



## **Teleconference Meeting of the Dental Board of California Meeting Minutes Wednesday, October 24, 2012**

### **Members Present:**

Bruce Witcher, DDS, President  
Huong Le, DDS, Vice President  
Fran Burton, Public Member, Secretary  
Stephen Casagrande, DDS  
Luis Dominicus, DDS  
Rebecca Downing, Public Member  
Suzanne McCormick, DDS  
Steven Morrow, DDS  
Thomas Olinger, DDS

### **Members Absent**

Steve Afriat, Public Member  
Judith Forsythe, RDA

### **Staff Present:**

Denise Johnson, Assistant Executive Officer  
Kim Trefry, Enforcement Chief  
Nancy Butler, Supervising Investigator  
Karen Fischer, Special Assistant to the Executive Officer  
Linda Byers, Executive Assistant  
Paula Fernandez, Personnel Analyst  
Sharon Langness, Dental Assisting Analyst  
Dawn Dill, Licensing Manager  
Karen Dunn, Senior Investigator  
Spencer Walker, Senior Legal Counsel  
Jeff Sears, DCA Personnel Officer  
Sheila Braverman, DCA Classification and Pay Analyst

### **TELECONFERENCE LOCATIONS WITH PUBLIC ACCESS:**

#### **Dental Board of California Offices:**

2005 Evergreen Street, Suite 1550, Sacramento, CA 95815  
333 S. Anita Drive, Basement Conference Room, Orange, CA 92780

#### **Other Locations:**

4107 Magnolia Blvd., Burbank, CA 91505  
8202 Florence Avenue, Suite 101, Downey, CA 90240  
8375 University Avenue, La Mesa, CA 91941  
355 Santa Fe Drive, Ste. 100, Encinitas, CA 92024  
345 9th Street, Ste. 302, Oakland, CA 94607

Board President Bruce Whitcher, DDS called the meeting to order at 12:01p.m. Roll was called and a quorum was established. Teri Lane and Vicki Williams, Supervising Investigators at the Dental Board's Southern California office were in attendance. There were no public members in attendance at any of the teleconference locations.

**Agenda Item 1 - Presentation by the Department of Consumer Affairs' Office of Human Resources Regarding the Selection and Recruitment Process for the Executive Officer of the Dental Board of California**

Jeff Sears, the Department of Consumer Affairs Personnel Officer reported that the Office of Human Resources (OHR) is happy to assist the Dental Board during the recruitment and selection process for the Executive Officer. He stated that the Dental Board will make the decisions with OHR acting as a resource and consultants in the process along with Spencer Walker the Board's legal counsel. Mr. Sears stated that in order to begin the process, the Board would need to establish a two-member Selection Committee and set the limits of the Selection Committee's authority. Additionally, he explained that the Board may want to determine the recruitment period and the method and length of time for advertising or the Board may delegate that decision to the Selection Committee. Mr. Sears remarked that because the Board cannot pay travel expenses for candidates, the initial interviews are typically done via telephone. If the Board and Selection Committee prefers, OHR can do the initial screening of applications. Once the Selection Committee has reviewed and narrowed down the applicants, the Board will conduct final interviews of the top five (5) or six (6) candidates in Closed Session and make their selection. The OHR will provide sample questions and participate if the Board desires.

**Agenda Item 2 - Discussion and Possible Action Regarding the Selection and Recruitment Process of the Executive Officer of the Dental Board of California**

Dr. Whitcher suggested that the recruitment advertisement be run for thirty days initially and extended if necessary. The other Board members agreed. He also suggested that the recruitment advertisement be placed on Monster.com, Jobs.com and the State Personnel Board's (SPB) website. M/S/C (Downing/McCormick) to delegate authority to the Selection Committee to determine scope of advertising. A roll call vote was taken and the motion passed unanimously. Dr. Le asked Mr. Sears what the optimum number of applications would be before the recruitment ad was stopped. Mr. Sears suggested that approximately thirty (30) would be a good number but not mandatory.

Mr. Sears commented that the roll of the Selection Committee is critical and the members must be extremely committed and willing to put in the time necessary to make the process successful. Dr. Morrow nominated Dr. Whitcher and Rebecca Downing. Dr. Whitcher accepted the nomination. Ms. Downing declined the nomination. Dr. Casagrande nominated Fran Burton who accepted the nomination. Dr. Whitcher appointed himself and Fran Burton to the two-member Selection Committee.

Dr. Whitcher proposed that the job advertisement be posted on the SPB website as soon as possible to run for thirty days initially and extended if necessary. M/S/C (Downing/Le) to delegate authority to the Selection Committee to extend the advertising period if necessary. A roll call vote was taken and the motion passed unanimously.

Dr. Morrow suggested that the Selection Committee be responsible for reviewing initial applications and conducting initial interviews either by phone or in person, and submitting

those candidates that the Selection Committee deems most qualified for the Board's consideration. Mr. Sears asked if the Full Board or the Selection Committee would be making necessary changes to the Job Announcement. It was agreed that the Selection Committee would make any changes necessary to the Job Announcement. Dr. Whitcher proposed a goal of having a finalist list for the February 2013 Board Meeting. Mr. Sears commented that he thinks it is feasible to close the Job Announcement at the end of December 2012, conduct initial interviews in January 2013 and have a list of final candidates for the February 2013 Board Meeting.

### **Agenda Item 3 - Review and Possible Action to Revise the Duty Statement of the Executive Officer of the Dental Board of California**

Dr. Whitcher suggested adding Dental Assisting to the Duty Statement. Denise Johnson, Assistant Executive Officer pointed out that the number of Board members on the Duty Statement needs to be changed to 15. Dr. Morrow suggested adding the word "attends" to the portion of the Duty Statement pertaining to coordinating and managing Board Meetings. Mr. Sears recommends that his staff make the necessary changes to the Duty Statement and present it to the Selection Committee upon completion. M/S/C (McCormick/Olinger) to allow the OHR to make the necessary changes to the Duty Statement and give it to the Selection Committee upon completion. A roll call vote was taken and the motion passed unanimously.

### **Agenda Item 4 - Employment of Retired Annuitants**

Mr. Sears reported that the Governor has instructed the State to reduce the number of temporary employees including Retired Annuitants. The Department of Consumer Affairs (DCA) has reduced its numbers from 200 down to 80. It is the intention of DCA to maintain this number but there is a process by which a Retired Annuitant may be approved. The Executive Officer may request approval for a specific classification to do specific work within a specific timeframe. The OHR reviews the requests and makes recommendations to the Director of DCA who, if she agrees, takes it to the State and Consumer Services Secretary who authorizes or denies the requests for the Governor. There has been some success in obtaining additional Retired Annuitants but there is no guarantee. Approvals are based on the nature of the request and only mission critical tasks are considered. Fran Burton asked what the timeline is for these approvals. Mr. Sears stated that the Director meets with the Agency Secretary every other week. The Executive Officer hires the Retired Annuitants so the task would fall to the Interim Executive Officer after December 4, 2012 with the Board's input.

### **\*CLOSED SESSION**

\*Pursuant to Government Code §11126(a)(1), the Board convened in closed session to discuss the selection process and possible appointment of an Interim Executive Officer.

### **RETURN TO OPEN SESSION TO ANNOUNCE THE RESULTS OF CLOSED SESSION**

The Board returned to Open Session and announced that they had appointed an Interim Executive Officer which would be announced upon the return of the current Executive Officer, to fill the vacancy effective December 5, 2012.

### **PUBLIC COMMENT**

There was no public comment.

The meeting adjourned at 1:15 p.m.