



DENTAL ASSISTING COUNCIL MEETING MINUTES

November 21, 2013

Sportsmen's Lodge Events Center
Regency Room
4234 Coldwater Canyon Avenue
Studio City, CA 91604

Members Present

Judith Forsythe, RDA, Chair
Anne Contreras, RDA
Pamela Davis-Washington, RDA
Michele Jawad, RDA
Teresa Lua, RDAEF
Emma Ramos, RDA
Bruce Witcher, DDS

Members Absent

Staff Present

Karen Fischer, Executive Officer
Jennifer Thornburg, Assistant Executive Officer
Kim Trefry, Enforcement Chief
Dawn Dill, Licensing Manager
Sarah Wallace, Legislative and Regulatory Analyst
Linda Byers, Executive Assistant
Spencer Walker, DCA Senior Staff Counsel

1. **Call to Order/Roll Call/Establishment of Quorum**
Judith Forsythe, Chair, called the Dental Assisting Council meeting to order at 9:17 a.m. Roll was called and a quorum established.
2. **Approval of the August 26, 2013 Dental Assisting Council Meeting Minutes**
Lori Gagliardi, California Association of Dental Assisting Teachers (CADAT), asked that the minutes be tabled until the next meeting in order for staff to review the webcast for possible omissions. Ms. Forsythe, Chair of the Dental Assisting Council agreed to table the August 2013 minutes until the next meeting.
3. **Chair Report/Staff Report**
Judith Forsythe, Chair reported on her activities since the last meeting. Karen Fischer, Executive Officer provided an update on the Dental Assisting unit.
4. **Discussion and Possible Action Regarding the Staff Report on the Status of Dental Assisting Program and Course Applications**
 - A. **Overview of Evaluation Process for Dental Assisting Program and Course Applications**

Dawn Dill, Licensing Unit Manager, provided an overview of the process used to evaluate applications for Dental Assisting programs and courses. Lori Gagliardi, CADAT, asked if the approval of courses would be coming back to the Dental Assisting Council (DAC). Ms. Fischer stated no, the process was changed in order to streamline it. She stated that there are currently five Subject Matter Experts (SME) being trained to assist staff with the approvals. There was discussion about who has the authority to approve programs and courses. Spencer Walker, Senior Legal Counsel, stated that program and course approval is an Administrative function. Ms. Gagliardi requested that an item be placed on the next Dental Assisting Council agenda regarding changing back to the DAC approving Dental Assisting programs and courses.

B. Subject Matter Expert (SME) Qualifications

Ms. Dill provided an overview of the qualifications of a Subject Matter Expert (SME).

C. Number of Approved Programs and Courses

Ms. Dill reviewed the statistics provided.

D. Table of Programs/Courses Approved Since the Last Meeting

Ms. Dill reviewed the statistics provided.

5. **Discussion and Possible Action Relating to the Dental Assisting Licensure and Permit Program Statistics**

Ms. Dill provided an overview and explanation of the statistics provided and the process for correcting delinquencies.

6. **Discussion and Possible Action Relating to the Dental Assisting Examination Program Statistics**

A. Examination Statistics

Ms. Dill provided an overview of the statistics provided. There was discussion regarding the difference between the pass rates in the North and South. Ms. Jawad requested statistics regarding the trends of pass/fail rates between schools for each exam. Ms. Gagliardi requested numbers instead of percentages for each school for the practical exams. She also requested that staff provide an annual report on the total number of people who obtained a license during that year by school. Dr. Earl Johnson, California Orthodontists Association (COA) commented that the study materials for the Orthodontic Assistant exam are not good. He suggested that COA would provide their material for students to study.

B. 2014 Examination Dates

Ms. Dill reviewed the examination dates and sites for 2014. She noted that the November 2013 test was full and some candidates had to be rescheduled for the February 2014 exam. There was discussion regarding the need for more testing dates/sites versus the cost of providing the exam. Ms. Jawad requested more information on the process from application to examination. Ms. Forsythe commented that her company's

new building could accommodate the examination. She stated that she would research the possibility of holding examinations there.

C. Future Examination Dates and Locations

Lori Gagliardi, CADAT, made a request that staff conduct a survey of the number of graduates who do not take the Registered Dental Assistant examination(s) because of the location.

D. Examination Application Filing Periods

Ms. Dill provided an overview of the application filing process. Ms. Gagliardi asked if would be possible to rotate the dates that each site holds examinations. There was discussion about the application process.

7. **Report on Staff Recommendations for the Dental Assisting Educational Program and Course Requirements Regulatory Proposal**

Sarah Wallace, Legislative and Regulatory Analyst, reviewed the background information and draft proposed language provided.

8. **Election of Dental Assisting Council Chair and Vice-Chair**

Michele Jawad nominated Teresa Lua for Dental Assisting Council Chair. Ms. Lua accepted the nomination. The Council voted unanimously to elect Ms. Lua as Chair of the Dental Assisting Council.

Pamela Davis-Washington nominated Anne Contreras for Council Vice Chair. Ms. Contreras accepted the nomination

Teresa Lua nominated Michele Jawad for Council Vice Chair. Ms. Jawad accepted the nomination.

The Council voted to elect Anne Contreras as Vice Chair of the Dental Assisting Council.

9. **Public Comment of Items Not on the Agenda**

There was no public comment for items not on the agenda.

10. **Future Agenda Items**

Lori Gagliardi, CADAT, requested an agenda item pertaining to approval of Dental Assisting Programs and Courses by the Dental Assisting Council.

Dr. Earl Johnson, COA, asked for a tally of the results of the new Orthodontic Assistant Permit examination.

11. **Council Member Comments for Items Not on the Agenda**

There were no comments.

12. **Adjournment**

The meeting adjourned at 10:38 a.m.