. Update from the Dental Hygiene Committee of California (DHCC)
17. Presentation by Representative from the California Dental Association (CDA) Regarding "Give Kids a Smile"
18. Staff Presentation Regarding Pathways to Licensure for Dentists and Dental Assistants
19. Discussion and Possible Action Regarding Adoption of the Revisions to the Board Member Administrative Procedure Manual
20. Discussion and Possible Action Regarding the Appointment of One Member and Reappointment of Four Members to the Diversion Evaluation Committee
21. Discussion and Possible Action Regarding an Appointment to the Dental Assisting Council
22. Discussion and Possible Action To:
  - (A) Reconsider Promulgation of a Regulation to Require an Administrative Law Judge Who has Ordered a Decision Finding that a Licensee Engaged in Sexual Misconduct to Order Revocation Which May Not be Stayed
  - (B) Initiation of a Rulemaking to Amend California Code of Regulations, Title 16, Section 1018 Relating to Revocation for Sexual Misconduct

23. Dental Assisting Council Report  
The Board may take action on any items listed on the attached Dental Assisting Council agenda.
24. Enforcement Committee Report  
The Board may take action on any items listed on the attached Enforcement Committee agenda.
25. Legislative and Regulatory Committee Report  
The Board may take action on any items listed on the attached Legislative and Regulatory Committee agenda.
26. Examination Committee Report  
The Board may take action on any items listed on the attached Examination Committee agenda.
27. Access to Care Committee Report  
The Board may take action on any items listed on the attached Access to Care Committee agenda.
28. Licensing, Certification & Permits Committee Report  
The Board may take action on any items listed on the attached Licensing, Certification & Permits Committee agenda.
29. Public Comment of Items Not on the Agenda  
The Board may not discuss or take action on any matter raised during the Public Comment section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting (Government Code §§ 11125 and 11125.7(a)).
30. Future Agenda Items  
Stakeholders are encouraged to propose items for possible consideration by the Board at a future meeting.
31. Board Member Comments for Items Not on the Agenda  
The Board may not discuss or take action on any matter raised during the Board Member Comments section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting (Government Code §§ 11125 and 11125.7(a)).
32. Adjournment



## MEMORANDUM

<b>DATE</b>	February 19, 2014
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item 13:</b> Executive Officer's Report

Karen Fischer, MPA, Executive Officer will provide a verbal report.

## **Friday, February 28, 2014**

### **8:00 A.M. OPEN SESSION - FULL BOARD**

12. Call to Order/Roll Call/Establishment of Quorum

### **CLOSED SESSION – FULL BOARD**

Deliberate and Take Action on Disciplinary Matters

The Board will meet in closed session as authorized by Government Code §11126(c)(3).

### **RETURN TO OPEN SESSION – FULL BOARD**

13. Executive Officer's Report
14. Budget Report
15. Update from the Department of Consumer Affairs' Executive Office
16. Update from the Dental Hygiene Committee of California (DHCC)
17. Presentation by Representative from the California Dental Association (CDA) Regarding "Give Kids a Smile"
18. Staff Presentation Regarding Pathways to Licensure for Dentists and Dental Assistants
19. Discussion and Possible Action Regarding Adoption of the Revisions to the Board Member Administrative Procedure Manual
20. Discussion and Possible Action Regarding the Appointment of One Member and Reappointment of Four Members to the Diversion Evaluation Committee
21. Discussion and Possible Action Regarding an Appointment to the Dental Assisting Council
22. Discussion and Possible Action To:
  - (A) Reconsider Promulgation of a Regulation to Require an Administrative Law Judge Who has Ordered a Decision Finding that a Licensee Engaged in Sexual Misconduct to Order Revocation Which May Not be Stayed
  - (B) Initiation of a Rulemaking to Amend California Code of Regulations, Title 16, Section 1018 Relating to Revocation for Sexual Misconduct

23. Dental Assisting Council Report  
The Board may take action on any items listed on the attached Dental Assisting Council agenda.
24. Enforcement Committee Report  
The Board may take action on any items listed on the attached Enforcement Committee agenda.
25. Legislative and Regulatory Committee Report  
The Board may take action on any items listed on the attached Legislative and Regulatory Committee agenda.
26. Examination Committee Report  
The Board may take action on any items listed on the attached Examination Committee agenda.
27. Access to Care Committee Report  
The Board may take action on any items listed on the attached Access to Care Committee agenda.
28. Licensing, Certification & Permits Committee Report  
The Board may take action on any items listed on the attached Licensing, Certification & Permits Committee agenda.
29. Public Comment of Items Not on the Agenda  
The Board may not discuss or take action on any matter raised during the Public Comment section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting (Government Code §§ 11125 and 11125.7(a)).
30. Future Agenda Items  
Stakeholders are encouraged to propose items for possible consideration by the Board at a future meeting.
31. Board Member Comments for Items Not on the Agenda  
The Board may not discuss or take action on any matter raised during the Board Member Comments section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting (Government Code §§ 11125 and 11125.7(a)).
32. Adjournment



## MEMORANDUM

<b>DATE</b>	February 19, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Genie Albertsen Associate Governmental Program Analyst
<b>SUBJECT</b>	<b>Agenda Item 14: Budget Report</b>

The Board manages two separate funds: 1) Dentistry Fund, and 2) Dental Assisting Fund. The funds are not comingled. The following is intended to provide a summary of expenses for the second quarter of fiscal year (FY) 2013-14 for the Dentistry and Dental Assisting funds.

### Dentistry Fund Overview

#### *Second Quarter Expenditure Summary for Fiscal Year 2013-14*

The second quarter expenditure projections are based upon the budget report released by the Department of Consumer Affairs in mid-January 2014. The report reflects expenditures for July 1, 2013 through December 31, 2013. The Board spent roughly \$5.4 million of its total \$12.6 appropriation. Approximately \$2.7 million spent was for Personnel Services and roughly, \$2.6 million for Operating Expense & Equipment (OE&E).

For comparison purposes, last year at this time the Board had spent roughly \$5.1 million of its (FY) 2012-13 Dentistry budget appropriation. Approximately \$2.6 million of the expenditures was Personnel Services, and roughly, \$2.5 million of the expenditures was OE&E.

<b>Fund Title</b>	<b>Appropriation</b>	<b>Expenditures Through 12-31-13</b>
Dentistry Fund	\$12,633,000	\$5,390,000

The Fund Condition reflects repayment of the remaining \$2.7 million (of the \$10 million that was loaned to the general fund) by the close of (FY) 2013-14.

## Dental Assisting Fund Overview

### *Second Quarter Expenditure Summary for Fiscal Year 2013-14*

The second quarter expenditure projections are based upon the budget report released by the Department of Consumer Affairs in mid-January 2014. The report reflects expenditures for July 1, 2013 through December 31, 2013. The Board spent roughly \$892,000 of its total \$1.8 appropriation. Approximately \$278,000 spent was for Personnel Services and roughly \$613,000 for Operating Expense & Equipment (OE&E).

<b>Fund Title</b>	<b>Appropriation</b>	<b>Expenditures Through 12-31-13</b>
Dental Assisting	\$1,813,000	\$892,000

### *Analysis of Fund Condition*

The Analysis of Fund Condition displays three fiscal years and projects the Dental Assisting Fund's fiscal solvency for future years.

## **Cost Recovery Outcomes in Enforcement**

Pursuant to Business & Professions Code Section 125.3, the board is authorized to request that its licensees, who are disciplined through the administrative process, reimburse the Board for its costs of investigating and prosecuting the cases. The Board's request is made to the Administrative Law Judge (ALJ) who presides over the hearing or is negotiated between parties during pre-hearing settlement discussions. The ALJ may award full or partial cost recovery to the Board or may reject the Board's request for cost recovery.

In cases where cost recovery has been ordered, licensees may be granted a payment schedule, allowing them to reimburse the Board's costs over multiple years.

Beginning in July 2013, the Enforcement Program began tracking the results of our cost recovery efforts. In general, enforcement staff track their investigative time worked and the Subject Matter Expert costs, and submit these hours to the Attorney General's (AG) office along with their completed investigative case. These hours are combined with the time invested by the AG's office and are considered the costs of the case. These costs, along with other terms and conditions of the disciplinary outcome may be negotiated and result in a lesser amount returned to the board.

Since the beginning of the fiscal year, our overall cost averages have been:

Expense	Amount
Investigations	\$ 5,216
Subject Matter Expert	\$ 1,597
Attorney General	\$ 7,687
Total	\$14,280

Our average cost recovery ordered is \$8,350 or 58% of our actual costs. Case dispositions can be determined in several ways, which can affect our ability to request and receive cost recovery. The table below provides further detail as to the degree of cost recovery that has been obtained based upon the manner in which the case was adjudicated:

Type of Case (# of Cases)	Actual Costs	Cost Recovery Ordered	% of Actual Cost
Stipulated Settlements (26)	\$378,086	\$235,299	62%
Proposed Decisions (6)	\$ 76,335	\$ 30,472	39%
Total (32)	\$454,421	\$265,771	58%

The outcome of the decision, whether to grant probation or revoke the license further affects our ability to collect these monies from the disciplined licensee. Of the 32 instances listed above, one license was revoked and three were surrendered. The cost recovery owed in these cases totaled over \$56,000. None of this is likely to be reimbursed to the board unless a licensee petitions and is granted reinstatement.

### **Cite and Fine**

B&P Code section 125.9 authorizes the Board to issue citations and fines for certain types of violations. During the past five years, the Board has implemented a more proactive use of cite and fine to compel licentiates to respond to the Board's requests for records in enforcement cases.

Beginning in January 2010, the Board began issuing administrative citations in accordance with B&P Code section 1684.1(a)(1) to dentists who failed to produce requested patient records within the mandated 15 day time period. Focused enforcement of this regulation has resulted in a significant increase in the number of citations issued and fines assessed.

Administrative citations are also being issued to licensees for:

- Failure to conform to Fictitious Name Permit requirements (B&P 1701.5)
- False or misleading advertising (B&P 651)
- Default on Student Loans (B&P 685(a)(1))
- Failure to meet Continuing Education (CE) requirements (B&P 1645(a))
- Record keeping violations (B&P 1646.3)
- Failure to report or disclose a conviction (B&P 1670.1)

### *Citation Efforts and Revenues*

Compliance with the use of administrative citations is also being tracked. Beginning in June 2012, nine administrative citations were issued with fine amounts ranging from zero (no fine) to \$1,000 (per violation). The total amount collected is \$11,100.

**DENTAL BOARD - FUND 0741  
BUDGET REPORT  
FY 2013-14 EXPENDITURE PROJECTION**

December 31, 2013

OBJECT DESCRIPTION	FY 2012-13		FY 2013-14				
	ACTUAL	PRIOR YEAR	BUDGET	CURRENT YEAR	PERCENT	PROJECTIONS	UNENCUMBERED
	EXPENDITURES (MONTH 13)	EXPENDITURES 12/31/2012	STONE 2013-14	EXPENDITURES 12/31/2013			
<b>PERSONNEL SERVICES</b>							
Salary & Wages (Staff)	3,224,188	1,650,780	3,783,329	1,706,296	45%	3,731,876	51,453
Statutory Exempt (EO)	236,291	100,685	95,808	47,904	50%	95,808	0
Temp Help (Expert Examiners)	0		40,000	0	0%	0	40,000
Physical Fitness Incentive	5,200	2,730	0	1,105		5,200	(5,200)
Temp Help Reg (907)	144,012	76,271	199,000	110,616	56%	164,581	34,419
Temp Help (Exam Proctors)	0	0	45,447	0	0%	0	45,447
BL 12-03 Blanket	8,519			28,215		50,000	(50,000)
Board Member Per Diem (901, 920)	16,600	4,300	45,950	8,600	19%	17,000	28,950
Committee Members (911)	5,600	2,900	58,686	1,700	3%	4,200	54,486
Overtime	41,676	21,563	25,208	7,159	28%	40,000	(14,792)
Staff Benefits	1,520,752	744,188	1,872,338	821,411	44%	1,796,525	75,813
<b>TOTALS, PERSONNEL SVC</b>	<b>5,202,838</b>	<b>2,603,417</b>	<b>6,165,766</b>	<b>2,733,006</b>	<b>44%</b>	<b>5,905,190</b>	<b>260,576</b>
<b>OPERATING EXPENSE AND EQUIPMENT</b>							
General Expense	108,558	44,437	92,153	33,841	37%	94,000	(1,847)
Fingerprint Reports	24,890	8,869	25,777	6,816	26%	25,000	777
Minor Equipment	14,558	679	0	234		1,000	(1,000)
Printing	44,381	16,622	42,134	19,433	46%	46,000	(3,866)
Communication	60,733	21,805	33,020	19,811	60%	57,000	(23,980)
Postage	73,968	26,597	59,435	32,969	55%	110,000	(50,565)
Insurance	2,775	2,775	2,100	2,632	125%	2,775	(675)
Travel In State	103,511	39,811	108,976	48,884	45%	101,800	7,176
Travel, Out-of-State	209	209	0			0	0
Training	4,648	2,151	6,907	2,290	33%	5,000	1,907
Facilities Operations	399,772	351,848	360,656	403,091	112%	405,000	(44,344)
C & P Services - Interdept.	46,077	45,400	102,086	43,836	43%	47,000	55,086
C & P Services - External	194,668	200,886	752,146	273,123	36%	273,123	479,023
<b>DEPARTMENTAL SERVICES:</b>							
OIS Pro Rata	472,181	259,920	600,693	314,572	52%	600,693	0
Admin/Exec	600,857	323,036	665,105	326,954	49%	665,105	0
Interagency Services	0	0	881	0	0%	0	881
IA w/ OER	23,330	23,330	0			23,330	(23,330)
DOI-ProRata Internal	25,531	12,916	21,328	10,514	49%	21,328	0
Public Affairs Office	31,983	18,462	29,949	14,780	49%	29,949	0
C CED	41,860	22,182	28,785	14,110	49%	28,785	0
<b>INTERAGENCY SERVICES:</b>							
Consolidated Data Center	19,721	8,214	17,517	10,354	59%	25,000	(7,483)
DP Maintenance & Supply	10,450	3,751	11,118	8,778	79%	12,000	(882)
Central Admin Svc-ProRata	506,464	253,232	530,145	265,073	50%	530,145	0
<b>EXAMS EXPENSES:</b>							
Exam Supplies	0	0	43,589	0	0%	0	43,589
Exam Freight	0	0	166	0	0%	0	166
Exam Site Rental	0	0	196,586	0	0%	0	196,586
C/P Svcs-External Expert Administration	142,763	58,285	6,709	52,245	779%	141,126	(134,417)
C/P Svcs-External Expert Examiners	0	0	238,248	0	0%	0	238,248
C/P Svcs-External Subject Matter	1,259					0	0
<b>OTHER ITEMS OF EXPENSE:</b>	14,518	3,656	661	4,466	676%	8,700	(8,039)
Tort Pymts-Punitive	2,500	2,500					0
<b>ENFORCEMENT:</b>							
Attorney General	1,151,154	558,472	1,778,310	491,545	28%	1,400,000	378,310
Office Admin. Hearings	183,978	59,416	406,720	86,036	21%	258,000	148,720
Court Reporters	12,596	2,380		6,083		14,000	(14,000)
Evidence/Witness Fees	408,706	109,383	243,959	138,353	57%	433,500	(189,541)
DOI - Investigative			15,095	7,396	49%	15,095	0
Vehicle Operations	58,434	14,352	5,055	18,544	367%	60,000	(54,945)
Major Equipment	97,704	0	41,000	0	0%	50,000	(9,000)
<b>TOTALS, OE&amp;E</b>	<b>4,884,737</b>	<b>2,495,576</b>	<b>6,467,009</b>	<b>2,656,763</b>	<b>41%</b>	<b>5,484,454</b>	<b>982,555</b>
<b>TOTAL EXPENSE</b>	<b>10,087,575</b>	<b>5,098,993</b>	<b>12,632,775</b>	<b>5,389,769</b>	<b>85%</b>	<b>11,389,644</b>	<b>1,243,131</b>
Sched. Reimb. - Fingerprints	(22,393)	(8,526)	(53,000)	(5,879)	11%	(53,000)	0
Sched. Reimb. - Other	(11,550)	(3,595)	(214,000)	(5,750)	3%	(214,000)	0
Unsched. Reimb. - External/Private	(44,863)	(22,065)		(23,240)			0
Probation Monitoring Fee - Variable	(105,674)	(40,142)		(53,840)			0
Invest Cost Recover FTB Collection	(15,999)			(405)			0
Unsched. External/Other	(5,748)	(126,941)					0
Unsched. - Investigative Cost Recovery	(283,747)			(162,037)			0
<b>NET APPROPRIATION</b>	<b>9,597,602</b>	<b>4,897,724</b>	<b>12,365,775</b>	<b>5,138,619</b>	<b>42%</b>	<b>11,122,644</b>	<b>1,243,131</b>
<b>SURPLUS/(DEFICIT):</b>							<b>10.1%</b>

# 0741 - Dental Board of California

## Analysis of Fund Condition

Prepared 12/4/13

(Dollars in Thousands)

	Actual 2012-13	CY 2013-14	Governor's Budget BY 2014-15
<b>BEGINNING BALANCE</b>	\$ 6,180	\$ 4,772	\$ 3,457
Prior Year Adjustment	\$ 133	\$ -	\$ -
Adjusted Beginning Balance	\$ 6,313	\$ 4,772	\$ 3,457
<b>REVENUES AND TRANSFERS</b>			
Revenues:			
125600 Other regulatory fees	\$ 106	\$ 72	\$ 86
125700 Other regulatory licenses and permits	\$ 744	\$ 745	\$ 846
125800 Renewal fees	\$ 7,183	\$ 7,226	\$ 8,723
125900 Delinquent fees	\$ 63	\$ 64	\$ 66
131700 Misc. Revenue from Local Agencies	\$ -	\$ -	\$ -
141200 Sales of documents	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ -	\$ -	\$ -
150300 Income from surplus money investments	\$ 17	\$ 1	\$ 3
150500 Interest Income From Interfund Loans	\$ -	\$ -	\$ -
160400 Sale of fixed assets	\$ 3	\$ 3	\$ 3
161000 Escheat of unclaimed checks and warrants	\$ 3	\$ 3	\$ 3
161400 Miscellaneous revenues	\$ 2	\$ 2	\$ 2
164300 Penalty Assessments	\$ -	\$ -	\$ -
Totals, Revenues	\$ 8,121	\$ 8,116	\$ 9,732
Transfers from Other Funds			
F00001 Repayment Per Item 1250-011-0741, Budget Act of 2003	\$ -	\$ 2,700	\$ -
Totals, Revenues and Transfers	\$ 8,121	\$ 10,816	\$ 9,732
Totals, Resources	\$ 14,434	\$ 15,588	\$ 13,189
<b>EXPENDITURES</b>			
Disbursements:			
0840 State Controller (State Operations)	\$ 7	\$ 1	\$ -
8880 Financial Information System of California (State Operations)	\$ 57	\$ 53	\$ 10
1110 Program Expenditures (State Operations)	\$ 9,598	\$ 12,077	\$ 12,444
Total Disbursements	\$ 9,662	\$ 12,131	\$ 12,454
<b>FUND BALANCE</b>			
Reserve for economic uncertainties	\$ 4,772	\$ 3,457	\$ 735
<b>Months in Reserve</b>	4.7	3.3	0.7

NOTES:

- A. ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED IN BY+1 AND ON-GOING.
- B. ASSUMES APPROPRIATION GROWTH OF 2% PER YEAR BEGINNING IN BY+1
- C. ASSUMES INTEREST RATE AT 0.3%.

**DENTAL ASSISTING PROGRAM - FUND 3142  
BUDGET REPORT  
FY 2013-14 EXPENDITURE PROJECTION**

December 31, 2013

OBJECT DESCRIPTION	FY 2012-13		FY 2013-14				
	ACTUAL	PRIOR YEAR	BUDGET	CURRENT YEAR	PERCENT	PROJECTIONS	UNENCUMBERED
	EXPENDITURES	EXPENDITURES	STONE	EXPENDITURES			
(MONTH 13)	12/31/2012	2013-14	12/31/2013	SPENT	TO YEAR END	BALANCE	
<b>PERSONNEL SERVICES</b>							
Salary & Wages (Staff)	297,101	142,938	372,469	157,948	42%	369,487	2,982
Statutory Exempt (EO)			0			0	0
Temp Help (Expert Examiners)			0				0
Temp Help (Consultants)			158		0%		158
Physical Fitness Incentive	0	0				0	0
Temp Help Reg (907)							0
Temp Help (Exam Proctors)			0			0	0
Board Member Per Diem (901, 920)	4,000	2,200	0	1,700		4,000	(4,000)
Overtime	26,735	17,174	0	10,663		28,000	(28,000)
Staff Benefits	202,510	96,065	214,885	108,016	50%	252,681	(37,796)
<b>TOTALS, PERSONNEL SVC</b>	<b>530,346</b>	<b>258,377</b>	<b>587,512</b>	<b>278,327</b>	<b>47%</b>	<b>654,168</b>	<b>(66,656)</b>
<b>OPERATING EXPENSE AND EQUIPMENT</b>							
General Expense	7,461	3,279	33,053	3,094	9%	8,000	25,053
Fingerprint Reports	20	0	7,780	0	0%	0	7,780
Minor Equipment			5,000	0	0%	0	5,000
Printing	17,776	2,903	19,001	1,307	7%	8,000	11,001
Communication	32	13	9,500	11	0%	50	9,450
Postage	22,412	10,980	35,991	11,703	33%	24,000	11,991
Insurance						0	0
Travel In State	62,524	33,754	56,300	31,075	55%	58,000	(1,700)
Training	695	0	4,119	0	0%	500	3,619
Facilities Operations	38,470	31,631	63,950	66,525	104%	66,525	(2,575)
C & P Services - Interdept.	0	0	288,439	0	0%	0	288,439
C & P Services - External	2,829	14,825	532	23,000	4323%	23,000	(22,468)
<b>DEPARTMENTAL SERVICES:</b>							
OIS ProRata	176,035	104,390	247,452	136,144	55%	247,452	0
Admin/Exec	53,942	39,446	93,449	45,916	49%	93,449	0
Interagency Services	0	0	72,554	0	0%	100,000	(27,446)
IA w/ OER	37,208	37,208	0	25,984		25,984	(25,984)
DOI-ProRata Internal	3,105	1,576	2,977	1,468	49%	2,977	0
Public Affairs Office	3,849	2,230	4,188	2,066	49%	4,188	0
CCED	4,541	2,698	3,591	1,758	49%	3,591	0
<b>INTERAGENCY SERVICES:</b>							
Consolidated Data Center	0	0	1,576	0	0%	0	1,576
DP Maintenance & Supply	0	0	1,369	0	0%	0	1,369
Statewide ProRata	69,192	34,596	67,323	33,662	50%	67,323	0
<b>EXAMS EXPENSES:</b>							
Exam Supplies	14,779	6,566	3,946	6,880	174%	15,000	(11,054)
Exam Site Rental - State Owned	48,465	17,210		22,265		47,200	(47,200)
Exam Site Rental - Non State Owned	41,290	20,010	69,939	7,500	11%	30,000	39,939
C/P Svcs-External Expert Administration	24,710	3,226	30,877	23,545	76%	30,000	877
C/P Svcs-External Expert Examiners	0	0	47,476	0	0%	0	47,476
C/P Svcs-External Expert Examiners	13,506					0	0
C/P Svcs-External Subject Matter	90,179	74,946		70,438		90,000	(90,000)
<b>OTHER ITEMS OF EXPENSE:</b>							
	0	0	285	0	0%	0	285
<b>ENFORCEMENT:</b>							
Attorney General	170,945	120,988	67,536	98,960	147%	168,000	(100,464)
Office Admin. Hearings	0	0	2,740		0%	0	2,740
Evidence/Witness Fees	26,941	888	87		0%	0	87
<b>TOTALS, OE&amp;E</b>	<b>930,906</b>	<b>563,363</b>	<b>1,241,030</b>	<b>613,301</b>	<b>49%</b>	<b>1,113,239</b>	<b>127,791</b>
<b>TOTAL EXPENSE</b>	<b>1,461,252</b>	<b>821,740</b>	<b>1,828,542</b>	<b>891,628</b>	<b>97%</b>	<b>1,767,407</b>	<b>61,135</b>
Sched. Reimb. - Fingerprints	(2,303)	(980)	(13,000)	(588)	5%	(2,000)	(11,000)
Sched. Reimb. - Other	(705)	(705)	(3,000)	(235)	8%	(700)	(2,300)
<b>NET APPROPRIATION</b>	<b>1,458,244</b>	<b>820,055</b>	<b>1,812,542</b>	<b>890,805</b>	<b>49%</b>	<b>1,764,707</b>	<b>47,835</b>
<b>SURPLUS/(DEFICIT):</b>							<b>2.6%</b>

# 3142 - Dental Assisting Program Analysis of Fund Condition

Prepared 12/12/13

(Dollars in Thousands)

	Actual 2012-13	CY 2013-14	Governor's Budget BY 2014-15
<b>BEGINNING BALANCE</b>	\$ 2,445	\$ 2,724	\$ 2,620
Prior Year Adjustment	\$ -11	\$ -	\$ -
Adjusted Beginning Balance	<u>\$ 2,434</u>	<u>\$ 2,724</u>	<u>\$ 2,620</u>
 <b>REVENUES AND TRANSFERS</b>			
Revenues:			
125600 Other regulatory fees	\$ 15	\$ 15	\$ 16
125700 Other regulatory licenses and permits	\$ 417	\$ 394	\$ 397
125800 Renewal fees	\$ 1,245	\$ 1,228	\$ 1,244
125900 Delinquent fees	\$ 68	\$ 67	\$ 66
141200 Sales of documents	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ -	\$ -	\$ -
150300 Income from surplus money investments	\$ 8	\$ 8	\$ 7
160400 Sale of fixed assets	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants	\$ -	\$ 1	\$ 1
161400 Miscellaneous revenues	\$ 5	\$ 4	\$ 4
164300 Penalty Assessments	\$ -	\$ -	\$ -
Totals, Revenues	<u>\$ 1,758</u>	<u>\$ 1,717</u>	<u>\$ 1,735</u>
Totals, Revenues and Transfers	<u>\$ 1,758</u>	<u>\$ 1,717</u>	<u>\$ 1,735</u>
Totals, Resources	<u>\$ 4,192</u>	<u>\$ 4,441</u>	<u>\$ 4,355</u>
 <b>EXPENDITURES</b>			
Disbursements:			
0840 State Controller (State Operations)	\$ 2	\$ -	\$ -
8880 Financial Information System for CA (State Operations)	\$ 8	\$ 8	\$ 2
1110 Program Expenditures (State Operations)	\$ 1,458	\$ 1,813	\$ 1,885
Total Disbursements	<u>\$ 1,468</u>	<u>\$ 1,821</u>	<u>\$ 1,887</u>
 <b>FUND BALANCE</b>			
Reserve for economic uncertainties	<u>\$ 2,724</u>	<u>\$ 2,620</u>	<u>\$ 2,468</u>
 <b>Months in Reserve</b>	18.0	16.7	15.4

NOTES:

- A. ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED IN BY+1 AND ONGOING.
- B. ASSUMES APPROPRIATION GROWTH OF 2% PER YEAR BEGINNING IN BY+1.
- C. ASSUMES INTEREST RATE AT 0.3%.



## MEMORANDUM

<b>DATE</b>	February 13, 2014
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item 15:</b> Update from the Department of Consumer Affairs' Executive Office

A representative from the Department of Consumer Affairs Executive Office will provide a verbal report.



## MEMORANDUM

<b>DATE</b>	February 13, 2014
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item 16:</b> Update from the Dental Hygiene Committee of California

A representative from the Dental Hygiene Committee of California will provide a verbal report.



## MEMORANDUM

<b>DATE</b>	February 13, 2014
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item 17:</b> Presentation by Representative from the California Dental Association (CDA) Regarding "Give Kids a Smile"

February is National Children's Dental Health Month, and many local dental societies including the California Dental Society (CDA) and the American Dental Association (ADA) have events planned for Give Kids a Smile — an annual volunteer initiative to provide free dental screenings, treatment and education to underserved children.

Approximately 1,500 events are planned nationwide.

The annual campaign has established itself in providing education and oral health care to nearly half a million underserved children each year.

Gayle Mathe, Director of Policy Development for the California Dental Association (CDA) will provide a presentation.



## MEMORANDUM

<b>DATE</b>	February 14, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Dawn Dill, Manager, Licensing and Examination Unit Dental Board of California
<b>SUBJECT</b>	<b>Agenda Item 18:</b> Staff Presentation Regarding Pathways to Licensure for Dentists and Dental Assistants

### Background

Due to the increasing number of pathways to licensure for dentists and dental assistants, staff has prepared the following information including a summary of how and when the pathway came to exist. Also included are the requirements for licensure for each pathway and information about the renewal of the license.

### **Dentists (DDS)**

#### Licensure by Credential

Assembly Bill (AB) 1428 created Business and Professions Code (BCP) Section 1635.5. Grant of license to out-of-state dentist without examination; Requirements; Clinical practice in 2001 and became operative on July 1, 2002. This section was amended in 2004 by Senate Bill (SB) 928 and 2006 by SB 299, effective January 30, 2006.

#### Requirements:

- Must have a current, unrestricted license to practice dentistry in a U.S. State or territory.
- 5,000 hours of clinical practice in the last 5-7 years.  
Credit of two years will be given to applicants who complete a residency program approved by the Commission on Dental Accreditation.  
Applicants not meeting the 5,000 hour requirement may enter into a two year contract with an approved dental school or community/public clinic working full time.
- National Practitioner Data Bank (NPDB) review.

- Not required to graduate from a dental school approved by the Commission on Dental Accreditation (CODA).
- Fingerprint clearance from the Department of Justice(DOJ) and Federal Bureau of Investigations (FBI).
- Information that the applicant has not failed the WREB examination in the last 5 years.
- Completion of 50 hours of continuing education including mandatory courses.

#### Licensure by Residency

SB683 created BCP 1634.1. Requirements for license and 1634.2. Advanced education program; Clinical residency program; Review and became operative on January 1, 2007. 1634.2 was amended by SB821 in 2009.

#### Requirements:

- Must complete a one year general practice residency (GPR) or advanced education in general residency program (AEGD) approved by CODA.
- Must pass the California Law and Ethics written examination.
- Must pass the National Board Dental Examination Part I and II.
- Must have graduated from a dental school approved by the Board or accredited by CODA.
- Fingerprint clearance from the DOJ and FBI
- Information that the applicant has not failed the WREB examination in the last 5 years.

#### Licensure by WREB

SB 1865 amended BCP 1632. Required examinations; Written; Law and ethics; Taking examination before graduations and created BCP 1632.5. Review of Western Regional Examining Board examination; Report on comparative pass rates became effective on September 21, 2004. BCP 1632 was amended by SB683 in 2006.

#### Requirements:

- Must pass the WREB clinical examination on or after January 1, 2005.
- Must pass the California Law and Ethics written examination.
- Must pass the National Board Dental Examination Part I and II.
- Must have graduated from a dental school approved by the Board or CODA.
- Fingerprint clearance from the DOJ and FBI

#### Licensure by Portfolio Examination

AB1524 amended BCP 1632. Required examination; Written; Law and ethics; Portfolio or clinical; Taking examination before graduation, created BCP1632.1. Portfolio examination; Audit; Approval of portfolio examination competencies and minimum number of clinical experiences for graduation and BCP1632.6. (Inoperative December 1, 2020) Review of portfolio examination; Certification or determination to be submitted to Legislature with an effective date of January 1, 2011.

## Requirements:

- Portfolio Competency examination completed with patients of record during final year of dental school.
- Must complete the California Law and Ethics written examination.
- Must complete the National Board Dental Examination.
- Must have graduated from a California dental school accredited by the CODA who has chosen to participate in the portfolio examination pathway.
- Fingerprint clearance from the DOJ and FBI.

License renewal requirements are the same for each of the pathways. The dental license expires at the end of the birth month in an even or odd year, depending on when the licensee was born. The licensee must complete 50 hours of continuing education during the two year renewal period and must include a course in basic life support, 2 hours of infection control and 2 hours of dental practice act.

### **Registered Dental Assistant (RDA)**

This license type was created by legislation in 1974. The statute has been amended multiple times. The most dramatic amendment occurred with AB2637 effective January 1, 2009 and operative July 1, 2009. BCP1752.1. Licensing as registered dental assistant; Education and examination requirements; Obtaining permit as orthodontic assistant or dental sedation assistant. Prior to July 1, 2009 the licensing responsibility for RDA's was the Committee on Dental Auxiliaries (COMDA). SB853 moved the licensing responsibility of dental assistants to the Board, created the Dental Hygiene Committee of California and eliminated COMDA.

## Requirements:

- Complete a board approved educational program of at least 800 hours or at least 15 months of paid work experience as a dental assistant.
- Complete a board approved course in Radiation Safety.
- Complete a board approved course in Coronal Polish.
- Complete a board approved course in Infection Control (8 hours)
- Complete a board approved course in Dental Practice Act
- Complete a board approved course in basic life support (American Red Cross or American Heart Association).
- Pass the RDA Written Examination.
- Pass the RDA Law and Ethics Examination.
- Pass the RDA Practical Examination.

### **Registered Dental Assistant in Extended Functions (RDAEF)**

The license type was created by legislation in 1974. The statute has been amended multiple times. The first RDAEF license was issued in June 1986. AB2637 amended the section number and title 1753. Licensing for registered dental assistant in extended functions with an effective date of January 1, 2010. This amendment also created a

pathway for existing RDAEF's licensed prior to January 1, 2010 to enhance their existing license to perform additional duties.

Requirements (licensed on or after January 1, 2010):

- Current RDA license or complete the RDA licensure requirements.
- Complete a board approved course in Pit and Fissure Sealants.
- Complete a board approved educational program in extended functions of at least 410 hours.
- Pass the RDAEF Clinical and Practical examination.
- Pass the RDAEF Written examination.

Requirements (licensed before January 1, 2010):

- Current RDAEF license.
- Complete a board approved educational program in extended functions. of at least 318 hours.
- Pass the RDAEF Practical examination.

### **Orthodontic Assistant Permit (OA)**

This permit was created by AB2637 effective January 1, 2009 and operative January 1, 2010.

Requirements:

- Complete at least 12 months of work experience as a dental assistant or current RDA or RDAEF license.
- Complete a board approved course in Dental Practice Act.
- Complete a board approved course in Infection Control.
- Complete a board approved course in basic life support (American Red Cross or American Heart Association).
- Complete a board approved orthodontic assistant course of at least 84 hours for dental assistants who must have at least 6 months of work experience prior to beginning the course or 55 hours for RDA or RDAEF licensees.
- Pass the OA Written examination.

### **Dental Sedation Assistant Permit (DSA)**

This permit was created by AB2637 effective January 1, 2009 and operative January 1, 2010.

Requirements:

- Complete at least 12 months of work experience as a dental assistant or current RDA or RDAEF license.
- Complete a board approved course in Dental Practice Act.
- Complete a board approved course in Infection Control.

- Complete a board approved course in basic life support (American Red Cross or American Heart Association).
- Complete a board approved dental sedation assistant course of at least 110 hours. Dental assistants must have at least 6 months of work experience prior to beginning the course.
- Pass the DSA Written examination.

License renewal requirements are the same for each of the pathways. The dental assisting license or permit expires at the end of the birth month in an even or odd year, depending on when the licensee was born. The licensee must complete 25 hours of continuing education during the two year renewal period and must include a course in basic life support, 2 hours of infection control and 2 hours of dental practice act. RDA's are required to complete a course in Pit and Fissure Sealants by their second renewal if it was not issued at the time of licensure.



## MEMORANDUM

<b>DATE</b>	February 13, 2014
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item 19:</b> Discussion and Possible Action Regarding Adoption of the Revisions to the Board Member Administrative Procedure Manual

The Board Member Administrative Procedure Manual is designed for Board members as a reference of the Department of Consumer Affairs (DCA) and Board policies, the intent of which is to guide the actions of the Board members and ensure the Board functions effectively and efficiently.

The manual was last adopted by the Board in January 2006.

A draft of this document was distributed to Board Members in November for review and comment. Staff revised the draft to include those comments as well as staff recommendations.

Action: Staff recommends adoption of the revised manual.



# Dental Board of California

## Board Member Administrative Policy and Procedure Manual

Adopted by the Board  
1/27/2006  
2/28/2014

Dental Board of California  
2005 Evergreen Street, Ste 1550  
1432 Howe Avenue, Suite 85  
Sacramento, CA 95825-3241 95815-3831  
[www.dbc.ca.gov](http://www.dbc.ca.gov)

## **Table of Contents**

<u>Chapter 1. Introduction</u>	
Overview .....	3
Definitions.....	3
General Rules of Conduct .....	4
<u>Chapter 2. Board Meeting Procedures</u>	
Frequency of Meetings .....	5
Board Member Attendance at Board Meetings.....	5
Board Meetings .....	5
Communications.....	5
Committees .....	5
Dental Assisting Council.....	6
Public Participation .....	6
Quorum .....	6
Agenda Items .....	6
Board Procedures/Operations .....	6
Notice of Meetings.....	7
Notice of Meetings to be Posted on Internet.....	7
Record of Meetings .....	7
Tape Recording.....	7
Meeting Rules.....	87
Electronic Devices .....	8
<u>Chapter 3. Travel and Salary Policies and Procedures</u>	
Travel Approval .....	9
Travel Arrangements .....	9
Out-of-State Travel.....	9
Travel Claims.....	9
Per Diem Salary (BPC).....	9
Per Diem Salary (Board Policy).....	10
<u>Chapter 4. Selection of Officers and Committees</u>	
Officers of the Board.....	11
Election of Officers .....	11
Officer Vacancies .....	11
Committee /Liaisons Appointments .....	11
Attendance at Committee Meetings.....	11
Roles and Responsibilities of Board Officers etc.....	11
Creation of Task Forces .....	123
<u>Chapter 5. Board Administration and Staff</u>	
Board Administration .....	134
Board Budget.....	134
Strategic Planning .....	134

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

Legislation .....	134
Communications with Other Organizations and Individuals .....	14
Media Inquiries .....	14
Service of Lawsuits.....	15
Executive Officer Evaluation .....	145
Board Staff.....	146
Business Cards .....	146

**Chapter 6. Other Policies and Procedures**

Mandatory Training.....	167
Ethics Orientation .....	167
Conflict of Interest.....	167
Sexual Harrassment Prevention .....	167
Board Member Orientation.....	18
Board Member Disciplinary Actions.....	178
Removal of Board Members .....	178
Resignation of Board Members .....	189
Conflict of Interest.....	189
Contact with Candidates.....	189
Gifts from Candidates.....	189
Request for Records Access .....	189
<i>Ex Parte</i> Communications .....	189
Board Officers/Committee Chairs Roles and Responsibilities .....	19

## **CHAPTER 1. INTRODUCTION**

### Overview

The Dental Board of California (DBC) was created by the California Legislature in 1885. Today the DBC is one of the boards, bureaus, commissions, and committees within the Department of Consumer Affairs (DCA), ~~State and Consumer Services Agency Business, Consumer Services, and Housing Agency~~ under the aegis of the Governor. DBC's highest priority is protection of the public while exercising its licensing, regulatory, and disciplinary functions. If protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. ~~While the DCA provides administrative oversight and support services, DBC has policy autonomy and sets its own policies, procedures, and initiates its own regulations.~~

The DBC is presently comprised of ~~44~~ 15 members. The composition of the Board is defined in Business and Professions Code Sections 1601 and 1603 as follows: ~~of the and includes~~ eight dentists appointed by the Governor, one of whom must be a member of a faculty of any California dental college and one shall be a dentist practicing in a nonprofit community clinic; ~~four~~ five public members, ~~two~~ three appointed by the Governor, one by the Speaker of the Assembly and one by the Senate Rules Committee; one licensed dental hygienist appointed by the Governor; and one licensed dental assistant appointed by the Governor. Board members may serve up to two four-year terms. Board members ~~fill non-salaried positions~~ serve without a salary, but are ~~paid~~ compensated \$100 per day for each meeting day and are reimbursed for travel expenses (B&P Code § ~~1615~~ 103).

This policy and procedure manual is provided to Board members as a ready reference ~~of~~ for important laws, regulations, DCA policies, and Board policies ~~in order to help~~ guide the actions of the Board members and ensure Board effectiveness and efficiency.

### Definitions:

<b>BPC</b>	Business and Professions Code
<b>CCR</b>	California Code of Regulation
<b>CLEAR</b>	Council on Licensure Enforcement and Regulations
<b>DCA</b>	Department of Consumer Affairs
<b>EO</b>	Executive Officer
<b>SAM</b>	State Administrative Manual
<b>President</b>	Where the term "President" is used in this manual, it will be assumed to include "his or her designee"

**~~Board Member Administrative Procedure Manual~~**  
**~~Dental Board of California~~ DBC Policy and Procedure Manual**

---

General Rules of Conduct:

Board members shall not speak or act for the Board without proper authorization.

Board members shall maintain the confidentiality of confidential documents and information.

Board members shall commit the time necessary to prepare for Board responsibilities.

Each Board member shall recognize the equal role and responsibilities of all Board members.

Board members shall act fairly, be nonpartisan, impartial and unbiased in their role of protecting the public.

Board members shall treat all applicants and licensees in a fair and impartial manner.

Board members' actions shall serve to uphold the principle that the Board's primary mission is to protect the public.

Board members shall not use their positions on the Board for personal, familial or financial gain.

## **CHAPTER 2. BOARD MEETING PROCEDURES**

### Frequency of Meetings

~~(B & P Code Section 1607)~~ Board Policy BPC Section 101.7)

~~The board shall meet regularly at such times and places as the board may designate, for the purpose of transacting its business.~~

Boards shall meet at least three times each calendar year. Boards shall meet at least once each calendar year in Northern California and once each calendar year in southern California in order to facilitate participation by the public and its licensees. (B&P Code Section 101.7)

Special meetings may be held at such times as the board may elect or on the call of the president of the board, or of not less than four members thereof. (BPC Section 1608)

Due Notice of each meeting and the time and place thereof shall be given in accordance with the Bagley-Keene Open Meeting Act (Gov. Code § 11120 et seq).

### Board Member Attendance at Board Meetings

*(Board Policy)*

Board members shall attend each meeting of the Board. If a member is unable to attend, he or she must contact the Board President or the Executive Officer and request to be excused from the meeting.

### Board Meetings

*(Government Code Section 11120 et seq.)*

Meetings are subject to all provisions of the Bagley-Keene Open Meeting Act. This act governs meetings of the state regulatory boards and meetings of committees of those boards where the committee consists of more than two members. It specifies meeting notice and agenda requirements and prohibits discussing or taking action on matters not included in the agenda.

### Communications

*(Bagley-Keene Open Meeting Act – 2013)*

A majority of the members of a state body shall not, outside of a meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the state body.

### Committees

*(Board Policy, BPC 1601.1)*

~~The Examination and Enforcement Committees are standing committees that meet on the first day of the board meeting to consider issues and make recommendations to the full Board. Executive Committee meetings, ad hoc, or~~

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

~~task force committee meetings, regulatory, or informational hearings may be at the call of the Board President as deemed necessary.~~

The Board shall be organized into standing committees pertaining to examinations, enforcement, and other subjects the Board deems appropriate.

Committees meet when they have issues to be considered in order to make recommendations to the full Board.

Dental Assisting Council  
*(BPC Section 1742)*

The Dental Assisting Council (Council) will consider all matters relating to dental assistants in California and will make appropriate recommendations to the Board and the standing Committees of the Board. The members of the Council shall include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

Public Participation  
*(Board Policy)*

Public participation is encouraged throughout the public portion of the meetings. The chairs of the respective committees, as well as the Board President, acknowledge comments from the audience during general discussion of agenda items. In addition, each Board agenda includes public comment as a standing item of the agenda. This standing agenda item allows the public to request issues items to be placed on future agendas ~~or to discuss any issue of concern to them.~~

If the agenda contains matters that are appropriate for closed session, the agenda shall cite the particular statutory section and subdivision authorizing the closed session.

Quorum  
*(BPC Section 1610)*

~~Eight of the members of the Board constitute a quorum of the Board for the transaction of business at any meeting. The concurrence of a majority of those members of the Board present and voting at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the Board.~~

Agenda Items  
*(Board Policy)*

Board meetings generally involve:

- ~~▪ Changes in general policy and statutes~~
- Board policy
- Legislation that may be relevant to the practice of dentistry

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

---

- Content and administration of examinations
- Adoption or deletion of regulations
- Approval of fee schedules
- Appeals of Board actions
- ~~Changes to procedural and operational activities~~

Board procedures

Operations

- Enforcement issues such as, acceptance/denial of Administrative Law Judge decisions, stipulations and advancement of cases to the Office of Administrative Hearings
- ~~Committee member approval~~ meetings
- Acceptance or ~~denial~~ rejection of committee recommendations

Any Board member may submit, for consideration, items for a Board meeting agenda to the Board President and Executive Officer 30 days prior to the meeting. The Board President and Executive Officer, in consultation with legal counsel, will review and approve items submitted for consideration.

Notice of Meetings

*(Government Code Section 11120 et seq.)*

According to the Open Meeting Act, meeting notices must include the agenda and shall be sent to persons on the Board's mailing list at least 10 calendar days in advance. The notice shall include a staff person's name, work address and work telephone number who can provide further information prior to the meeting.

Notice of Meetings to be posted on the Internet

*(Government Code Section 11125)*

Notice and the agenda shall also be made available on the Internet at least 10 days in advance of the meeting, and shall include the name, address, and telephone number of any person who can provide further information prior to the meeting, but need not include a list of witnesses expected to appear at the meeting. The written notice shall additionally include the address of the Internet site where notices are available.

Record of Meetings

*(Board Policy)*

The minutes are a summary, not a transcript, of each Board meeting. They shall be prepared by Board staff and submitted for review by the Board members at the next Board meeting. Board minutes shall be approved at the next scheduled meeting of the Board. When approved, the minutes shall serve as the official record of the meeting.

Board meetings are webcast in real time when webcasting resources are available. Archived copies of the webcast are available on the Board's website approximately 30 days after the meeting is held.

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

---

Tape Recording  
*(Board Policy)*

The open Public meetings are tape-recorded for staff purposes. ~~Tape recordings~~ may be ~~disposed of~~ erased upon Board approval of the minutes or 30 days after the recording. ~~Tapes~~ CD copies are available, upon request, for Board members not able to attend a meeting.

Meeting Rules  
*(16 CCR § 1002)*

~~The Board uses~~ Board meetings are conducted following Robert's Rules of Order, to the extent that it does not conflict with state law (e.g., Bagley-Keene Open Meeting Act), as a guide when conducting the meetings.

Use of Electronic Devices During Meetings  
*(Bagley-Keene)*

Board members should not text or email one another during a meeting on any matter within the Board's jurisdiction. Using electronic devices to communicate secretly in such a manner would violate the Open Meeting Act. Where laptop computers or tablets are used by the Board members at the meeting because the Board provides materials electronically, the Board President shall make an announcement at the beginning of the meeting as to the reason for the use of laptop computers or tablets.

## **CHAPTER 3. TRAVEL AND SALARY POLICIES AND PROCEDURES**

### Travel Approval

*(DCA Memorandum 96-01)*

Board members shall have Board President approval for all travel except for regularly scheduled Board and committee meetings to which the Board member is assigned.

### Travel Arrangements

*(Board Policy)*

Board members are encouraged to coordinate with the Executive Assistant on travel arrangements and lodging accommodations.

### Out-of-State Travel

*(SAM Section 700 et seq.)*

For out-of-state travel, Board members will be reimbursed for actual lodging expenses, supported by vouchers, and will be reimbursed for meal and supplemental expenses. Out-of-state travel for all persons representing the State of California is controlled and must be approved by the Governor's Office.

### Travel Claims

*(SAM Section 700 et seq. and DCA Memorandum 96-01)*

Rules governing reimbursement of travel expenses for Board members are the same as for management-level state staff. All expenses shall be claimed on the appropriate travel expense claim forms. The Executive Assistant maintains these forms and completes them as needed. It is advisable for Board members to submit their travel expense forms immediately after returning from a trip and not later than two weeks following the trip.

In order for the expenses to be reimbursed, Board members shall follow the procedures contained in DCA Departmental Memoranda which are periodically disseminated by the Director and are provided to Board members.

### Per Diem Salary

*(BPC Section 103)*

BPC Section 103 regulates compensation in the form of per diem salary and reimbursement of travel and other related expenses for Board members. This section provides for the payment of per diem salary for Board members "for each day actually spent in the discharge of official duties," and provides that the Board member "shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties."

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

---

Per Diem Salary  
*(Board Policy)*

The following general guidelines shall apply to the payment of per diem salary, or reimbursement for travel:

1. No per diem salary or reimbursement for travel-related expenses shall be paid to Board members except for attendance at official Board or committee meetings. Attendance at gatherings, events, hearings, conferences or meetings other than official Board or committee meetings shall be approved in advance by the Board President. The Executive Officer shall be notified of the event and approval shall be obtained from the Board President prior to Board member's attendance.
2. The term "day actually spent in the discharge of official duties" shall mean such time as is expended from the commencement of a Board meeting or committee meeting to the conclusion of that meeting.

Where it is necessary for a Board member to leave early from a meeting, the Board President shall determine if the member has provided a substantial service during the meeting and, if so, shall authorize payment of salary per diem and reimbursement for travel-related expenses.

For Board-specified work, Board members will be compensated for actual time spent performing work authorized by the Board President. That work includes, but is not limited to, authorized attendance at other gatherings, events, meetings, hearings, or conferences, and committee work. That work does not include preparation time for Board or committee meetings. Board members cannot claim per diem salary for time spent traveling to and from a Board or committee meeting.

## **CHAPTER 4. SELECTION OF OFFICERS AND COMMITTEE/LIAISON APPOINTMENTS**

### Officers of the Board (BPC Section 1606)

The Board shall elect from its members a President, a Vice President, and a Secretary.

### Election of Officers (Board Policy)

It is board policy to elect officers at the final meeting of the calendar year for service during the next calendar year, unless otherwise decided by the board. The newly elected officers shall assume the duties of their respective offices on January 1<sup>st</sup> of the new year.

### Officer Vacancies (Board Policy)

If an office becomes vacant during the year, an election shall be held at the next meeting. If the office of the President becomes vacant, the Vice President shall assume the office of the President. Elected officers shall then serve the remainder of the term.

### Committee/Liaison Appointments (Board Policy)

The President shall establish committees, whether standing or special, as he or she deems necessary. The composition of the committees and the appointment of the members shall be determined by the Board President in consultation with the Vice President, Secretary and the Executive Officer. When committees include the appointment of non-Board members, all impacted affected parties should be considered. The Board President shall strive to appoint board members to a minimum of one standing committee.

### Attendance at Committee Meetings (Board Policy)

If a Board member wishes to attend a meeting of a committee of which he or she is not a member, that Board member cannot participate or vote during the committee meeting, and must not sit on the Dais.

### Roles and Responsibilities of Board Officers/Committee Chairs/Liaisons (Board Policy)

### **President**

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

---

- Acts as spokesperson for the Dental Board (attends legislative hearings and testifies on behalf of the Board, attends meetings with stakeholders and Legislators on behalf of Board, talks to the media on behalf of the Board, and signs letters on behalf of the Board).
- Meets and/or communicates with the Executive Officer (EO) on a regular basis.
- Provides oversight to the Executive Officer in performance of the EO duties.
- Approves leave requests, verifies accuracy and approves timesheets, approves travel and signs travel expense claims for the EO.
- Coordinates the EO annual evaluation process including contacting DCA Office of Human Resources to obtain a copy of the Executive Officer Performance Evaluation Form, distributes the evaluation form to members, and collates the ratings and comments for discussion.
- Authors a president's message for every quarterly board meeting and published newsletters.
- Approves Board Meeting agendas.
- Chairs and facilitates Board Meetings.
- Chairs the Executive Committee.
- Signs specified full board enforcement approval orders.
- Establishes Committees and appoints Chairs and members.
- Establishes 2-Person subcommittees and /or task forces to research policy questions when necessary.
- Attends Dental Hygiene Committee of California meetings

**Vice President**

- Is the Back-up for the duties above in the President's absence.
- Is a member of Executive Committee.
- Coordinates the revision of the Board's Strategic Plan.

**Secretary**

- Calls the roll at each Board meeting and reports that a quorum has been established.
- Is a member of Executive Committee.

**Committee Chair**

- Reviews agenda items with EO and Board President prior to Committee meetings.
- Approves the Committee agendas.
- Chairs and facilitates Committee meetings.
- Reports the activities of the Committee to the full Board.

**Liaisons**

- Members acting as liaisons to Committees are responsible for keeping the Board informed regarding emerging issues and recommendations made at the Committee level.

Creation of Task Forces  
(Board Policy)

It is the policy of the Board that:

- 1) task forces will be appointed sparingly as the exception rather than the rule and only when the Board finds it cannot address a specific and well defined issue through the existing committee structure;
- 2) task force members may be appointed by the Board President ~~or a committee chair~~ but must be approved by the full Board;
- 3) the charge given to the task force will be clear, specific, in writing and presented to the Board at the time of appointment;
- 4) task forces, of three or more members, appointed by the Board are subject to the same open meeting laws as the Board (as required by Government Code Section 11121);
- 5) all task forces shall give staff at least 20 days advance notice of the time, place and general agenda for any task force meeting;
- 6) task forces will meet and report regularly and provide the Board with minutes after every meeting;
- 7) no task force recommendation will be the basis for Board action in the absence of a formal written report from the task force to the Board.

## **CHAPTER 5. BOARD ADMINISTRATION AND STAFF**

### Board Administration

*(DCA Reference Manual)*

Board members should be concerned primarily with formulating decisions on Board policies rather than decisions concerning the means for carrying out a specific course of action. It is inappropriate for Board members to become involved in the details of program delivery. Strategies for the day-to-day management of programs and staff shall be the responsibility of the Executive Officer.

### Board Budget

*(Board Policy)*

The Executive Officer shall serve as the Board's budget liaison with staff and shall assist staff in the monitoring and reporting of the budget to the Board. The Executive Officer or the Executive Officer's designee will attend and testify at legislative budget hearings and shall communicate all budget issues to the Administration and Legislature.

### Strategic Planning

*(Board Policy)*

The Executive Committee shall have overall responsibility for the Board's Strategic Planning Process. The Vice President shall serve as the Board's strategic planning liaison with staff and shall assist staff in the monitoring and reporting of the strategic plan to the Board. The Board will conduct ~~an annual~~ periodic strategic planning sessions and may utilize a facilitator to conduct the strategic planning process.

### Legislation

*(Board Policy)*

When time constraints preclude Board action, the Board delegates the authority to the Executive Officer and the Chair of the Legislative Committee to take action on legislation that would change the Dental Board of California's Dental Practice Act, or which impacts a previously established Board policy or affects the public's health, safety or welfare. Prior to taking a position on legislation, the Executive Officer shall consult with the Board President and Legislative Committee Chair. The Board shall be notified of such action as soon as possible.

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

---

Communications with Other Organizations and Individuals  
*(Board Policy)*

The official spokesperson for the Dental Board of California is the President. The President may designate the Executive Officer, the Chief of Enforcement, other board members, or staff to speak to the media on behalf of the Board. ~~The Department of Consumer Affairs should be notified of any contacts by the media.~~

It is the policy of the Dental Board of California to accommodate speaking requests from all organizations, schools, consumer groups, or other interested groups, whenever possible. If the Board representative is addressing a dental school or group of potential candidates for licensure, the program must be open to all interested parties. The President may authorize board members to speak to schools, organizations, consumer groups, or other interested groups upon request by members or written requests from said schools, organizations or groups.

Media Inquiries  
*(Board Policy)*

If a member of the Board receives a media call, the Member should promptly refer the caller to the Department of Consumer Affairs Public Information Officer who is employed to interface with all types of media on any type of inquiry. It is required that members make this referral as the power of the Board is vested in the Board itself and not with any individual Board Member. Expressing a personal opinion can be misconstrued as a Board policy or position and may be represented as a position that the Board has taken on a particular issue when it has not.

A Board Member who receives a call should politely thank the caller for the call, but state that it is the Board's policy to refer all callers to the Public Information Officer. The Board Member should then send an email to the Executive Officer indicating they received a media call and relay any information supplied by the caller.

Service of Lawsuits  
*(Board Policy)*

Board Members may receive service of a lawsuit against themselves and the Board pertaining to a certain issue (e.g. a disciplinary matter, a complaint, a legislative matter, etc.). To prevent a confrontation, the Board Member should accept service. Upon receipt, the Board Member should notify the Executive Officer of the service and indicate the name of the matter that was served and any pertinent information. The Board Member should then mail the entire package that was served to the Executive Officer as soon as possible. The Board's legal counsel will provide instructions to the Board Members on what is required of them once service has been made. The Board Members may be

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

---

required to submit a request for representation to the Board to provide to the Attorney General's Office.

Executive Officer Evaluation  
*(Board Policy)*

The Board shall evaluate the performance of the Executive Officer annually.

Board Staff  
*(DCA Reference Manual)*

Employees of the Board, with the exception of the Executive Officer, are civil service employees. Their employment, pay, benefits, discipline, termination, and conditions of employment are governed by a myriad of civil service laws and regulations and often by collective bargaining labor agreements. Because of this complexity, it is most appropriate that the Board delegate all authority and responsibility for management of the civil service staff to the Executive Officer. Consequently, the Executive Officer shall solely be responsible for all day-to-day personnel transactions.

Business Cards  
*(Board Policy)*

Business cards will be provided to each Officer of the Board member with the Board's office address, telephone and fax number, and Web site address. A Board member's Officer's business address, telephone and fax number, and e-mail address may be listed on the card at the member's request.

## **CHAPTER 6. OTHER POLICIES AND PROCEDURES**

### Mandatory Training (DCA Policy)

State law requires board members within the Department of Consumer Affairs to complete training in several important areas, including ethics, conflict of interest laws, sexual harassment prevention and Board Member Orientation Training.

#### Ethics Orientation

[http://www.dcaboardmembers.ca.gov/training/ethics\\_orientation.shtml](http://www.dcaboardmembers.ca.gov/training/ethics_orientation.shtml)  
(Government Code §53234)

California law requires all appointees to take an ethics orientation within the first six months of their appointment and to repeat this ethics orientation every two years throughout their term.

The training includes important information on activities or actions that are inappropriate or illegal. For example, generally public officials cannot take part in decisions that directly affect their own economic interests. They are prohibited from misusing public funds, accepting free travel and accepting honoraria. There are limits on gifts.

An online, interactive version of the training is available on the Attorney General's Web site at <http://oag.ca.gov/ethics>. An accessible, text-only version of the materials is also available at the Attorney General's Web site.

#### Conflict of Interest

[http://www.dcaboardmembers.ca.gov/member\\_info/conflict\\_interest.shtml](http://www.dcaboardmembers.ca.gov/member_info/conflict_interest.shtml)  
(Government Code §81000)(California Code of Regulations, §18730)

The Department of Consumer Affairs will make and retain a copy of the statements from members of the boards, commission, committees and subcommittees and make them available for public inspection. It will forward the original statement to the Fair Political Practices Commission.

Information on specific topics can be found at:

[http://www.dcaboardmembers.ca.gov/member\\_info/conflict\\_interest.shtml](http://www.dcaboardmembers.ca.gov/member_info/conflict_interest.shtml)

#### Sexual Harrassment Prevention

[http://www.dcaboardmembers.ca.gov/training/harassment\\_prevention.shtml](http://www.dcaboardmembers.ca.gov/training/harassment_prevention.shtml)  
(Government Code §12950.1)

All new board members are required to attend at least two hours of classroom or other interactive training and education regarding sexual harassment prevention within six months of their appointment. The Equal Employment Opportunity (EEO) Office is responsible for ensuring that all board members complete their required training. A copy of your certificate of proof of training must be sent to the EEO Office. Please identify which Board/Committee/Commission you serve on.

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

---

For information on how to receive Sexual Harrassment Prevention Training contact:

Equal Employment Opportunity Office  
1625 N. Market Blvd, Ste N330  
Sacramento, CA 95834  
(916) 574-8280 (916) 574-8604 Fax

Board Member Orientation  
(BPC Section 453)

Every newly appointed board member is required to complete a training and orientation program offered by the Department of Consumer Affairs (DCA) within one year of assuming office. The training covers the functions, responsibilities and obligations that come with being a member of a DCA board.

For more information and assistance with scheduling training, please contact:

SOLID Training Solutions  
1747 North Market Blvd, Ste. 270  
Sacramento, CA 95834  
(916) 574-8316  
SOLID@dca.ca.gov

Board Member Disciplinary Actions  
(Board Policy)

The Board may censure a member if, after a hearing before the Board, the Board determines that the member has acted in an inappropriate manner.

The President of the Board shall sit as President of the hearing unless the censure involves the President's own actions, in which case the Vice President of the Board shall sit as President. In accordance with the Open Meeting Act, the censure hearing shall be conducted in open session.

Removal of Board Members  
(BPC Section 1605)

The Governor has the power to remove from office at any time any member of any Board appointed by him or her for continued neglect of duties required by law or for incompetence or unprofessional or dishonorable conduct. The Governor may also remove from office a Board member whom directly or indirectly discloses examination questions to an applicant for examination for licensure. That member would also be subject to a misdemeanor violation (B&P Code 123).

Resignation of Board Members  
(Government Code Section 1750)

**Board Member Administrative Procedure Manual**  
**Dental Board of California DBC Policy and Procedure Manual**

---

In the event that it becomes necessary for a Board member to resign, a letter shall be sent to the appropriate appointing authority (Governor, Senate Rules Committee, or Speaker of the Assembly) with the effective date of the resignation. State law requires written notification. A copy of this letter shall also be sent to the director of the Department, the Board President, and the Executive Officer.

**Conflict of Interest**

*(Government Code Section 87100)*

No Board member may make, participate in making or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any Board member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. Any Board member who feels he or she is entering into a situation where there is a potential for a conflict of interest should immediately consult the Executive Officer, or the Board's legal counsel.

**Contact with Candidates**

*(Board Policy)*

Board members shall not intervene on behalf of a candidate for licensure for any reason. They should forward all contacts or inquiries to the Executive Officer or Board staff.

**Gifts from Candidates**

*(Board Policy)*

Gifts of any kind to Board members or the staff from candidates for licensure with the Board shall not be permitted.

**Request for Records Access**

*(Board Policy)*

No Board member may access the file of a licensee or candidate without the Executive Officer's knowledge and approval of the conditions of access. Records or copies of records shall not be removed from the DBOC's office.

**Ex Parte Communications**

*(Government Code Section 11430.10 et seq.)*

The Government Code contains provisions prohibiting *ex parte* communications. An "ex parte" communication is a communication to the decision-maker made by one party to an enforcement action without participation by the other party. While there are specified exceptions to the general prohibition, the key provision is found in subdivision (a) of section 11430.10, which states:

"While the proceeding is pending, there shall be no communication,

**~~Board Member Administrative Procedure Manual~~**  
**~~Dental Board of California~~ DBC Policy and Procedure Manual**

---

direct or indirect, regarding any issue in the proceeding to the presiding officer from an employee or representative of an agency that is a party or from an interested person outside the agency, without notice and an opportunity for all parties to participate in the communication.”

Board members are prohibited from an *ex parte* communication with Board enforcement staff while a proceeding is pending.

Occasionally an applicant who is being formally denied licensure, or a licensee against whom disciplinary action is being taken, will attempt to directly contact Board members. If the communication is written, the person should read only far enough to determine the nature of the communication. Once he or she realizes it is from a person against whom an action is pending, they should reseal the documents and send them to the Chief of Enforcement.

If a Board member receives a telephone call from an applicant or licensee against whom an action is pending, he or she should immediately tell the person they cannot speak to them about the matter. If the person insists on discussing the case, he or she should be told that the Board member would be required to excuse him or herself from any participation in the matter. Therefore, continued discussion is of no benefit to the applicant or licensee.

If a Board member believes that he or she has received an unlawful *ex parte* communication, he or she should contact the agency’s assigned Legal Office attorney.



## MEMORANDUM

<b>DATE</b>	February 18, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Lori Reis, Diversion Program Manager
<b>SUBJECT</b>	<b>Agenda Item 20:</b> Discussion and Possible Action Regarding the Appointment of One Member and Reappointment of Four Members to the Diversion Evaluation Committee

### **Background**

The Dental Board of California (Board) Diversion Program utilizes two Diversion Evaluation Committees (DECs), one North and one South, consisting of six members each: three licensed dentists, one licensed dental auxiliary, one public member, and one licensed physician or psychologist. The Southern DEC currently has two vacancies; one dental auxiliary and one public member. The Northern DEC currently has two vacancies; one licensed dentist and one licensed physician or psychologist. In addition, four members (two in the North and two in the South), have applied to serve a second term.

In accordance with California Code of Regulations (CCR), Title 16, Section 1020.4,

*“(b) Each committee member shall have experience or knowledge in the evaluation or management of persons who are impaired due to alcohol or drug abuse.*

*“(c) Each member of the committee shall be appointed by the board and shall serve at the board's pleasure. Members of a committee shall be appointed for a term of four years, and each member shall hold office until the appointment and qualification of his or her successor or until one year shall have elapsed since the expiration of; the term for which he or she was appointed, whichever first occurs. No person shall serve as a member of the committee for more than two terms.”*

The Southern DEC panel interviewed one candidate on January 15, 2014, and is recommending appointment of Anca Severin to fill the dental auxiliary vacancy on the Southern DEC. Ms. Severin has established that she has the experience and knowledge in the evaluation and/or management of persons who are impaired due to alcohol or drug abuse. Her application and resume are attached. Dr. Thomas Stewart, Board Member Liaison to the DEC conducted a telephone interview with Ms. Severin and will be available to speak to this recommendation.

Additionally, four members have actively participated on the DEC's for four years, have demonstrated that they have the experience and knowledge in the evaluation and/or management of persons who are impaired due to alcohol or drug abuse, and have submitted applications to the Board for consideration of appointment to a second term. Applications and resumes are attached.

Northern DEC

Dina Gillette, RDH  
Lynn Zender, LCSW

Southern DEC

Thomas Specht, MD  
J. Steven Supancic, Jr. DDS, MD

**Action Requested**

1. The Board may take action to accept or reject the recommendation to appoint Anca Severin to fill the dental auxiliary vacancy on the Southern DEC.
2. The Board may take action to re-appoint the following members to a second term of four years: Dina Gillette, RDH, Lynn Zender, LCSW, Thomas Specht, MD, and J. Steven Supancic, Jr. DDS, MD.

# **SEVERIN APPLICATION**



JUL 29 2013

**DIVERSION EVALUATION COMMITTEE APPLICATION**

(This form is a public record, but subject to the protection of the Information Practices Act)

**DENTAL BOARD OF CALIFORNIA**

Please Print or Type

Name

Address

Phones

Email

Category for which you are applying:

Dentist

Dental Auxiliary

Physician/Psychologist

Public Member

Committee you wish to be on:

Northern DEC

Southern DEC

California License Number: \_\_\_\_\_

SSN \_\_\_\_\_

(except for public member applicants)

In the space below, briefly summarize your professional, educational, and/or personal experience which documents your expertise:

Hello Lori,  
To whom it may concern,  
I am a Foreign licensed DDS who passed both U.S. National Boards then started work as RDA, CDA, O.S. Certified Assistant.  
Presently I teach for the last 4 years 1/2 at HEALD College future Dental Assistants.  
My second degree is in Psychology (MA Counseling Psychology) obtained in California. Presently I completed 3 years work in this field post graduation, working with cases of addiction, depression, anxiety, etc -  
Starting Oct. 2013 I will teach Psychology at National University in Stockton, CA.  
Thank you for your interest  
Sincerely  
Anca Severin RDA, CDA, MA

In the space below, give your philosophical beliefs relative to the treatment of chemical dependency.

Please see previous page.

I HAVE READ AND UNDERSTAND THE REPOSIBILITIES, TIME COMMITMENTS, AND REIMBURSEMENT OF DIVERSION EVALUATION COMMITTEE MEMBERS.

Anca Severin  
Signature

7.26.2013  
Date

SUBMIT COMPLETED APPLICATION AND RESUME TO:

Lori Reis  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

#### INFORMATION COLLECTION AND ACCESS

The information requested herein is mandatory and is maintained by Executive Officer, Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 916-263-2300, in accordance with Business & Professions Code, §1600 et seq. Except for Social Security numbers, the information requested will be used to determine eligibility. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your Social Security number is mandatory and collection is authorized by §30 of the Business & Professions Code and Pub. L. 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. The official responsible for information maintenance is the Executive Officer (916) 263-2300, 2005 Evergreen Street, Suite 1550, Sacramento, California 95815. To comply each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed.

**Anca Severin, MA, MFTi BBS #62709**

*Curriculum Vitae*

**SUMMARY**

MFT intern registered with BBS, over 3100 hours internship post graduate, motivated to secure a challenging position of direct contact with clients under professional supervision leading to CA BBS licensure.

Four years experience of counseling San Francisco Bay area clients (teenagers "at risk", dual diagnostic, substance abuse, depression, anxiety disorders, and posttraumatic stress disorder)

Expertise in ACT, CBT, therapeutic modalities (Systems approach) to assist families dealing with intergenerational conflicts, anger management, and teens at risk

Immigrant mental health organization management experience as Program Director.

Trilingual (English; French; Romanian), multicultural (Romanian; French), and music therapy competencies

Four years of college teaching experience; proficient both in on-ground and online teaching

**Core Interests**

- Addiction- Dual Diagnostic in teenagers and the middle age population.
  - Mental health disparities in immigrants: social stigma and cultural barriers to accessing care.
- Special clinical and research interest: acculturation and growth in middle aged immigrants from Eastern and Central Europe
- Transpersonal psychotherapeutic interventions for first and second generation immigrant adolescents at risk
  - Resilience in posttraumatic stress disorder (PTSD)
  - Health psychology: CBT counseling support to patients with severe chronic medical illnesses or recovering from major surgical interventions

**WORK EXPERIENCE**

2011-Aug.2013-Veteran, Immigrant, & Refugee Trauma Institute of Sacramento (VIRTIS)  
Director Mental Health Program for the Romanian Community  
Sacramento, CA

2013- on going - Adjunct Instructor Psychology - National University  
Hybrid program online/on campus Stockton,CA

2012- present- Member of Networks Family Counseling Center San Francisco / Sausalito, CA

2011- 2012 Counselor / Psychotherapy  
Behavioral Health and Recovery Services (BHRS)  
San Mateo County, CA

2008- Ongoing Instructor Medical Sciences  
Heald College, Concord, CA

2008 – 2010 Counselor / Psychotherapy "Teenagers at risk"  
TBS La Cheim School  
Richmond, CA

2006 – 2008 Counselor / Psychotherapy Salvation Army ARC

### **ADMINISTRATIVE EXPERIENCE**

2011-ongoing **Romanian program Director V.I.R.T.I.S.**

Veteran, Immigrant, & Refugee Trauma Institute of Sacramento (VIRTIS) is a non-profit mental health research organization dedicated to serving traumatized immigrant populations in the Greater Sacramento Metropolitan area. Duties include:

- Recruiting and orienting staff members from the target communities
- Outreach and development effort leading to partnerships with several Romanian-American immigrant organizations.
- Engaging VIRTIS in local projects with immigrant and veteran communities as well as in international projects in Romania.
- Coordinating staff training, and organizational performance evaluation
- Epidemiological mental health research profiling the Romanian immigrant community
- Engaging VIRTIS in presenting at several local and international conferences
- Providing direct counseling services to Romanian immigrants and Romanian-American clients.
- Translating and culturally retooling psychological assessments instruments and scale for Romanian clients with low levels of acculturation and poor English language proficiency..

### **EDUCATION**

2008 MA/MFT in Counseling Psychology  
Argosy University, San Francisco Bay Area

1982 Doctorate of Dental Surgery (DDS)  
University of Medicine and Pharmacy "Carol Davila"  
Faculty of Dental Medicine  
Bucharest, Romania

1977 BA of Arts and Music (violin)  
National University of Music  
Bucharest, Romania

### **TEACHING EXPERIENCE**

**CPR Certified Instructor**

Human Anatomy & Physiology

Biochemistry

Microbiology

Pathology

Psychology

Pharmacology

Medical terminology; Medical Ethics

### **RESEARCH EXPERIENCE**

2012 pending – Consultant on “Suicide Prevention: Entry Point for MH Research and Policy in Central Asia”. Funding Agency: National Institute of Health (NIH) U19 Grant Collaborative Hubs for Research on Mental Health. GRANT #NIH RFA MH 1 1 070 VIRTIS subcontract PI: Patrick Marius Koga, MD.

### **PRESENTATIONS & WORKSHOPS**

Severin, A. (2012, January 21). *Changing Attitudes, Changing Lives, Promoting Health and Wellness Celebration*, a Mental Health Promotion and Stigma and Discrimination Reduction project, Sacramento County Department of Health and Human Services, Division of Behavioral Health Services (DHHS/DBHS), Sacramento, CA.

Severin, A. Alexandrescu, B. (2011, Nov.19). *Citizenship and Health Fair for Immigrants*, McGeorge School of Law-UCD School of Medicine, Sacramento, CA

Koga, P.M., Severin, A. (2011, August 16). *Immigrant Community Based Participatory Research*, San Diego Refugee Forum, CA.

Koga, P.M., Severin, A. (2011, June 03). *Strategic Partnerships for Immigrant Counseling*, Sacramento Refugee Forum, CA.

### **PROFESSIONAL AFFILIATIONS**

American Psychology Association (APA)

California Association of Family and Marriage Therapists (CAMFT)

San Francisco CAMFT (SFCAMFT)

European Association of Counseling Psychology

**Anca Severin**

**RESUME**

**Current Certificates**

**RDA** (with Coronal polishing and Pit and Fissure sealants)

**CDA**

**O.S. Certified**

**Stanford Univ. Hospital** -Privileges for the Operating Room and transferrable to other Bay Area hospitals

**ACLS , CPR , OSHA CE, X-Ray Certification**

**CPR Instructor (American Heart Association licensed)**

**Working Experience**

**Presently**, teaching PT 4 evenings at HEALD College and "on call" assisting OS and Perio (mostly SF and Peninsula)

**2005- 2008** – Smile Care ( *Dr. Raju Reddy* team)

Ph: 650-839-1200

High volume surgical type of practice, up to 10 I.V./day + LA surgeries + consultations + Post-op

**2008-2010** – Dr.Reddy Private Practice

11 Birch Street Redwood City CA

650-839-1200

**2010-present**-Dr.Reddy Private Practice

On call

**2010- 2011** Perio Surgery Assisting –Dr.Doina Panaite SF

450 Sutter Street

Root coverings, Gingival augmentation, Implants,

At times ,if needed I'm still "on call".

**2003- 2005** - *Dr. Alex McDonald* - Oral Surgery (Oakland)

Ph : 510-391-5207

Implants Nobel and some 3i, Bone graft, Sinus Lift, wisdom teeth, expose & bond

**2001- 2003** - *Dr. John Dann* - Oral Surgery (Lafayette and Danville)

Ph: 925-297-1212

John Muir Hospital O.R.- Orthognatic Surgeries and in-office impressions, ,surgical stents, cephs/panos, etc)

**1999 - 2001** - *Dr. Larry Saunders & Dr. Scott Fross* - Oral Surgery Palo Alto )

Ph: 650-328-2322

OS Assistant-IV sedations, implants, wisdom teeth extractions)

**Other**

Familiar with working on computer. Able and willing to help (if needed) in the front.(Dentrix,Softdent, WinOS); .

# **GILLETTE APPLICATION**



**RECEIVED**

**DIVERSION EVALUATION COMMITTEE APPLICATION**

(This form is a public record, but subject to the protection of the Information Practices Act)

FEB 04 2014

**Please Print or Type**

Name

Address

Phones

Email

(work)

*Dina E. Gillette RDH BA-MS*

DENTAL BOARD  
OF CALIFORNIA

Category for which you are applying:

Dentist

Dental Auxiliary

Physician/Psychologist

Public Member

Committee you wish to be on:

Northern DEC

Southern DEC

California License Number:

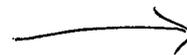
*11229*

SSN

(except for public member applicants)

**In the space below, briefly summarize your professional, educational, and/or personal experience which documents your expertise:**

*see attached*



This application is for a second term reappointment to the Diversion Evaluation Committee. I have 33 years of clinical experience working as a Registered Dental Hygienist. As a working adult I completed a Bachelors degree in Human Service and then a Master Science degree in Gerontology. In my capacity as a working professional I have direct experience with substance abuse. For 10 years I worked daily with a dentist who became impaired and ultimately lost his life due to substance abuse. The experience was shattering for all as he lost his family, his practice and then his life as he was unable or unwilling to successfully battle the disease of addiction.

In my personal life, my grandfather was an untreated alcoholic. To this day my 87 year old Mother (his daughter) still speaks the memories of a childhood peppered with the violence and abuse associated with her father's alcoholic behavior. One night my mother witnessed her parents arguing and struggling with a large knife. My young teenage mother dropped in a faint and luckily diffused the atomic bomb that was about to go off. My grandparents ultimately divorced, however the effects of the behavior did not. Listening to my mother repeatedly tell the sordid tales of life with an abusive alcoholic leave a profound impression.

My husband of 25 years has a sister who struggles with alcoholism. In the early 1990's my husband's family organized an intervention as there was growing concern that Carol's behavior was out of control. The family pooled resources to fund a 30 day stay in an inpatient facility. Long story short, the struggle continues for Carol as she has been arrested and incarcerated numerous times for DUI and other related charges. Her life is not an easy one as she has suffered three failed marriages, an unstable employment history, and one known suicide attempt. The family laments for Carol's well being as she continues to exhibit dangerous alcoholic behaviors in spite of the fact she has had four stays in inpatient treatment centers over the last 25 years.

Now that my first term as an auxiliary member of the Diversion Evaluation Committee is over, I marvel at how much the experience, while challenging, educates. Hearing the stories of the diversion participants and how they came to be in the program continues to be a window of insight into the human condition. Watching the participants as they move through the program it is clear that recovery is a struggle. The rudiments of the Diversion Program mandate that the participants abstain totally from drugs and alcohol. What is most compelling to me is the change that occurs in the participant as they transition into an improved state of health. Once those truly engaged in recovery are out from under the shadow of substance use, they seem to shine not only with smiles, but with improved outlooks on life and work.

Please accept my application for a second term as a Diversion Evaluation Committee member. After 33 years working in clinical dentistry I understand the rigors of the profession both emotionally and physically. I believe my personal and professional experience in conjunction with my education enable me to be an effective committee member in terms of decision making in regard to rehabilitating the licensed participant while protecting the public to whom we serve.

Dina Gillette, RDH, BA, MS

In the space below, give your philosophical beliefs relative to the treatment of chemical dependency.

*See attached*

**I HAVE READ AND UNDERSTAND THE REPOSIBILITIES, TIME COMMITMENTS, AND REIMBURSEMENT OF DIVERSION EVALUATION COMMITTEE MEMBERS.**

*Dina Bullock*                      *2/2/2014*  
Signature    Date

**SUBMIT COMPLETED APPLICATION AND RESUME TO:**

**Lori Reis  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815**

**INFORMATION COLLECTION AND ACCESS**

The information requested herein is mandatory and is maintained by Executive Officer, Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 916-263-2300, in accordance with Business & Professions Code, §1600 et seq. Except for Social Security numbers, the information requested will be used to determine eligibility. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your Social Security number is mandatory and collection is authorized by §30 of the Business & Professions Code and Pub. L 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. The official responsible for information maintenance is the Executive Officer (916) 263-2300, 2005 Evergreen Street, Suite 1550, Sacramento, California 95815. To comply each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed.

**Dina Gillette, RDH, BA, MS**

---

**Objective** To work in a quality office with goals centered on individualized patient care, disease prevention and education. My goals revolve around utilizing my education and experience to enhance the quality of patient care and expand the practice.

**Education** MS Gerontology Management of Aging Services (6/2010)  
UMass Boston, 100 Morrissey Blvd. Boston, MA 02125

BA Human & Community Services (6/2007)  
St. Mary's College of California  
1928 St. Mary's Road Moraga, CA 94575

AAS Dental Hygiene (5/1980)  
Hudson Valley Comm. College, 80 Vandenberg Ave. Troy, NY 12180

**Experience** Registered Dental Hygienist  
Dr. Daniel Mertz, DDS 2001-Present  
3205 Professional Dr. Auburn, CA 95602 (530)823-6456

Dr. Mark Abel, DDS 2004-Present  
13620 Lincoln Way #190  
Auburn, CA 95603 (530)823-1284

Drs. Tiffany Sun & Wayne Cheng, DDS 1987-Present  
(Formerly the office of Dr. Clifford Chow: 1987-2005)  
1520 W. ElCamino Ave. Sac. CA 95833 (916)921-6051

\*Employment history prior to 1987 available upon request

**Professional Licenses & Certificates**

Registered Dental Hygienist CA license #11229  
Certification in Local Anesthesia, Soft Tissue Curettage, Nitrous Oxide  
Current CPR

**Awards**

Graduated with Honors 3.8 GPA UMass Boston MS Gerontology  
Invited member of Sigma Phi Omega - The National Academic Honor  
& Professional Society in Gerontology  
Graduated with honors 4.0 GPA St. Mary's College of California

## **Professional Volunteer Experience**

**Appointed member of the Dental Board of California Diversion Evaluation Committee (2009-13).**

**Duties include counseling/evaluating dental professionals recovering from substance addiction.**

**Dental Health Educator in various elementary schools and long term care centers (1987-present). Provide oral health education lessons to include disease prevention and nutritional counseling, etc. In the long term cares setting oral health education programs are designed to enhance patient care by encouraging staff participation.**

**Art Docent (1999-2001)**

**Worked as a volunteer with the Placer County Office of Education delivering art history lessons to elementary school students.**

**Head Coach on a youth soccer team (1986)**

## **Hobbies**

**Exercise**

**Reading**

**Crafts**

# **SPECHT APPLICATION**



STATE AND CONSUMER SERVICES AGENCY OF GOVERNOR EDMOND G. BROWN JR.

**Dental Board of California**  
2005 Evergreen Street, Suite 1550, Sacramento, California 95815  
P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



### DIVERSION EVALUATION COMMITTEE APPLICATION

(This form is a public record, but subject to the protection of the Information Practices Act)

**Please Print or Type**

Name Thomas Specht  
Address [REDACTED]  
Phones [REDACTED]  
Email [REDACTED]

Category for which you are applying:

Dentist       Dental Auxiliary       Physician/Psychologist       Public Member

Committee you wish to be on:       Northern DEC       Southern DEC

California License Number: 037062      SSN [REDACTED]

(except for public member applicants)

**In the space below, briefly summarize your professional, educational, and/or personal experience which documents your expertise:**

I have been involved with physician and dentist recovery for a long time. I originally held a position with the Medical Board of California's diversion program on their diversion evaluation committee. More recently I have spent the last four years on the Dental Board of California's Southern diversion evaluation committee. I am involved with a number of well-being committee activities on a number of different levels within the state and nationally. I personally have been in recovery myself for over 19 years.

In the space below, give your philosophical beliefs relative to the treatment of chemical dependency.

I believe that chemical dependency is a disease and is treatable. I also feel that healthcare professionals need to be treated differently because of the primary concern over public safety. I think there needs to be a balance between these two and consideration needs to be made for each healthcare professional on individual basis. I believe that the committee approach such as is used with the diversion evaluation committee is the best mechanism to ensure both appropriate handling of a healthcare professional with chemical dependency as well as the issue of public safety.

I HAVE READ AND UNDERSTAND THE REONSIBILITIES, TIME COMMITMENTS, AND REIMBURSEMENT OF DIVERSION EVALUATION COMMITTEE MEMBERS.

*Thomas C. Specht MD*

1/29/2014

Signature

Date

SUBMIT COMPLETED APPLICATION AND RESUME TO:

Lori Reis  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

#### INFORMATION COLLECTION AND ACCESS

The information requested herein is mandatory and is maintained by Executive Officer, Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 916-263-2300, in accordance with Business & Professions Code, §1600 et seq. Except for Social Security numbers, the information requested will be used to determine eligibility. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your Social Security number is mandatory and collection is authorized by §30 of the Business & Professions Code and Pub. L 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. The official responsible for information maintenance is the Executive Officer (916) 263-2300, 2005 Evergreen Street, Suite 1550, Sacramento, California 95815. To comply each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed.

# Thomas C. Specht, M.D.

---

## Current Professional Status

Staff Anesthesiologist 1980 - Present  
Tahoe Forest Hospital, P.O. Box 759, Truckee, CA 96160

## Education

1968-1972 B. A., Franklin and Marshall College, Lancaster, PA  
1972-1973 Research Assistant, M.S. Hershey Medical Center, Hershey PA  
1973-1977 M. D., College of Medicine, Penn State University, Hershey, PA.

## Postgraduate Training

1977-1980 Resident, Stanford University School of Medicine, Stanford, CA,  
Department of Anesthesiology

## Licensure/Certification

State of California G37062  
DEA Certificate AS1619925  
Board Certification, American Board of Anesthesiology. October 1982

## Additional professional activities

1996-2002 Member, Board of Directors, Placer-Nevada County  
Medical Society  
1997- Member, Committee on Physicians' Health and Well-Being,  
California Society of Anesthesiologists; Chair, 2007-2012  
1997- Member, Well-Being Committee, Medical Staff, Tahoe Forest  
Hospital  
1999- Member, CMA Physicians' & Dentists' Confidential Line  
2000-9 Member, Diversion Evaluation Committee, State of Nevada  
Board of Medical Examiners  
2003-8 Member, Diversion Evaluation Committee, Northern II,  
Medical Board of California Diversion Program  
2007- 8 Chair, Diversion Evaluation Committee, Northern II,  
Medical Board of California Diversion Program  
2009- Member, Diversion Committee, Dental Board of California

- 2008- Member, American Society of Anesthesiologists  
Committee on Occupational Health  
Chemical Dependency Task Force
- 2009- Member, CMA Workgroup On Physician Health Programs

**Professional  
memberships**

California Medical Association (CMA)

**Society  
Membership**

Placer-Nevada Medical Society

American Society of Anesthesiologists

California Society of Anesthesiologists

American Society of Regional Anesthesia

**Volunteer  
Experience**

Volunteer Anesthesiologist, Interplast, 1987- Present

**Research**

Clinical Study done by T. Specht, M.D. and W. Hess, M.D.

"The Transarterial Technique of Axillary Block." Accepted, and presented by T. Specht, M.D. at the 1982 annual meeting of the American Society of Regional Anesthesia

**Personal**

Married, three children. Wife, Roberta J. Specht.

**References**

Available upon request

# **SUPANCIC APPLICATION**



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.

Dental Board of California

2005 Evergreen Street, Suite 1550, Sacramento, California 95815
P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



DIVERSION EVALUATION COMMITTEE APPLICATION

(This form is a public record, but subject to the protection of the Information Practices Act)

Please Print or Type

Name: J. Steven Supancic, Jr., DDS, MD
Address: [Redacted]
Phones: [Redacted]
Email: [Redacted]

Category for which you are applying:
[Checked] Dentist [ ] Dental Auxiliary [Checked] Physician/Psychologist [ ] Public Member
Committee you wish to be on: [ ] Northern DEC [Checked] Southern DEC
California License Number: 36700 SSN [Redacted]
(except for public member applicants)

In the space below, briefly summarize your professional, educational, and/or personal experience which documents your expertise:

It has been my pleasure to have served on the Southern Diversion Evaluation Committee (DEC) for the Dental Board of California over the past four years. During this period, I have learned the intricate functioning of this committee and interactions with our clients and the Dental Board. This has blended with my own personal recovery of fifteen years, and has contributed to my own continued sobriety. It is my belief that this experience combined with my own personal recovery, provides an asset to the Southern DEC. And it is for these reasons, I would like to be considered for serving a second term.

In the space below, give your philosophical beliefs relative to the treatment of chemical dependency.

Chemical dependency is a multifaceted disease. Alcohol or drugs are usually just a symptom of underlying character issues. This is the focus of the 12-step programs. And by working with a sponsor, attending meetings, and being of service, one can trudge the road to recovery. The purpose of the DEC is to assist doctors in their recovery, and in doing so, protect the public. Tough love is balanced with healthy recovery.

**I HAVE READ AND UNDERSTAND THE REPONSIBILITIES, TIME COMMITMENTS, AND REIMBURSEMENT OF DIVERSION EVALUATION COMMITTEE MEMBERS.**

  
Signature

2.10.2014  
Date

**SUBMIT COMPLETED APPLICATION AND RESUME TO:**

**Lori Reis  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815**

**INFORMATION COLLECTION AND ACCESS**

The information requested herein is mandatory and is maintained by Executive Officer, Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 916-263-2300, in accordance with Business & Professions Code, §1600 et seq. Except for Social Security numbers, the information requested will be used to determine eligibility. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your Social Security number is mandatory and collection is authorized by §30 of the Business & Professions Code and Pub. L 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. The official responsible for information maintenance is the Executive Officer (916) 263-2300, 2005 Evergreen Street, Suite 1550, Sacramento, California 95815. To comply each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed.

CURRICULUM VITAE

**J. STEVEN SUPANCIC, JR., D.D.S., M.D.**



**PROFILE**

Dedicated physician surgeon with accomplished background involving the full scope of Oral Maxillofacial and Facial Plastic Surgery including orthognathic, implant, dental alveolar, temporomandibular, plastic, reconstructive, pathology, and trauma surgery. Currently solo practitioner with over sixteen (16) years of private practice experience in Visalia, California.

**EDUCATION**

<b>CHIEF RESIDENT (<i>Oral &amp; Maxillofacial Surgery</i>)</b>	1992-1994
University of Nebraska Medical Center, Omaha, Nebraska	
<b>RESIDENT (<i>General Surgery</i>)</b>	1991-1993
University of Nebraska Medical Center, Omaha, Nebraska	
<b>RESIDENT (<i>Oral and Maxillofacial Surgery</i>)</b>	1988-1994
University of Nebraska Medical Center, Omaha, Nebraska	
<b>DOCTOR OF MEDICINE</b>	1991
University of Nebraska Medical Center, Omaha, Nebraska	
<b>DOCTOR OF DENTAL SURGERY &amp; BACHELOR OF SCIENCE</b>	1988
University of California San Francisco, San Francisco, California	
<b>BACHELOR OF SCIENCE (<i>Structural Engineering &amp; Structural Mechanics</i>)</b>	1980
University of California Berkeley, Berkeley, California	

**LICENSES**

• Licensed Dental Practitioner, State of California #36700	1988-Present
• Licensed Dental Practitioner, State of Colorado #7057-5	1993-2006
• Licensed Medical Practitioner, State of California #A052832	1994-Present

**CERTIFICATIONS**

• ACLS (Advanced Cardiac Life Support)	1988-Present
• General Anesthetic Permit #1029, State of California	1994-Present

## PRESENTATIONS

- *Private Practice Nuggets & Computer Imaging in Oral & Facial Plastic Surgery.* Valley Medical Center – OMFS Resident Grand Rounds. Fresno, California. May 14, 2003.
- *Computer Imaging in Oral & Facial Plastic Surgery.* Tulare-Kings Dental Assistant & Hygienist Society. Lamplighter Inn. Visalia, California. November 1, 2001.
- *Dentoalveolar Surgery, Surgical Technician, and Maxillofacial Trauma.* Kings River Community College. Reedley, California. April 27, 1997.
- *Facial Plastic and Reconstructive Surgery.* Tulare-Kings County Dental Assistant Society. Fox and Hound Restaurant. Visalia, California. September 26, 1996.
- *Maxillofacial Trauma.* Association of Operating Room Nurses, Sequoia Chapter. Tulare District Hospital. Tulare, California. March 21, 1996.
- *Dentoalveolar Surgery, Surgical Technician, and Maxillofacial Trauma.* Kings River Community College. Reedley, California. March 14, 1996. *Maxillofacial Trauma.* Tulare-Kings County Dental Assistant Society. Visalia, California. April 20, 1995.
- *Rigid Internal Fixation in Mandibular Orthognathic and Genioplastic Surgery.* Creighton University Seminar in Rigid Internal Fixation of the Maxillofacial Skeleton. Omaha, Nebraska. September 10, 1993.
- *Strain Gauge Modified Hemostat for Precision Data on Nerve Crush Injuries.* University of Nebraska Biomedical Engineering Annual Meeting. Omaha, Nebraska. April 20, 1991.
- *Costochondral TMJ Reconstruction in a Patient with Townes Syndrome.* National Meeting of the American Association of Oral and Maxillofacial Surgeons. New Orleans, Louisiana. September 12, 1990.

---

## PROFESSIONAL PUBLICATIONS

- Kuklani R.M., Supancic J.S., Cohen D.M., Bhattacharyya I.: *Improperly Formed Maxillary Teeth.* Journal American Dental Association. Vol 141(11):1346-1350, 2010
- Engel J.D., Supancic J.S.Jr., Davis L.F.: *Arteriovenous Malformation (AVM) of the Mandible: Life-Threatening Complication During Tooth Extraction.* Journal American Dental Association. Vol 126(2):237-242, 1995.

## POST-DOCTORATE EDUCATION

- *Open Structure Rhinoplasty*. The Hedgewood Surgical Center and the American Academy of Facial Plastic and Reconstructive Surgery. Calvin M. Johnson, Jr., M.D., Director. New Orleans, Louisiana. October 28-30, 1993.
  - *Alumnus*, The Pankey Institute for Advanced Dental Training. Key Biscayne, Florida.
- 

## PROFESSIONAL AFFILIATIONS

- American Association of Oral and Maxillofacial Surgeons 1995-Present
  - American Dental Association 1995-Present
  - California Society of Oral and Maxillofacial Surgeons 1995-Present
  - California Dental Association 1995-Present
  - Tulare/King Dental Society 1995-Present
- 

## PROFESSIONAL COMMITTEES

- President, Tulare-Kings Dental Society 2012
  - President-Elect, Tulare-Kings Dental Society 2011
  - Vice President, Tulare-Kings Dental Society 2010
  - Southern DEC – Dental Board of California 2009-2013
  - District Area Representative, Tulare-Kings Dental Society 2009-2010
  - Ethics Committee, California Association of Oral and Maxillofacial Surgeons 2008-Present
  - Dental Well-being Committee, Tulare-Kings Dental Society 1999-Present
  - District Area Representative, Tulare-Kings Dental Society 1996-1998
  - Panel Member for Oral & Maxillofacial Surgery, California Children Services 1995-1999
  - Craniofacial Clinic Member, Kaweah Delta District Hospital 1995-1999
- 

## BOARD STATUS

- Passed Written Qualifying Examination 10-1994
- 

## HOSPITAL AFFILIATIONS

- Kaweah Delta District Hospital, Visalia, California 1994-Present
  - Tulare District Hospital 1994-1999
- 

## HONORS & AWARDS

- MD degree awarded with Honors, University of Nebraska Medical Center 1991
  - DDS degree awarded with Highest Honors, University of California San Francisco 1988
- 

## HOBBIES

- Tennis, swimming, electronics, bowling, photography, guitar, and skiing

# ZENDER APPLICATION



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDWARD S. DREW JR.

Dental Board of California  
2005 Evergreen Street, Suite 1550, Sacramento, California 95815  
P (916) 263-2300 | F (916) 263-2140 | www.dbc.ca.gov



JAN 30 2014

**DIVERSION EVALUATION COMMITTEE APPLICATION**

(This form is a public record, but subject to the protection of the Information Practices Act)

DENTAL BOARD OF CALIFORNIA

**Please Print or Type**

Name Lynn Zender  
Address [Redacted]  
Phones [Redacted]  
Email [Redacted]

Category for which you are applying:

Dentist     Dental Auxiliary     Physician/Psychologist     Public Member

Committee you wish to be on:     Northern DEC     Southern DEC

California License Number: \_\_\_\_\_ SSN [Redacted]

(except for public member applicants)

**In the space below, briefly summarize your professional, educational, and/or personal experience which documents your expertise:**

I have almost completed my first term on the Northern California DEC. I have enjoyed the team members and the work. Meeting with different members of the dental profession and helping sort through a plan of action so they can move forward in their profession has been a meaningful experience for me. See the attached resume for my work and volunteer experience.

In the space below, give your philosophical beliefs relative to the treatment of chemical dependency.

I believe in the 12-step process of AA/NA. I also believe that there can be times in a person's life when a person is too incapacitated to make healthy decisions and it is important at those times to have guidance available. DEC can play an important role in making sure the balance is there so that each person referred to DEC has the best opportunity to carve a successful life and career.

I HAVE READ AND UNDERSTAND THE REPOSIBILITIES, TIME COMMITMENTS, AND REIMBURSEMENT OF DIVERSION EVALUATION COMMITTEE MEMBERS.

  
Signature

January 28, 2014

Date

SUBMIT COMPLETED APPLICATION AND RESUME TO:

Lori Reis  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

#### INFORMATION COLLECTION AND ACCESS

The information requested herein is mandatory and is maintained by Executive Officer, Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 916-263-2300, in accordance with Business & Professions Code, §1600 et seq. Except for Social Security numbers, the information requested will be used to determine eligibility. Failure to provide all or any part of the requested information will result in the rejection of the application as incomplete. Disclosure of your Social Security number is mandatory and collection is authorized by §30 of the Business & Professions Code and Pub. L 94-455 (42 U.S.C.A. §405(c)(2)(C)). Your Social Security number will be used exclusively for tax enforcement purposes, for compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination board, and where licensing is reciprocal with the requesting state. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100. The official responsible for information maintenance is the Executive Officer (916) 263-2300, 2005 Evergreen Street, Suite 1550, Sacramento, California 95815. To comply each individual has the right to review the personal information maintained by the agency unless the records are exempt from disclosure. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed.

## RESUME

Lynn Zender

RESIDENCE:



TELEPHONE:



E-MAIL:



EDUCATION: B.A., 1965, Whittier College, Whittier, Ca.

Major: Sociology. Minor: Psychology.

M.S.W., 1967, George Warren Brown School of Social Work,

Washington University, St. Louis, Mo. Field placements

at settlement house and short-term mental health center.

LICENSES: LCSW (#7745) 1979-present

ACSW 1969-1980, 1986-present

### EMPLOYMENT:

2011-present Independent Contractor, WellSpaceHealth, Sacramento. Responsible for development and on-going activities of Central Valley Suicide Prevention Network

2009-present Member, Diversion Evaluation Committee, State Dental Board

2008-2009 Interim Director (part-time) of Operations, St John's Shelter for Women and Children, Sacramento

Retired from full-time employment Feb 28, 2007

1996-2007 Deputy Director, Clinical Director, Family Service Agency of Greater Sacramento, 8912 Volunteer Lane, Sacramento, CA 95826. (Merged with

Zender resume—page three

- 2005-2011        **Member, Board of Directors, Episcopal Diocese of Northern California**  
                          **(President for 2007, 2008, 2009) and elected Lay Deputy to National**  
                          **General Convention in 2006. 2008-present**
- 1996                **Chair, successful Capital Funds Drive, Church of St. Martin (Episcopal)**
- 1991-2009        **Founder, Member & Chair of Board of Directors, Clinical Supervisor, Davis**  
                          **Community Meals, P.O. 72643, Davis, CA 95617.**
- 1977-1986        **Campaign Manager for five electoral candidates: Davis School Board (3),**  
                          **Yolo County Superintendent of Schools (1), Davis City Council (1).**
- 1982-2004,        **Member, Senior Warden and Junior Warden, Vestry, Church of St. Martin**  
                          **(Episcopal)—three separate terms**
- 1980-1983        **Chair, Public Affairs Committee, Mental Health Association in California.**
- 1977-1984        **Member, Board of Directors, Mental Health Association in Yolo County;**  
                          **President, 1979-80. Recipient, Bell Award for outstanding services, 1983.**
- 1976-1977        **President, Davis Parent Nursery School Association**

REFERENCES: Available upon request.



## MEMORANDUM

<b>DATE</b>	February 19, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Karen Fischer, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 21:</b> Discussion and Possible Action Regarding an Appointment to the Dental Assisting Council

### Background

The Dental Assisting Council (Council) considers all matters relating to dental assistants in California and makes appropriate recommendations to the Board and the standing Committees of the Board. The members of the Council include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

In February 2012, the Board appointed members to the Council in staggered terms in accordance with Business & Profession Code Section 1742(g): Of the initial appointments, one member shall serve a term of one year, one member shall serve a term of two years, two members shall serve a term of three years, and one member shall serve a term of four years, as determined by the Board.

The initial appointment to the two year term position has expired. The Board posted a recruitment notice on its website and sent out an email blast. Seven applications were received. Six applications are included in this packet, One applicant did not meet the qualifications and was not considered. A subcommittee of Dr. Whitcher and Ms. Forsythe reviewed the applications and interviewed candidates on the telephone. A subcommittee recommendation may be presented to the full Board for consideration.

The Board should consider the following qualifications in accordance with Business & Professions Code, Section 1742 when considering the Subcommittee's recommendations and its appointment to the Council.

### **SECTION 1742 QUALIFICATION REQUIREMENTS FOR THIS VACANCY:**

Applicants must meet the following minimum requirements to be eligible for appointment.

The candidate shall be a Registered Dental Assistant and employed clinically in a private dental practice or public safety net or dental health care clinic.

The candidate shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

**TERM OF OFFICE:**

The term of office for this appointment will be four years.

The candidates to be considered for membership on the Dental Assisting Council by the Board are as follows:

Anne Contreras, RDA, OA  
Sarah Dick, RDA  
Benson Dimaranan, RDA, OA  
Veronica Lozano, RDA, RDAEF  
Cynthia Morton, RDA  
Maria Rivera, RDA

Action Requested:

- After review and discussion, staff requests a motion to appoint a member to the Dental Assisting Council.

# **CONTRERAS APPLICATION**

January 10, 2014

To The Dental Board Of California Council Members:

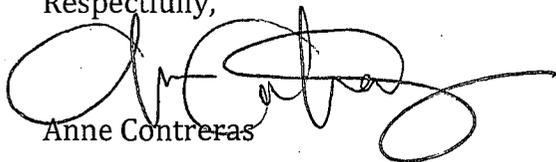
My Name is Anne Contreras and I am a Registered Dental Assisting instructor and a practicing Registered Dental Assistant and Orthodontic Assistant. I would like to have the opportunity to continue to serve as a Dental Assisting Council Member.

I have been a part of the first Dental Assisting Committee working alongside with the Dental Board members for the past two years. It has been a wonderful learning experience and I honestly feel that I am now seasoned to move forward to work on regulation packages that are currently in the works.

I have the passion and drive to understand all aspects of dental assisting, from my experience working at a private college, a Regional Occupational Program and chairside assisting.

I look forward to any changes, additions and revisions to the rules and regulations that will improve our profession. It would be an absolute honor and my pleasure to serve another term.

Respectfully,



Anne Contreras



## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

**PLEASE PRINT**

NAME Anne C. Contreras

ADDRESS\* [REDACTED]

PHONE NOS. [REDACTED]

EMAIL ADDRESS [REDACTED]

California License Type and Number: [REDACTED]

*\* By law, all final candidate applications must be made available to the public in the published board materials. Applicants may provide alternate addresses or addresses of record in lieu of residential addresses. Phone numbers will be redacted prior to publication in Board meeting materials to protect an applicant's privacy.*

**PLEASE READ THIS APPLICATION IN ITS ENTIRETY.**

**COUNCIL COMPOSITION:** The Dental Assisting Council is a seven member council created pursuant to Section 1742 of the Business and Professions Code. The members of the Council are appointed by the Board and shall include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

**RESPONSIBILITIES:** The Council is to consider all matters relating to dental assistants in California and will make appropriate recommendations to the Board and the standing committees of the Board including, but not limited to, the following areas:

Requirements for dental assistant examination, licensure, permitting, and renewal.

Standards and criteria for approval of dental assisting educational programs, courses, and continuing education.

Allowable dental assistant duties, settings, and supervision levels.

Appropriate standards of conduct and enforcement for dental assistants.

Requirements regarding infection control.

**QUALIFICATIONS:** The Board will consider applications to appoint five (5) members to the Council. Applicants must meet the following minimum requirements to be eligible for appointment.

Two (2) of those members shall be employed as faculty members of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years. Three (3) of those members, which shall include one registered dental assistant in extended functions, shall be employed clinically in private dental practice or public safety net or dental health care clinics.

All five members shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

**TERM OF OFFICE:** Each member shall serve for a term of four years.

**TRAVEL:** The Council will meet approximately four times per year in conjunction with other board committees, and at other times as deemed necessary. Expenses incurred in the performance of official duties are reimbursed by the Dental Board of California in accordance with the Pocket Travel Guide published by the Office of Administrative Services, Accounts Payable Unit of the Department of Consumer Affairs. Council members receive \$100 for each day actually spent in the discharge of official duties, as determined by the Board (Business and Professions Code section 103).

**OTHER TIME COMMITMENTS:** Council members shall be required to participate in Ethics Orientation, Sexual Harassment Prevention Training and Board Member Orientation Training, and prepare and submit a financial disclosure statement that is filed with the Fair Political Practices Committee entitled "Form 700, Statement of Economic Interests."

**In order to assist the Board in determining eligibility for appointment to the Council, please answer the following questions:**

1. Have you received a recommendation from any incorporated, nonprofit professional society, association, or entity whose membership is comprised of registered dental assistants within the state? If so please, please indicate which organization in the space below and provide a copy of such recommendation with this application.

n/a

2. Have you been a faculty member of a registered dental assisting educational program approved by the Board for the past 5 years? If so, please provide the name and address of the program and dates of employment in the space below. *yes.*
- |                                 |                                   |
|---------------------------------|-----------------------------------|
| <i>2012 - Present</i>           | <i>2007 - 2012</i>                |
| <i>Concorde Career College</i>  | <i>Everest College</i>            |
| <i>12951 S. Euclid St. #101</i> | <i>511 N. Brookhurst St. #300</i> |
| <i>Garden Grove, Ca. 92840</i>  | <i>Anaheim, Ca. 92801</i>         |
3. Are you currently employed in a clinical position in a private practice, public safety net clinic, or dental health care clinic? If so, please provide the name and address of the facility by which you are employed in the space below. *yes.*
- |                                |                            |
|--------------------------------|----------------------------|
| <i>Dr. Raymond Sugiyama</i>    | <i>Staff Seekers</i>       |
| <i>3551 Farguhar Ave. #202</i> | <i>2913 El Camino Real</i> |
| <i>Los Alamitos, Ca. 90720</i> | <i>Tustin, Ca. 92782</i>   |
4. Have you maintained a current and active RDA or RDAEF license for the past 5 years?  
Yes  No
5. Are you employed by a current member of the Dental Board?  
Yes  No
6. Have you served on the Dental Assisting Forum?  
Yes  No
7. Do you have a financial interest in any registered dental assisting school?  
Yes  No
- If yes, please indicate the name of the school in the space below and describe the nature of the financial interest (attach additional sheets if necessary).
- n/a*
8. Are you willing to comply with conflict of interest requirements that apply to board members? Yes  No

**In a cover letter, please write a brief statement indicating why you wish to serve as a member of the Council.**

**Employment references, not to exceed three (3), will be accepted but are not required.**

**An interview may be conducted as part of the application process.**

**Notice on Collection of Personal Information**

**Collection and Use of Personal Information.** The Dental Board of California collects the information requested on this form as authorized by Business and Professions Code Section 1742. The Board uses this information to evaluate applicants for appointment to the Dental Assisting Council of the Dental Board of California.

**Providing Personal Information Is Voluntary.** You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your address, home telephone number, or employment experience, you may do so. In that case, however, the Board may not be able to communicate with you regarding your qualifications for appointment or to consider your eligibility for appointment to the Council.

**Access to Your Information.** You may review the records maintained by the Board that contain your personal information, as permitted by the Information Practices Act (Civ.Code, §§1798 et seq.). See below for contact information.

**Possible Disclosure of Personal Information.**

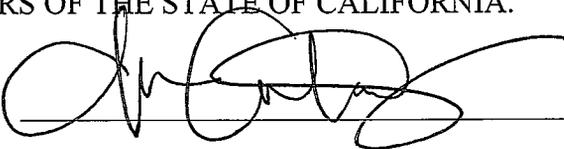
We make every effort to protect the personal information you provide us. In order to evaluate and verify your application information, however, we may need to share the information you give us with businesses or organizations you have referenced in your application.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant; or,
- In Board meeting materials, if selected as a final candidate for appointment (Bus.&Prof.Code, § 1742(c)).

**Contact Information.** For questions about this application, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed below.

I HAVE READ THIS APPLICATION AND HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. I UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT I MUST EXECUTE AN OATH OF OFFICE AND WILL BE REQUIRED TO ABIDE BY THE LAWS AND RULES APPLICABLE TO OFFICERS OF THE STATE OF CALIFORNIA.

Signature  Date 01/10/14

**SUBMIT COVER LETTER, COMPLETED APPLICATION, RÉSUMÉ, AND REFERENCES  
BY FEBRUARY 7, 2014 TO:**

Karen M. Fischer, MPA, Executive Officer  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815  
(916) 263-2300

# Anne Contreras, R.D.A., C.D.A., O.A., C.O.A.

## Objective

Obtaining an RDA position with the Dental Board of California to serve as a Dental Assisting Council member in which provides an open-minded view pertaining to all the standards of levels of examination, licensure, permitting and renewal. I would evaluate any topics and concerns that may arise that relate to the standards and criteria of dental assisting educational programs, courses and continuing education by the assurance that dental assistants abiding by their allowable duties, settings and supervision levels.

By working with the board members and the rest of the dental assisting council, my goal as a team player is to give my logical views, input and experiences as a current dental assisting instructor and chairside assistant. This is to provide the utmost standards of care to patients and to protect the public.

I am professional, positive, highly motivated, dependable, honest, extremely dedicated, very passionate about dentistry and the adherence to B&P codes. I would like to have the opportunity to grow in an environment rich with dentists, public members, council and board members as a Dental Board of California Dental Assisting committee member.

## Professional Profile

- Registered Dental Assistant
- Certified Dental & Ortho Assistant
- CPR certified Instructor- AHA
- Sealant/Coronal Polish Certified Instructor
- Radiology Instructor
- Current RDA Methodology Courses
- Teaching Credential- LACOE/UCLA/USD
- HOSA student advisor at ROP
- Volunteer at CDA cares events
- Guest speaker at community colleges
- Speaker at dental study clubs
- Orthodontic Assistant Permit holder
- Member of CADAT
- Dental Board of California- Prior Subject Matter Expert
- Current DBC DAC Member

## Professional Experience

- Over 18 years of dental experience
- Assisting doctor with exams, consultations, bonding, debanding, fiberotomy and TADs
- RDA, OA and laboratory duties. Lifelong learner by taking CEU's for knowledge
- Impressions, purging study models and taking intraoral/extraoral photos
- Gentle and has excellent relationships with patients of all ages
- Volunteering at various medical and dental missions
- Teaching dental assisting students laboratory and lecture
- Curriculum development, lesson planning and computation of grades in a timely manner
- Creating quizzes, mid terms and final exams. Grading projects and homework
- Following Dental Board of California curriculum for the DA/RDA program
- Proper training and skills necessary to provide the most current information to students
- Advising, encouraging and counseling students with career pathways
- DBC Subject Matter Expert- Prior writing and evaluating questions for the written exam
- Dental Board of California- Dental Assisting Council Member
- Teaching Methodology: Tier I & Tier II completion
- Teaching Credential- Designated Subjects Career Technical and Adult Education

## Work History

DA Instructor / Director HS & Adult students	Southeast ROP Norwalk, CA	2012 - Present
RDA Lead Instructor- Lab & Lecture Evening	Concorde Career College Garden Grove, CA	2012 - Present
RDA/ Orthodontic Asst.	Dr. Raymond M. Sugiyama, DDS, MS. Los Alamitos, CA	2001 - Present
RDA/OA	Staff Seekers- Elaine Nadell Tustin, CA	2013 - Present
RDA Instructor- Lab & Lecture Evening	Everest College Anaheim, CA	2007 - 2012
Office Manager	Dr. John P. DiMaccio, DDS La Costa, CA	1997 - 2000
Administrative Assistant/ Receptionist	Dr. David S. Rosenbaum, DDS San Marcos, CA	1995 - 1997

## Education

Bachelors of Arts- Sociology	Brandman University/ Chapman University System	In Progress
Teaching Credential- Designated Subjects Career Technical	UCLA/USD LA County Office of Education	2012 / 2013
Associates of Science- Dental Assisting	Cypress College	2000 / 2003

## References

Furnished upon request.

---

**Employment References-**

**Southeast Regional Occupational Program**

12940 E. Foster Road

Norwalk, Ca. 90650

(562) 860-1927

**Concorde Career College**

12951 S. Euclid Street

Garden Grove, Ca. 92840

(714) 703-1900

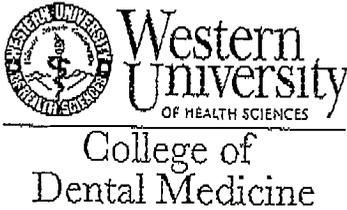
**Dr. Raymond M. Sugiyama, DDS, MS.**

3551 Farquhar Ave. Suite 202

Los Alamitos, Ca. 90720

(562) 427-3781

# **DICK APPLICATION**



PCC - DENTAL CARE CENTER

FACSIMILE TRANSMITTAL SHEET

TO: *Karen M. Fischer* FROM: WESTERN UNIVERSITY DENTAL CENTER

COMPANY: Dental Board of California DATE: 2/7/14

FAX NUMBER: (916) 263-2140 TOTAL NO. OF PAGES, INCLUDING COVER: 9

PHONE NUMBER: (916) 263-2300 SENDER'S REFERENCE NUMBER:

YOUR REFERENCE NUMBER:

- URGENT  FOR REVIEW  PLEASE COMMENT  PLEASE REPLY  PLEASE RECYCLE

NOTES/COMMENTS:

PLEASE REPLY WITH YOUR RECOMMENDATION/S.

FAX BACK TO: WESTERN UNIVERSITY DENTAL CENTER

FAX NUMBER (909) 469-8650

This fax, including any attachments, may contain information that is protected by law as privileged and confidential, and is transmitted for the sole use of the intended recipient. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying or retention of this e-mail or the information contained herein is strictly prohibited. If you have received this email in error, please immediately notify the sender by telephone or reply by e-mail, and permanently delete this email from your computer system. Thank you.

Sarah Marie Dick



January 29th, 2014

RE: Dental Assisting Council

To whom it may concern,

I'm contacting you in regards to the Registered Dental Assistant position on the council. I strongly believe that I am a good fit for the board and would love the opportunity to become a valued member of your team. I am very interested in further particulars in regards to the open position on the council.

My relevant qualifications include my Associates in Health Science along with my registered dental assisting license. Also of note is my position I have held with corporate practice, private practice and now with an educational practice. During my tenure, I have been able to move up from just performing my registered dental assisting duties to educating myself on the many different types of dental practices there are and how they have variances and similarities. This has enabled me to not only grow as an employee but as a person as well.

With my skill set and proven track record, I can be a valuable addition to the council of the California State Board. I can be reached for an interview at your earliest convenience.

Thanks in advance for your time. I look forward to your call.

Best Regards,

Sarah Dick

## Sarah M. Dick

---

### Employment Objective

Seeking a position where I can utilize my experience to the benefit of my employer.

### Education

San Joaquin Valley College	Mar. 2002 - Nov. 2003
Rancho Cucamonga, CA	
Associates of Science Degree, Dental Assisting	

### Qualifications and Skills

CPR and AED Certified	Friendly
Radiology License	Team Player
Coronal Polishing Certified	Committed
Willingness to Learn New Things	Dedicated
Communicate Well With Others	Outgoing

### Employment History

Auto Zone	
Rancho Cucamonga	Aug. 1995 – Nov 2003
Commercial Manager/ Developed management skills, people skills, phone skills, computer skills and learned how to become a team player.	

Pomona Gentle Dental	Jan. 2004 – July 2007
Pomona, CA	
RDA I was able to enhance my skills in a fast paced office. I was increasing my skills and confidence in assisting the doctor and in performing all of my RDA duties. I took on the back office manager tasks when manager was out of the office and learned some of the front office duties as well.	

Bright Now Dental	Nov. 2007- Nov.2012
Azusa, CA	
Lead RDA I was responsible for all back office duties and making sure the back flows smoothly with doctors, staff and most importantly patients. I was for all ordering within the office, OSHA compliance and to make sure that all paper work is completed for each month. I have also taken on the front office duties of answering phones, scheduling, checking eligibility and many more of the front office duties.	

Western University of Health Sciences  
Pomona, CA  
RDA

Nov.2012 - Current

I am currently working with students who are 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year of their DMD program at Western. Along with working along side the students I also work along side a skilled staff of general dentist and specialty dentist that include Oral Surgeon, Periodontist, Pedodontist, Prostodontist and Radiologist.



# Western University

OF HEALTH SCIENCES

*The discipline of learning. The art of caring.*

College of Dental Medicine

February 3, 2014

Karen M. Fischer, MPA, Executive Officer Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

RE: Sarah Dick, RDA, candidate for RDA Representative to Dental Board of California

Dear Ms. Fisher:

I am pleased to support Sarah Dick, RDA, for the vacancy on the Dental Assisting Council of the Dental Board of California. Sarah began employment here at The Dental Center at Western University College of Dental Medicine in 2012. Sarah is a motivated, hardworking, and efficient RDA who is willing to do whatever task needs completion to get the job done. She is able to skillfully support both general dentists and specialists in practice. She is one who frequently volunteers when someone extra is needed after regular hours or on weekends (for example during our student's board exams). Sarah has an out-going personality and is, therefore, a good communicator and popular with our students and patients. She has held positions in some fast-paced dental offices so she realizes the value of being organized and being able to multitask. She has also had administrative duties in some of her jobs so she understands that integration of clinical and business/practice management systems is essential for a successful practice. Based on the skills, abilities, and positive personality traits she has displayed to date, I believe that she would be an excellent candidate to represent the state's dental assistants to the board. You would find her to be thorough, on time with assignments, cooperative, and hardworking. I, therefore, highly recommend her for the position.

Sincerely,

A handwritten signature in black ink, appearing to read "DA Lazarchik".

David A. Lazarchik, DMD  
Assistant Dean  
Patient Care and Clinical Education

DAL/jda



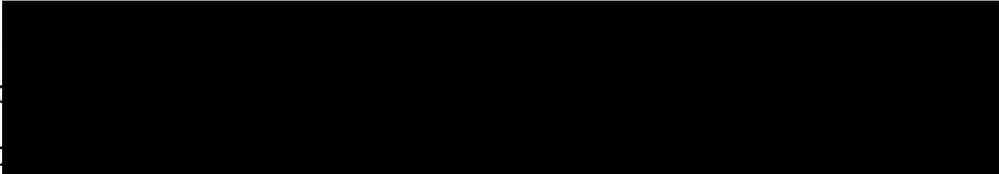
BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GOVERNOR MICHAEL S. BROWN JR.  
**DENTAL BOARD OF CALIFORNIA**  
2005 Evergreen Street, Suite 1550, Sacramento, CA 95815  
P (916) 263-2300 F (916) 263-2140 | www.dbc.ca.gov

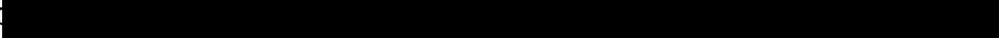


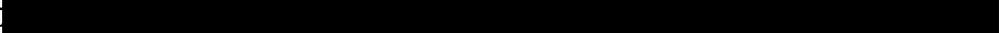
## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

**PLEASE PRINT**

NAME Sarah Dick

ADDRESS 

PHONE NO 

EMAIL AD 

California License Type and Number:  RDA63235  Expiration date:  12/31/14

*\* By law, all final candidate applications must be made available to the public in the published board materials. Applicants may provide alternate addresses or addresses of record in lieu of residential addresses. Phone numbers will be redacted prior to publication in Board meeting materials to protect an applicant's privacy.*

**PLEASE READ THIS APPLICATION IN ITS ENTIRETY.**

**COUNCIL COMPOSITION:** The Dental Assisting Council is a seven member council created pursuant to Section 1742 of the Business and Professions Code. The members of the Council are appointed by the Board and shall include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

**RESPONSIBILITIES:** The Council is to consider all matters relating to dental assistants in California and will make appropriate recommendations to the Board and the standing committees of the Board including, but not limited to, the following areas:

- Requirements for dental assistant examination, licensure, permitting, and renewal.
- Standards and criteria for approval of dental assisting educational programs, courses, and continuing education.
- Allowable dental assistant duties, settings, and supervision levels.
- Appropriate standards of conduct and enforcement for dental assistants.
- Requirements regarding infection control.

**QUALIFICATIONS:** The Board will consider applications to appoint five (5) members to the Council. Applicants must meet the following minimum requirements to be eligible for appointment.

Two (2) of those members shall be employed as faculty members of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years. Three (3) of those members, which shall include one registered dental assistant in extended functions, shall be employed clinically in private dental practice or public safety net or dental health care clinics.

All five members shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

**TERM OF OFFICE:** Each member shall serve for a term of four years.

**TRAVEL:** The Council will meet approximately four times per year in conjunction with other board committees, and at other times as deemed necessary. Expenses incurred in the performance of official duties are reimbursed by the Dental Board of California in accordance with the Pocket Travel Guide published by the Office of Administrative Services, Accounts Payable Unit of the Department of Consumer Affairs. Council members receive \$100 for each day actually spent in the discharge of official duties, as determined by the Board (Business and Professions Code section 103).

**OTHER TIME COMMITMENTS:** Council members shall be required to participate in Ethics Orientation, Sexual Harassment Prevention Training and Board Member Orientation Training, and prepare and submit a financial disclosure statement that is filed with the Fair Political Practices Committee entitled "Form 700, Statement of Economic Interests."

**In order to assist the Board in determining eligibility for appointment to the Council, please answer the following questions:**

1. Have you received a recommendation from any incorporated, nonprofit professional society, association, or entity whose membership is comprised of registered dental assistants within the state? If so please, please indicate which organization in the space below and provide a copy of such recommendation with this application.

N/A

- 2. Have you been a faculty member of a registered dental assisting educational program approved by the Board for the past 5 years? If so, please provide the name and address of the program and dates of employment in the space below.

N/A

- 3. Are you currently employed in a clinical position in a private practice, public safety net clinic, or dental health care clinic? If so, please provide the name and address of the facility by which you are employed in the space below.

Western University of Health Sciences  
795 E. Second St.  
Pomona CA 91766

- 4. Have you maintained a current and active RDA or RDAEF license for the past 5 years?  
Yes  No
- 5. Are you employed by a current member of the Dental Board?  
Yes  No
- 6. Have you served on the Dental Assisting Forum?  
Yes  No
- 7. Do you have a financial interest in any registered dental assisting school?  
Yes  No   
If yes, please indicate the name of the school in the space below and describe the nature of the financial interest (attach additional sheets if necessary).

- 8. Are you willing to comply with conflict of interest requirements that apply to board members? Yes  No

**In a cover letter, please write a brief statement indicating why you wish to serve as a member of the Council.**

**Employment references, not to exceed three (3), will be accepted but are not required.**

**An interview may be conducted as part of the application process.**

**Notice on Collection of Personal Information**

**Collection and Use of Personal Information.** The Dental Board of California collects the information requested on this form as authorized by Business and Professions Code Section 1742. The Board uses this information to evaluate applicants for appointment to the Dental Assisting Council of the Dental Board of California.

**Providing Personal Information Is Voluntary.** You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your address, home telephone number, or employment experience, you may do so. In that case, however, the Board may not be able to communicate with you regarding your qualifications for appointment or to consider your eligibility for appointment to the Council.

**Access to Your Information.** You may review the records maintained by the Board that contain your personal information, as permitted by the Information Practices Act (Civ.Code, §§1798 et seq.). See below for contact information.

**Possible Disclosure of Personal Information.**

We make every effort to protect the personal information you provide us. In order to evaluate and verify your application information, however, we may need to share the information you give us with businesses or organizations you have referenced in your application.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant; or,
- In Board meeting materials, if selected as a final candidate for appointment (Bus.&Prof.Code, § 1742(c)).

**Contact Information.** For questions about this application, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed below.

I HAVE READ THIS APPLICATION AND HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. I UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT I MUST EXECUTE AN OATH OF OFFICE AND WILL BE REQUIRED TO ABIDE BY THE LAWS AND RULES APPLICABLE TO OFFICERS OF THE STATE OF CALIFORNIA.

Signature



Date

1/29/14

**SUBMIT COVER LETTER, COMPLETED APPLICATION, RESUMÉ, AND REFERENCES  
BY FEBRUARY 7, 2014 TO:**

Karen M. Fischer, MPA, Executive Officer  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815  
(916) 263-2300

# **DIMARANAN APPLICATION**



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMLIND G. BROWN JR.  
**DENTAL BOARD OF CALIFORNIA**  
2005 Evergreen Street, Suite 1550, Sacramento, CA 95815  
P (916) 263-2300 F (916) 263-2140 | www.dbc.ca.gov



## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

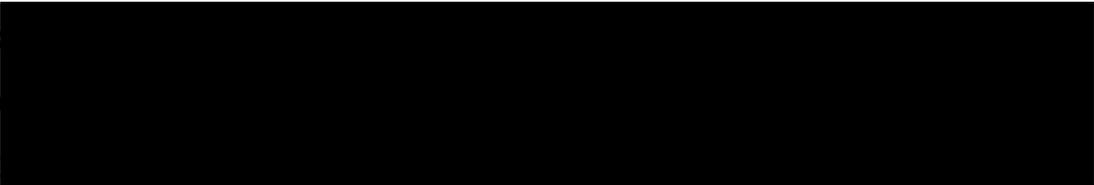
**PLEASE PRINT**

NAME Benson B. Dimaranan

ADDRESS

PHONE N

EMAIL A



California License Type and Number: RPhT, RDA and OAP Expiration date: 8/31/14

*\* By law, all final candidate applications must be made available to the public in the published board materials. Applicants may provide alternate addresses or addresses of record in lieu of residential addresses. Phone numbers will be redacted prior to publication in Board meeting materials to protect an applicant's privacy.*

**PLEASE READ THIS APPLICATION IN ITS ENTIRETY.**

**COUNCIL COMPOSITION:** The Dental Assisting Council is a seven member council created pursuant to Section 1742 of the Business and Professions Code. The members of the Council are appointed by the Board and shall include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

**RESPONSIBILITIES:** The Council is to consider all matters relating to dental assistants in California and will make appropriate recommendations to the Board and the standing committees of the Board including, but not limited to, the following areas:

- Requirements for dental assistant examination, licensure, permitting, and renewal.
- Standards and criteria for approval of dental assisting educational programs, courses, and continuing education.
- Allowable dental assistant duties, settings, and supervision levels.
- Appropriate standards of conduct and enforcement for dental assistants.
- Requirements regarding infection control.

**QUALIFICATIONS:** The Board will consider applications to appoint five (5) members to the Council. Applicants must meet the following minimum requirements to be eligible for appointment.

Two (2) of those members shall be employed as faculty members of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years. Three (3) of those members, which shall include one registered dental assistant in extended functions, shall be employed clinically in private dental practice or public safety net or dental health care clinics.

All five members shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

**TERM OF OFFICE:** Each member shall serve for a term of four years.

**TRAVEL:** The Council will meet approximately four times per year in conjunction with other board committees, and at other times as deemed necessary. Expenses incurred in the performance of official duties are reimbursed by the Dental Board of California in accordance with the Pocket Travel Guide published by the Office of Administrative Services, Accounts Payable Unit of the Department of Consumer Affairs. Council members receive \$100 for each day actually spent in the discharge of official duties, as determined by the Board (Business and Professions Code section 103).

**OTHER TIME COMMITMENTS:** Council members shall be required to participate in Ethics Orientation, Sexual Harassment Prevention Training and Board Member Orientation Training, and prepare and submit a financial disclosure statement that is filed with the Fair Political Practices Committee entitled "Form 700, Statement of Economic Interests."

**In order to assist the Board in determining eligibility for appointment to the Council, please answer the following questions:**

1. Have you received a recommendation from any incorporated, nonprofit professional society, association, or entity whose membership is comprised of registered dental assistants within the state? If so please, please indicate which organization in the space below and provide a copy of such recommendation with this application.

Applied Measurement Services, LLC, Downey Adult School, and SoutheEast ROP

2. Have you been a faculty member of a registered dental assisting educational program approved by the Board for the past 5 years? If so, please provide the name and address of the program and dates of employment in the space below.

N/A/ Only Dental Assisting Vocational Program (Public Education)

3. Are you currently employed in a clinical position in a private practice, public safety net clinic, or dental health care clinic? If so, please provide the name and address of the facility by which you are employed in the space below.

Yes. Part-Time Employee: Santa Maria Dentistry, 16900 Lakewood Blvd., #306, Bellflower, CA 90706

4. Have you maintained a current and active RDA or RDAEF license for the past 5 years?  
Yes  No
5. Are you employed by a current member of the Dental Board?  
Yes  No
6. Have you served on the Dental Assisting Forum?  
Yes  No
7. Do you have a financial interest in any registered dental assisting school?  
Yes  No   
If yes, please indicate the name of the school in the space below and describe the nature of the financial interest (attach additional sheets if necessary).

N/A

8. Are you willing to comply with conflict of interest requirements that apply to board members? Yes  No

**In a cover letter, please write a brief statement indicating why you wish to serve as a member of the Council.**

**Employment references, not to exceed three (3), will be accepted but are not required.**

**An interview may be conducted as part of the application process.**

**Notice on Collection of Personal Information**

**Collection and Use of Personal Information.** The Dental Board of California collects the information requested on this form as authorized by Business and Professions Code Section 1742. The Board uses this information to evaluate applicants for appointment to the Dental Assisting Council of the Dental Board of California.

**Providing Personal Information Is Voluntary.** You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your address, home telephone number, or employment experience, you may do so. In that case, however, the Board may not be able to communicate with you regarding your qualifications for appointment or to consider your eligibility for appointment to the Council.

**Access to Your Information.** You may review the records maintained by the Board that contain your personal information, as permitted by the Information Practices Act (Civ.Code, §§1798 et seq.). See below for contact information.

**Possible Disclosure of Personal Information.**

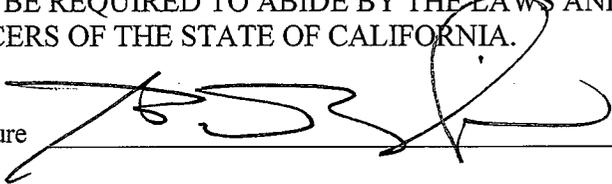
We make every effort to protect the personal information you provide us. In order to evaluate and verify your application information, however, we may need to share the information you give us with businesses or organizations you have referenced in your application.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant; or,
- In Board meeting materials, if selected as a final candidate for appointment (Bus.&Prof.Code, § 1742(c)).

**Contact Information.** For questions about this application, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed below.

I HAVE READ THIS APPLICATION AND HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. I UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT I MUST EXECUTE AN OATH OF OFFICE AND WILL BE REQUIRED TO ABIDE BY THE LAWS AND RULES APPLICABLE TO OFFICERS OF THE STATE OF CALIFORNIA.

Signature  Date 01/27/2014

**SUBMIT COVER LETTER, COMPLETED APPLICATION, RÉSUMÉ, AND REFERENCES BY FEBRUARY 7, 2014 TO:**

Karen M. Fischer, MPA, Executive Officer  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815  
(916) 263-2300

January 27, 2013

Ms. Karen M. Fisher  
Dental Board of California  
2005 Evergreen Street, Suite# 1550,  
Sacramento, CA 95815

RE: Dental Assisting Council

Dear Ms. Fisher:

In response to your advertisement in the Dental Board of California website in regards to a position to be part of the Dental Assisting Council, I have attached my curriculum vitae for the open position that you are seeking to fill.

As a result of my vast training and continuous pursuance of my education, I have acquired excellent skills and virtues in the teaching aspect of the dental field. My practical and hands-on experience, theoretical understanding of the dental field and experience in Clinical and Administrative Dental Assisting Classroom instruction may be of great interest to your company.

My outstanding qualifications as a professional Dental Auxiliary, both in chairside and administrative Dental Assisting, have been my sole training ground in developing my teaching skills. I believe that for one to be an excellent leader, one should be an excellent follower first. With this in mind, my ideology of training myself by subordination and cooperation have greatly influence my teaching techniques and my understanding of how students can learn in the most efficient way possible.

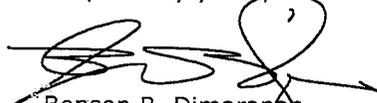
I have also the pleasure of working with the Dental Board of California as one of the Dental Consultants as well as Subject Matter Experts/ Site Evaluators. Through my participation with the board I gained a wide array of experience and knowledge in the curriculum application process of dental program through out the state of California. In addition to this, I offer strong decision-making skills, a high degree of self-motivation and competitive records in the field of academia, some aspects that can never be overlooked in identifying a well-rounded professional.

Being goal oriented, I enthusiastically thrive on challenging assignments. My ambitious persona makes me an individual who strives for excellence and perfection in my work. Also, I am a highly motivated individual with a record of achievements and leadership in my academic accomplishments, extra-curricular activities and my continuing dental educations, as well as diverse work background. I keep in mind that training and education goes hand in hand when it comes to achieving the highest of all career goals and that attitude blends in consideration to fully achieve success in the profession.

I am hopeful that you can use someone of my particular background, abilities and skills to be of great service for your organization's current necessities. If you have any questions, feel free to contact me at (714) 822-0727 or email me at dentalci@yahoo.com.

Thank you for your kind consideration regarding this matter.

Respectfully yours,



Benson B. Dimaranan

## Benson B. Dimaranan

### OBJECTIVE

Experienced and energetic professional educator seeking to experience various education-related activities and expand training capabilities in the dental field.

### SKILLS PROFILE

#### Dental Program Director/ Instructor

- Instruct Secondary and Post secondary students in all aspects of dentistry, including four handed dentistry, dental material, instruments, dental specialties, dental radiology, exposing and developing dental x-ray films, film mounting, infection control, HIPAA privacy requirements, California dental practice act, front office skills, dental billing, management of laboratory cases, coordinate public relation projects, and supervise students for internship.

#### Dental Board of CA- Subject Matter Expert/ Site Evaluation Team Consultants

- Reviews curriculum applications submitted to the Dental Board of California for various educational institutions; Performs site visitation prior to approval with the board; Determines deficiencies in the curriculum and analyzes necessities for program applicants; Recommends valid and complete curriculum applications for final board approval. Developed the examination standards for the new RDA state written examination.

#### Book and Exam Writer

- Create supplemental materials for Dental Instruments text references.

#### Curriculum Development

- Develop innovative curriculum to instruct individual students, small groups, and classes; Organize time, space and resources to balance heavy workloads and stringent deadlines; Use unconventional methods and resources to educate students in Theoretical, Administrative, Clinical and Practical Hands-on Dental Assisting; Create efficient ways for students to smoothly learn and enhance their skills and to apply them in a live clinical setting. Assist with the COE and WASC accreditation process.

#### Dental Consultant/ Trainer

- Monitor sterilization room; Monitor all the instruments; Check all the dental staff for proper attire and sterilization procedures; Conduct a weekly meeting for sterilization updates; Educate new dental staff for proper OSHA guidelines and dental office guideline; Update all the OSHA and MSDS folders; Check and evaluate sterilization book and manuals; Check all the charts for materials data fact sheets and inventory, sterilization supplies; Educate staff with compliance issues and update Dental Auxiliary duties; Impose organizational strategies in both the front office and back office area; Teach front office staff billing strategies and inspect insurance activities such as verifications, follow ups and billing.

### **Registered Dental Assistant**

- Prepares treatment rooms, instruments and tray setups for dental procedures; Greets and prepares patients for treatment; Exposes and mounts dental diagnostic x-rays; Assists the dentist during examinations and treatment procedures; Conducts work in compliance with office policies and procedures, safety, OSHA, MSDS and HIPAA guidelines; Records medical and dental history, vital signs and treatment information in patient records; Make temporary restorations; Applies and remove fluoride; Coronal polishing; Mouth mirror inspection; Take Impressions for diagnostic cast, opposing models, bleaching trays and temporary crowns and bridges; Sizing and fabricate temporary crowns; Temporary cementation and removal of temporary crowns; Place and remove dental rubber dams; Place and remove wedges and matrix bands; Provides patient for oral hygiene instructions prescribed by dentist; Participates in the achievement of patient satisfaction and office production goals by working efficiently and providing a high level of patient service; Assists other Dental Board of California/RDA duties as needed.

### **Financial Coordinator/ Biller**

- Front office maintenance-Maintains patient data to include required regulatory chart documents, personal information, treatment consultation documentation, account history transactions; Communicates payment options including insurance benefits, financing, Care Credit and payment plans; Contacts insurance company and patients regarding outstanding balances; Updates patient accounts consistently and without error to reflect current outstanding balances; Researches and resolves insurance billing issues; Sends delinquent accounts to collections; Processes insurance payments; Credits insurance payments to patient accounts in computerized system; Creates and mails insurance claims and statements; Rebills insurance companies and other third parties to secure payment for patients; Responds to patient billing and statement inquiries.

### **Orthodontic Assistant**

- Providing chair side support to orthodontist; Monitoring and reinforcing patient comfort; Exposing, developing and mounting dental radiographs; Patient education (hygiene instruction, and Office policy) as directed by orthodontist; Aiding and monitoring instrument sterilization, tray set up, operatory disinfection and barrier protection; Restocking of dental/ortho materials and supplies; Patient health history review and coverage status; Charting as instructed by DDS/Orthodontist; Remove orthodontic bands; Remove- place and ligate arch wires; Fluoride application; Take impressions and pour up diagnostic and opposing models; Remove ligature ties; Remove and place orthodontic separators; Mouth mirror inspection; Maintenance of dental hand piece, equipment and units; Daily set up and shut down all the system; Assists other Dental Board of California/ RDA and OAP duties as needed.

**EMPLOYMENT  
HISTORY**

**Santa Maria Dental Office, Inc.** Bellflower, CA  
*Registered Dental Assistant and Ortho Assistant* November 2013 to Present

**Downey Adult School/ DUSD** Downey, CA  
Dental Program Director and Instructor April 2008 to Present

**Mosby, Inc. an affiliate of Elsevier, Inc.** Maryland Heights, MO  
*Book Contributor and Exam Writer* September 2010 to Present

**Dental Board of California** Sacramento, CA  
*SME/ RDA Written Exam Writer* November 2009 to Present  
*SME/ SET Consultant* May 2009 to February 2011

**Southeast Regional Occupational Program** Cerritos, CA  
*Dental Assisting and Radiology Instructor* September 2005 to September 2008

**Danette E. Ergina, DMD, Inc.** Lakewood, CA  
*RDA/ Financial Coordinator* December 2000 to January 2007

**EDUCATION,  
CERTIFICATIONS,  
LICENSES AND  
CREDENTIALS**

**Continuing Educations, License and Certifications**

- October 22, 2012 CASAS eTests Online Proctor Certification- CASAS
- August 20, 2010 Orthodontic Assistant Permit – Downey Adult School
- June 14, 2010 8-hr Infection Control Certification – Downey Adult School
- April 13, 2010 Dental Practice Act for Dental Assistants – Downey Adult School
- August 31, 2009 Pit & Fissure Sealer Certification– Dental Career Institute
- September 05, 2006 Ultrasonic Scaling Certification – PDE
- February 17, 2006 Radiation Safety & Dental Radiographic Refresh Course - Emory University
- November 05, 2005 Dental Insurance Billing – Cerritos College
- June 08, 2003 Coronal Polishing Certification – My Dentist
- Feb 13, 2001 Dental Assistant Certification – Cerritos -SEROP
- Jan 17, 2001 Dental X-ray Certification – Cerritos -SEROP

**Education**

- October 14, 2013 – Present – M.A. in Education– Concordia University- Irvine
- April 17, 2010 - Level 2 / Instructional Practice of Adult & Career Technical Education – University of San Diego
- May 31, 2008 - Health Education for Teachers – University of San Diego
- Dec 13, 2006 - Level 1 / Principles of Adult & Vocational Instruction University of San Diego
- March 30, 2003 - B. S. in Psychology – UP Help System, Philippines
- March 24, 1999 - High School Diploma – Liceo De Cabuyao, Philippines

**California Professional License**

- March 19, 2013 – Orthodontic Assistant Permit– Dental Board of CA OAP# 71
- January 07, 2010 – Registered Pharmacy Technician – Pharmacy Board of CA RPhT# 97878
- July 01, 2006 Full-time Designated Dental & Medical Office Teaching Credential State of California

- July 01, 2005 Part-time Designated Dental Teaching Credential  
State Of California
- June 30, 2004 Registered Dental Assistant – Dental Board of CA RDA# 62124

**Groups and Association**

- 2010-2011 – California Association of Dental Assisting Teachers  
- Board of Directors – Appointed as Council
- California Council for Adult Education – CCAE Member
- California Teachers Association – CTA Member
- California Association of Dental Assisting Teachers – CADAT Member

**ADDITIONAL  
INFORMATION**

Committed to exemplify well-rounded qualifications of the Dental professional and utilize the standards of proper Dental Care with my professional practice; Continuously update myself with the changing and improving regulatory language of the Registered Dental Assistant.

# Applied Measurement Services, LLC

---

September 20, 2013

Admissions Office

To whom it may concern:

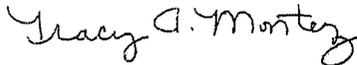
I am writing to provide a reference for Mr. Benson Dimaranan. I have known Mr. Dimaranan for approximately four years and have had the pleasure of working with him during my contracted projects for the California Department of Consumer Affairs, Dental Board of California (DBC).

Specifically, Mr. Dimaranan served as a subject matter expert participating in a series of examination development projects for the Registered Dental Assistant (RDA) licensure program. As a workshop participant, he was asked to use his expertise of the RDA profession to update the examination plan, write and critically review questions for the licensure examination. He was also asked to use his knowledge about the profession to ensure the fairness and validity of the RDA examination program.

Mr. Dimaranan was proficient in interacting with other subject matter experts and meeting workshop goals and objectives. Because Mr. Dimaranan is a valuable resource and his knowledge of the profession is comprehensive, I continue to use him as a subject matter expert for the RDA profession.

Without a doubt, Mr. Dimaranan would be an outstanding student in your education program. If you would like further information, please contact me at 530.788.5346.

Sincerely,



Tracy A. Montez, Ph.D.  
President



## Downey Unified School District

### Adult School

12340 Woodruff Avenue, Downey, California 90241-5610

(562) 940-6200 FAX: (562) 940-6221

#### Board of Education

*President*

Donald E. LaPlante

*Vice President*

William A. Gutierrez

*Clerk*

Tod M. Corrin

*Members*

D. Mark Morris  
Barbara R. Samperi  
Martha E. Sodetani  
Nancy A. Swenson

*Superintendent*

John A. Garcia, Jr., Ph.D.

December 4, 2013

To whom it may concern,

I am writing to recommend Mr. Benson Dimaranan for being an excellent instructor. I had the pleasure of working directly with Benson as the Program Director of the Dental Assisting Program at Downey Adult School. We worked together closely, so I fully understand his capabilities.

He is a great mentor and instructor. His organization and leadership skills are excellent that makes him successful both in education and his career. He will try his best to help students become successful and motivates them to continue with their education.

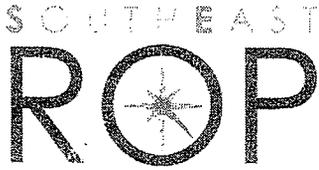
Benson is also able to work effectively with other co-workers, making him a great addition to the team.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Evangeline Enriquez".

Evangeline Enriquez, RDA  
Dental Instructor  
Downey Adult School  
eenriquez@das.edu  
(562) 773-3233 -Cell



THE GUIDE TO YOUR FUTURE

ABC & NORWALK-LA MIRADA  
UNIFIED SCHOOL DISTRICTS

December 10, 2013

To whom it may concern:

This serves as a letter of recommendation for Benson Dimaranan. I have worked with Benson at Southeast Regional Occupational Program for 3 years. He began his career at Southeast Regional Occupational Program as a Dental Assistant and Radiology Instructor.

As Benson's former instructor, I have spent considerable time with him. He is very goal oriented, and is always punctual. He is dedicated to his work and the job at hand.

Benson demonstrated from his first days teaching with us that he is well organized and is extremely compassionate about teaching. He is involved in many different dental associations and with the California Dental Association for dental assistants.

In closing, let me say I have no hesitation in recommending Benson Dimaranan for any Dental Assisting Instructor position. I feel he is an exceptional candidate and I feel confident he would be an asset to your organization. I wholeheartedly recommend him and wish him the very best in all future endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Denise Strong".

Denise Strong  
Director of Instructional Programs

# **LOZANO APPLICATION**



## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

**PLEASE PRINT**

NAME Veronica Lozano  
ADDRESS [REDACTED]  
PHONE NO [REDACTED]  
EMAIL AD [REDACTED]

California License Type and Number: RDA 33062 Expiration date: 11-30-14  
RDAEP 1081

*\* By law, all final candidate applications must be made available to the public in the published board materials. Applicants may provide alternate addresses or addresses of record in lieu of residential addresses. Phone numbers will be redacted prior to publication in Board meeting materials to protect an applicant's privacy.*

**PLEASE READ THIS APPLICATION IN ITS ENTIRETY.**

**COUNCIL COMPOSITION:** The Dental Assisting Council is a seven member council created pursuant to Section 1742 of the Business and Professions Code. The members of the Council are appointed by the Board and shall include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

**RESPONSIBILITIES:** The Council is to consider all matters relating to dental assistants in California and will make appropriate recommendations to the Board and the standing committees of the Board including, but not limited to, the following areas:

- Requirements for dental assistant examination, licensure, permitting, and renewal.
- Standards and criteria for approval of dental assisting educational programs, courses, and continuing education.
- Allowable dental assistant duties, settings, and supervision levels.
- Appropriate standards of conduct and enforcement for dental assistants.
- Requirements regarding infection control.

**QUALIFICATIONS:** The Board will consider applications to appoint five (5) members to the Council. Applicants must meet the following minimum requirements to be eligible for appointment.

Two (2) of those members shall be employed as faculty members of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years. Three (3) of those members, which shall include one registered dental assistant in extended functions, shall be employed clinically in private dental practice or public safety net or dental health care clinics.

All five members shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

**TERM OF OFFICE:** Each member shall serve for a term of four years.

**TRAVEL:** The Council will meet approximately four times per year in conjunction with other board committees, and at other times as deemed necessary. Expenses incurred in the performance of official duties are reimbursed by the Dental Board of California in accordance with the Pocket Travel Guide published by the Office of Administrative Services, Accounts Payable Unit of the Department of Consumer Affairs. Council members receive \$100 for each day actually spent in the discharge of official duties, as determined by the Board (Business and Professions Code section 103).

**OTHER TIME COMMITMENTS:** Council members shall be required to participate in Ethics Orientation, Sexual Harassment Prevention Training and Board Member Orientation Training, and prepare and submit a financial disclosure statement that is filed with the Fair Political Practices Committee entitled "Form 700, Statement of Economic Interests."

**In order to assist the Board in determining eligibility for appointment to the Council, please answer the following questions:**

1. Have you received a recommendation from any incorporated, nonprofit professional society, association, or entity whose membership is comprised of registered dental assistants within the state? If so please, please indicate which organization in the space below and provide a copy of such recommendation with this application.

Western University of Health Sciences  
non-profit, private, graduate school.

2. Have you been a faculty member of a registered dental assisting educational program approved by the Board for the past 5 years? If so, please provide the name and address of the program and dates of employment in the space below.

N/A

3. Are you currently employed in a clinical position in a private practice, public safety net clinic, or dental health care clinic? If so, please provide the name and address of the facility by which you are employed in the space below.

Western University of Health Science  
309 E. Second Street, suite #8  
Pomona, Ca. 91766

4. Have you maintained a current and active RDA or RDAEF license for the past 5 years?

Yes  No

5. Are you employed by a current member of the Dental Board?

Yes  No

6. Have you served on the Dental Assisting Forum?

Yes  No

7. Do you have a financial interest in any registered dental assisting school?

Yes  No

If yes, please indicate the name of the school in the space below and describe the nature of the financial interest (attach additional sheets if necessary).

N/A

8. Are you willing to comply with conflict of interest requirements that apply to board members?  Yes  No

**In a cover letter, please write a brief statement indicating why you wish to serve as a member of the Council.**

**Employment references, not to exceed three (3), will be accepted but are not required.**

**An interview may be conducted as part of the application process.**

**Notice on Collection of Personal Information**

**Collection and Use of Personal Information.** The Dental Board of California collects the information requested on this form as authorized by Business and Professions Code Section 1742. The Board uses this information to evaluate applicants for appointment to the Dental Assisting Council of the Dental Board of California.

**Providing Personal Information Is Voluntary.** You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your address, home telephone number, or employment experience, you may do so. In that case, however, the Board may not be able to communicate with you regarding your qualifications for appointment or to consider your eligibility for appointment to the Council.

**Access to Your Information.** You may review the records maintained by the Board that contain your personal information, as permitted by the Information Practices Act (Civ.Code, §§1798 et seq.). See below for contact information.

**Possible Disclosure of Personal Information.**

We make every effort to protect the personal information you provide us. In order to evaluate and verify your application information, however, we may need to share the information you give us with businesses or organizations you have referenced in your application.

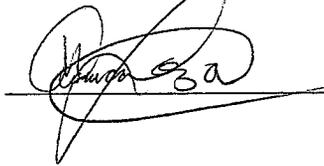
The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant; or;
- In Board meeting materials, if selected as a final candidate for appointment (Bus.&Prof.Code, § 1742(c)).

**Contact Information.** For questions about this application, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed below.

I HAVE READ THIS APPLICATION AND HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. I UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT I MUST EXECUTE AN OATH OF OFFICE AND WILL BE REQUIRED TO ABIDE BY THE LAWS AND RULES APPLICABLE TO OFFICERS OF THE STATE OF CALIFORNIA.

Signature



Date

1-31-14

**SUBMIT COVER LETTER, COMPLETED APPLICATION, RÉSUMÉ, AND REFERENCES  
BY FEBRUARY 7, 2014 TO:**

Karen M. Fischer, MPA, Executive Officer  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815  
(916) 263-2300

**Veronica Lozano**

---

01/31/14

Patient care Lead Registered Dental Assistant/EF  
Western University of Health Science  
309 2<sup>nd</sup> St. Suite 8  
Pomona Ca. 91766

Dear Hiring Professional:

I am responding to your advertisement in the Dental Assisting Council position posted on the Dental Board Recruitment notice. Your advertisement is particularly appealing to me since the needs you describe match my background. Specifically, I have

- Ability to follow standards and criteria for training registered dental assistants educational internship programs
- Allowable dental assistant duties, settings and supervision levels with appropriate standards of conduct and enforcement for dental assistants
- Skills to work within office administration and systems in a university setting
- Ability to operate following the requirements regarding infection control
  
- Experienced utilizing interpersonal conduct to effectively communicate and interact with a diverse group of individuals including dental assistants, registered dental assistants, students, faculty, staff, and general public.
- Organizational and time management skills to set goals; plan and prioritize workload; and complete complex tasks with conflicting demands.
- Experience using computers and software applications (Microsoft Word, Excel, internet servers) to produce documents with speed and accuracy.
- Writing, editing and proofreading skills to compose correspondence with spelling accuracy

I look forward to discussing your needs and further details of my experience with you in a personal interview. I will be pleased to provide references and to discuss qualification on a more personal basis. You can reach me during the day at (909) 706-3936.

Sincerely,

Veronica Lozano Lead RDAEF/BS

Enclosure

## Veronica Lozano



### OBJECTIVE

*Dental Assisting Council level position*

Focus – Leading dental assistants in maintaining licensures, permits and renewal as the dental board of California mandates. Enforce appropriate values of conduct, dress code and infection control standards. Leadership development, strategic planning to allow dental assistant duties, settings and supervision levels, organizational change, leveraging teams and continuous quality improvement to support The Dental Board of California dental assisting council.

### CAPABILITIES & EXPERTISE

*Solid education combined with the discipline of continue learning and knowledge qualifications that include:*

- Accreditation Self-Study Steering Committee team member of the Western University of Health Science College of Dentistry
- Responsible for the day to day management of the Dental center and support of Clinical Dean, Assistant Dean, Director of The Dental Center, Faculty, Staff, RDA's, Students and Patient Care.
- Manage all day to day operation of the WesternU Dental Center including, staff schedules, patient scheduling, work flow, instrument management and sterilization, patient care information systems
- Coordinates implementation of department policies and procedures and operational control (audit infection control) systems.
- Understanding of the impact of new technology on business operations and marketing strategy.
- Experience instructing staff and students on infection control, leading group discussions.
- assignments that are challenging and that offer students the opportunity to apply theory (infection control, patient care) and to practice the skills critical for success in today's business world in dentistry.
- Assisted on behalf of the Western Regional Examining Board of California
- Evaluating performance and providing feedback in a constructive and motivating way.

- Recruits, hires, trains and conducts performance reviews of new RDA's employees.
- Working as part of a team that is committed to excellence in both education and business.

## **EDUCATION**

**Bachelor of Science, Organizational Management**, University of La Verne, CA (2010)  
**EF Certificate/License**, University of California Los Angeles (2006)  
**Associate in Arts**, Pasadena Community College (2004)  
**Associate in Science**, Pasadena Community College (2004)

## **Awards and Accomplishments**

*Attended numerous seminars and conferences on topics including:*

Human Resource Management, Business Writing, Effective Coaching, Team Building, Managing Diversity, Customer Services, Infection Control Guidelines

- Named the most distinguish employee by the Dean on 2012
- Appointed team member of the accreditation Self-Study Committee
- Develop clinical policy and procedures related to infection control and daily clinical operational systems
- Volunteer Give Kids a Smile program
- LA Marathon runner

## **TECHNICAL SKILLS**

Proficient in Microsoft Word, Excel, and Power Point, Axium university software  
 Fluent Spanish

## **EMPLOYMENT HISTORY**

03/15/10-Present Western University of Health Science  
 Lead RDA of the Dental Center

Patient's services, Student coordinator and RDA supervisor. A proven, verifiable track record of success at effectively accomplishing good results in developing and Well-developed communication and problem solving skills with the ability to resolve difficult situations in efficient and safe methods.

11/30/1989-07/31/2009 Lawrence F. Perkins DDS. Inc.  
 Team Leader RDA/EF, Front Office Administration.

# VERONICA LOZANO

---

## REFERENCES

**Dr. Steven W. Friedrichsen, DDS Professor and Dean**  
Western University of Health Sciences  
(909) 706-3911  
[Sfriedrichsen@westernu.edu](mailto:Sfriedrichsen@westernu.edu)  
(The College of Dentistry Dean at Western University of Health Science)

**Dr. David A. Lazarchik, DMD**  
Western University of Health Science  
(909) 706-3814  
[dlazarchik@westernu.edu](mailto:dlazarchik@westernu.edu)  
(My direct report at Western University of Health Sciences)

**Dr. James Ywom, DDS MS Professor**  
Western University of Health Science  
(909) 706-3957  
[jywom@westernu.edu](mailto:jywom@westernu.edu)  
(Work together with students at Western University)



*The discipline of learning. The art of caring.*

College of Dental Medicine

January 31, 2014

Karen M. Fischer, MPA, Executive Officer Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

RE: Veronica Lozano, candidate for RDA Representative to Dental Board of California

Dear Ms. Fisher:

I am very pleased to support the application of Veronica Lozano for the RDA vacancy on the Dental Assisting Council of the Dental Board of California. I've known Veronica since she began employment as an RDA here at Western University College of Dental Medicine almost 4 years ago. She stood out immediately from the average dental assistant during the early days of our college in her ability to step up without being asked to support and manage students and staff prior to the time of us having a formal organizational structure. She played a major role in developing clinical policy and procedure related to infection control and daily clinical operational systems.

Repeated demonstrations of excellent organizational and leadership skills eventually led to her being appointed the Lead RDA of our Dental Center. In this position she supervises 15 clinical staff, assigning duties, scheduling shifts, addressing personnel issues, providing daily feedback, assisting in staff recruiting, training new employees, and participating in performance appraisal, to name just a few duties. It is through her overall management of day-to-day activities of the clinical staff that we have built a strong and efficient team. Veronica leads by example, always willing to do whatever is necessary to get the job done. She is an excellent role model for the staff and utilizes a firm but flexible leadership style in guiding the complex activities of our academic dental center. Needless to say, in order to demonstrate the level of supervisory skills that she does, she is highly organized, self-motivated, confident, and an extremely hard worker. She is serious when needed, but also able to have fun, and has developed a mutually respectful relationship with all those she deals with on a daily basis – fellow staff, faculty, students, patients, and her supervisors. In recognition of her outstanding performance, Veronica was named College of Dental Medicine "Distinguished Staff Member" for 2012.

As I have worked closely with and gotten to know Veronica very well over the past 4 years, I give her my highest recommendation for this position. She has an ideal set of skills to successfully accomplish the expectations of members of the advisory council: highly organized, self-motivated, reliable, passionate about her job and the dental profession, and a good communicator. I have no doubt that she could do an admirable job of representing the state's dental assistants to the Dental Board of California, and that you could not select a better candidate.

Sincerely,

David A. Lazarchik, DMD  
Assistant Dean Patient Care and Clinical Education

DAL/jda

*Western University of Health Sciences  
College of Dental Medicine*

*Distinguished Staff Member*

*This award is presented to*

*Veronica Logan, RRD, FA-COT*

*In recognition of demonstrating an excellent work ethic  
and being a role model within the college.*

*April 27, 2012*

*KH*

*Dean, College of Dental Medicine*



THE COLLEGE OF  
**Dental  
Medicine**

*The discipline of learning. The art of caring.*



---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** Ms. Veronica Lozano, Lead Registered Dental Assistant, Extended Functions  
**FROM:** Dr. Steven W. Friedrichsen, Dean   
**SUBJECT:** CDM 2012-2013 Committee Appointments  
**DATE:** 08/15/12  
**COPY:** Dr. Elizabeth Andrews, Assistant Dean for Academic Affairs

---

It is tempting to think that our appointment to and service on various committees is not the most productive use of our time. In actuality, participating on committees is a time honored privilege in education and one of the primary mechanisms for shared governance and influence on the affairs of the College and University. It is the official voice of the faculty, staff and students in action.

Collectively our committees determine the composition of the students admitted, assure that the curriculum is logical, appropriate and produces the outcomes desired. Our committees set the standards and evaluate faculty for appointment, promotion and tenure. They help guide every aspect of the College life from the Welcome Week agenda to the students selected for honors at graduation – and everything in between.

I am grateful for, and sincerely appreciate, your willingness to serve the College by participation in the Committee(s) listed below. Your service helps us become the College we all want to see. Thank you very much.

- Accreditation Self-Study Steering Committee (ASSSC)

*Thank you!*

# **MORTON APPLICATION**

**RECEIVED**

**FEB 03 2014**

**DENTAL BOARD  
OF CALIFORNIA**

January 31, 2014

Karen M. Fisher  
Dental Board of California  
2005 Evergreen Street. Suite 1550  
Sacramento, CA 95815

Dear Ms. Fisher;

I am writing to apply for the vacant position on the Dental Assisting Council. I am confident that my skills are well-aligned with the role, and that I would be an excellent asset to the Dental Assisting Council.

I believe my experience and accomplishments as a Registered Dental Assistant make me an excellent fit for this opportunity. I have enclosed a recommendation letter along with resume for your consideration. Please feel free to contact me via telephone [REDACTED] or email [REDACTED] at your convenience to discuss my background as well as the requirements for the position.

Sincerely,

*Cynthia Morton*

Cynthia Morton RDA, OMFSA

# Cynthia Morton

## Objective

To assist and facilitate doctrine students in their education and utilize my skills in patient care services.

## Experience

Western University Dental Center Pomona, CA. 2011 – Present

### Registered Dental Assistant / OMFSA

- Assist students in a group practice mode
- Assist in multi-specialty dental education facility
- Monitoring infection control
- Sterilization of Instruments
- Digital radiography
- Use of electronic recording
- Inventory control

Smile Savvy Dental Chino Hills, CA 2006 – 2011

### Registered Dental Assistant

- Assist in general procedures
- Intra-oral camera
- X-rays and developing
- Dentrex and charting
- Ordering and inventory of supplies

Western Dental Buena Park, CA 2005-2006

### Floor Supervisor / Dental Assistant

- Facilitate patient flow
- Manage clinical staff tasks
- Ordering of supplies

## Education

OMFSA Certified 2013

North-West College West Covina, CA. 1998

- X-ray license and CPR/BLS Certified, Coronal polishing, Ultrasonic scaling / Sealants



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMLIND G. BROWN JR.  
**DENTAL BOARD OF CALIFORNIA**  
2005 Evergreen Street, Suite 1550, Sacramento, CA 95815  
P (916) 263-2300 F (916) 263-2140 | www.dbc.ca.gov



## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

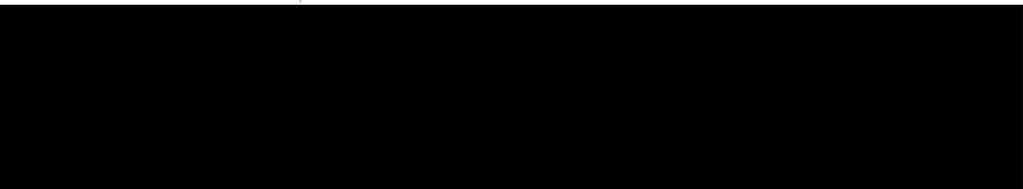
### PLEASE PRINT

NAME Cynthia Morton

ADDRESS

PHONE NO

EMAIL AD



California License Type and Number: RDA 71996 Expiration date: 12/2015

*\* By law, all final candidate applications must be made available to the public in the published board materials. Applicants may provide alternate addresses or addresses of record in lieu of residential addresses. Phone numbers will be redacted prior to publication in Board meeting materials to protect an applicant's privacy.*

### PLEASE READ THIS APPLICATION IN ITS ENTIRETY.

**COUNCIL COMPOSITION:** The Dental Assisting Council is a seven member council created pursuant to Section 1742 of the Business and Professions Code. The members of the Council are appointed by the Board and shall include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

**RESPONSIBILITIES:** The Council is to consider all matters relating to dental assistants in California and will make appropriate recommendations to the Board and the standing committees of the Board including, but not limited to, the following areas:

- Requirements for dental assistant examination, licensure, permitting, and renewal.
- Standards and criteria for approval of dental assisting educational programs, courses, and continuing education.
- Allowable dental assistant duties, settings, and supervision levels.
- Appropriate standards of conduct and enforcement for dental assistants.
- Requirements regarding infection control.

**QUALIFICATIONS:** The Board will consider applications to appoint five (5) members to the Council. Applicants must meet the following minimum requirements to be eligible for appointment.

Two (2) of those members shall be employed as faculty members of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years. Three (3) of those members, which shall include one registered dental assistant in extended functions, shall be employed clinically in private dental practice or public safety net or dental health care clinics.

All five members shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

**TERM OF OFFICE:** Each member shall serve for a term of four years.

**TRAVEL:** The Council will meet approximately four times per year in conjunction with other board committees, and at other times as deemed necessary. Expenses incurred in the performance of official duties are reimbursed by the Dental Board of California in accordance with the Pocket Travel Guide published by the Office of Administrative Services, Accounts Payable Unit of the Department of Consumer Affairs. Council members receive \$100 for each day actually spent in the discharge of official duties, as determined by the Board (Business and Professions Code section 103).

**OTHER TIME COMMITMENTS:** Council members shall be required to participate in Ethics Orientation, Sexual Harassment Prevention Training and Board Member Orientation Training, and prepare and submit a financial disclosure statement that is filed with the Fair Political Practices Committee entitled "Form 700, Statement of Economic Interests."

**In order to assist the Board in determining eligibility for appointment to the Council, please answer the following questions:**

1. Have you received a recommendation from any incorporated, nonprofit professional society, association, or entity whose membership is comprised of registered dental assistants within the state? If so please, please indicate which organization in the space below and provide a copy of such recommendation with this application.

NO
----

2. Have you been a faculty member of a registered dental assisting educational program approved by the Board for the past 5 years? If so, please provide the name and address of the program and dates of employment in the space below.

NO

3. Are you currently employed in a clinical position in a private practice, public safety net clinic, or dental health care clinic? If so, please provide the name and address of the facility by which you are employed in the space below.

YES, Western University of Health Sciences 795 E. Second ST. Suite 8, Pomona, CA 91766

4. Have you maintained a current and active RDA or RDAEF license for the past 5 years?  
Yes  No
5. Are you employed by a current member of the Dental Board?  
Yes  No
6. Have you served on the Dental Assisting Forum?  
Yes  No
7. Do you have a financial interest in any registered dental assisting school?  
Yes  No   
If yes, please indicate the name of the school in the space below and describe the nature of the financial interest (attach additional sheets if necessary).

N/A

8. Are you willing to comply with conflict of interest requirements that apply to board members? Yes  No

**In a cover letter, please write a brief statement indicating why you wish to serve as a member of the Council.**

**Employment references, not to exceed three (3), will be accepted but are not required.**

**An interview may be conducted as part of the application process.**

**Notice on Collection of Personal Information**

**Collection and Use of Personal Information.** The Dental Board of California collects the information requested on this form as authorized by Business and Professions Code Section 1742. The Board uses this information to evaluate applicants for appointment to the Dental Assisting Council of the Dental Board of California.

**Providing Personal Information Is Voluntary.** You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your address, home telephone number, or employment experience, you may do so. In that case, however, the Board may not be able to communicate with you regarding your qualifications for appointment or to consider your eligibility for appointment to the Council.

**Access to Your Information.** You may review the records maintained by the Board that contain your personal information, as permitted by the Information Practices Act (Civ.Code, §§1798 et seq.). See below for contact information.

**Possible Disclosure of Personal Information.**

We make every effort to protect the personal information you provide us. In order to evaluate and verify your application information, however, we may need to share the information you give us with businesses or organizations you have referenced in your application.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant; or,
- In Board meeting materials, if selected as a final candidate for appointment (Bus.&Prof.Code, § 1742(c)).

**Contact Information.** For questions about this application, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed below.

I HAVE READ THIS APPLICATION AND HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. I UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT I MUST EXECUTE AN OATH OF OFFICE AND WILL BE REQUIRED TO ABIDE BY THE LAWS AND RULES APPLICABLE TO OFFICERS OF THE STATE OF CALIFORNIA.

Signature Cynthia Morton Date 1/30/2014

**SUBMIT COVER LETTER, COMPLETED APPLICATION, RÉSUMÉ, AND REFERENCES  
BY FEBRUARY 7, 2014 TO:**

Karen M. Fischer, MPA, Executive Officer  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815  
(916) 263-2300



*The discipline of learning. The art of caring.*

College of Dental Medicine

January 31, 2014

Karen M. Fischer, MPA, Executive Officer Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

RE: Cynthia Morton, candidate for RDA Representative to Dental Board of California

Dear Ms. Fisher:

I am very pleased to support the application of Cynthia Morton for the RDA vacancy on the Dental Assisting Council of the Dental Board of California. I've known Cindy since she began employment as an RDA here at Western University College of Dental Medicine in January 2011. She has over 14 years of experience as an RDA in various offices and positions. This has given her a broad perspective on all areas of general dentistry and an ability to work effectively in multiple roles with multiple people. In a positive way, Cindy stands out amongst our very talented and outstanding group of clinical staff. As an RDA, she is knowledgeable and skilled in all areas of general dentistry with a special interest and ability in endodontics. She seems to have a commitment to the profession of dentistry, which would extend to serving well on the Assisting Council. As a person, she demonstrates the characteristics generally necessary for success in life. She is self-motivated, organized, punctual, reliable, and able to work independently. When asked to complete a task, one need not worry about whether, how, and when it will be carried out. It will be done quickly, efficiently, and to a high standard of quality. Cindy has a mature and self-confident attitude which comes in handy when working with all the different personalities (patients, faculty, other staff, and students) that come together in an academic dental center. She has a very easy-going and pleasant personality, is well liked by her co-workers, flexible, and can easily adapt to unexpected events without complaint or excitement. All of these positive attributes led to her being named College of Dental Medicine "Distinguished Staff Member" in 2013.

In summary, I believe that Cindy would be an excellent candidate for the vacant position because of her experience, work ethic, organizational skills, and reliability. I heartily recommend her without hesitation.

Sincerely,

A handwritten signature in black ink, appearing to read 'D Lazarchik', written in a cursive style.

David A. Lazarchik, DMD  
Assistant Dean  
Patient Care and Clinical Education

DAL/jda

# **RIVERA APPLICATION**



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.  
**DENTAL BOARD OF CALIFORNIA**  
 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815  
 P (916) 263-2300 F (916) 263-2140 | www.dbc.ca.gov



## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

# RECEIVED

FEB 06 2014

DENTAL BOARD  
 OF CALIFORNIA

### PLEASE PRINT

NAME Maria Rivera (formally Mauricio)

ADDRESS

PHONE NO

EMAIL AD

California License Type and Number: RDA52603 Expiration date: 5/2014

*\* By law, all final candidate applications must be made available to the public in the published board materials. Applicants may provide alternate addresses or addresses of record in lieu of residential addresses. Phone numbers will be redacted prior to publication in Board meeting materials to protect an applicant's privacy.*

### PLEASE READ THIS APPLICATION IN ITS ENTIRETY.

**COUNCIL COMPOSITION:** The Dental Assisting Council is a seven member council created pursuant to Section 1742 of the Business and Professions Code. The members of the Council are appointed by the Board and shall include the registered dental assistant member of the Board, another member of the Board, and five registered dental assistants.

**RESPONSIBILITIES:** The Council is to consider all matters relating to dental assistants in California and will make appropriate recommendations to the Board and the standing committees of the Board including, but not limited to, the following areas:

- Requirements for dental assistant examination, licensure, permitting, and renewal.
- Standards and criteria for approval of dental assisting educational programs, courses, and continuing education.
- Allowable dental assistant duties, settings, and supervision levels.
- Appropriate standards of conduct and enforcement for dental assistants.
- Requirements regarding infection control.

**QUALIFICATIONS:** The Board will consider applications to appoint five (5) members to the Council. Applicants must meet the following minimum requirements to be eligible for appointment.

Two (2) of those members shall be employed as faculty members of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years. Three (3) of those members, which shall include one registered dental assistant in extended functions, shall be employed clinically in private dental practice or public safety net or dental health care clinics.

All five members shall have possessed a current and active registered dental assistant or registered dental assistant in extended functions license for at least the prior five years, and shall not be employed by a current member of the Board.

No council appointee shall have served previously on the dental assisting forum or have any financial interest in any registered dental assistant school. Each member shall comply with conflict of interest requirements that apply to Dental Board members. Such requirements include prohibitions against members making, participating in making or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any council member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision. (Gov. Code, § 87100.)

All final candidate qualifications and applications for Board-appointed council members shall be made available in the published Board materials with final candidate selection conducted during the normal business of the Board during public meetings.

**TERM OF OFFICE:** Each member shall serve for a term of four years.

**TRAVEL:** The Council will meet approximately four times per year in conjunction with other board committees, and at other times as deemed necessary. Expenses incurred in the performance of official duties are reimbursed by the Dental Board of California in accordance with the Pocket Travel Guide published by the Office of Administrative Services, Accounts Payable Unit of the Department of Consumer Affairs. Council members receive \$100 for each day actually spent in the discharge of official duties, as determined by the Board (Business and Professions Code section 103).

**OTHER TIME COMMITMENTS:** Council members shall be required to participate in Ethics Orientation, Sexual Harassment Prevention Training and Board Member Orientation Training, and prepare and submit a financial disclosure statement that is filed with the Fair Political Practices Committee entitled "Form 700, Statement of Economic Interests."

**In order to assist the Board in determining eligibility for appointment to the Council, please answer the following questions:**

1. Have you received a recommendation from any incorporated, nonprofit professional society, association, or entity whose membership is comprised of registered dental assistants within the state? If so please, please indicate which organization in the space below and provide a copy of such recommendation with this application.

NO
----

2. Have you been a faculty member of a registered dental assisting educational program approved by the Board for the past 5 years? If so, please provide the name and address of the program and dates of employment in the space below.

NO

3. Are you currently employed in a clinical position in a private practice, public safety net clinic, or dental health care clinic? If so, please provide the name and address of the facility by which you are employed in the space below.

YES,  
Western University of Health Sciences 795 Second Street, Ste 8 - Pomona, Ca 91766 (909) 706-3910

4. Have you maintained a current and active RDA or RDAEF license for the past 5 years?  
Yes  No
5. Are you employed by a current member of the Dental Board?  
Yes  No
6. Have you served on the Dental Assisting Forum?  
Yes  No
7. Do you have a financial interest in any registered dental assisting school?  
Yes  No   
If yes, please indicate the name of the school in the space below and describe the nature of the financial interest (attach additional sheets if necessary).

8. Are you willing to comply with conflict of interest requirements that apply to board members? Yes  No

**In a cover letter, please write a brief statement indicating why you wish to serve as a member of the Council.**

**Employment references, not to exceed three (3), will be accepted but are not required.**

**An interview may be conducted as part of the application process.**

**Notice on Collection of Personal Information**

**Collection and Use of Personal Information.** The Dental Board of California collects the information requested on this form as authorized by Business and Professions Code Section 1742. The Board uses this information to evaluate applicants for appointment to the Dental Assisting Council of the Dental Board of California.

**Providing Personal Information Is Voluntary.** You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your address, home telephone number, or employment experience, you may do so. In that case, however, the Board may not be able to communicate with you regarding your qualifications for appointment or to consider your eligibility for appointment to the Council.

**Access to Your Information.** You may review the records maintained by the Board that contain your personal information, as permitted by the Information Practices Act (Civ.Code, §§1798 et seq.). See below for contact information.

**Possible Disclosure of Personal Information.**

We make every effort to protect the personal information you provide us. In order to evaluate and verify your application information, however, we may need to share the information you give us with businesses or organizations you have referenced in your application.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant; or,
- In Board meeting materials, if selected as a final candidate for appointment (Bus.&Prof.Code, § 1742(c)).

**Contact Information.** For questions about this application, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed below.

I HAVE READ THIS APPLICATION AND HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. I UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT I MUST EXECUTE AN OATH OF OFFICE AND WILL BE REQUIRED TO ABIDE BY THE LAWS AND RULES APPLICABLE TO OFFICERS OF THE STATE OF CALIFORNIA.

Signature           *Maria Rivera*           Date           2/1/14          

**SUBMIT COVER LETTER, COMPLETED APPLICATION, RÉSUMÉ, AND REFERENCES BY FEBRUARY 7, 2014 TO:**

Karen M. Fischer, MPA, Executive Officer  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815  
(916) 263-2300

February 1, 2014

Karen M. Fisher, MPA, Executive Officer  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815  
(916) 263-2300

It is with great hope and ambition that I am applying for the Dental Assistant Council position. I believe that I am well qualified and can make a significant contribution to your Council.

I have over 20 years of experience in the dental assisting field which includes administrative responsibilities, staff management, staff training, front office duties as well as those duties of a Registered Dental Assistant. During my career I have had the opportunity to work in Oral Surgery, Endodontics, Prosthodontics, Implant Dentistry and General Dentistry. Throughout my dental assisting career I have had the opportunity to teach and train new dental assistants during their internship training. I consider myself a leader, efficient, effective, dependable, and reliable.

Key Accomplishments include:

- Dental x-ray license – April 1990
- Registered Dental Assistant Licensure – November 1998
- Oral & Maxillofacial Surgery Assistant Certification – November 2012
- License Vocational Nurse Licensure – November 2013

I currently work for Western University of Health Sciences, College of Dental Medicine and am involved working closely with the faculty and pre-doctoral students on all aspects of dental procedures, protocols and infection control. It is very rewarding working; guiding and helping these student doctors that someday will provide better dental alternatives to their patients and overall dental health. I would consider it an honor to serve on the Dental Assistant Council.

Cordially,



Maria Rivera

Maria C. Rivera (formally Mauricio)



**Objective:** Seeking Dental Assistant Council position.

**Qualifications:**

- 20+ years of front and back office experience with exceptional performance in leadership, management, assisting doctors with patient care in general dentistry, dental implant surgery and oral surgery.
- Exceptional performance in taking x-rays, charting, taking and pouring of impressions, trimming of study models, fabrication of custom bleach trays, temporary crowns, office inventory/ordering of supplies, sterilization/infection control, tracking of dental lab cases and teaching staff in all of these areas.
- Proficient in managing front office responsibilities, including: computer billing, patient appointment scheduling, verification and accounts payable.
- Dependable, self-motivated, problem solver, team player, detail oriented and leader.
- Computer and fax literate, Eagle Soft and Dentrix dental software knowledgeable.
- Handling of administrative and personal matters of office and staff.
- Bilingual [Spanish]

**Experience:**

Oct 2011 - Present  
Western University of Health Sciences  
Pomona, Ca 91766

RDA, OMSA, LVN  
Full Time, 40 hrs per week

Aug 2005 to Sep 2011  
Dr. Parimal Kansagra  
Titanium Dental Implant Center  
Chino Hills, Ca 91709

RDA, Office Manager  
Full Time, 36 - 40 hrs per week

Feb 2001 to May 2004  
Dr. Rose Lucchese  
Private Practice  
Yorba Linda, CA 92886

RDA, Back Office Lead  
Full Time, 40 hrs per week

**Education:**

Dental x-ray license - April 1990

Registered Dental Assistant Licensure - November 1998

Oral & Maxillofacial Surgery Assistant Certification - November 2012

License Vocational Nurse Licensure - November 2013

**Reference Letters Attached**



*The discipline of learning. The art of caring.*

College of Dental Medicine

February 3, 2014

Karen M. Fischer, MPA, Executive Officer Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

RE: Maria Rivera, RDA, LVN, candidate for RDA Representative to Dental Board of California

Dear Ms. Fisher:

I am very pleased to support Maria Rivera in her application to the Dental Assisting Council of the Dental Board of California. Maria joined our team in October 2011 and was chosen for employment partly based on her 20 years of experience in all areas of dental assisting. In addition, she has administrative, staff management, training and front office experience. Her years of experience and resulting maturity were immediately apparent in the way she completed her daily duties. She is dependable, reliable, efficient, and leads by example. She has very positive interactions with fellow staff, faculty, and patients, is well liked by all, and is especially good at guiding students in their dental procedures and in improving the overall oral health of their patients. In addition, Maria goes about her job without making a fuss while being professional and demonstrating a quiet air of self-confidence. All these positive attributes have led her to be a trusted RDA for our oral surgeon during general surgical procedures and especially during conscious sedation. She is excellent at putting patients at ease prior to and after their sedation and surgery. Maria is also one who is constantly striving to improve herself. This is evidenced by her receiving OMFS Assistant Certification in 2012 and Licensed Vocational Nurse Licensure in 2013, so that she could provide maximum support to our oral surgeon.

I believe that Maria has the characteristics that would allow her to successfully serve on the Dental Assisting Council. Her maturity, efficiency, organizational skills, trustworthiness, and ethical standards fit in well with balancing representation of RDAs to the Board with the interests of the public. You could not go wrong in selecting her, and I recommend her highly for the position.

Sincerely,

A handwritten signature in black ink that reads 'D Lazarchik'.

David A. Lazarchik, DMD  
Assistant Dean  
Patient Care and Clinical Education

DAL/jda



*The discipline of learning. The art of caring.*

Karen Fisher, MPA  
Executive Officer  
Dental Board of California  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815

College of Dental Medicine

RE: Maria Rivera

Dear Ms. Fisher:

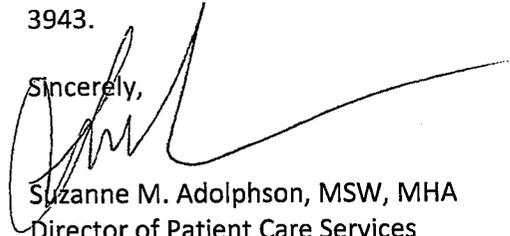
This letter serves as my formal recommendation for Maria Rivera's appointment to the Dental Assisting Council. I have had the pleasure of working with Ms. Rivera in my position as Director of Patient Care Services at The Dental Center of Western University of Health Sciences, College of Dental Medicine and believe that Ms. Rivera's dedication and commitment to dental assisting make her an excellent candidate for the open position on the Dental Assisting Council.

Ms. Rivera's dedication and commitment to dental assisting is evidenced not only by her exemplary work performance but also by her continued interest in all facets of dental assisting. She has earned her Oral and Maxillofacial Surgery Assistant (OMSA) certification as well as demonstrating competence in assisting in any of area of dentistry. She also exhibits compassion towards the patients she works with and is dedicated to working with our dental students at Western University College of Dental Medicine. She is also particular interested and shows much support to the dental assisting students who are doing clinical training in our dental clinic.

Although Ms. Rivera has shown remarkable commitment to dental assisting what truly stands out is her ability to work in an extremely diverse as academic environment. In her role as an RDA she is required to interact with students, faculty and staff who come from many differing backgrounds. Her ability to work successfully in this environment speaks to the type of healthcare professional that she has become.

For these reasons, I highly recommend Maria Rivera's appointment to the Dental Assisting Council. Ms. Rivera is a true asset to Western University College of Dental Medicine as an employee and will no doubt be an excellent addition to the Dental Assisting Council. If you have any questions regarding Ms. Rivera, I can be reached via electronic mail at [sadolpshon@westernu.edu](mailto:sadolpshon@westernu.edu) or by telephone at (909)706-3943.

Sincerely,



Suzanne M. Adolphson, MSW, MHA  
Director of Patient Care Services  
The Dental Center  
Western University of Health Sciences  
College of Dental Medicine

## Personal References:

Jeffrey A. Elo, DDS, MS Diplomate American Board of Oral Maxillofacial Surgery



Minal Patel, DDS



Veronica Lozano, RDAEF





## MEMORANDUM

<b>DATE</b>	February 18, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Sarah Wallace, Legislative & Regulatory Analyst
<b>SUBJECT</b>	<b>Agenda Item 22(A):</b> Discussion and Possible Action to Reconsider Promulgation of a Regulation to Require an Administrative Law Judge Who has Ordered a Decision Finding that a Licensee Engaged in Sexual Misconduct to Order Revocation Which May Not be Stayed

### **Background:**

The Board has been asked by Senate Business, Professions and Economic Development Committee (Committee) staff to revisit the discussion on revocation of licensure for sexual misconduct. The Board originally discussed promulgating a regulation to require revocation for sexual misconduct as part of its discussions to implement the provisions of Senate Bill 1111 from the 2009-10 Legislative Session; however, the Board rejected this language because of concern that the proposal would remove the discretion conferred upon the Administrative Law Judge (ALJ) to recommend to the Board any penalty other than revocation for the specified offenses in the Penal Code.

### **History of the DBC's Discussion Re: Revocation for Sexual Misconduct:**

During the May 6, 2010 Dental Board meeting, Gil DeLuna from the Department of Consumer Affairs (Department) stated that Senate Bill 1111, which carried the goals of the Consumer Protection Enforcement Initiative (CPEI), was heard before the Senate Business and Professions Committee and died in that committee. In the absence of SB 1111, Mr. DeLuna reported that the Department requested that Boards review the goals and initiate rulemakings to adopt many of the provisions of that bill through regulations. Mr. DeLuna distributed a list of nine items that the Department felt could be accomplished through regulations. During the July 26, 2010 meeting, the Board reviewed possible regulatory language to address several of the provisions contained in SB 1111.

As it relates specifically to revocation for sexual misconduct, the Board was asked to promulgate a regulation to require an ALJ who has issued a decision finding that a licensee engaged in any act of sexual contact with a patient or who has committed or been convicted of sexual misconduct to order revocation which may not be stayed. At the July 2010 meeting, the Board discussed consideration of the following regulatory language:

**Amend Section 1018 of Division 10 of Title 16 of the California Code of Regulations to read:**

*(The proposed regulatory language for Disciplinary Guidelines was based on the most recent copy of modified text of the Board's Proposed Disciplinary Guidelines Regulatory Package – the Board's amended Disciplinary Guidelines have since been adopted.)*

**§ 1018. Disciplinary Guidelines.**

In reaching a decision on a disciplinary action under the Administrative Procedures Act (Government Code Section 11400 et seq.), the Dental Board of California shall consider the disciplinary guidelines entitled “Dental Board of California Disciplinary Guidelines With Model Language”, revised 04/28/2010 which are hereby incorporated by reference. Deviation from these guidelines and orders, including the standard terms of probation, is appropriate where the Dental Board of California in its sole discretion determines that the facts of the particular case warrant such deviations - for example: the presence of mitigating factors; the age of the case; evidentiary problems.

(a) Notwithstanding the disciplinary guidelines, any proposed decision issued by an Administrative Law Judge in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code that contains any findings of fact that: (1) the licensee engaged in any act of sexual contact with a patient, client or customer; or, (2) the licensee has been convicted of or committed a sex offense, shall contain an order revoking the license. The proposed decision shall not contain an order staying the revocation of the license or placing the licensee on probation.

(b) Subdivision (a) shall not apply to sexual contact between a licentiate and his or her spouse or person in an equivalent domestic relationship when that licentiate provides services as a licentiate to his or her spouse or person in an equivalent domestic relationship.

(c) For the purposes of this section, “sexual contact” has the same meaning as defined in subdivision (c) of Section 729 of the Business and Professions Code and “sex offense” has the same meaning as defined in Section 44010 of the Education Code.

Note: Authority cited: Section 1614, Business and Professions Code; and Sections 11400.20 and 11400.21, Government Code. Reference: Section 11400.20 and 11425.50(e), Government Code; Sections 726, 729 and 1687, Business and Professions Code; Section 44010, Education Code.

*Rationale: A licensee who is found to have engaged in sexual contact with a consumer or has been convicted of a sex offense will have their license revoked without the possibility of probation to promote public safety and protection.*

The Board tabled the discussion relating to revocation for sexual misconduct. The Board felt the suggested revision was too vague and that the proposal would remove

the discretion currently conferred upon the Administrative Law Judge to recommend to the Board any penalty other than revocation for the below offenses. The adoption of this proposal would require the board to “non-adopt” or reject any decision on a case where it wished to impose anything less than revocation in cases where either: (a) sexual contact with a patient occurred, or, (b) when a licensee is convicted of a “sex offense” (as defined).

At the Board’s November 2010 meeting, staff and legal counsel presented the Board with options for addressing the board’s concerns about vagueness, including the removal of the references to “sexual contact” as a basis for mandatory revocation and clarification of what “sex offense” means.

At its November 2010 meeting, the Board discussed consideration of the following revised language as it related to revocation for sexual misconduct:

**Amend Section 1018 of Division 10 of Title 16 of the California Code of Regulations to read:**

*(The proposed regulatory language for Disciplinary Guidelines is based on the most recent copy of modified text for our Proposed Disciplinary Guidelines Regulatory Package)*

**§ 1018. Disciplinary Guidelines.**

In reaching a decision on a disciplinary action under the Administrative Procedures Act (Government Code Section 11400 et seq.), the Dental Board of California shall consider the disciplinary guidelines entitled “Dental Board of California Disciplinary Guidelines With Model Language”, revised ~~04/28/2010~~ 11/4/2010 which are hereby incorporated by reference. Deviation from these guidelines and orders, including the standard terms of probation, is appropriate where the Dental Board of California\_in its sole discretion determines that the facts of the particular case warrant such deviations - for example: the presence of mitigating factors; the age of the case; evidentiary problems.

(a) Notwithstanding the disciplinary guidelines, any proposed decision issued by an Administrative Law Judge in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code that contains any findings of fact that: ~~(1) the licensee engaged in any act of sexual contact with a patient, client or customer; or, (2) the licensee has been convicted of or committed a sex offense, shall contain an order revoking the license. The proposed decision shall not contain an order staying the revocation of the license or placing the licensee on probation.~~

~~(b) Subdivision (a) shall not apply to sexual contact between a licentiate and his or her spouse or person in an equivalent domestic relationship when that licentiate provides services as a licentiate to his or her spouse or person in an equivalent domestic relationship.~~

~~(c) (b) For the purposes of this section, “sexual contact” has the same meaning as defined in subdivision (c) of Section 729 of the Business and Professions~~

Code and "sex offense" has the same meaning as defined in Section 44010 of the Education Code shall mean any of the following:

(1) Any offense for which registration is required by Section 290 of the Penal Code.

(2) Any offense defined in Section 261.5, 313.1, or 647 subsection (a) of the Penal Code.

Note: Authority cited: Section 1614, Business and Professions Code; and Sections 11400.20 and 11400.21, Government Code. Reference: Section 11400.20 and 11425.50(e), Government Code; Sections 726, 729 and 1687, Business and Professions Code; Sections 290, 261.5, 313.1, 647, Penal Code .

*Rationale: A licensee who is found to have engaged in sexual contact with a consumer or has been convicted of a sex offense will have their license revoked without the possibility of probation to promote public safety and protection, unless the board, in its discretion, elects to impose a lesser penalty based upon the facts of the case.*

Still, the Board rejected this language because of concern that the proposal would remove the discretion currently conferred upon the Administrative Law Judge to recommend to the Board any penalty other than revocation for the specified offenses in the Penal Code. The Board agreed its existing statutes and regulations provided public protection and were consistent with the intent of the SB 1111 provisions.

### **Reconsideration and Discussion of Regulatory Language Re: Revocation for Sexual Misconduct**

Staff recommends the Board discuss possible reconsideration of promulgating a regulation to require an ALJ who has issued a decision finding that a licensee engaged in any act of sexual contact with a patient or who has committed or been convicted of sexual misconduct to order revocation which may not be stayed.

When reviewed in 2010, the Board's primary concern seemed to be focused on the potential for a licensee to have a license revoked due to a complaint being filed by an ex-significant other when a relationship ended badly. Committee staff believes that those cases would be able to be handled at a Board staff level in the form of a settlement rather than being forwarded to an ALJ for proposed decision; only the egregious cases of sexual misconduct would be forwarded to an ALJ for hearing and proposed decision.

Section 725 of the Business and Professions Code provides that any act of sexual relations with a patient, client, or customer constitutes unprofessional conduct and grounds for disciplinary action. A dentist should not be having a sexual relationship with a patient; thus, the concern regarding a licensee having a license revoked due to a complaint being filed by an ex-significant other when a relationship ends badly would be a non-issue.

It should also be noted that professional dental associations have codes of ethics as it relates to violations of law and interpersonal relationships. Staff believes that the following statements support the recommendation to promulgate a regulation:

- The California Dental Association (CDA) Code of Ethics states: "A dentist has the obligation to comply with all state and federal laws and regulations. It is unethical for a dentist to violate any law of the state of California relating to the practice of dentistry or to engage in activity for which the dentist may be reprimanded, disciplined, or sentenced by final action of any court or other authority of competent jurisdiction, when such action reflects unfavorably on dentists or the dental profession. It is also unethical for a dentist to engage in unprofessional conduct as it is defined by the Dental Practice Act."
- An Advisory Opinion from the American Dental Association (ADA) Code of Ethics states: "Dentists should avoid interpersonal relationships that could impair their professional judgment or risk the possibility of exploiting the confidence placed in them by a patient."

Violations of these codes of ethics can result in loss of membership from the applicable association. Anyone expelled from a professional association has to report this when applying to become a provider for insurance panels. If panel membership is denied, a significant financial impact may be incurred.

Board legal counsel agrees that the Board should revisit the issue. According to the Administrative Procedure Act, ALJs are not granted any discretion to decide a matter. They can only propose a decision predicated upon findings made during a hearing in which he or she presided. This allows a board to retain the sole discretion to decide a matter. As provided in Government Code section 11517(c)(2)(B), the Board has the authority and discretion to "reduce or otherwise mitigate the proposed penalty and adopt the balance of a proposed decision". However, if a board believes that a stiffer penalty should be assessed, it can only be done by non-adopting a proposed decision.

It should be noted that the Dental Board is one of the few remaining healing arts boards that has not implemented such a requirement in regulation. The Medical Board has this provision as part of its statute. Should the Board choose to not move forward with promulgation of a regulation, a similar statutory amendment may be proposed by the Legislature to amend the Dental Practice Act.

**Staff Recommended Amendments to California Code of Regulations, Title 16, Section 1018:**

Staff recommends the Board consider the following amendments to the California Code of Regulations, Title 16, Section 1018 as it relates to revocation for sexual misconduct as requested by Committee staff:

**§ 1018. Disciplinary Guidelines and Exceptions for Uniform Standards Related to Substance-Abusing Licensees.**

(a) In reaching a decision on a disciplinary action under the Administrative Procedures Act (Government Code Section 11400 et seq.), the Dental Board of California shall consider the disciplinary guidelines entitled "Dental Board of California Disciplinary Guidelines With Model Language", revised 08/30/2010

which are hereby incorporated by reference. Deviation from these guidelines and orders, including the standard terms of probation, is appropriate where the Dental Board of California, in its sole discretion, determines that the facts of the particular case warrant such deviation - for example: the presence of mitigating factors; the age of the case; evidentiary problems.

(b) Notwithstanding subsection (a), the Board shall use the uniform standards for substance-abusing licensees as provided in Section 1018.01, without deviation, for each individual determined to be a substance-abusing licensee.

(c) Notwithstanding the disciplinary guidelines, any proposed decision issued by an Administrative Law Judge in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code that contains any findings of fact that: (1) the licensee engaged in any act of sexual contact with a patient, client or customer; or, (2) the licensee has been convicted of or committed a sex offense, shall contain an order revoking the license. The proposed decision shall not contain an order staying the revocation of the license or placing the licensee on probation.

(d) For the purposes of this section, "sexual contact" has the same meaning as defined in subdivision (c) of Section 729 of the Business and Professions Code and "sex offense" has the same meaning as defined in Section 44010 of the Education Code.

Note: Authority cited: Sections 315, 315.2, 315.4 and 1614, Business and Professions Code; and Section 11400.20, Government Code. Reference: Sections 315, 315.2, and 315.4, 726, 729, and 1687 Business and Professions Code; and Sections 11400.20 and 11425.50(e), Government Code; Section 44010, Education Code.

**Action Requested:**

Staff requests the Board reconsider promulgation of a regulatory package to amend California Code of Regulations, Title 16, Section 1018 as it relates to revocation for sexual misconduct.



## MEMORANDUM

<b>DATE</b>	February 18, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Sarah Wallace, Legislative & Regulatory Analyst
<b>SUBJECT</b>	<b>Agenda Item 22(B):</b> Discussion and Possible Action to Initiate a Rulemaking to Amend California Code of Regulations, Title 16, Section 1018 Relating to Revocation for Sexual Misconduct

### **Background:**

Pending the Board's discussion of reconsidering promulgating a regulation to require an Administrative Law Judge, who has ordered a decision finding that a licensee engaged in sexual misconduct, to order revocation which may not be stayed, the Board may take action to initiate a rulemaking.

### **Action Requested:**

If the Board decides to initiate a rulemaking, then the following action would be taken:

- Approve the proposed regulatory language relevant to revocation for sexual misconduct and direct staff to take all steps necessary to initiate the formal rulemaking process, including noticing the proposed language for 45-day public comment, setting the proposed language for a public hearing, and authorize the Executive Officer to make any non-substantive changes to the rulemaking package. If after the close of the 45-day public comment period and public regulatory hearing, no adverse comments are received, authorize the Executive Officer to make any non-substantive changes to the proposed regulations before completing the rulemaking process, and adopt the proposed amendments to California Code of Regulations, Title 16, Section 1018 as noticed in the proposed text.

# **ADJOURNMENT**