

**FULL BOARD MEETING**  
**Friday, May 30, 2014**



**Red Lion Hotel**  
**150 Hegenberger Road**  
**Oakland, CA 94621**



## **BOARD MEETING AGENDA**

**May 30, 2014**

Red Lion Hotel

150 Hegenberger Road, Oakland, CA 94621

510-635-5300 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 9:00 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, MPA, 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, May 30, 2014

### 9:00 A.M. OPEN SESSION - FULL BOARD

10. Call to Order/Roll Call/Establishment of Quorum
11. Executive Officer's Report
  - Sunset Review
12. Budget Report
13. Update from the Department of Consumer Affairs' Executive Office
14. Update from the Dental Hygiene Committee of California (DHCC)
15. Report on the April 16, 2014 Meeting of the Elective Facial Cosmetic Surgery Permit Credentialing Committee; Discussion and Possible Action to Accept Committee Recommendations for Issuance of Permits
16. Discussion and Possible Action Regarding an Appointment to the Dental Assisting Council
17. Discussion and Possible Action To:
  - A. Reconsider Promulgation of a Regulation to Delegate Authority to the Executive Officer Regarding Stipulated Settlements to Revoke or Surrender a License;
  - B. Initiation of a Rulemaking to Amend California Code of Regulations, Title 16, Section 1001 Relating to Delegation of Authority to the Executive Officer Regarding Stipulated Settlements to Revoke or Surrender a License
18. Discussion and Possible Action Regarding the Bay Area Prescription Drug Abuse Summit
19. Discussion and Possible Action on Staff Update on the Dental Hygiene Committee of California's (DHCC) Regulatory Proposal to Adopt California Code of Regulations, Title 16, §§ 1103, 1105, 1105.1, 1105.2, 1105.3, 1105.4, and 1106 Relative to Educational Program Requirements
20. Enforcement
  - A. Enforcement Program Status
  - B. Enforcement Program Statistics and Trends
  - C. Review of Third Quarter Performance Measures from the Department of Consumer Affairs
  - D. Diversion Program Report and Statistics

21. Licensing, Certification, and Permits
  - A. Review of Dental Licensure and Permit Statistics
  - B. Review of General Anesthesia/Conscious Sedation Evaluation Statistics
22. Examination Committee Report  
The Board may take action on any items listed on the attached Examination Committee agenda
23. Dental Assisting Council Report  
The Board may take action on any items listed on the attached Dental Assisting Council agenda
24. Legislative and Regulatory Committee Report  
The Board may take action on any items listed on the attached Legislative and Regulatory Committee agenda
25. 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))
26. Future Agenda Items  
Stakeholders are encouraged to propose items for possible consideration by the Board at a future meeting
27. 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))
28. Adjournment



## MEMORANDUM

<b>DATE</b>	May 16, 2014
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item 11:</b> Executive Officer Report

Karen Fischer, MPA, Executive Officer of the Dental Board of California will provide a verbal report.



## MEMORANDUM

<b>DATE</b>	May 19, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Sharon Langness Associate Governmental Program Analyst
<b>SUBJECT</b>	<b>Agenda Item 12: 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 third quarter of fiscal year (FY) 2013-14 for the Dentistry and Dental Assisting funds.

### Dentistry Fund Overview

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

The third quarter expenditure projections are based upon the March budget report released by the Department of Consumer Affairs in April 2014. The report reflects expenditures for July 1, 2013 through March 31, 2014. The Board has spent roughly \$7.3 million/60%, of its total Dentistry Fund appropriation for FY 2013-14. Of that amount, approximately \$4 million/56% was for Personnel Services and roughly \$3.6 million/44% was for Operating Expense & Equipment (OE&E).

For comparison purposes, current expenditures are slightly lower than third quarter spending for last year at this time. The Board had spent roughly \$7.7 million/ 64%, of its FY 2012-13 Dentistry budget appropriation. Approximately \$3.9 million/ 55%, of the expenditures were Personnel Services, and roughly \$3.7 million/45%, of the expenditures was OE&E.

<b>Fund Title</b>	<b>Appropriation</b>	<b>Expenditures Through 3-31-14</b>
Dentistry Fund	\$12,077,000	\$7,250,000

#### *Analysis of Fund Condition*

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

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

The third quarter expenditure projections are based upon the March budget report released by the Department of Consumer Affairs in April 2014. The report reflects expenditures for July 1, 2013 through March 31, 2014. The Board spent roughly \$1.2 million/68% of its total Dental Assistant budget appropriation. Approximately \$422,000/35% spent was for Personnel Services and roughly \$804,000/65% for Operating Expense & Equipment (OE&E).

<b>Fund Title</b>	<b>Appropriation</b>	<b>Expenditures Through 3-31-14</b>
Dental Assisting	\$1,813,000	\$1,224,000

### *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.

# 0741 - Dental Board of California

## Analysis of Fund Condition

Prepared 2/18/14

(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	\$ -
F00683 Teale Data Center (CS 15.00, Bud Act of 2005)			
 Transfers to Other Funds			
T00001 GF loan per Item 1250-011-0741, BA of 2002	\$ -	\$ -	\$ -
T00001 GF loan per Item 1250-011-0741, BA of 2003	\$ -	\$ -	\$ -
T03039 Transfer to Dentally Underserved Account			
 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 BOARD - FUND 0741  
BUDGET REPORT  
FY 2013-14 EXPENDITURE PROJECTION**

March 31, 2014

OBJECT DESCRIPTION	FY 2012-13		FY 2013-14				
	ACTUAL	PRIOR YEAR	BUDGET	CURRENT YEAR	PERCENT	PROJECTIONS	UNENCUMBERED
	EXPENDITURES	EXPENDITURES	STONE	EXPENDITURES			
(MONTH 13)	3/31/2013	2013-14	3/31/2014	SPENT	TO YEAR END	BALANCE	
<b>PERSONNEL SERVICES</b>							
Salary & Wages (Staff)	3,224,188	2,447,502	3,783,329	2,535,107	67%	3,360,148	423,181
Statutory Exempt (EO)	236,291	213,446	95,808	73,053	76%	95,808	0
Temp Help (Expert Examiners)	0	0	40,000	0	0%	0	40,000
Physical Fitness Incentive	5,200	4,160	0	1,105		5,200	(5,200)
Temp Help Reg (907)	144,012	110,045	199,000	143,415	72%	186,397	12,603
Temp Help (Exam Proctors)	0	0	45,447	0	0%	0	45,447
BL 12-03 Blanket	8,519			30,924		40,522	(40,522)
Board Member Per Diem (901, 920)	16,600	10,300	45,950	12,300	27%	17,000	28,950
Committee Members (911)	5,600	3,700	58,686	2,600	4%	5,000	53,686
Overtime	41,676	33,996	25,208	8,455	34%	28,000	(2,792)
Staff Benefits	1,520,752	1,140,006	1,872,338	1,218,929	65%	1,615,625	256,713
<b>TOTALS, PERSONNEL SVC</b>	<b>5,202,838</b>	<b>3,963,155</b>	<b>6,165,766</b>	<b>4,025,888</b>	<b>65%</b>	<b>5,353,700</b>	<b>812,066</b>
<b>OPERATING EXPENSE AND EQUIPMENT</b>							
General Expense	108,558	82,456	92,153	70,073	76%	94,000	(1,847)
Fingerprint Reports	24,890	14,911	25,777	10,427	40%	25,000	777
Minor Equipment	14,558	10,908	0	42,894		42,894	(42,894)
Printing	44,381	33,554	42,134	28,550	68%	46,000	(3,866)
Communication	60,733	34,858	33,020	34,568	105%	57,000	(23,980)
Postage	73,968	57,053	59,435	58,237	98%	87,100	(27,665)
Insurance	2,775	2,775	2,100	2,632	125%	2,775	(675)
Travel In State	103,511	64,285	108,976	71,393	66%	101,800	7,176
Travel, Out-of-State	209	209	0			0	0
Training	4,648	4,348	6,907	4,131	60%	5,000	1,907
Facilities Operations	399,772	355,197	360,656	404,282	112%	405,000	(44,344)
C & P Services - Interdept.	46,077	45,863	680,086	43,955	6%	336,000	344,086
C & P Services - External	194,668	253,110	174,146	168,721	97%	273,140	(98,994)
<b>DEPARTMENTAL SERVICES:</b>							
OIS Pro Rata	472,181	382,287	600,693	450,520	75%	600,693	0
Admin/Exec	600,857	473,061	665,105	498,829	75%	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	19,148	21,328	15,996	75%	21,328	0
Public Affairs Office	31,983	27,342	29,949	22,462	75%	29,949	0
PCSD	41,860	32,920	28,785	21,589	75%	28,785	0
<b>INTERAGENCY SERVICES:</b>							
Consolidated Data Center	19,721	14,099	17,517	13,347	76%	25,000	(7,483)
DP Maintenance & Supply	10,450	9,878	11,118	17,155	154%	17,155	(6,037)
Central Admin Svc-ProRata	506,464	379,848	530,145	397,609	75%	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	121,509	6,709	76,663	1143%	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		842		842	(842)
<b>OTHER ITEMS OF EXPENSE:</b>							
CURES - carry over			(289,000)				(289,000)
Tort Pymts-Punitive	2,500	2,500		7,240	1095%	8,700	(8,039)
<b>ENFORCEMENT:</b>							
Attorney General	1,151,154	859,400	1,778,310	763,451	43%	1,200,000	578,310
Office Admin. Hearings	183,978	109,296	406,720	115,760	28%	232,000	174,720
Court Reporters	12,596	6,997		8,388		14,000	(14,000)
Evidence/Witness Fees	408,706	221,957	243,959	233,968	96%	433,500	(189,541)
DOI - Investigative			15,095	11,321	75%	15,095	0
Vehicle Operations	58,434	39,766	5,055	33,723	667%	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>3,686,611</b>	<b>6,178,009</b>	<b>3,628,726</b>	<b>59%</b>	<b>5,572,462</b>	<b>605,547</b>
<b>TOTAL EXPENSE</b>	<b>10,087,575</b>	<b>7,649,766</b>	<b>12,343,775</b>	<b>7,654,614</b>	<b>124%</b>	<b>10,926,162</b>	<b>1,417,613</b>
Sched. Interdepartmental				(235)			0
Sched. Reimb. - Fingerprints	(22,393)	(13,720)	(53,000)	(9,204)	17%	(53,000)	0
Sched. Reimb. - Other	(11,550)	(7,180)	(214,000)	(9,990)	5%	(214,000)	0
Unsched. Reimb. - External/Private	(44,863)	(33,641)		(35,231)			0
Probation Monitoring Fee - Variable	(105,674)	(70,447)		(89,961)			0
Invest Cost Recover FTB Collection	(15,999)	(15,041)		(405)			0
Unsched. External/Other	(5,748)						0
Unsched. - Investigative Cost Recovery	(283,747)	(206,838)		(260,081)			0
<b>NET APPROPRIATION</b>	<b>9,597,602</b>	<b>7,302,899</b>	<b>12,076,775</b>	<b>7,249,507</b>	<b>60%</b>	<b>10,659,162</b>	<b>1,417,613</b>
<b>SURPLUS/(DEFICIT):</b>							<b>11.7%</b>

# 3142 - Dental Assisting Program Analysis of Fund Condition

Prepared 3/26/14

(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	\$ 2,724	\$ 2,620	\$ 2,468
 <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%.

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

March 31, 2014

OBJECT DESCRIPTION	FY 2012-13		FY 2013-14				
	ACTUAL	PRIOR YEAR	BUDGET	CURRENT YEAR	PERCENT	PROJECTIONS	UNENCUMBERED
	EXPENDITURES	EXPENDITURES	STONE	EXPENDITURES			
(MONTH 13)	2/28/2013	2013-14	2/28/2014	SPENT	TO YEAR END	BALANCE	
<b>PERSONNEL SERVICES</b>							
Salary & Wages (Staff)	297,101	210,589	372,469	235,789	63%	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
Temp Help Reg (907)				9,392		9,392	(9,392)
Temp Help (Exam Proctors)		0	0			0	0
Board Member Per Diem (901, 920)	4,000	3,600	0	3,200		4,000	(4,000)
Overtime	26,735	20,516	0	10,835		16,300	(16,300)
Staff Benefits	202,510	145,506	214,885	162,879	76%	255,235	(40,350)
<b>TOTALS, PERSONNEL SVC</b>	<b>530,346</b>	<b>380,211</b>	<b>587,512</b>	<b>422,095</b>	<b>72%</b>	<b>654,414</b>	<b>(66,902)</b>
<b>OPERATING EXPENSE AND EQUIPMENT</b>							
General Expense	7,461	3,415	33,053	4,199	13%	8,000	25,053
Fingerprint Reports	20	20	7,780	0	0%	0	7,780
Minor Equipment		0	5,000		0%	0	5,000
Printing	17,776	9,088	19,001	7,076	37%	8,000	11,001
Communication	32	32	9,500	21	0%	50	9,450
Postage	22,412	16,854	35,991	17,249	48%	24,000	11,991
Insurance						0	0
Travel In State	62,524	46,433	56,300	40,576	72%	58,000	(1,700)
Training	695	695	4,119	0	0%	500	3,619
Facilities Operations	38,470	31,806	63,950	77,468	121%	77,468	(13,518)
C & P Services - Interdept.	0	0	288,439	0	0%	0	288,439
C & P Services - External	2,829	14,825	532	0	0%	0	532
<b>DEPARTMENTAL SERVICES:</b>							
OIS ProRata	176,035	154,226	247,452	185,767	75%	247,452	0
Admin/Exec	53,942	57,442	93,449	70,049	75%	93,449	0
Interagency Services	0	0	72,554	0	0%	125,000	(52,446)
IA w/ OPES	37,208	37,208	0	25,984		25,984	(25,984)
DOI-ProRata Internal	3,105	2,329	2,977	2,233	75%	2,977	0
Public Affairs Office	3,849	3,290	4,188	3,138	75%	4,188	0
PCSD	4,541	3,991	3,591	2,693	75%	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	51,894	67,323	50,492	75%	67,323	0
<b>EXAMS EXPENSES:</b>							
Exam Supplies	14,779	9,636	3,946	6,880	174%	14,000	(10,054)
Exam Site Rental - State Owned	48,465	38,010		22,265		47,200	(47,200)
Exam Site Rental - Non State Owned	41,290	35,665	69,939	28,125	40%	35,000	34,939
C/P Svcs-External Expert Administration	24,710	6,290	30,877	23,545	76%	35,000	(4,123)
C/P Svcs-External Expert Examiners	0	0	47,476	0	0%	0	47,476
C/P Svcs-External Expert Examiners	13,506	3,436				0	0
C/P Svcs-External Subject Matter	90,179	83,608		97,389		97,389	(97,389)
<b>OTHER ITEMS OF EXPENSE:</b>							
	0	0	285	0	0%	0	285
<b>ENFORCEMENT:</b>							
Attorney General	170,945	120,988	67,536	138,150	205%	168,000	(100,464)
Office Admin. Hearings	0	0	2,740	0	0%	0	2,740
Evidence/Witness Fees	26,941	2,890	87	0	0%	0	87
<b>TOTALS, OE&amp;E</b>	<b>930,906</b>	<b>734,071</b>	<b>1,241,030</b>	<b>803,299</b>	<b>65%</b>	<b>1,142,571</b>	<b>98,459</b>
<b>TOTAL EXPENSE</b>	<b>1,461,252</b>	<b>1,114,282</b>	<b>1,828,542</b>	<b>1,225,394</b>	<b>137%</b>	<b>1,796,985</b>	<b>31,557</b>
Sched. Reimb. - Fingerprints	(2,303)	(1,519)	(13,000)	(1,029)	8%	(2,000)	(11,000)
Sched. Reimb. - Other	(705)	(705)	(3,000)	(470)	16%	(700)	(2,300)
<b>NET APPROPRIATION</b>	<b>1,458,244</b>	<b>1,112,058</b>	<b>1,812,542</b>	<b>1,223,895</b>	<b>68%</b>	<b>1,794,285</b>	<b>18,257</b>
<b>SURPLUS/(DEFICIT):</b>							<b>1.0%</b>



## MEMORANDUM

<b>DATE</b>	May 7, 2014
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item 13:</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>	May 7, 2014
<b>TO</b>	Dental Board of California
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item 14:</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>	May 6, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Nellie Forgét, Program Coordinator Elective Facial Cosmetic Surgery (EFCS) Permit Program
<b>SUBJECT</b>	<b>Agenda Item 15:</b> Report on the April 16, 2014 Meeting of the Elective Facial Cosmetic Surgery Permit Credentialing Committee; Discussion and Possible Action to Accept Committee Recommendations for Issuance of Permits

### Current Update:

The Elective Facial Cosmetic Surgery (EFCS) Permit Credentialing Committee met on April 16, 2014 by teleconference.

In closed session, the Credentialing Committee reviewed two (2) applications. According to statute, the Committee shall make a recommendation to the Dental Board on whether to issue a permit to the applicant. The permit may be unqualified, entitling the permit holder to perform any facial cosmetic surgical procedure authorized by the statute, or it may contain limitations if the Credentialing Committee is not satisfied that the applicant has the training or competence to perform certain classes of procedures, or if the applicant has not requested to be permitted for all procedures authorized in statute.

The Committee's Recommendations to the Board is as follows:

1. Applicant: Dr. Daniel S. Witcher – Requested unlimited privileges for Category I (cosmetic contouring of the osteocartilaginous facial structure, which may include, but not limited to, rhinoplasty and otoplasty) and Category II (cosmetic soft tissue contouring or rejuvenation, which may include, but not limited to, facelift, blepharoplasty, facial skin resurfacing, or lip augmentation).

***The Credential Committee recommends the Board issue an unlimited permit for Category I procedures (cosmetic contouring of the osteocartilaginous facial structure, which may include, but not limited to, rhinoplasty and otoplasty) and Category II procedures (cosmetic soft tissue contouring or rejuvenation, which may include, but not limited to, facelift, blepharoplasty, facial skin resurfacing, or lip augmentation).***

### Action Requested:

1. Staff requests a motion to issue Dr. Daniel S. Witcher an EFCS Permit for unlimited Category I & II procedures.



## MEMORANDUM

<b>DATE</b>	May 14, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Linda Byers, Executive Assistant
<b>SUBJECT</b>	<b>Agenda Item 16:</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.

The Board posted a recruitment notice on its website and sent out an email blast. Nine applications were received. Five applications are included in this packet; four applicants did not meet the qualifications and were 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 (RDA) or Registered Dental Assistant in Extended Functions (RDAEF) and shall be employed as a faculty member of a registered dental assisting educational program approved by the Board, and shall have been so employed for at least the prior five years

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 three years.

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

Serena Harrison, RDA  
Ollie Virginia Lucas, RDA  
Gina Macias, BS, RDAEF, CDA  
Tamara McNealy, RDA  
Kathy O'Brien, RDA

Action Requested:

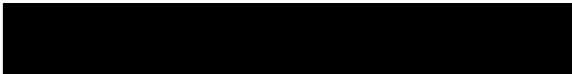
- After review and discussion, staff requests a motion to appoint a member to the Dental Assisting Council.



**HARRISON**

Serena Harrison

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May 7, 2014

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

RE: Dental Assisting Council Appointment

Dear Ms. Fischer,

I'm contacting you in regards to the Dental Assisting Council position with the Dental Board of California, announced during the 2014 CADAT conference. I am very interested in the activities related to this appointment.

My relevant qualifications include my tenure as an RDA license along with being employed as a Dental Assistant educator with Kaplan College for almost 6 years. I have worked in the dental field over 20 years, 18 of which has been as an RDA.

This appointment is of great interest to me as an educator because the future career goals of my students and those currently in the Dental Assisting field should have an unbiased voice. Given my experience in the field I have learned to comply with regulations and standards put forth. I would like the opportunity to participate in making those recommendations that will mold our Dental Assistant community.

I welcome the opportunity to contribute my skills to your team.

Sincerely,

Serena Harrison



## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

**PLEASE PRINT**

NAME Serena L. Harrison

ADDRESS\*

PHONE NO

EMAIL AD

California License Type and Number: RDA 47494 Expiration date: 6/2015

*\* 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.

Yes. Kaplan College - Bakersfield Campus, 1914 Wible Rd.,  
Bakersfield, CA 93304 July 2008 - Current

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.

No.

4. Have you maintained a current and active RDA or RDAEF license for the past 5 years?  Yes or  No (please circle one)
5. Are you employed by a current member of the Dental Board? Yes or  No (please circle one)
6. Have you served on the Dental Assisting Forum? Yes or  No (please circle one)
7. Do you have a financial interest in any registered dental assisting school? Yes or  No (please circle one). 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 or  No (please circle one)

**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.

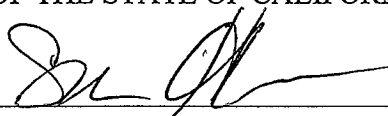
The information you provide may also be disclosed in the following circumstances:

- 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

5/5/2014

**SUBMIT COVER LETTER, COMPLETED APPLICATION, RÉSUMÉ, AND REFERENCES  
BY May 16, 2014 TO:**

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

**LUCAS**



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

APR 30 2014  
DENTAL BOARD OF CALIFORNIA

APPLICATION FOR APPOINTMENT TO THE  
DENTAL ASSISTING COUNCIL

PLEASE PRINT

NAME Ollie Virginia Lucas

ADDRESS\* [Redacted]  
PHONE NO [Redacted]  
EMAIL AD [Redacted]

California License Type and Number: RDA24720 Expiration date: 11/2015

*\* 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.*

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- Allowable dental assistant duties, settings, and supervision levels.
- Appropriate standards of conduct and enforcement for dental assistants.
- Requirements regarding infection control.



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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.

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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.

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.

UEI- College  
16485 Laguna Canyon Road #300  
Irvine, Ca. 92618 12/2009 → Present

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.

NO

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

Yes or No (please circle one)

5. Are you employed by a current member of the Dental Board? Yes or  No (please circle one)

6. Have you served on the Dental Assisting Forum? Yes or  No (please circle one)

7. Do you have a financial interest in any registered dental assisting school? Yes or  No (please circle one). 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 or No (please circle one)

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

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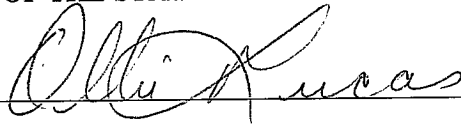
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- In response to a court or administrative order, a subpoena, or a search warrant; or,
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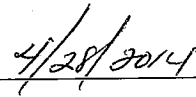
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Signature



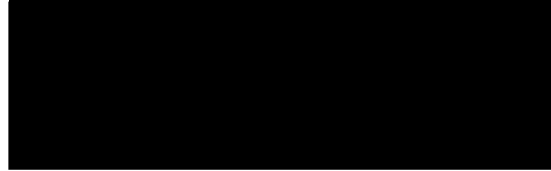
Date



**SUBMIT COVER LETTER, COMPLETED APPLICATION, RESUME, AND REFERENCES  
BY May 2, 2014 TO:**

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

## Ollie V. Lucas – RDA 24720



DENTAL BOARD OF CALIFORNIA  
2005 Evergreen Street , Suite 1500  
Sacramento, CA 95815  
(916) 263-2300

RE: Appointment to the Dental Assisting Council of the Dental Board of California

Dear Karen M. Fischer, MPA, Executive Officer

I believe with my educational background and experience with an RDA program, I have the qualifications you are seeking to assist with various changes that our state is implementing with the DA and RDA programs. I have a strong working knowledge in the dental industry. I have worked in the dental field for 34years. My teaching career began in 2002 with Corinthian Colleges as an RDA Instructor/ Program Director. I am currently employed with United Education Institute were I am the RDA Program Director. As a program director I am responsible for training of the instructors, assisting with curriculum development, keeping the program up to date with state regulations as required for compliance with the dental board. I would greatly appreciate the opportunity to sit on the dental board council sharing my experiences, knowledge, and organizational skills with members with similar experience. I strongly believe that I will be a worthy member and would love the opportunity to be a valued member of the dental board. The attached resume details my experience and training.

Thank You,

Ollie V. Lucas

# OLLIE V. LUCAS



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## PROFESSIONAL OBJECTIVES

I am presently seeking a challenging position with a progressive team, where my dedication, interpersonal skills, and attention will create opportunity for growth.

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## CERTIFICATIONS

CADAT – Member - Current	Pit & Fissure Certificate
BPPVE Certification COAFS-05-381620	Valid - 09/22/05 – 09/22/08
- AHA- BLS Instructor	
– AHA - BLS	Radiation Safety Certificate
2001- Allied Health Professional	Coronal Polishing Certificate
(Torrance Memorial Hospital)	Registered Dental Assistant - Current
Ultrasonic Scaling	Diploma in Dental Assistant

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## QUALIFICATIONS

Dental Program Chair	X-Rays	Sterilization
O.H.I. Program	Coronal Polish	Dentrix System
		Eaglesoft System
Manager Duties	Case Presentation	Inventory Control
R.D.A. procedures	Administrative Duties	Fluoride Administration
Back Office Coordinator	Intra-Venous Sedation – (pre & post)	
N20 Administration (assist)	4 Handed Chair side Assistant	
Pedo/ Ortho/ General Dentistry	Orthodontic Administration & Assist	

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## EXPERIENCE

December 1, 2009 – Present      UEI College – Riverside Campus (951) 300 - 5523

### RDA Program Director / Campus Program Director

Responsible for complete programmatic leadership, management and oversight by ensuring continuous new faculty recruitment, conducting frequent regular training and coaching of all faculty ensuring the consistent delivery of standardized curriculum and addressing student issues and concerns. In addition to partnering with the Career Service department to ensure timely site placement and monitors their attendance, progress and completion in externship. The Campus Program Director is responsible of the programs student attendance, retention and completion.

- Complies with All Federal, State, Accreditation and Institutional policies and procedures.
- Recruit, orients, and trail all programmatic instructors

- Mentor instructor who are below attendance and retention expectations
- Performs classroom observations
- Responsible for supplies are ordered, manage, and secured.
- Manages retention and holds faculty responsible.
- Monitors instructors attendance daily
- Develop externship sites for the students
- Leads and coordinates quarterly faculty training events
- Leads Curriculum projects and revisions committees and develops curriculum materials, participated in book reviews and selection.

May, 2007 – November 2009 Victor Valley Dental Specialties (760) 245-7783

**Ortho Floor Supervisor** Inventory clerk, Manage and train new employees, assist with administrations duties. Travel to affiliated offices. Transport lab cases, Intra-Oral photos & x-rays. Supervise the fellow staff members, in addition to performing RDA tasks & Duties.

July, 2002 – May 2007  
 Corinthian Schools, Inc.

Bryman College, Gardena (310) 527 – 7105

**Dental Assistant Program Chair** – Assist the Director of Education in the supervision of faculty and staff (**30 individuals**). Direct the administrative activities of the curriculum and classroom performance. Supervise the Dental staff, Maintain equipment supplies. Provide student advising as required and instruct on a substitute basis. Placed and Track the dental student on externship for the required 160 hours. Cross trained in Registrar & the Student Service Coordinator duties. Obtain Accreditation for the dental assisting program from the Committee of Dental Auxiliaries (**COMDA June 2005**). Assist with credentials renewal form the Accrediting Commission of Career Schools and Colleges of Technology (**ACCSCCT November-2006**). Assist with credential renewal from the Bureau for Private Postsecondary and Vocational Education (**BPPVE January -2007**).

Kenneth D. Greenstadt, DDS Torrance, CA (310) 792-6262

**Back Office Coordinator** - Assist the doctor with all areas of patient care (local anesthesia, oral sedation, intravenous sedation). Inventory clerk, supervise & trained fellow colleagues and assist administration office.

Stephen W. Clark, DDS - Spring Dental Long Beach, CA

**Chairside Assistant** – Assist the doctor with patient care, (local anesthesia and Intravenous sedation. Assist different specialist (Periodontist, Orthodontics, and Oral Surgeons) with patient care. Inventory clerk, and assist administration office.

## EDUCATION

UCLA Extension, Online

- Ryan Designated Subjects Vocational Education, Ongoing Instructional Methods in Vocational Education

Advanced Strategies, Technology & Assessment in Vocational Education

Elsevier Publisher, Gardena, CA

- Utilizing PowerPoint,

EdFund's Training Workshop

- Managing Time: Leadership Skills,

Bryman College (CCi), Gardena, CA

- LIRN Databases Training,

Bryman College (CCi), Gardena, CA

- Customer Service Training

Long Beach Medical & Dental Assisting College, Long Beach, CA

- Diploma,

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### **PERSONAL ATTRIBUTES**

I am reliable, dedicated, self motivated, energetic, competent, with a strong commitment to both personal and professional growth.

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### **REFERENCES**

Available upon request.

April 14, 2014

To Whom It May Concern,

It is my immense pleasure to recommend our Dental Assistant Campus Department Chair, Ms. Ollie Lucas, for appointment with your organization. As the Director of Education for the Riverside campus, Mr. Lucas displayed intelligence, diligence, honesty, and professionalism during her tenure here at our campus.

Ms. Lucas' commitment to education and teaching is highlighted by the continued success of her students. Ms. Lucas prepares students for entry-level positions as front/back office dental assistants. Ms. Lucas instructs/trains students in basic dental procedures for both the front and back office. In addition, Ms. Lucas' ability as a leader/mentor to her students and confidence in a variety of challenges had brought her praise not just from me but from other faculty/staff members as well. This instructor exhibits some good characteristics, such as independent, excellent classroom management/instruction, and confidence, which are essential to success in further future endeavors and the betterment of her students. Ms. Lucas is also responsible for complete programmatic leadership, management and oversight by ensuring continuous new faculty recruitment, conducting frequent regular training and coaching of all faculty; ensuring the consistent delivery of standardized curriculum, and addressing student issues and concerns. The department chair partners with Career Services to ensure timely site placement and monitors their attendance, progress and completion in externship. The department chair has complete responsibility of the program's student attendance, retention, and completion.

I would like to appreciate your most favorite considerations to her appointment with your organization. I strongly believe that Ms. Ollie Lucas will be an invaluable asset to your organization. If there is any question in regards to her recommendation please don't hesitate to contact me. Thank you for your time and consideration of Ms. Lucas.

Respectfully yours,



**Calvin Latimer**  
Director of Education  
*Riverside Campus*

1860 University Avenue  
Riverside, CA 92507  
(951) 300-5523  
[latimerk@uei.edu](mailto:latimerk@uei.edu)



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# UEI College<sup>®</sup>

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1860 University Ave  
Riverside, CA 92507  
Phone: (951) 300-5500  
Fax: (951) 784-1494  
www.uei.edu

April 18, 2014

To whom it may concern,


This reference letter is written to demonstrate the outstanding leadership of Ms. Ollie Lucas, Dental Assistant Program Director of UEI College Riverside.

I have had the pleasure of working alongside Ms. Lucas for the past year and I have been impressed with her ability to uphold the utmost customer service with our students and staff. Ms. Lucas has a knack for understanding and implementing compliance-driven results for our campus and organization. We trust Ms. Lucas with keeping up with the on-going changes in the Dental Compliance realm and we appreciate her ability to implement this at our campus.

I would not hesitate to recommend Ms. Lucas for a position with the Dental Board. She is honest, ethical, accountable, compliant, and persistent with her work. In addition she is pleasant to work with on campus.

If you have any questions, feel free to contact me directly at my office (951) 300-5501.

Sincerely,



Dennis W. Manzo  
Campus President  
UEI College - Riverside

Tenisha Lee



To whom it may concern

I have had the pleasure of knowing Ollie for the past fifteen years and would recommend her for the position of Dental Board Committee Member in your organization. Ollie has shown to be a top performer in her field with a diverse background. She has proven that no task is unachievable.

Ollie does an excellent job in her current position and would be an asset to your team. She has great written and communication skills, a self-starter and superior relationship building skills.

Ollie is always willing to offer assistance when called upon and has a good rapport with her students. Based on my experience with her she is capable of handling any endeavor she chooses to pursue.

Regards,  
*Tenisha C. Lee*

**MACIAS**



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EST. 1863

Monday, May 12, 2014

To Whom it May Concern,

My name is Gina Macias and I am the Dental Assisting Program Director and faculty member. I have worked for Heald College for four years and prior to, I was employed by Kaplan Higher education as a faculty member and Program Coordinator. I am a licensed Registered Dental Assistant in Extended Function (RDAEF), Certified Dental Assistant (CDA) and committed to excellence in dental assisting education.

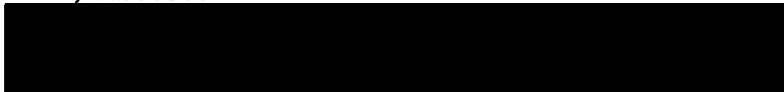
I worked under Bonnie Morehead DDS in Manteca, CA as the lead RDAEF for 15 years. I currently hold a Bachelors Degree in Business Management and I have recently submitted my application to begin a MBA program in the fall at CSU Stanislaus.

I would take great pride in representing the field of dental assisting education on the council.

Thank you for your consideration,

*Gina Macias*

*Gina Macias, BS, RDAEF, CDA  
Dental Assisting Program Director  
Heald College- Modesto Campus  
5260 Pirrone Court  
Salida, Ca. 95368*



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MODESTO

5260 Pirrone Court, Salida, CA 95368  
Tel: 209-416-3700 - Fax: 209-416-3690 - Web: [www.heald.edu](http://www.heald.edu)



## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

**PLEASE PRINT**

NAME Gina S. Macias

ADDRESS

PHONE N

EMAIL A

California License Type and Number: AEF604 ✓ Expiration date: 10/31/2015

*\* 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.

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.

Heald College- 5260 Pirrone Court, Salida, CA 95368  
10/01/2010- Currently Employed

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.

No

4. Have you maintained a current and active RDA or RDAEF license for the past 5 years?  Yes or No (please circle one)

5. Are you employed by a current member of the Dental Board? Yes or  No (please circle one)

6. Have you served on the Dental Assisting Forum? Yes or  No (please circle one)

7. Do you have a financial interest in any registered dental assisting school? Yes or  No (please circle one). 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 or No (please circle one)

**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.

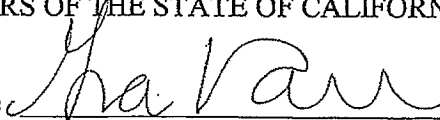
The information you provide may also be disclosed in the following circumstances:

- 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)).

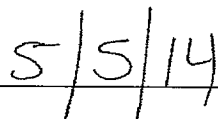
**Contact Information.** For questions about this application, the Department's privacy policy, or access to your records, you may contact the Board's Executive Officer at the address and telephone number listed below.

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

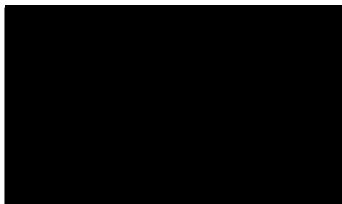


**SUBMIT COVER LETTER, COMPLETED APPLICATION, RÉSUMÉ, AND REFERENCES  
BY May 16, 2014 TO:**

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



Mrs. Gina Macias, CDA, RDAEF, BS  
Curriculum Vitae



**I. PROFESSIONAL BACKGROUND**

**Education**

<i>Date</i>	<i>Institution</i>	<i>Degree</i>	<i>Major</i>
1991-1993	San Joaquin Delta College	Prerequisites	General Ed.
2005-2008	University of Phoenix	Bachelors of Science	Business Management
2009-Present	University of Phoenix	Masters of Education	MBA

**Professional Business**

**2010– Present                      Program Director of Dental Assisting                      Heald College- Modesto Campus**

- Recruit, screen, hire, train, develop, observe, mentor, coach, lead and evaluate staff to maintain the overall quality and integrity of their role.
- Assign staff schedule based production goals and budgetary allowance.
- Conduct staff coaching when performance warrants improvement, conduct annual performance reviews and quarterly performance evaluations.
- Ensure customer surveys are administered quarterly and report on survey results to management, and plan goals to enhance metrics and results.
- Maintain compliance with all accrediting/regulatory standards, program requirements and agreements.
- Work with the Executive Management to plan and implement activities and events to increase customer and employee satisfaction.
- Implement the plan for the assessment of employees whom fail to meet personal and company goals.
- Create and maintain annual budget, oversee and manage operational budget while working to reduce expenditures without jeopardizing integrity of Company Brand .
- Administer and uphold policies of corporation targeting year over year revenue and profit growth.
- Maintain P&L for program, specifically Dental.
- Set individual and program goals for improving P&L during weaker periods pre-determined in the year.

**2010–2010                      Dental Assisting Program Instructor                      Heald College- Stockton Campus**

- Prepare and provide all lecture, laboratory and clinical instruction according to the required curriculum.
- Follow current course outlines, objectives, and evaluation mechanisms for the program and/or develop such when indicated by the Program Director.
- Maintain a lesson plan of daily instructional events.
- Monitor student attendance and retention.
- Grading assignments, returning graded assignments to students, and assigning final grades for all students in a timely manner.
- Provide educational assistance to students during regularly scheduled times (i.e., office hours) or by appointment.
- Advise students as it relates to school policies, satisfactory performance, etc.
- Maintain professional appearance and ensure students al maintain a professional appearance and attitude..
- Maintain professional expertise (faculty development) to meet accreditation standards by attending educational seminars in professional field, reading current literature, attending online courses, etc.
- Serve on committees (e.g., curriculum development, retention, etc) as assigned based upon expertise or campus needs.

**2008 – 2010**

**Dental Assisting Program Director**

**Kaplan Higher Education**

- Managing the instructors and the educational activities of the department and all classes both day and evening.
- Adherence to applicable accreditation commission standards or agencies regulations, the school policies and procedures, and the department's curricula.
- Monitor student progress, conduct student orientations and advise students throughout the program.
- Assist with on-going review and development of curricula in the department and make suggestions per policy.
- Function as the Instructor of Record for all assigned externship students within the programs of responsibility.
- Evaluate each student's competency progress and skill attainment using a standardized performance evaluation form.
- Evaluate and approve potential extern facilities and their equipment in support of programmatic needs.
- Work closely with site supervisory personnel to present positive student experiences. Maintain knowledge of all industry standards, certifications, trends and technology. Make recommendations for updating course materials and textbooks.
- Assist in the development of sufficient externship sites to support the school's programs and the student population therein.
- Coordinate the initiation, approval and signing of sufficient affiliation agreements in support of programmatic needs.
- Maintain adequate records to effectively document the various aspects of the position.
- Facilitate communication between the Career Services and Education Departments.
- Present Externship and Site Assignment orientation workshops.
  - Prepare students with the knowledge, skills, and work habits required for entry-level dental assisting positions including:
  - The dental team, legal and ethical issues of dentistry, anatomy and physiology, preventive dentistry, chair side assisting, dental materials, dental laboratory procedures, dental radiology, office management communications, and PC skills as they relate to dental practice.

**1995 – 2008**

**Full-time Lead RDAEF (AEF604)**

**Valley Oak Dental Group**

- Highly skilled in Cerec 3 restoration design, mill and cementation.
- Experienced in Oral Conscious Sedation treatment and procedures.
- Highly skilled in Full mouth cosmetic and functional restoration treatment.
- Highly skilled all aspect of four-handed chair-side assisting.
- Highly skilled RDAEF
  - Matrix band placement and wedge placement.
  - Cord retraction and final impression for single or multiple unit indirect cast restorations.
  - Final impressions for cast removable prosthetics.
  - Acrylic provisional's for single restorations, multiple restoration, and full mouth restoration provisional's.
  - Pit and Fissure Sealant placement
- Fluent in Microsoft Word, Excel, Power Point, Softdent
- Experienced in Dentirx, Eaglesoft, and Dexsis digital radiography.
- Lead RDAEF responsible for training developing, coaching, counseling, supervising, and evaluating clinical new hires.
- Developed a new hire training manual defining employee policy, procedures and protocol both clinical and administrative staff.
- Assist dentists and oversee daily operations necessary for patient flow.
- Managed daily, monthly, and annual production target goals resulting in exceeding the year after year profit and growth.
- Managed outstanding collection goal of 3-5% month after month.
- Oversight of supplies and inventory and assure cost effectiveness.

- Systematically organized bimonthly ordering process resulting in a 15% reduction in annual ordering budget by mainstreaming supply usage.
- Managed expenses to meet the monthly budget for the entire group practice result in a 15% reduction in expenses for 2006 and 2007.
- Worked with Management to develop strategies for increasing Production and Collection amounts.
- Developed and implemented specific, measurable individual and office goals met monthly and introduced work and scheduling processes that improved work productivity which enabled DDS to achieve consistent budgetary production goals.
- Upheld Dental practice culture focused on *Excellent Customer service and Care*.
- Reside as dental team expert on basic administrative knowledge such as:
  - Filing insurance claims
  - Office software
  - Insurance verification
  - Insurance linkage
  - Sound dental office procedures
- Explain treatment plans and payment options to patients.
- Review and train on Accounts Receivables (collection percentage).
- Train on and review patient financing/credit (volume number and accuracy).
- Train and ensure effective customer service skills via the telephone and in person.
- Train team and held accountable for building a productive office schedule meeting target goals.
- Respond to patients and patient complaints in a timely and professional manner.
- Assure safety –ensure staff completes annual OSHA Blood borne pathogen training , CDPA, CPR and California Standards of Infection Control, assure MSDS sheets for each location are accurate and on site, track, exchange and review office radiation badges. Manage QA Radiology program as it pertains to Title 17 regulation.

## II. SCHOLARLY ACTIVITIES and PROFESSIONAL ACTIVITIES

- 2010-Current Active in on-going revisions in Dental Assisting program curriculum to meet both Dental Board of California and Commission on Dental Accreditation (CODA) regulatory Compliance requirements.
- 2011 30 Hour Teaching Methodology training California Association of Dental Assisting Teachers and CCI
- 2011 2 hour online Teaching Methodology – Learning Styles CADAT
- 2009-2011 Assisted in the development, coordination and implementation of RDA written Examination questions and answers with the Dental Board of California.
- 2008-2009 Assisted in on-going update and revision of complete full-time DA program curriculum At Kaplan Higher Education
- 2010-Current Dental Assisting National Board (DANB)
- 2010-Current Organization for Safety and Asepsis Procedures (OSAP)
- 2010-Current American Dental Assistants Association (ADAA)
- 2010-Current California Association of Dental Assisting Teachers (CADAT)
- 2010-Current San Joaquin Dental Society (SJDS)
- 2010-Current California Dental Association (CDA)
- 2010 2 Hour Teaching Methodology Instruction in California Standards of Infection Control Kaplan Higher Education
- 2010 2 Hour Teaching Methodology Instruction in Coronal Polish Kaplan Higher Education
- 2010 2 Hour Teaching Methodology Instruction in California Standards of Radiation Safety Kaplan Higher Education
- 2010 2 Hour Teaching Methodology Instruction in Pit and Fissure Sealants Kaplan Higher Education

2010

2 Hour Teaching Methodology Instruction in California Dental Practice Act  
Kaplan Higher Education

**III. PERSONAL/PROFESSIONAL REFERENCES**

Sylvie Cook  
Office Manager at Total Health Dental Center  
(209) 380-2068

Tina Husman  
Director of Student Services  
(209) 416-3762

Patricia Nulia  
Sr. Registrar of Student Records  
(209) 416-3761

**MCNEALY**



## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

**PLEASE PRINT**

NAME Tamara McNealy

[REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED]

California License Type and Number: RDA 30039 Expiration date: 4/2016

*\* 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.**

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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.)

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**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.

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.

San Joaquin Valley College  
295 E. Sierra, Fresno, CA 93710

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.

No

4. Have you maintained a current and active RDA or RDAEF license for the past 5 years? Yes or No (please circle one)
5. Are you employed by a current member of the Dental Board? Yes or No (please circle one)
6. Have you served on the Dental Assisting Forum? Yes or No (please circle one)
7. Do you have a financial interest in any registered dental assisting school? Yes or No (please circle one). 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 or No (please circle one)

**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.**

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## Qualification Summary

Results-oriented, hands-on professional, with a successful record of accomplishments in adult education and regulatory compliance.

Major strengths include positive visionary leadership, excellent communication skills, competent team player, highly organized, ability to analyze, troubleshoot and identify solutions for positive outcome, dutiful respect for compliance in all regulated and accredited environments; supervisory skills including hiring, termination, scheduling, training, coaching, mentoring and other administrative tasks. Experience with organizational strategies, focus and vision. Computer and Internet literate.

## Professional Accomplishments

23 years, as a faculty member; 18 years, as Program Director with San Joaquin Valley College. Proven ability to supervise a diverse student population, facilitating and fostering a positive and engaging learning community with a consistent track record for high student attendance, retention, and course completion.

Programmatic Compliance: Serves as regulatory and programmatic liaison and advisor for all institutional dental assisting programs; consultant for establishing DA programs on new campus sites: Rancho Cordova, Temecula, and San Diego.

Facilitates Program Director meetings with all campuses for programmatic development and compliance; created centralized network secured folders housing documentation for faculty development and calibration, faculty licensure, continuing education courses with protocols for conducting and reporting CEU training, increasing communication, collaboration, and understanding of regulatory requirements amongst program directors.

Coordinated/trained all institutional DA faculty members in SMART goals and course outline development. Created and instituted a Clinical Coordinator position- developed and trained identified faculty members regarding regulatory compliance, organizational responsibilities and tracking protocols concerning student externs and clinical extramural sites.

Constructed programmatic designs for A.S. degree and certificate matrices; built curriculum repositories within two online learning management systems (Angel and D2L), for all program courses, housing curriculum and linking course learning outcomes to identified common mastery assignments for institutional data collection.

Curriculum development: designed course outlines, lesson plans, syllabi, lectures, activities, handouts, and assessments for all program courses; developed career focused activities which enhanced collaboration between organizational departments to assist students with connecting classroom learning to the dental profession clinical setting, provide professional networking opportunities and development of professional soft skills.

Developed program standard operating procedure manuals for the following: infection control protocols; instructional evaluation, assessment, and documentation for radiology, coronal polish, and sealant certificate courses; student skill competencies and extramural facilities.

Supervision/Training: On the Fresno campus, supervises faculty members, provides ongoing faculty development and calibration in the areas of regulatory compliance and implementation strategies for DA/RDA functions, certificate and State examinations, teaching methodology, classroom management and instructional strategies. Identified as a master instructor, conducts routine multi-vocational instructional observations to include follow up meetings for debrief, reflection and coaching.

Facilitated two institutional conferences for Academic Deans and Deans of Student Services with developed lesson plans, evaluations, and activities. Attendees participated in activities which included pre-conference activity, organizational goals and definitions, SMART goals and analyzing habit loops.

Assisted and monitored institutional program review focus group for general education courses where faculty members analyzed data identifying trends and areas for course improvement.

Researched State and various program accreditation requirements and worked with Human Resource department to develop institutional faculty qualifications for Medical Assisting, Criminal Justice, Heating/Ventilation/Air Conditioning and Massage Therapist.

## Education

- Bellevue University Bellevue, NE  
Bachelor of Science- Adult Education
- San Joaquin Valley College, Inc. Fresno, CA  
Associate of Science Degree
- State Center Community College Fresno, CA  
Liberal Arts Undergraduate

## Professional/Volunteer Associations and Activities

- California Association of Dental Assisting Teachers 1996- Present  
2012-2013, Executive Board Member: Secretary/Assistant President Elect, Leadership Development Committee Chair; 2010-2012, Policy Council Committee Chair; 2000-2001, President Elect; 1999-2000, Student Scholarship Committee Chair
- Fresno Madera Dental Society Foundation, Board member 2008-2012  
Fresno Madera Dental Society Table Clinics- annually organizes institutional faculty and student table clinic participants; continually recognized for the most students participating in competition
- Central Valley Cycling Charitable Association 2006-2013  
Cycling coach-trained new members from couch to riding a century event in four months; Support and Gear Coordinator- responsible for recruiting and training volunteers to assist cyclist during events. Committee member for: Valley Girls Ride, Fresno Cycling Festival and Central Valley Classic
- TZU CHI Dental/Medical Free Clinic 2003-present  
Coordinates dental assisting students to volunteer for monthly participation in providing dental services to the under privileged of Fresno and Madera Counties
- Health Teams International 1999  
Dental Missions Outreach Lamjung, Nepal, worked directly with oral surgeon to provide dental services to 3,000 under privileged individuals

Professional References

**Carole Brown**

Director of Curriculum Affairs  
San Joaquin Valley College, Central Office  
3828 W. Caldwell  
Visalia, CA 93277  
559-734-9000

**Gregory Osborn**

Director of Program Compliance  
San Joaquin Valley College, Central Office  
3828 W. Caldwell  
Visalia, CA 93277  
559-734-9000

**Norman Bitter, DDS**

Dental Assisting Program Consultant  
and Advisory Board Member  
6255 N. Forkner  
Fresno, CA 93710  
559-431-2684

Carole Brown  
San Joaquin Valley College  
3828 W. Caldwell Ave., Visalia CA 93277  
[REDACTED]

May 12, 2014

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

Dear Sir or Madame,

I am pleased to recommend Tamara McNealy for the educator position on the Dental Board of California – Dental Assisting Council.

Tamara has been a valued faculty member at San Joaquin Valley College for 23 years, including 18 years serving as the Dental Assisting Program Director. During her tenure with the college, she has demonstrated a tremendous passion for education. In addition to being an exemplary student instructor, Tamara has designed and provided multiple cross-campus faculty trainings on such varied field-related topics as new regulations, implementation strategies, Clinical Coordinator responsibilities and RDA examination instructional strategies. She has also helped to strengthen fellow faculty members' instructional skills by conducting professional development sessions relating to SMART goals, course outline development, and effective lesson planning.

Tamara has had a strong presence in the development of the Dental Assisting Program curriculum; she was instrumental in the instructional design of both the degree and certificate program matrices. She has designed multiple pieces including engaging student assignments and activities, lectures, handouts, student skill competencies, and both the DA Infection Control and Program Procedure Manuals. To support the college in data collection to measure student learning, Tamara assisted in the creation of curriculum repositories in the online Learning Management System, including Mastery Assessments that allow for specific measurement of Student Learning Outcome achievement.

Her presence in ensuring regulatory compliance has been an asset to the college. She has served as Dental Liaison for all campuses, as well as regulatory liaison and advisor for programmatic compliance and continuing education courses in sealants, infection control, teaching methodology and budgeting. She also oversaw compliance with CEU provider responsibilities: documentation and reporting for faculty training regarding sealants and teaching methodology (30 hour and two hour requirements). Tamara designed and received approval for institutional curriculum for eight-hour stand-alone courses in infection control and pit and fissure sealants to ensure that regulatory requirements are consistently met.

Tamara's drive for excellence, comprehensive knowledge and skill sets Dental Assisting and instruction, and her passion for lifelong learning make her an ideal candidate for this position. I believe she would be a valuable addition to the Council.

Regards,



Carole Brown  
Vice President of Academic Affairs

May 8, 2014

Dear Dental Board Reviewer,

I have been asked to write a letter of reference for Tamara McNealy who is applying for the educator position on your Dental Assisting Council. Tamara currently serves as Program Director of the Dental Assisting (DA) program on our San Joaquin Valley College (SJVC) Fresno Campus.

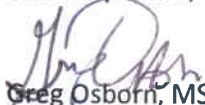
I have worked with Tamara for approximately ten years through my roles with the college as the Director of Curriculum & Program Planning and now as the Director of Program Compliance. Tamara has worked for SJVC for over 23 years. She has consistently been a strong content expert and voice for our DA program – most often serving as our go-to person when having program related questions. In fact, Tamara served as our internal DA Program Liaison for a number of years, helping bring consistency across our campus programs. Tamara truly owns the DA program and she works tirelessly to help ensure its success, coordinating with our other campus DA Program Directors as well as with staff at our Central Administrative Office. Over the years, Tamara has assisted with the expansion of the DA program to other campus locations, she has helped coordinate program curriculum changes in light of new regulations, she has coordinated special applications to the state (such as sealants and infection control), and she has assisted in the design of revised DA labs in order to remain fully compliant and to provide our students with all the necessary skills for licensure and success in the field.

Tamara speaks with authority, she researches thoroughly, she responds promptly, and she regularly works to maintain strong connections within the dental field in order to help provide clear and accurate information that's pertinent to our DA program. Her many years of involvement through CADAT along with her regular attendance at (the now former) COMDA and the Dental Board meetings give her a unique and valuable perspective on which to carry out her duties.

I am confident that Tamara would represent well the Dental Board when given the opportunity to serve in this educator position. Any role that I've seen her take on has been done very responsibly as well as conscientiously – reflecting a true passion and love for her field.

Should you have any questions, please feel free to call me at [REDACTED] or you may reach me via e-mail at [REDACTED].

Sincerely Yours,



Greg Osborn, MEd, MA

Corporate Director of Program Compliance

Norman C. Bitter, D.D.S.



Karen Fischer  
California Board of Dental Examiners

May 15, 2014

Dear Karen:

Re Tamara McNealy

I have known and worked with Tamara for about 10 years after my retirement of full time practice and am now part time dentist and adjunct instructor at San Joaquin Valley College. While in clinical practice I was also 20 years a part time associate clinical professor of Restorative Dentistry at the University of Southern California (1974-94).

She has been the Program Director of Dental Assisting program at San Joaquin College. During the last 10 years as a colleague I had the pleasure of seeing her doing an outstanding job of directing the program. She is a conscientious and very compete person in her responsibilities. In addition to directing the program, she also is teaching some classes in the program, so she has hands-on experience in dental assisting. She has a competent staff in the teaching program and the great moral of the faculty and students is a tribute to her conscientious and capable leadership and teaching abilities. She has a great ability to see things to completion and keeping a competent staff of adjunct dentists and advisory staff and conducts regular meetings in compliance with state regulations.

Under her direction, the graduation rate is very good, possibly close to 100% and placement of students into the profession is very high. I have dentists say that they are very pleased with the quality of education that the dental assisting students have received at SJVC. Their teaching program under her leadership has provided the students with a good ability to fit into any dental office staff immediately upon graduation.

I believe she could be a valuable addition to the State Board of Dental Assisting. I highly recommend her to you for serious consideration as a part of the Board.

Respectfully,

*Norman C. Bitter D.D.S.*

Norman C. Bitter, DDS, FACD, FAGD

**O'BRIEN**



**RECEIVED**

MAY 01 2014

DENTAL BOARD  
OF CALIFORNIA

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

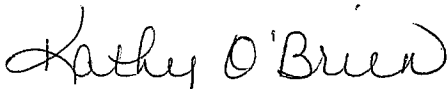
**Dear Ms. Fischer,**

I am writing in response to the recruitment of Dental Assisting Council members and to express my interest. I have been in the Dental Assisting profession for 30 years and have seen and experienced many changes.

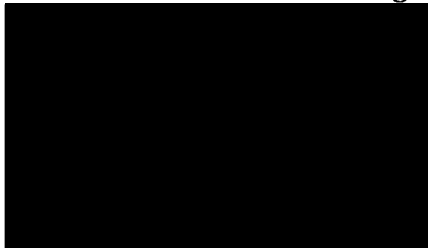
I have been employed as a Dental Assisting instructor at the Eden Area ROP for 23 years. I began as a part time instructor and have been Program Director since 2004. I have implemented all requirements of SB 2637 and all subsequent legislation. I am a member of CADAT (California Association of Dental Assisting Teachers) but have never held an office for the organization. I look at the Dental Assisting Council as an opportunity to protect and enhance the profession of Dental Assisting.

If I were to be appointed, I have the full support of my administration and am confident that I would be able to fulfill all of the responsibilities of the position.

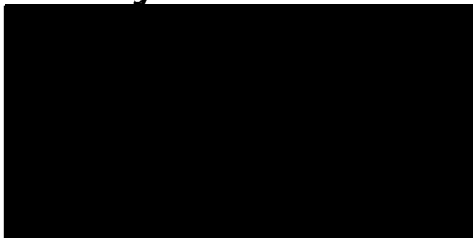
Sincerely,



Kathy O'Brien, RDA  
Dental Assisting Program Director  
Eden Area ROP Dental Assisting Program



# Kathy O'Brien



## Summary of Qualifications

- RDA with Coronal Polish, Ultrasonic Scaling, Pit and Fissure Sealants - License # 38596
- X-Ray license
- CPR certification
- California CTE Teaching Credential, Dental Assisting
- 2014 Alameda County Teacher of the Year

## Education

1982 Chabot College, Hayward, CA  
Dental Assisting completion certificate

1979 San Lorenzo High School, San Lorenzo, CA  
High school diploma

## Experience

### 2004 - Present : Registered Dental Assisting Program Director

Eden Area ROP  
26316 Hesperian Blvd. Hayward, CA 94545

### 1992-2004 Dental Assisting Instructor

Eden Area ROP  
26316 Hesperian Blvd. Hayward, CA 94545

### 1983-1993 Registered Dental Assistant

Fremont Dental Group  
40830 Fremont Blvd. Fremont, CA 94536

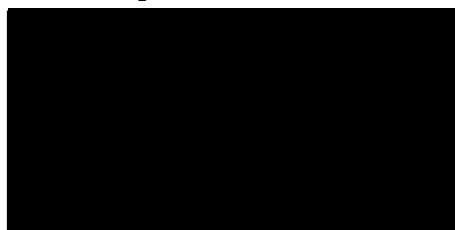
### 1982-1983 Registered Dental Assistant

Robert C. Williamson, DDS  
299 Juana Ave. San Leandro, CA 94587

## Professional Memberships

- California Association of Dental Assisting Teachers (CADAT)
- American Dental Assistants Association (ADAA)
- California Dental Assistants Association (CDAA)
- California Association of Regional Occupational Centers/Program (CAROCP)

**Kathy O'Brien**



**References**

**Linda Granger**

**Superintendent, Eden Area Regional Occupational Program**

**(510) 293-2901**

**Irene Fujii**

**Former Superintendent, Eden Area Regional Occupational Program**

**(510) 695-1844**

**Melinda Sciandri**

**Executive Director, Southern Alameda County Dental Society**

**(510) 782-5316**





## APPLICATION FOR APPOINTMENT TO THE DENTAL ASSISTING COUNCIL

### **PLEASE PRINT**

NAME Kathy O'Brien

ADDRESS

PHONE NO

EMAIL AD

California License Type and Number: RDA #38596 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.

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.

Yes. 3/91 - current

Eden Area Regional Occupational Program  
26316 Hesperian Blvd, Hayward, CA 94545

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.

NO

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

Yes or No (please circle one)

5. Are you employed by a current member of the Dental Board? Yes or  No (please circle one)

6. Have you served on the Dental Assisting Forum? Yes or  No (please circle one)

7. Do you have a financial interest in any registered dental assisting school? Yes or  No (please circle one). 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 or No (please circle one)

**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 Kathy O'Brien Date 4/25/14

**SUBMIT COVER LETTER, COMPLETED APPLICATION, RESUME, AND REFERENCES  
BY May 2, 2014 TO:**

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



## MEMORANDUM

<b>DATE</b>	May 15, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Sarah Wallace, Assistant Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 17(A):</b> Discussion and Possible Action to Reconsider Promulgation of a Regulation to Delegate Authority to the Executive Officer Regarding Stipulated Settlements to Revoke or Surrender a License

### **Background:**

The Dental Board of California (Board) has been asked by Senate Business, Professions and Economic Develop Committee (Committee) staff to revisit the discussion on delegating authority to the Board's Executive Officer regarding stipulated settlement to revoke or surrender a license. 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 the language because of concern with due process. The Board was concerned because it would essentially allow the person who charged the licensee with the accusation to be able to decide the penalty.

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

During the May 6, 2010 Dental Board meeting, a representative 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, the Department requested that boards review the goals and initiate rulemakings to adopt many of the provisions of that bill through regulations. A list of nine items that the Department felt could be accomplished through regulations was distributed. 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 delegating authority to the Board's Executive Officer, the Board was asked to promulgate a regulation that would permit the Board to delegate to the Executive Officer the authority to adopt a stipulated settlement if an action to revoke a license has been filed and the licensee agrees to surrender the license, without requiring the Board to vote to adopt the settlement. At the July 2010 meeting, the Board discussed consideration of the following regulatory language:



**Amend Section 1001 of Division 10 of Title 16 of the California Code of Regulations to read:**

**§ 1001. Delegation to Board's Executive Officer.**

(a) It shall be the duty of the Board's executive officer to plan, direct and organize the work of the staff; attend Board meetings and hearings; consult with and make recommendations to the Board; dictate correspondence; attend committee meetings of various organizations and associations; assist in compiling examination material; attend examinations and assist in conducting the examinations; notify applicants of their success or failure on examinations; and prepare reports and direct and supervise the field investigators concerning enforcement of the Act.

(b) The power and discretion conferred by law upon the board to initiate, review and prosecute accusations and statements of issues pursuant to Sections 11500 through 11528 of the Government Code and to approve settlement agreements for the revocation, surrender or interim suspension of a license are hereby delegated to and conferred upon the board's executive officer or in the absence thereof, the assistant executive officer.

Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614 and 1670, Business and Professions Code; and Sections 11500-11528, Government Code.

The Board rejected this language because of aforementioned reasons. However, upon further research and discussion, staff believes that this would not be a due process issue and recommends that the Board reconsider initiation of a rulemaking to expedite the enforcement process. Board Legal Counsel has also recommended that the Board reconsider the issue.

**Staff Recommended Amendments to California Code of Regulations, Title 16, Section 1001:**

Staff recommends the Board consider the following amendments to the California Code of Regulations, Title 16, Section 1001 as it relates to delegation to the Board's Executive Officer:

**§ 1001. Delegation to Board's Executive Officer.**

(a) It shall be the duty of the Board's executive officer to plan, direct and organize the work of the staff; attend Board meetings and hearings; consult with and make recommendations to the Board; dictate correspondence; attend committee meetings of various organizations and associations; assist in compiling examination material; attend examinations and assist in conducting the examinations; notify applicants of their success or failure on examinations; and prepare reports and direct and supervise the field investigators concerning enforcement of the Act.

(b) The power and discretion conferred by law upon the board to initiate, review

and prosecute accusations and statements of issues pursuant to Sections 11500 through 11528 of the Government Code and to approve settlement agreements for the revocation, surrender or interim suspension of a license are hereby delegated to and conferred upon the board's executive officer or in the absence thereof, the assistant executive officer.

Note: Authority cited: Section 1614, Business and Professions Code. Reference: Sections 1614 and 1670, Business and Professions Code; and Sections 11500-11528, Government Code.

**Action Requested:**

The Board may discuss reconsideration of initiation of a rulemaking.



## MEMORANDUM

<b>DATE</b>	May 15, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Sarah Wallace, Assistant Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 17(B):</b> Discussion and Possible Action to Initiate a Rulemaking to Amend California Code of Regulations, Title 16, Section 1001 Relating to Delegation of Authority to the Executive Officer Regarding Stipulated Settlements to Revoke or Surrender a License

### **Background:**

Pending the Board's discussion of reconsidering promulgating a regulation to delegate to the Executive Officer the authority to adopt a stipulated settlement if an action to revoke a license has been filed and the licensee agrees to surrender the license, without requiring the Board to vote to adopt the settlement, 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 1001 as noticed in the proposed text.



## MEMORANDUM

<b>DATE</b>	May 12, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Kim Trefry, Enforcement Chief
<b>SUBJECT</b>	<b>Agenda Item 18: Prescription Drug Abuse Summit</b>

On Wednesday, May 7, 2014, Board President Fran Burton and I attended a Bay Area Prescription Drug Abuse Summit hosted by U.S. Attorney Melinda Haag in partnership with local city and county District Attorney offices, the Drug Enforcement Administration (DEA), Department of Justice (DOJ), and several other organizations involved in the battle against drug addiction. The Medical Board of California and Pharmacy Board were also in attendance.

The Summit emphasized the devastating impact that prescription drug abuse is having in our communities, and how dispensing practices along with accessibility has contributed to this epidemic.

From an enforcement perspective, there were some take-aways that I would like to share with the board members for future discussion and/or possible action:

### Pain Guidelines for Dental Prescribers

Presently, the Medical Board of California has provided its licensees with the "Guidelines for Prescribing Controlled Substances for Pain." These guidelines provide clear expectations to prescribers regarding their role in deciding to prescribe opioids for pain control to their patients as well as follow-up after treatment has been provided.

The board may wish to consider adopting these guidelines or establishing similar guidelines of their own.

### Expanding our Continuing Education (CE) Requirements

During the Summit, medical experts in the substance abuse treatment field testified that on average, physicians and dentists receive 11 hours of instruction in pain control during their entire medical training. It was suggested that this initial education may be inadequate to address pain management or recognize drug-seeking behavior within the growing problem of opioid addiction in our society.

During the conference, many practitioners admitted that they may not be comfortable asking patients if they are using illicit drugs or ***misusing*** prescription drugs. Experts in substance abuse provided examples of ways our practitioners can question patients without causing patients to feel put on the spot. For example, asking if they have anyone in their family with a history of drug or alcohol abuse (a strong indicator that the patient could be pre-disposed to abuse). Are there teenagers in the home (a strong reason to consider non-opioid alternatives)? Do you have a high (or low) tolerance for opioids? What other medications are you currently taking?

In California, most licensed physicians are required to take, as a one-time requirement, 12 hours of CE on pain management and the appropriate care and treatment of the terminally ill. At present, the dental board has no similar requirements.

Adopting a CE requirement that addresses pain management and substance abuse may contribute to the reduction of overprescribing and the misuse of prescription drugs.

#### In-Office Dispensing Protocols

During a panel discussion that President Burton participated on, the question was raised regarding how often practitioners dispense from their offices. The Medical Board response suggested that the practice was relatively rare, with most prescribers using pharmacies to dispense. From my experience, I believe there may be a number of licensees in the dental field that dispense controlled substances from their practices. It may be valuable to the board to know how often this occurs among our licensees. Without appropriate record-keeping and security in place, this practice lends itself to higher risk of theft by licensees, employees, and others.

As suggested with pain management, the board may wish to develop a policy statement on in-office dispensing or consider issuing guidelines for licensees to follow.



## MEMORANDUM

<b>DATE</b>	May 19, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Sarah Wallace, Assistant Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 19:</b> Discussion and Possible Action on Staff Update on the Dental Hygiene Committee of California's (DHCC) Regulatory Proposal to Adopt California Code of Regulations, Title 16, §§ 1103, 1105, 1105.1, 1105.2, 1105.3, 1105.4, and 1106 Relative to Educational Program Requirements

### **Background:**

The Dental Board of California (Board) met on April 9, 2014 to review and discuss the Dental Hygiene Committee of California's (Committee) regulatory proposal relative to dental hygiene educational program requirements and discussed issues with the proposal relating to dental hygiene scope of practice. The Board directed staff to submit a letter commenting on those issues to the Committee before the close of the regulatory proposal's 45-day public comment period

The Committee held a meeting on May 2-3, 2014 and considered comments received during the public comment period and the regulatory hearing. The Committee considered their staff's recommended responses to comments and took action to modify the text in response to some of those comments. The Committee anticipates noticing the modified text for 15-day public comment in the near future.

This memo serves as an update on the Committee's consideration of the Board's comments. Board staff will provide a copy of the Committee's proposed modified text as soon as it becomes available.

### **Update on the Committee's Response to the Board's Comments:**

The Board submitted the attached letter to the Committee on April 15, 2014. The following is a summary of the Board's comment accompanied by the Committee's response given at its May 2, 2013 meeting.

### **Board Comments Regarding Section 1103. Definitions:**

As proposed in Section 1103(j), "dental hygiene process of care" has been defined as "...the application of scientific, evidence-based knowledge in the identification and treatment of actual or potential patient health problems. The dental hygiene process of

care includes assessment, dental hygiene diagnosis, planning and outcome identification, implementation, evaluation and documentation, and will serve as the accepted professional standard for decision making.”

According to the proposal’s Initial Statement of Reasons (ISOR), this definition is applicable to the educational programs that are approved or apply for approval to teach dental hygiene and is intended to inform students, instructors, and educational programs of the elements of the dental hygiene process of care that must be contained in all approved Registered Dental Hygiene (RDH) programs. The ISOR provides that this definition is necessary because educational programs need to know that these elements are required of all Committee-approved RDH educational programs and students need to be cognizant of the elements that an approved educational program must contain in order to learn to perform all of the functions of current dental hygiene practice.

Pursuant to Business and Professions Code (Code) Section 1908, the practice of dental hygiene includes dental hygiene assessment and development, planning, and implementation of a dental hygiene care plan. It also includes oral health education, counseling, and health screenings. The practice of dental hygiene does not include diagnosis and comprehensive treatment planning.

Since Code Section 1908 specifically states that diagnosis and comprehensive treatment planning are not included procedures in the practice of dental hygiene, the Board recommends that the Committee amend the language to delete references to “diagnosis” and replace with a term such as “assessment” or “evaluation” so as not to exceed the authority vested in Code Section 1908.

Additionally, the phrase: “identification and treatment of actual or potential patient health problems” seems vague and could potentially be perceived to expand the dental hygiene scope of practice. The Board recommends that the Committee amend the language to maintain consistency with Code Sections 1907, 1908, and 1914.

Committee’s Response:

The Committee rejected the Board’s comments related to replacing the term “diagnosis” with “assessment” or “evaluation”. According to Committee staff, the term “diagnosis” is used in these regulations exclusively pertaining to education, and since 1986, dental hygiene diagnosis has been part of instruction in the dental hygiene process of care and included in textbooks, education, and is required for the national exam. Successful passage of the Dental Hygiene National Board Examination is required for California licensure. If not taught in dental hygiene educational programs, students would be unable to pass the exam that is required for licensure. These regulations do not define scope of practice but rather specify what is taught in dental hygienist educational programs. Students need to be instructed in the continuum of the dental hygiene process of care, which includes dental hygiene diagnosis. However, the Committee added the following text to clarify subsection 1103(j) in response to a comment received from the California Dental Association (CDA).

“The dental hygiene diagnosis is a component of the overall dental diagnosis. It is the identification of an existing or potential oral health problem that a dental

hygienist is educationally qualified and licensed to treat. The dental hygiene diagnosis utilizes critical decision making skills to reach conclusions about the patient's dental hygiene needs based on all available assessment data."

The Committee accepted the Board's comments to amend the language in subsection 1103 (j) to provide consistency with Business and Professions Code Sections 1907, 1908, and 1914 and voted to clarify the text by adding "as related to oral health" at the end of the first sentence after "problems" as follows:

(j) "Dental hygiene process of care" means the application of scientific, evidence-based knowledge in the identification and treatment of actual or potential patient health problems as related to oral health.

Board Comments Regarding Section 1105. Requirements for RDH Educational Programs:

As proposed in Section 1105(b)(5), RDH educational program instruction involving procedures that require supervision by a dentist are required to be supervised by a faculty dentist who possesses an active California license or special permit with no disciplinary action.

The Board assumes that an educational program would be required to follow the same supervision requirements provided in Code Sections 1909, 1910, and 1912. However, since the proposed language does not specify whether the supervision is "general" or "direct", the Board recommends that the Committee amend section 1105(b)(5) to clarify whether the requirements contained in Code Sections 1909, 1910, and 1912 must also be followed in an educational setting.

Committee's Response:

The Committee accepted the Board's comment and clarified the text by adding "direct" before supervision. Since direct supervision is defined as being by a dentist, the unnecessary text was struck, as follows:

(5) Instruction involving procedures that require direct supervision ~~by a dentist~~ shall be supervised by a faculty dentist who possesses an active California license or special permit with no disciplinary actions.

Board Comments Regarding Section 1106. Radiation Safety Certificate:

As proposed in Section 1106(b), a dental hygiene student or graduate who has received certification from an educational program approved by the Committee would be authorized to operate dental radiographic equipment, including the determination of radiographs, for the purpose of oral radiography.

Code Section 1684.5 specifies that it is unprofessional conduct for any dentist to perform or allow to be performed any treatment on a patient who is not a patient of record of that dentist. A dentist may, however, after conducting a preliminary oral examination, require or permit any dental auxiliary to perform procedures necessary for diagnostic purposes, provided that the procedures are permitted under the auxiliary's authorized scope of practice. Additionally, a dentist may require or permit a dental auxiliary to perform all of the following duties prior to any examination of the patient by



the dentist, provided that the duties are authorized for the particular classification of dental auxiliary:

- (1) Expose emergency radiographs upon direction of the dentist.
- (2) Perform extra-oral duties or functions specified by the dentist.

Perform mouth-mirror inspections of the oral cavity, to include charting of obvious lesions, malocclusions, existing restorations, and missing teeth.

Committee's Response:

The Committee accepted the Board's comment and modified the text to strike the phrase "determination of radiographs".



DENTAL BOARD OF CALIFORNIA  
2005 Evergreen Street, Suite 1550, Sacramento, CA 95815  
P (916) 263-2300 F (916) 263-2140 www.dbc.ca.gov



April 15, 2014

***Letter sent electronically via email  
and hard copy via USPS.***

Lori Hubble, Executive Officer  
Dental Hygiene Committee of California  
2005 Evergreen Street, Suite 2050  
Sacramento, CA 95815

**Subject: Regulatory Proposal to Adopt §§ 1103, 1105, 1105.1, 1105.2, 1105.3, 1105.4,  
and 1106 of Division 11 of Title 16 of the California Code of Regulations**

Dear Ms. Hubble:

The Dental Board of California (Board) appreciates the opportunity to comment on the Dental Hygiene Committee of California's (Committee) regulatory proposal relative to dental hygiene educational program requirements. The Board reviewed this regulatory proposal at its April 9, 2014 teleconference meeting and discussed issues with the proposal relating to dental hygiene scope of practice.

The Board appreciates the Committee's devotion in the promulgation of its regulatory proposals and understands the laborious work involved in the culmination of such proposals. However, given the close working relationships between the dentists licensed by the Board and the hygienists licensed by the Committee, there are times when further consideration of scope of practice issues are warranted to maintain consistency with practice standards and to provide clarity to patients as to what procedures our licensees may perform pursuant to the Dental Practice Act (Act); likewise, it is important that the dental hygiene educational programs provide instruction that is consistent with the provisions of the Act.

Specifically, the Board has the following comments regarding this proposal:

Section 1103. Definitions:

As proposed in Section 1103(j), "dental hygiene process of care" has been defined as "...the application of scientific, evidence-based knowledge in the identification and treatment of actual or potential patient health problems. The dental hygiene process of care includes assessment, dental hygiene diagnosis, planning and outcome identification, implementation, evaluation and documentation, and will serve as the accepted professional standard for decision making."

According to the proposal's Initial Statement of Reasons (ISOR), this definition is applicable to the educational programs that are approved or apply for approval to teach dental hygiene and is intended to inform students, instructors, and educational programs of the elements of the dental hygiene process of care that must be contained in all approved Registered

Dental Hygiene (RDH) programs. The ISOR provides that this definition is necessary because educational programs need to know that these elements are required of all Committee-approved RDH educational programs and students need to be cognizant of the elements that an approved educational program must contain in order to learn to perform all of the functions of current dental hygiene practice.

Pursuant to Code Section 1908, the practice of dental hygiene includes dental hygiene assessment and development, planning, and implementation of a dental hygiene care plan. It also includes oral health education, counseling, and health screenings. The practice of dental hygiene does not include diagnosis and comprehensive treatment planning.

Since Code Section 1908 specifically states that diagnosis and comprehensive treatment planning are not included procedures in the practice of dental hygiene, the Board recommends that the Committee amend the language to delete references to "diagnosis" and replace with a term such as "assessment" or "evaluation" so as not to exceed the authority vested in Code Section 1908.

Additionally, the phrase: "identification and treatment of actual or potential patient health problems" seems vague and could potentially be perceived to expand the dental hygiene scope of practice. The Board recommends that the Committee amend the language to maintain consistency with Code Sections 1907, 1908, and 1914.

Section 1105. Requirements for RDH Educational Programs:

As proposed in Section 1105(b)(5), RDH educational program instruction involving procedures that require supervision by a dentist are required to be supervised by a faculty dentist who possesses an active California license or special permit with no disciplinary action.

The Board assumes that an educational program would be required to follow the same supervision requirements provided in Code Sections 1909, 1910, and 1912. However, since the proposed language does not specify whether the supervision is "general" or "direct", the Board recommends that the Committee amend section 1105(b)(5) to clarify whether the requirements contained in Code Sections 1909, 1910, and 1912 must also be followed in an educational setting.

Section 1106. Radiation Safety Certificate:

As proposed in Section 1106(b), a dental hygiene student or graduate who has received certification from an educational program approved by the Committee would be authorized to operate dental radiographic equipment, including the determination of radiographs, for the purpose of oral radiography.

Code Section 1684.5 specifies that it is unprofessional conduct for any dentist to perform or allow to be performed any treatment on a patient who is not a patient of record of that dentist. A dentist may, however, after conducting a preliminary oral examination, require or permit any dental auxiliary to perform procedures necessary for diagnostic purposes, provided that the procedures are permitted under the auxiliary's authorized scope of practice. Additionally, a dentist may require or permit a dental auxiliary to perform all of the following duties prior to any examination of the patient by the dentist, provided that the duties are authorized for the particular classification of dental auxiliary:

- (1) Expose emergency radiographs upon direction of the dentist.

(2) Perform extra-oral duties or functions specified by the dentist.

(3) Perform mouth-mirror inspections of the oral cavity, to include charting of obvious lesions, malocclusions, existing restorations, and missing teeth.

The Board believes that the phrase "determination of radiographs", as it is used within the proposed section 1106(b), is vague and could be perceived to expand the dental hygiene scope of practice. The Board recommends the Committee amend the language to maintain consistency with Code Section 1684.5.

Thank you for the opportunity to provide these comments and the Board looks forward to working collaboratively with the Committee to resolve any future scope of practice issues. Please do not hesitate to contact me or Karen Fischer, the Board's Executive Officer, if you have any questions.

Respectfully,

A handwritten signature in black ink that reads "Fran Burton, MSW". The signature is written in a cursive, flowing style.

Fran Burton, MSW  
Board President  
Dental Board of California

cc: Members of the Dental Board of California  
Karen M. Fischer, MPA, Executive Officer, Dental Board of California

# **ENFORCEMENT**



## MEMORANDUM

<b>DATE</b>	May 12, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Kim Trefry, Enforcement Chief
<b>SUBJECT</b>	<b>Agenda Item 20A: Enforcement Program Status</b>

### **Uniform Standards Implementation**

Since our February 2014 board meeting, the Uniform Standards Related to Substance Abusing Licensees have become effective. The board's enforcement staff have taken the following actions to ensure its successful implementation:

- 1) Provided the Attorney General liaison with the Uniform Standard materials to be distributed to their offices statewide. The information was also provided to the Office of Administrative Hearings.
- 2) Written additional probation guidelines to address the seven new monitoring conditions. This included development of additional probation forms and correspondence templates.
- 3) Staff Training: Supervisors and managers have met with staff to familiarize them with the new requirements.
- 4) Identified statewide resource lists that meet the conditions set forth for:
  - a. Facilitated Group Support Meetings,
  - b. Clinical Diagnostic Evaluation; and
  - c. Drug or Alcohol Abuse Treatment Programs

### **Outreach**

On March 7, 2014, Supervising Investigator Theresa Lane and Supervising Deputy Attorney General Greg Salute spoke before the graduating class of the UC San Francisco, School of Dentistry. The two hour presentation provided an overview of the Board, the Board's enforcement program including Complaint intake, Investigative Analysis, Inspection and Investigation units. In addition, they covered the Top 15 violations we see occurring in the complaints we receive, investigate and prosecute. About 80 graduating students attended.

On March 11, 2014, they provided a similar program at Loma Linda University to nearly 100 third and fourth year dental students.

In addition to the visits with dental students, Ms. Lane provided an overview to Dental Hygiene students at both Loma Linda and the San Joaquin Vocational College.

## **Enforcement Actions**

### Unlicensed Activity Convictions

On March 6, 2014 in Orange County, Maria Ayala pleaded guilty to two misdemeanors:

1. Penal Code section 472, Forgery
2. Business & Professions Code section 1771, Unlicensed practice

Ayala used a fraudulent RDA license to facilitate her actions working as an RDA. Ayala was sentenced to 30 days in jail (she opted to serve 250 hours of community service in lieu of incarceration) in addition to a \$500 fine and three years probation.

On March 27, 2014, Southern California Investigator Monica Ackerson made two arrests on Isidro Gomez and his wife, Sonia Vicencio following an investigation for the unlicensed practice of dentistry (violation of Business & Professions Code section 1701f). The arrests culminated from an undercover operation using our bilingual staff followed by a search warrant at the storefront location. This is Gomez's second arrest by Dental Board staff.

Gomez pled no contest to the felony and will serve 110 days county jail time. In addition, he was placed on 3 years probation with court costs. Vicencio pled no contest to misdemeanor conspiracy charges. She was placed on 3 years summary probation, given 20 days community service and court fees.

### Beverly Hills Dentist Convicted of Insurance Fraud

Tom K. Kalili, DDS, pleaded no contest on April 10, 2014 to one felony count each of insurance fraud and failure to file income tax returns. The dentist was arrested in May 2012 following a multi-year joint investigation by the Department of Insurance, Franchise Tax Board and Dental Board of California investigators. Kalili was sentenced to one year in county jail, and ordered to pay more than \$780,000 in restitution. Administrative charges are pending.

## **Staffing**

The Sacramento office filled one of its two Investigator vacancies and has one candidate in the final phase of the hiring process. The Inspector position was filled in late February. All other enforcement units are fully staffed.

## **Vehicles**

The Department's Vehicle Acquisition Plan has been submitted for approval to Department of General Services. The board is requesting an additional 3 vehicles to augment the increase in positions from the Consumer Protection Enforcement Initiative (CPEI). Currently the board has 15 vehicles shared between 14 sworn Investigator positions, 4 non-sworn Special Investigator positions, and 2 Inspector positions.

I will be available during the Board meeting to answer any questions or concerns you may have.



## MEMORANDUM

<b>DATE</b>	May 12, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Kim Trefry, Enforcement Chief
<b>SUBJECT</b>	<b>Agenda Item 20B:</b> Enforcement Statistics and Trends (Complaints and Investigations)

Attached please find Complaint Intake and Investigation statistics for the previous five fiscal years, and the current fiscal year to date. Below is a summary of some of the program's trends (as of March 31, 2014):

### Complaint & Compliance Unit

#### **Complaints Received**

The total number of complaint files received during the third quarter of the fiscal year was **778**, averaging **259** per month.

#### **Pending Cases: 944**

Average caseload per Consumer Services Analyst (CSA) = **262** complaint cases

#### **Complaint Aging**

# Months Open	# of Cases	% of Total Cases
0 – 3 Months	562	65%
4 – 6 Months	164	19%
7 – 9 Months	69	8%
10 – 12 Months	20	2%
1 – 3 Years	53	6%

#### **Cases Closed:**

The total number of complaint files closed between January 1, 2014 and March 31, 2014 was **746**, averaging **248** per month. The previous five-year average is 240 closures per month.

The average number of days a complaint took to close within the last year was **117** days (a 62% increase from last year's average of 72 days). Chart 2 displays the average complaint closure age over the previous five fiscal years.



## Investigations

### **Current Open Caseload:**

There are currently approximately **761** open investigative cases, **262** probation cases, and **118** open inspection cases.

Average caseload per full time Investigator = 36.5 (34 in North, 37.5 in South)

Average caseload per Special Investigator = 36

Average caseload per Analyst = 22

<b># Months Open</b>	<b># of Cases</b>	<b>% of Total Cases</b>
0 – 3 Months	127	16%
4 – 6 Months	84	11%
6 - 12 Months	220	28%
1 – 2 Years	288	36%
2 – 3 Years	82	10%
3+ Years	17	2%

Since our last report in February 2014, the number of cases over one year old has increased from 33% to 48%. The number of cases in the oldest category (three years and older) has increased from 10 to 17.

### **Case Closures:**

The total number of investigation cases closed, filed with the AGO or filed with the District/City Attorney during the third quarter of the fiscal year is **218**, an average of **72** per month. The previous five-year average was 73 per month. Chart 2 displays the average closure age over the previous five fiscal years.

Of the closures, approximately 12% were referred for criminal action or administrative discipline.

The average number of days an investigation took to complete within the last three months was **400** days. The previous five-year average number of days to close a case is 436 days (refer to Chart 2).

### **Cases Referred for Discipline:**

The total number of cases referred to the AGO's during the last three months was **22** (approximately seven referrals per month). The three-month average for a disciplinary case to be completed was **1248** days. Chart 2 displays the average closure age over the previous four fiscal years for cases referred for discipline.

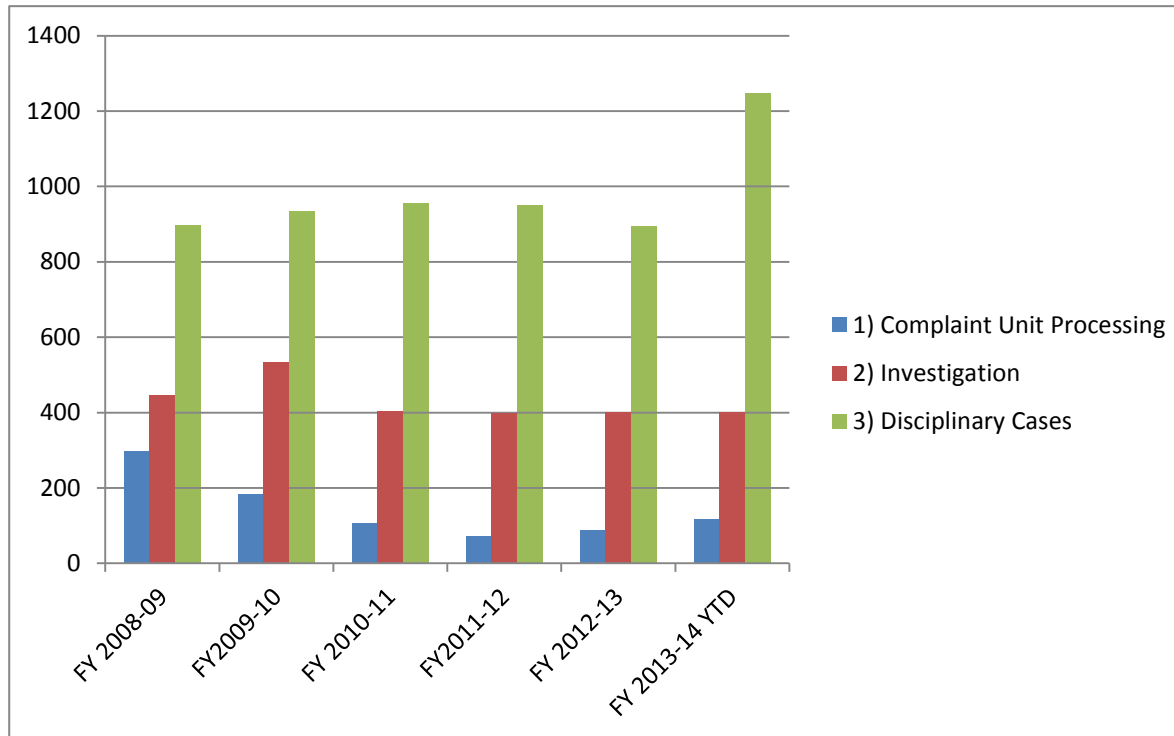
I will be available during the Board meeting to answer any questions or concerns you may have.

**Dental Board of California  
Enforcement Program**

STATISTICAL DESCRIPTION	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 2013-14				
						Jul-Sep	Oct - Dec	Jan - Mar	Apr - Jun	YTD
<b>COMPLAINT UNIT</b>										
Complaints Received	3254	3013	3056	2813	2868	723	725	778		2226
Complaints Closed	2915	3246	2987	2409	3067	737	745	746		2228
Convictions/Arrests	290	177	678	750	1210	162	155	165		482
Pending at end of period	1678	1078	491	734	1070	35	19	66		
<b>INVESTIGATIONS</b>										
Cases Opened	755	769	1241	916	719	196	252	211		448
Cases Closed	831	651	997	1094	813	227	262	218		489
Referred to AG	195	138	144	174	85	24	25	22		49
Referred for Criminal	20	11	8	12	19	3	14	5		17
Pending at end of period	661	779	995	1025	767	740	759	751		
Citations Issued	11	48	42	15	27	54	7	6		67
<b>ATTORNEY GENERAL'S OFFICE</b>										
Cases Pending at AG	232	191	199	229	183	188	189	179		
<b>Administrative Actions:</b>										
Accusation	98	97	90	99	52	22	17	17		39
Statement of Issues	36	27	23	41	9	3	4	6		7
Petition to Revoke Probation	6	5	5	9	4	4	4	0		8
<b>Licensee Disciplinary Actions:</b>										
Revocation	23	39	24	30	27	3	5	19		8
Probation	41	66	65	68	51	14	14	12		28
Suspension/Probation	1	0	0	2	0	0	0	0		0
License Surrendered	6	9	10	6	10	2	3	8		5
Public Reprimand	1	8	9	13	11	3	3	3		6
Other Action (e.g. exam required, education course, etc.)	6	10	11	8	7	0	1	1		1
Accusation Withdrawn	3	8	9	8	10	0	1	0		1
Accusation Declined	8	6	6	1	2	0	0	0		0
Accusation Dismissed	0	5	0	0	2	0	0	1		0
Total, Licensee Discipline	89	151	134	136	120	22	27	44		49
<b>Other Legal Actions:</b>										
Interim Suspension Order Issued	1	1	1	6	5	0	0	0		0
PC 23 Order Issued	2	0	0	0	2	0	0	1		0

## Dental Board of California Enforcement Program

Average Days to Close	FY 2008-09	FY2009-10	FY 2010-11	FY2011-12	FY 2012-13	FY 2013-14 YTD
<b>1) Complaint Unit Processing</b>	298	183	106	72	88	117
<b>2) Investigation</b>	446	534	404	397	400	400
<b>3) Disciplinary Cases</b>	897	933	954	950	893	1248



**Dental Board of California  
Enforcement Program**

Allegations	Fiscal Years					2013-14					
	2008-09	2009-10	2010-11	2011-12	2012-13	Jul-Sep	Oct - Dec	Jan - Mar	Apr - Jun	Total	% of Total
Substance Abuse, Mental/Physical Impairment	21	10	12	4	7	3	3	5		11	0%
Drug Related Offenses	29	29	29	38	33	5	8	9		22	1%
Unsafe/Unsanitary Conditions	81	76	70	79	92	30	25	18		73	3%
Fraud	102	188	299	123	124	32	52	70		154	6%
Non-Jurisdictional	374	438	393	251	217	44	60	83		187	7%
Incompetence / Negligence	2211	2123	2076	1540	1459	446	420	453		1319	48%
Other	315	336	181	266	295	48	39	29		116	4%
Unprofessional Conduct	330	385	352	205	219	57	69	57		183	7%
Sexual Misconduct	10	21	15	13	14	9	2	1		12	0%
Discipline by Another State	15	15	31	25	16	2	1	4		7	0%
Unlicensed / Unregistered	126	119	127	111	124	47	61	49		157	6%
Criminal Charges	405	206	456	854	1137	162	155	165		482	18%
<b>Total</b>	<b>4019</b>	<b>3946</b>	<b>4041</b>	<b>3509</b>	<b>3737</b>	<b>885</b>	<b>895</b>	<b>943</b>	<b>0</b>	<b>2723</b>	



## MEMORANDUM

<b>DATE</b>	May 12, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Kim Trefry, Enforcement Chief
<b>SUBJECT</b>	<b>Agenda Item 20C - Third Quarter Performance Measures</b>

Performance measures are linked directly to an agency's mission, vision and strategic objectives/initiatives. In some cases, each Board, Bureau, and program was allowed to set their individual performance targets, or specific levels of performance against which actual achievement would be compared. In other cases, some standards were established by DCA. As an example, a target of an average of 540 days for the cycle time of formal discipline cases was set by the previous Director. Data is collected quarterly and reported on the Department's website at:

[http://www.dca.ca.gov/about\\_dca/cpei/index.shtml](http://www.dca.ca.gov/about_dca/cpei/index.shtml)

### Q3 (January – March 2014)

**PM1 - Volume: 943** Total (778 Consumer complaints, 165 Conviction reports)  
 Number of complaints and convictions received per quarter

#### Cycle Time:

- PM2 Intake - Target: 10 Days** **Q3 Average: 9 Days**  
 Average cycle time from complaint receipt, to the date the complaint was acknowledged and assigned to an analyst in the Complaint Unit for processing (This 10 day time frame is mandated by Business and Professions Code section 129 (b)) ;
- PM3 Intake & Investigation - Target: 270 Days** **Q3 Average: 179 Days**  
 Average time from complaint receipt to closure of the investigation process (does not include cases sent to the Attorney General (AG) or other forms of formal discipline);

- **PM4 Formal Discipline - Target: 540 Days** **Q3 Average: 1,206 Days**

Average number of days to complete the entire enforcement process for cases resulting in formal discipline (Includes intake and investigation by the Board, and prosecution by the AG);

A number of factors (both internally and externally) can contribute to case aging at the Attorney General's office. Board actions which may extend case aging include when additional investigations are combined with a pending accusation and can set back the overall time to resolve. Amending an accusation or requesting additional expert opinions can also cause delays in case adjudication. Other matters are outside the control of the Board and include: availability of hearing dates, continuance of hearing dates, changes to opposing party counsel, and requests for a change of venue.

- **PM7 Probation Intake – Target: 10 Days** **Q3 Average: 25 Days**  
Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer; and

Probation Intake measures the time between when the probation monitor is assigned the case file and the date they meet with their assigned probationer to review monitoring terms and conditions. The Board's probation monitors are assigned a case file within a few days of the probationary order being signed. Monitors attempt to schedule their initial meeting on or soon after the effective date of the decision; thereby resulting in a 10 – 20 day intake average. It should also be noted that in some cases, probation monitoring may not take place until an applicant has completed all their licensing requirements, or returned to California (if the applicant is out-of-state). These exceptions may skew this average.

- **PM8 Probation Violation Response – Target: 10 Days** **Q3 Average: 13**  
Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

In general, once a violation is discovered, the decision to take action is made immediately. However, the monitor must collect any supporting evidence (arrest/conviction records, positive drug test results) and write a report documenting the event. Once the report is referred for discipline, "appropriate action" has been initiated and the clock stops. Factors which may affect the turnaround time on this measure include how the violation is reported; (incoming complaints or arrest/conviction reports from the Department of Justice may take several days to be processed) and how quickly the monitor can write up and file the violation.

# Dental Board of California

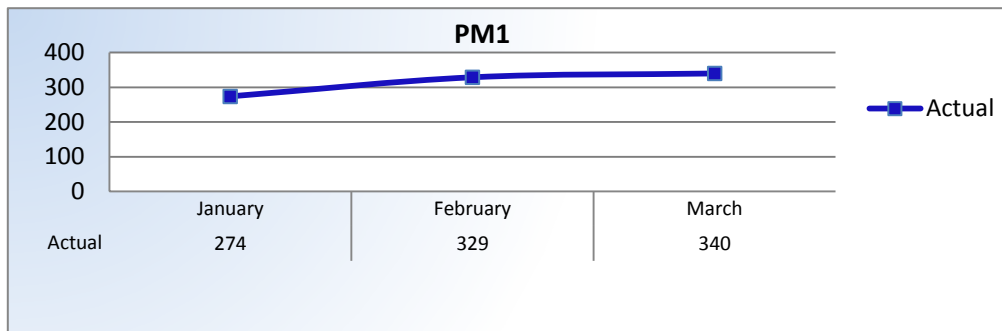
## Performance Measures

### Q3 Report (January - March 2014)

To ensure stakeholders can review the Board's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.

#### PM1 | Volume

Number of complaints and convictions received.

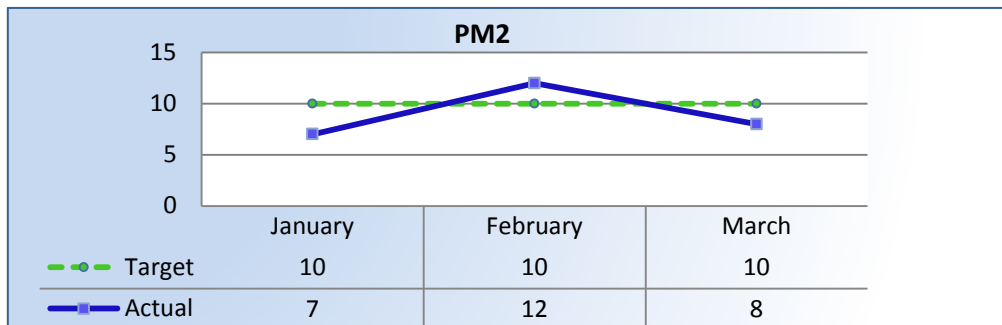


Total Received: 943 Monthly Average: 314

**Complaints: 778 | Convictions: 165**

#### PM2 | Intake

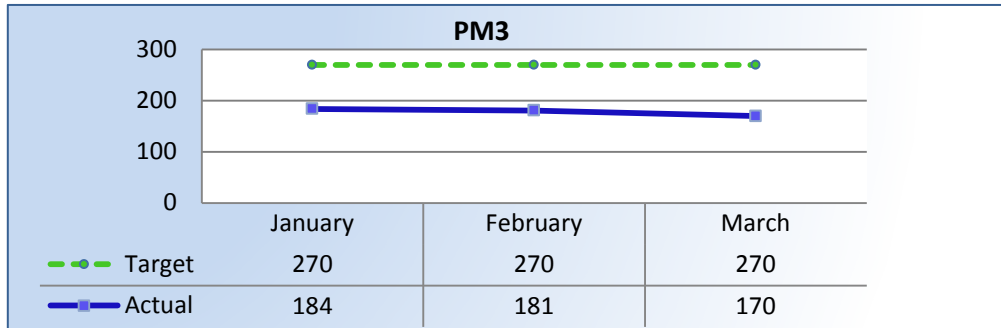
Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.



**Target Average: 10 Days | Actual Average: 9 Days**

### PM3 | Intake & Investigation

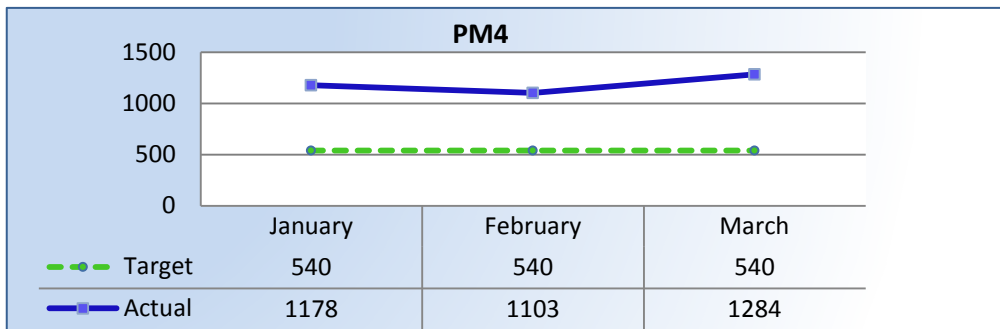
Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



**Target Average: 270 Days | Actual Average: 179 Days**

### PM4 | Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Board and prosecution by the AG).

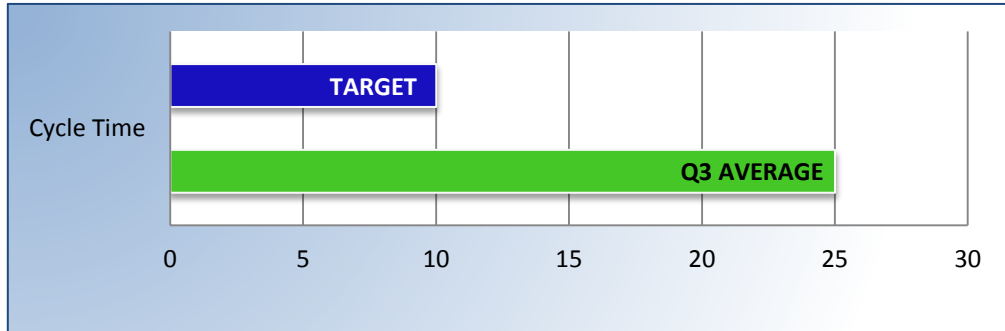


**Target Average: 540 Days | Actual Average: 1,206 Days**



### PM7 | Probation Intake

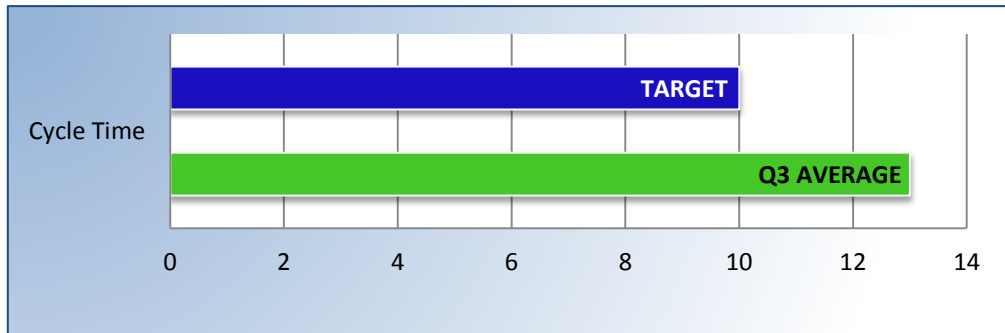
Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.



**Target Average: 10 Days | Actual Average: 25 Days**

### PM8 | Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.



**Target Average: 10 Days | Actual Average: 13 Days**



## MEMORANDUM

<b>DATE</b>	May 16, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Kim Trefry, Enforcement Chief
<b>SUBJECT</b>	<b>ENF 20D:</b> Diversion Statistics

The Diversion Evaluation Committee (DEC) program statistics for quarter ending 3/31/2014 are provided below. These statistics reflect the participant activity in the Diversion (Recovery) Program and are presented for information purposes only.

These statistics are derived from the MAXIMUS monthly reports.

<b>Intake Referrals</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>FYTD</b>
Self-Referral	0	0	0	3
Enforcement Referral	2	0	1	3
Probation Referral	1	0	0	3
<b>Closed Cases</b>	1	1	0	
<b>Active Participants</b>	34	33	33	

The Board continues recruitment for the following positions:

- Southern DEC - one Public Member
- Northern DEC - one Dentist and one Licensed Physician or Psychologist

The next DEC meeting is scheduled for June 5th in Northern California.

**ACTION REQUESTED:**

None

# **LICENSING, CERTIFICATION AND PERMITS**



## MEMORANDUM

<b>DATE</b>	May 30, 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 21A: Review of Dental Licensure and Permit Statistics</b>

Following are statistics of current license/permits by type as of May 4, 2014

	<b>Dental License (DDS)</b>	<b>Registered Dental Assistant (RDA)</b>	<b>Registered Dental Assistant in Extended Functions (RDAEF)</b>	<b>Total Licenses</b>
<b>Active</b>	36,235	34,669	1,330	72,234
<b>Inactive</b>	3,784	8,323	119	12,226
<b>Retired</b>	1,723	10	0	1,733
<b>Disabled Non practice</b>	131	N/A	N/A	131
<b>Renewal in Process</b>	276	606	14	896
<b>Fingerprinting Hold</b>	124	624	30	778
<b>Delinquent</b>	3,597	9,100	182	12,879
<b>Suspended No Coronal Polish/X-ray</b>	N/A	1,319	0	1,319
<b>Total Current Population</b>	45,856	54,641	1,675	102,172
<b>Total Cancelled Since Licensing was required</b>	12,466	36,352	176	48,994

New RDAEF licenses issued since January 1, 2010 = 196.

Existing RDAEF licenses enhanced since January 1, 2010 = 153.

Dental Licenses Issued via Pathway	Total Issued in 2014	Total Issued in 2013	Total Issued in 2012	Total Issued to Date	Date Pathway Implemented
California Exam	0	0	0	53,977	Prior to 1929
WREB Exam	121	767	697	5,474	January 1, 2006
Licensure by Residency	24	171	163	987	January 1, 2007
Licensure by Credential	38	141	148	2,561	July 1, 2002
LBC Clinic Contract	0	3	1	27	July 1, 2002
LBC Faculty Contract	0	0	0	3	July 1, 2002

License/Permit /Certification/Registration Type	Current Active Permits	Delinquent	Total Cancelled Since Permit was Required
Additional Office Permit	2,288	391	5,469
Conscious Sedation Permit	510	21	344
Continuing Education Registered Provider Permit	1,350	756	1,180
Elective Facial Cosmetic Surgery Permit	26	0	0
Extramural Facility Registration*	153	n/a	n/a
Fictitious Name Permit	5,935	1,114	3,977
General Anesthesia Permit	829	31	782
Mobile Dental Clinic Permit	28	10	30
Medical General Anesthesia Permit	74	30	135
Oral Conscious Sedation Certification (Adult Only 1,148; Adult & Minors 1,395)	2,453	576	146
Oral & Maxillofacial Surgery Permit	84	8	12
Referral Service Registration*	153	n/a	n/a
Special Permits	36	14	154
Dental Sedation Assistant Permit	24	3	0
Orthodontic Assistant Permit	144	1	0

\*Current population for Extramural Facilities and Referral Services are approximated because they are not automated programs.

## Active Licensees by County as of May 4, 2014

County	DDS	RDA	RDAEF	Population
Alameda	1470	1391	45	1,554,720
Alpine	0	0	0	1,129
Amador	29	67	6	37,035
Butte	166	281	3	221,539
Calaveras	23	65	0	44,742
Colusa	3	21	2	21,411
Contra Costa	1063	1,572	45	1,079,597
Del Norte	17	43	2	28,290
El Dorado	163	271	12	180,561
Fresno	559	804	17	947,895
Glenn	7	52	3	27,992
Humboldt	88	231	2	134,827
Imperial	40	78	3	176,948
Inyo	12	15	0	18,495
Kern	340	683	42	856,158
Kings	62	140	5	151,364
Lake	25	81	14	63,983
Lassen	26	61	1	33,658
Los Angeles	8,486	5,318	228	9,962,789
Madera	53	146	2	152,218
Marin	345	238	9	256,069
Mariposa	5	16	1	17,905
Mendocino	62	104	9	87,428
Merced	88	203	15	262,305
Modoc	5	8	0	9,327
Mono	3	9	0	14,348
Monterey	300	421	20	426,762
Napa	114	165	3	139,045
Nevada	96	135	4	98,292
Orange	3,772	2,228	67	3,090,132
Placer	442	631	32	361,682
Plumas	18	23	1	19,399
Riverside	1,094	2,057	68	2,268,783
Sacramento	1,088	1,847	96	1,450,121
San Benito	27	95	6	56,884
San Bernardino	1,318	1,737	63	2,081,313
San Diego	2,705	2,996	94	3,177,063
San Francisco	1,227	499	18	825,863
San Joaquin	367	821	42	702,612
San Luis Obispo	242	311	3	274,804
San Mateo	865	844	28	739,311
Santa Barbara	344	356	6	431,249
Santa Clara	2,238	1,906	57	1,837,504
Santa Cruz	198	275	9	266,776
Shasta	133	308	8	178,586

County	DDS	RDA	RDAEF	Population
Sierra	3	4	0	3,086
Siskiyou	29	44	1	44,154
Solano	299	703	32	420,757
Sonoma	417	831	35	491,829
Stanislaus	283	706	37	521,726
Sutter	62	136	13	95,022
Tehama	27	72	5	63,406
Trinity	4	8	0	13,526
Tulare	212	424	8	451,977
Tuolumne	57	92	0	54,008
Ventura	642	627	56	835,981
Yolo	116	240	8	204,118
Yuba	10	96	9	72,926

Population is from the US Censes, estimates for 2012. All California 38,041,430.



# MEMORANDUM

<b>DATE</b>	May 29, 2014
<b>TO</b>	Dental Board Members
<b>FROM</b>	Jessica Olney, Associate Governmental Program Analyst Dental Board of California
<b>SUBJECT</b>	<b>Agenda Item 21B:</b> General Anesthesia/Conscious Sedation/Medical General Anesthesia Evaluation Statistics

## 2013-2014 Statistical Overviews of the On-Site Inspections and Evaluations Administered by the Board

### General Anesthesia Evaluations

	Pass Eval	Fail Eval	Permit Cancelled / Non Compliance	Postpone no evaluators	Postpone by request	Permit Canc by Request
May	15	0	2	3	1	2
June	2	0	0	0	1	0
July	11	0	0	3	1	1
August	12	0	0	0	1	0
September	10	1	0	2	3	0
October	13	0	2	1	2	3
November	11	1	0	2	2	1
December	7	0	0	1	1	3
January	13	0	1	1	2	1
February	14	0	1	2	4	1
March	14	1	0	3	1	0
April	10	0	0	2	3	4
May*	17	0	1	1	1	0
June*	12	0	0	0	1	1
<b>Total</b>	<b>161</b>	<b>3</b>	<b>7</b>	<b>21</b>	<b>24</b>	<b>17</b>

\*Approximate schedule for May/June



## Conscious Sedation Evaluations

	Pass Eval	Fail Eval	Permit Cancelled / Non Compliance	Postpone no evaluators	Postpone by request	Permit Canc by Request
<b>May</b>	3	0	1	1	1	3
<b>June</b>	0	0	0	0	0	1
<b>July</b>	5	0	0	1	1	0
<b>August</b>	6	0	0	2	0	1
<b>September</b>	2	0	0	1	3	1
<b>October</b>	1	2	4	3	1	1
<b>November</b>	5	1	0	2	2	3
<b>December</b>	2	0	0	2	3	0
<b>January</b>	4	1	2	0	1	2
<b>February</b>	5	0	0	1	1	0
<b>March</b>	5	2	0	1	2	1
<b>April</b>	4	0	0	3	1	5
<b>May*</b>	5	0	0	1	1	0
<b>June*</b>	5	0	0	0	1	0
<b>Total</b>	<b>52</b>	<b>6</b>	<b>7</b>	<b>18</b>	<b>18</b>	<b>18</b>

\*Approximate schedule for May/June

**There is a great need for conscious sedation evaluators throughout California. Several evaluations have been postponed recently due to a lack of available evaluators. The Board is actively recruiting for the evaluation program.**

## Medical General Anesthesia Evaluations

	Pass Eval	Fail Eval	Permit Cancelled / Non Compliance	Postpone no evaluators	Postpone by request	Permit Canc by Request
<b>May</b>	0	0	0	1	0	1
<b>June</b>	0	0	0	1	0	0
<b>July</b>	0	0	0	1	0	0
<b>August</b>	0	0	0	2	0	0
<b>September</b>	0	0	0	1	0	0
<b>October</b>	0	0	0	1	0	0
<b>November</b>	0	0	0	2	0	0
<b>December</b>	0	0	0	1	0	0
<b>January</b>	0	0	1	1	1	0
<b>February</b>	0	0	0	0	0	1
<b>March</b>	0	0	0	1	0	0
<b>April</b>	0	0	1	0	0	2
<b>May*</b>	2	0	0	0	0	0
<b>June*</b>	2	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>1</b>	<b>4</b>

\*Approximate schedule for May/June

### Evaluators Approved after December 1, 2014

<b>Region</b>	<b>GA</b>	<b>CS</b>	<b>MGA</b>
Northern California	0	0	0
Southern California	2	1	0

### Pending Evaluator Applications\*

<b>Region</b>	<b>GA</b>	<b>CS</b>	<b>MGA</b>
Northern California	0	1	0
Southern California	6	2	0

\*Application deficient, or does not meet 3 year requirement.

### Current Evaluators per Region

<b>Region</b>	<b>GA</b>	<b>CS</b>	<b>MGA</b>
Northern California	151	67	15
Southern California	199	92	14

Action Requested:  
No action requested

# **COMMITTEE REPORTS**

**ADJOURNMENT**