



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee Meeting Agenda**

Agenda



Notice is hereby given that a public meeting of the Dental Hygiene Committee of California (DHCC) will be held as follows:

### **FULL COMMITTEE MEETING AGENDA**

The DHCC welcomes and encourages public participation in its meetings. The public may take appropriate opportunities to comment on any issue before the DHCC at the time the item is heard.

**Saturday, December 6, 2014**  
**9:00 a.m. – Adjournment**  
**Evergreen Hearing Room**  
**2005 Evergreen Street, 1st Floor**  
**Sacramento, CA 95815**  
**916.263.1978**

**Webcast Address:** <http://thedcapage.wordpress.com/webcasts/>

#### **9:00 a.m. Dental Hygiene Committee of California – Full Committee – Open Session**

Roll Call/Establishment of Quorum

1. Public Comment for Items Not on the Agenda
2. Approval of the May 3, 2014 Meeting Minutes
3. President's Report
4. Executive Officer's Report
5. Discussion and Possible Action on the Dental Board of California's (DBC) Sunset Review Report, Section 11, regarding DHCC's relationship with DBC in promulgating regulations
6. Presentation from the Western Regional Examining Board regarding:
  - Update on Organizational Structure
  - Update on Dental Hygiene Exam
  - Summary of Dental Hygiene Exam Psychometrics for 2014
7. Budget Report
8. Update on the Following Regulations:
  - a. Courses in Administration of Local Anesthesia, Nitrous Oxide-Oxygen Analgesia, and Periodontal Soft Tissue Curettage, *CCR, Title 16, Division 11, §1107*
  - b. Remedial Education, *CCR, Title 16, Division 11, §1108*

c. Educational Programs, CCR, Title 16, Division 11, §§1103, 1105, 1105.1, 1105.2, 1105.3, 1105.4 and 1106

9. Discussion and Possible Action to Amend Proposed Regulations relative to Approval of Educational Programs - CCR, Title 16, Division 11, §§1104, 1104.1, and 1104.2

10. Election of Officers

11. Proposed 2015 DHCC Meeting Schedule

12. Licensing and Examination Subcommittee Report:

The DHCC may take action on any items listed on the Licensing and Examination Subcommittee agenda and the recommendations provided by the subcommittee.

13. Legislative and Regulatory Subcommittee Report:

The DHCC may take action on any items listed on the Legislative and Regulatory Subcommittee agenda and the recommendations provided by the subcommittee.

14. Enforcement Subcommittee Report:

The DHCC may take action on any items listed on the Enforcement Subcommittee agenda and the recommendations provided by the subcommittee.

15. Education Subcommittee Report:

The DHCC may take action on any items listed on the Education Subcommittee agenda and the recommendations provided by the subcommittee.

16. **Closed Session**

*The DHCC may meet in closed session to deliberate on disciplinary matters pursuant to Government Code §11126 (c)(3)*

### **Return to Open Session**

17. Future Agenda Items

18. Adjournment

Public comments will be taken on agenda items at the time the specific item is raised. The Committee 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. For verification of the meeting, call (916) 263-1978 or access DHCC's Web Site at [www.dhcc.ca.gov](http://www.dhcc.ca.gov).

The meeting facilities are accessible to individuals with physical disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Anthony Lum at (916) 576-5004, via e-mail at: [anthony.lum@dca.ca.gov](mailto:anthony.lum@dca.ca.gov) or send a written request to DHCC at 2005 Evergreen Street, Ste. 2050, Sacramento, CA 95815. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

Roll Call/Establishment of Quorum



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 1**

Public Comment for Items Not on the Agenda



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 2**

Approval of the May 3, 2014 Meeting Minutes



**DRAFT - DENTAL HYGIENE COMMITTEE MEETING MINUTES**

**Western University of Health Sciences  
College of Dental Medicine  
Community Based Dental Education Offices  
@The Village at Indian Hill  
1460 E. Holt Avenue, Suite 150  
Pomona, CA 91767  
Saturday, May 3, 2014**

**Roll Call** – Michelle Hurlbutt, the Dental Hygiene Committee of California (DHCC) President, called the meeting to order with a roll call at: 9:02 a.m. With eight (8) DHCC members present, a quorum was established.

DHCC members present:

Susan Good, Public Member  
Sherrie-Ann Gordon, Public Member (arrived at 9:04)  
Michelle Hurlbutt, President, Registered Dental Hygienist (RDH) Educator  
Joyce Noel Kelsch, Secretary, Registered Dental Hygienist in Alternative Practice (RDHAP),  
Timothy Martinez, DMD  
Nicolette Moultrie, Vice President, RDH  
Garry Shay, Public Member  
Evangeline Ward, RDH

DHCC members absent:

Susan Johnson, Public Member

DHCC Staff present:

Lori Hubble, Executive Officer (EO)  
Anthony Lum, Administrative Analyst  
Donna Kantner, Retired Annuitant  
Richard Wallinder, Retired Annuitant  
Sabina Knight, Department of Consumer Affairs (DCA) Legal Counsel  
Claire Yazigi, DCA Legal Counsel

Public present:

Fran Burton, President, Dental Board of California (DBC)  
Karen Fischer, Executive Officer, DBC  
JoAnn Galliano, Program Director, Chabot College  
Vickie Kimbrough Walls, Southwestern College  
Gayle Mathe, California Dental Association (CDA)  
Lin Sarfaraz, California Dental Hygiene Association (CDHA)

**FULL 1 – Public Comment for Items Not on the Agenda**

President Hurlbutt asked for any public comment for items not on the agenda. There was no public comment.

**FULL 2 – Approval of the March 5, 2014 DHCC Teleconference Meeting Minutes**

- **Motion: Nicolette Moultrie moved to accept the minutes of the March 5, 2014 Teleconference.**

**Susan Good seconded the motion.**

**Vote: The motion passed 6-0-1 (Susan Johnson was absent and Garry Shay abstained).**

**FULL 3 – President’s Report**

President Michelle Hurlbutt reported that since the DHCC’s last meeting in December 2013 and the Teleconference meeting in March 2014, she had attended several ad-hoc committee meetings concerning the DHCC Sunset Review and DHCC regulations.

She reported that she and Dr. Martinez attended the Sunset Review Hearings on March 17, 2014, where they testified on behalf of the DHCC. She noted that Lori Hubble and Anthony Lum also attended the hearings and responded to inquiries from the Joint Sunset Committee members.

She noted that she had met with Assembly Member Bocanegra to clarify the concerns the DHCC had with the current version of Assembly Bill (AB) 1174.

President Hurlbutt reported that she had attended a presentation at San Joaquin Valley Community College where Ms. Hubble, Supervising Deputy Attorney General (SDAG) Greg Salute, and Supervising Investigator Teri Lane gave a presentation to students in the dental hygiene program.

President Hurlbutt then announced the revised 2014 DHCC subcommittee appointments which were:

➤ **Education**

Nicolette Moultrie, Chair

Susan Good

Sherrie Gordon

Michelle Hurlbutt

➤ **Enforcement**

Garry Shay, Chair

Susan Johnson

Timothy Martinez

Evangeline Ward

➤ **Licensing and Examination**

Noel Kelsch, Chair

Sherrie Gordon

Timothy Martinez

Evangeline Ward

➤ **Legislative and Regulatory**

Susan Good, Chair

Michelle Hurlbutt

Noel Kelsch

Nicolette Moultrie

**FULL 4 – Executive Officer’s Report**

Executive Officer Lori Hubble reported that the move of the DHCC office from Suite 1050 to 2050 in the Evergreen building has been completed. She noted that the move went smoothly over three days thanks to the help of DHCC staff.

Anthony Lum said that staff had very little time to prepare, pack, and move, as another DCA program was scheduled to move into the DHCC’s former office suite within a few days after the DHCC move.

Ms. Hubble stated that with the new office space, the DHCC has more room to place additional staff and equipment for current and future program functions. She reported that with more cubicle space, the DHCC will be recruiting additional staff to fill its vacant positions, including the newly approved manager position.

Ms. Hubble noted that from December 2013 until now, it has been very busy with the BreEZe Project. She said that even more resources will be used as the project gets closer to its implementation; however, no concrete date has been announced.

Since the December 2013 DHCC meeting, Ms. Hubble reported that she completed the following:

- Attended the DBC meeting in San Diego with President Hurlbutt;
- Met with the RDHAP training staff and incoming RDHAP students in West Los Angeles;
- Participated in many of the ad-hoc meetings concerning DHCC regulations;
- Met with DCA Budget staff in February 2014 to review the DHCC budget appropriation for the current fiscal year;
- Attended the Student Regional Conferences on March 1-2, 2014 (one day in Los Angeles and one day in San Ramon). She noted that the conferences were a very good way to reach out to dental hygiene students in Northern and Southern California. She added that it was her hope that for future conferences she could use the

same program and presentation that she has shared with a number of schools;

- Attended a March 9, 2014, clinical examination at San Joaquin Valley College in Visalia. She said that it was the first time that the DHCC had tested at this site and indicated that the examination was a great experience and would probably become a future host site for exams. She added that while the October 2014 examination is scheduled to be held at University of Southern California (USC), given the low number of examinees last year (30 examinees), the examination will probably be moved to San Joaquin Valley College in Visalia. She said that the school was in a central location in California for students from both Northern and Southern California dental hygiene training programs to attend;
- Met on March 12, 2014 with Bill Gage and LeOndra Clark of the Senate Business, Professions and Economic Development (BP&ED) Committee, and Karen Fischer from the DBC about the DHCC regulations and Sunset Review process; and
- Presented and responded to questions at the March 17, 2014 BP&ED hearing on the DHCC's Sunset Review.

Ms. Hubble continued her report noting that:

- On March 25, 2014, the DHCC held its hearing on the Remedial Education Regulations in the Evergreen hearing room in Sacramento. She noted that there was no public audience in attendance.
- On March 27, 2014, she went to USC with SDAG Greg Salute, DBC Supervising Investigator Teri Lane, and DHCC Enforcement Analyst Nancy Gaytan to talk with the dental hygiene students about enforcement. She noted that dental students also attended this presentation and indicated that it was beneficial to include both hygiene and dental students in future presentations, as there are many practice issues that both professions share.
- On April 10, 2014, she and Mr. Lum met with Assembly Member Bocanegra to discuss the DHCC's concerns with language in AB 1174 that could affect the scope of practice for a registered dental hygienist, hygienists in public health, and dental hygienists in alternative practice.
- On April 15, 2014, she met with students from Loma Linda and San Joaquin Valley College with SDAG Greg Salute and DBC Supervising Investigator Teri Lane to discuss Enforcement processes and procedures.

Ms. Hubble continued her report saying that DHCC members will need to update the DHCC Strategic Plan. With this in mind, she said that the DHCC Strategic Plan will be an agenda item for the December 2014 DHCC meetings.

Ms. Hubble informed the members that CalATERS is a system used by the DCA for travel reimbursement. She noted that the expense reimbursement process is not as timely as we want and DHCC staff will be working with DCA staff to ensure that DHCC members will be reimbursed in a timely manner.

Ms Hubble noted that most members had completed their obligation to take an Ethics Course, a Sexual Harassment Course, and their Form 700 Statement of Economic Interest form by the April 1, 2014 deadline. She will be contacting those members who have not completed these courses or forms in the near future.

Ms. Hubble shared that more work will be done on the DHCC website to reflect the change in the DHCC office location as well as new requirements for DHCC license applications such as the addition of the Western Regional Examination Board (WREB) and Central Regional Dental Testing Services (CRDTS) examinations that are accepted for meeting DHCC licensure requirements.

Ms. Hubble reminded the DHCC members that at the December 2013 meeting, members had requested for staff to research the possibility of creating a retirement status for DHCC licensees. She explained that given the large amount of staff time needed to create the dental hygiene program portion of the BreEZe System and the unknowns in creating such a licensing category, it would be more resourceful if staff used its time to review the possibility of a retired license status after the BreEZe System is implemented. She noted that creating such a licensing category will also necessitate a change in the DHCC statutes. Mr. Lum added that it will also involve a cost to the DHCC, as BreEZe would need to be programmed for such an additional licensing category and possibly new accounting codes if there is a new fee associated with it.

Sherrie Gordon asked if the testing locations had an effect on the number of students attending a given examination. Ms. Hubble responded that in her experience this was not the case. She noted that the numbers for each testing location had been consistent through the years. She added that the lower numbers of hygienists taking the California Clinical Examination were more likely due to the number of additional examination options such as WREB and now CRDTS that are available to California applicants.

Evangeline Ward commented that the testing site in Visalia is needed as many dental hygiene students have no desire to leave California and cannot afford to take either WREB or CRDTS.

#### **FULL 5 – Update from the Dental Board of California**

Karen Fischer introduced DBC Board President Fran Burton to the DHCC members and staff. Ms. Fischer noted that Ms. Burton was elected President at the November DBC meeting and that she was the first public member elected as President in the history of the DBC.

Ms. Fischer reported that the DBC now has a full Board of 15 members with the appointment of Dr. Debra Woo. She also reported that Ann Contreras, RDA was reappointed to the Dental Assisting Council as a Registered Dental Assistant member of the Council. She indicated that Michelle Jawad, an education member of the Council, submitted a letter of resignation due to health issues. The DBC is now recruiting an educator to fill this vacancy.

The DBC also appointed the following individuals to the DBC's Diversion Evaluation Committee:

- Anca Severin, RDA
- Lynn Zender, Licensed Clinical Social Worker
- Thomas Spect, MD
- Stephen Supancic, DDS, MD

Ms. Fischer said that since the DHCC meeting in December 2013, the DBC has been very busy. She reported that since that meeting, a Dental Assisting Council Workshop was held to work on regulations concerning RDA program and course requirements.

Ms. Fischer then reported that the DBC staff has also been working hard on the BreEZe Project. She noted that this project is taking quite a bit of staff time as they work toward the transition to implement BreEZe.

Ms. Fischer noted that SB 1416, the legislation increasing the fees for dental licensure, is progressing through the Legislature. She noted that the legislation would be effective January 1, 2015, if approved, and raises the license renewal fee to \$525 biennially.

Ms. Fischer added that two DBC staff are retiring. She indicated that Kim Trefry, the DBC Enforcement Chief, and Nancy Butler, the Northern California Supervising Investigator, are retiring in July 2014.

Ms. Fischer then shared that Sarah Wallace, DBC Legislative and Regulatory Analyst, has been promoted to the DBC's Assistant Executive Officer position.

Ms. Burton said that she is looking forward to a close working relationship with the DHCC. She noted that both the DBC and the DHCC serve the same group – California citizens. She said that the DBC greatly appreciates a report of the DHCC activities and hopes that the DHCC will continue to attend DBC meetings and provide activity updates.

Ms. Burton reported that DBC staff had received comments concerning the Portfolio Pathway for licensure as a dentist in California. She said that the DBC voted to move forward with filing the final rulemaking documents. She said that the regulation package is currently at the DCA for review. She added that DBC staff is putting together an implementation plan that will be presented to the California dental schools.

Ms. Burton also shared the following:

- The DBC members have adopted revisions to their policy and procedures manual.
- The DBC members have directed staff to start a rulemaking file on sexual misconduct that was initiated by conversations with the Senate BP&ED Committee.
- The DBC is preparing for its Sunset Review that is scheduled for 2015.

**Full 6 – Update from the Department of Consumer Affairs**

There was no update from a DCA representative.

**Full 7 – Updated on the BreZE Project**

Ms. Hubble noted that she had summarized this agenda item earlier in her Executive Officer's report (see Agenda Item Full 4).

**Full 8 – Budget Report**

Mr. Lum informed the DHCC members that the annual budget for the DHCC is approximately \$1.5 million. He then directed members to the first handout [fiscal year (FY) 2013/14 Expeniture Projection] where he explained the projection sheet he uses to calculate, analyze, and forecast the DHCC's expenditures for the current fiscal year. He added that it is a snapshot of the different expenditure categories that the DHCC is charged for. He also reported that even with some late increases in expenditures (i.e., a new copier and higher rent for new office space), there are still funds available that will be reverted back into the DHCC fund at year-end.

Mr. Lum noted that the new fiscal year starts July 1, 2014 and anticipated that there will be some additional costs in next year's budget. He stated that these additional costs would be the result of increased expenditures related to the filling of vacant positions, increased salary and wages as per the current negotiated contract, and increased Attorney General costs from an expected increase in processing more Enforcement cases.

Mr. Lum then directed DHCC members to the second handout of his report which was the DHCC Annual Expenditure & Revenue Tracking Chart. He reported that with the additional revenue from the recent renewal fee increases, he projected that the DHCC will collect close to the expected amount of revenue this year for the first time since FY 2010-11.

Mr. Lum requested ideas from the members on how large e-mail files could be sent to them cost effectively, as he had problems sending some large files, including the current meeting materials. Susan Good suggested possibly using a zip file. President Hurlbutt noted that using such a device would save staff time and money. She requested that DHCC staff examine the possibility of using a zip drive.

**Full 9 – Update on the Following Regulations:**

**a. Uniform Statdards related to Substance Abuse and Disciplinary Guidelines, California Code of Regulations (CCR), Title 16, Division 11, §1138**

Donna Kantner reported that this file was approved by the Office of Administrative Law (OAL) and is effective as of January 16, 2014.

**b. Courses in Local Anesthesia, Nitrous Oxide-Oxygen Analgesia, and Periodontal Soft Tissue Curettage, CCR, Title 16, Division 11, §1107**

Ms. Kantner informed the DHCC members that this proposal has been submitted to DCA for review. It is currently in the DCA Budget Office waiting for completion of the 399 Fiscal and Economic Impact form which relates to the impacts a regulation may have on local and state government, business, and individuals.

**c. Remedial Education, CCR, Title 16, Division 11, §1108**

Ms. Kantner said that this rulemaking file was delivered to DCA on April 4, 2014 to begin the review and approval process. Once reviewed and approved by the DCA Legal Office, DCA Legislative and Regulatory Review Unit, DCA Budget Office, and the Business, Consumer Services, and Housing Agency, the file will proceed to the Department of Finance for review and approval before it is finally submitted to the OAL for its review.

**Full 10 – Update on Sunset Review Hearing and DHCC’s Written Responses to the Joint Legislative Oversight Committee’s Issues, as Identified in the Background Paper.**

Ms. Hubble directed the members to the DHCC’s written responses to questions from the Joint Legislative Sunset Review (JLSRC) Oversight Committee that was contained in their meeting packet. She noted that some items will return with the DHCC’s next Sunset Review (i.e., becoming a board and others) and consequently, DHCC members and staff may want to develop a plan to address these issues.

President Hurlbutt noted that she thought the Sunset hearing went very well. Ms. Hubble attributed an uneventful hearing to the DHCC staff preparation and meeting with the JLSRC staff and members to discuss any issues prior to the hearing.

**Full 11 – Licensing and Examination Subcommittee Report**

Noel Kelsch reported that the Licensing and Regulatory Subcommittee met the previous day. She noted during her chairperson’s report that she will be attending the June 6-7, 2014 clinical examinations at USC so that she may become more acquainted with the examination process.

Ms. Kelsch said that the next item of discussion concerned the clinical and written examination statistics. She noted that there was an area of concern regarding the 29% failure rate for the RDH Law and Ethics Examination. She informed the members that the explanation provided by Ms. Hubble said that many of the examinees were from out-of-state and did not have the knowledge or information needed to pass the examination.

Ms. Kelsch noted that the subcommittee was recommending to the full committee that the DHCC gain membership as a member state in CRDTS.

- **Motion: President Hurlbutt noted that since the Licensing and Examination Subcommittee had voted to recommend to the DHCC that it become a CRDTS member state, the motion had been made and seconded.**

**Vote: The motion passed (8-0 Susan Johnson was absent)**

Ms. Kelsch also noted that the subcommittee members accepted the minutes as drafted.

Ms. Kelsch then reported that the subcommittee requested that other methods of testing within the State, including an exit examination that would occur in the dental hygiene training programs, be added to the agenda as a future item of discussion.

Ms. Kelsch added that a request was made to allow dental educators the ability to observe the DHCC's clinical licensure examination to the subcommittee agenda. She noted that California is one of the few states that does not allow dental educators to observe the clinical examination.

- **Motion: President Hurlbutt noted that it was moved and seconded to accept the Legislative and Regulatory Subcommittee report.**

**Vote: The motion passed 8-0 (Susan Johnson was absent).**

**Full 12 – Legislative and Regulatory Subcommittee Report**

Susan Good reported that the subcommittee had a very robust meeting the previous day. She noted that the subcommittee members had reviewed seven (7) bills prepared by DHCC staff and three (3) additional bills that were brought to the subcommittee's attention by DCA legal counsel.

Assembly Bill (AB) 318 (Logue) Medi-Cal: teledentistry

Ms. Good reported that this legislation had not passed out of its house of origin and thus was dead.

AB 1174 (Bocanegra/Logue) – Dental Professionals: teledentistry under Medi-Cal

Ms. Good noted that this bill was discussed at length and that the subcommittee recommended maintaining the DHCC's oppose, unless amended position. The subcommittee directed DHCC staff to call a teleconference meeting, if needed, if amendments were made to the bill. Ms. Kantner informed the members that additional amendments to the bill were expected.

AB 1758 (Patterson) Healing arts: Initial license fees: proration

Ms. Good stated that the subcommittee members initially thought that the legislation would not pertain to the DHCC; however, after discussion, there was concern that provisions of the bill would pertain to the DHCC. She noted that the subcommittee had taken an oppose, unless amended position and directed DHCC staff to seek clarification of the language from the author. Ms. Kantner added that the DHCC staff would contact the author for clarification concerning page 3 lines 26 and 27 pertaining to the proration of licensing fees, as the DHCC would like these lines struck from the bill.

#### AB 2058 (Wilk) Open Meetings

Ms. Good noted that the subcommittee members had quite a long discussion concerning this bill. She stated that initially the subcommittee moved to oppose the legislation; however, after receiving information that the bill was in suspense, meaning that the bill is not likely to move out of its house of origin, the subcommittee's position was to oppose.

After discussion, the subcommittee chair moved that this legislation be taken out of the report and needed further discussion as new information had been received by staff.

#### AB 2165 (Patterson) Professions and vocations: licenses

Ms. Good reported that the subcommittee's position was to oppose, unless amended, and to direct DHCC staff to seek clarification of the language contained on page 2 line 27 through page 3 line 2 with respect to how it pertains to how the DHCC processes its applications.

#### AB 2507 (Bocanegra) Public Records Act: exemptions: pending litigation

Ms. Kantner reported that no DHCC action is required on this bill. The DHCC staff will continue to watch this legislation to determine if any further action is needed.

#### SB 1245 (Lieu) The Dental Hygiene Committee of California

Ms. Good reminded the DHCC members that this legislation is the Sunset extension for the DHCC. She reported that the subcommittee members had moved to support this legislation, as expected.

Ms. Good then commented that three (3) additional bills were brought to the subcommittee's attention by the DCA Legal Counsel.

#### AB 2396 (Bonta) Convictions: expungement: licenses

Ms. Good informed the DHCC that the subcommittee members had directed DHCC staff to bring the legislation to the full DHCC so it could be discussed with all of the members.

President Hurlbutt informed the DHCC members that currently, if an individual applies for licensure and has a criminal conviction that has been expunged, the DHCC staff would still be informed about the conviction and can decide whether to deny the person a license or issue a license and place the licensee on probation. This bill would remove that ability.

After a brief discussion, a motion on the legislation was presented.

- **Motion: Evangeline Ward moved to take a watch position on this bill.**

**Garry Shay seconded.**

**Vote: The motion passed 7-0-1 (Susan Johnson was absent and Noel Kelsch abstained from the vote).**

Senate Bill (SB) 1091 (Galgiani) Administrative procedures: California Regulatory Notice Register: proposed rulemaking activities

Ms. Good noted that the subcommittee members had taken a “watch” position on this bill as it was in the suspense file and would probably not move out of its current location.

Ms. Kantner explained that this bill would require State agencies to take an extra step before noticing regulations. The legislation would require that regulatory hearing notices be published in the California Regulatory Notice Register prior to any hearing commencing. She noted that the bill was in suspense and probably would die. The DHCC staff was directed to continue to watch this bill for any future amendments.

SB 850 (Block) Public postsecondary education: community college districts: baccalaureate degree pilot program

Ms. Good informed DHCC members that this bill could affect the DHCC in that the bill establishes a pilot program that would allow a Community College District to pick one vocational program that currently allows graduates to obtain a license. She said that one example could be dental hygiene and the legislation would permit that program to grant a baccalaureate degree instead of an associate of arts degree that is normally granted by a community college. She noted that the subcommittee took no position and directed DHCC staff to watch this bill.

Ms. Good reported that the subcommittee members approved the minutes of the December 6, 2013 subcommittee meeting.

She added that staff was directed to review statutes pertaining to dental hygiene and to determine those statutes that are expired and could be included in future Omnibus legislation for removal from existing statutes.

- **Motion: Susan Good asked that the report and the subcommittee’s recommendations (minus AB 2058 ) be approved as presented.**

**Garry Shay seconded the motion.**

**Vote: The motion passed 8-0 (Susan Johnson was absent).**

Ms. Good explained that AB 2058 pertained to open meetings. She noted that subcommittee members had taken an oppose position; however, new information was received from the DHCC staff that the bill was in suspense. The DHCC staff has recommended that the DHCC watch this bill for further amendments rather than oppose it.

- **Motion: Garry Shay moved that the DHCC take a watch position on AB 2058.**

**Sherrie Gordon seconded the motion.**

**Vote: The motion passed 8-0 (Susan Johnson was absent).**

**Full 13 – Enforcement Subcommittee Report**

Garry Shay reported that the subcommittee met the previous day; but because no quorum was established, no action could be taken.

Mr. Shay reported that the subcommittee did receive a report concerning Enforcement statistics. He noted that one question was asked of staff about the statistics that pertained to the failure to meet the enforcement target dates for the processing of complaints. He explained that this was the only category where the DHCC did not meet the expected target date. He explained that the reason for the DHCC staff not meeting the target date was a result of the time the AG's Office takes to process and act on a case.

Mr. Shay reported that the December 6, 2013 Enforcement subcommittee meeting minutes were unable to be voted upon because there was not an established quorum.

- **Motion: Garry Shay moved that the DHCC receive and file the report from the Enforcement Subcommittee and that the minutes from the December 2013 Enforcement Subcommittee meeting be tabled until the next meeting of the Enforcement Subcommittee.**

**Noel Kelsch seconded the motion.**

**Vote: The motion passed 8-0 (Susan Johnson was absent).**

**Full 14 – Education Subcommittee Report**

Nicolette Moultrie reported that the Education Subcommittee had met yesterday and a quorum established. She noted that the subcommittee had a very detailed and collaborative discussion reviewing the comments received from the public concerning the DHCC regulations. She added that the subcommittee members also had a great discussion concerning the educational regulations.

Discussion and Possible Action on the DHCC's Rulemaking to add California Code of Regulations (CCR), Title 16, Division 11, §§ 1103, 1105, 1105.1, 1105.2, 1105.3, 1105.4, and 1106 Relevant to Educational Programs.

- **Motion: Michelle Hurlbutt moved that a period be placed after the word "programs" and a sentence then added that reads, "This requirement may be waived for the interim program director; and," in CCR § 1105.1 (a)(3).**

**Noel Kelsch seconded the motion.**

**Vote: The motion passed 6-1 (Susan Good opposed and Susan Johnson was absent).**

Another motion was made for further edits to the regulation.

- **Motion: Michelle Hurlbutt moved that the DHCC add under CCR§1105.1(a) a new second sentence that reads, “The educational program may have an Interim Program Director for a maximum of 12 months.”**

**Susan Good seconded the motion.**

**Vote: The motion passed 8-0 (Susan Johnson was absent).**

The subcommittee chair made an additional motion for staff action on the regulation.

- **Motion: Nicolette Moultrie said that the Education Subcommittee had moved and seconded that the DHCC approve the proposed modified text for a 15-day public comment period and delegate to the Executive Officer the authority to adopt the proposed regulatory language as modified and if there are no adverse comments received during the public comment period, to also delegate to the Executive Officer the authority to make any technical or non-substantive changes that may be required in completing the rulemaking file.**

**Vote: The motion passed 8-0 (Susan Johnson was absent).**

Ms. Moultrie reported that the next item discussed by the subcommittee was the Feasibility Study Regulations – CCR, Title 16, Division 11, §§ 1104, 1104.1, and 1104.2.

- **Motion: Nicolette Moultrie stated that the Education Subcommittee had moved and seconded that the DHCC approve the proposed modified text for a 45-day public comment period and delegate to the DHCC Executive Officer the authority to adopt the proposed regulatory changes as modified, and if there are no adverse comments received during the comment period, to also delegate to the Executive Officer the authority to make any technical or non-substantive changes that may be required in completing the rulemaking file.**

**Vote: The motion passed 8-0 (Susan Johnson was absent).**

Ms. Moultrie noted that a future agenda item that the Education Subcommittee may review is the possibility of proposing a statutory change to provide the authority to impose a penalty or a cite and fine on an educational program that does not comply with statutes or regulations.

- **Motion: Nicolette Moultrie moved to have the Education Subcommittee report approved.**

**Noel Kelsch seconded the motion.**

**Vote: The motion passed 8-0 (Susan Johnson was absent).**

There were no items for Closed Session at this meeting.

**Full 16 – Future Agenda Items**

Ms. Ward asked that the DHCC research the possibility of requiring a bachelors degree instead of an associate of arts degree for licensure as a registered dental hygienist as a future agenda item.

Ms. Hurlbutt asked the DHCC staff to consider and develop a plan to notify stakeholders when changes in regulations governing California-licensed dental hygienists are implemented.

Ms. Good asked that the DHCC consider conducting a future meeting in Visalia at the same time the DHCC clinical examination is being administered.

**Full 17 – Adjournment**

The May 3, 2014 Full DHCC meeting adjourned at 12:06 p.m.



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 3**

President's Report  
A verbal report will be given.



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 4**

Executive Officer's Report  
A verbal report will be given.



## MEMORANDUM

<b>DATE</b>	December 6, 2014
<b>TO</b>	Dental Hygiene Committee of California Committee Members
<b>FROM</b>	Lori Hubble, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 4 - Executive Officer's Report</b>

The Executive Officer will provide a verbal report including the website statistics, as follows.

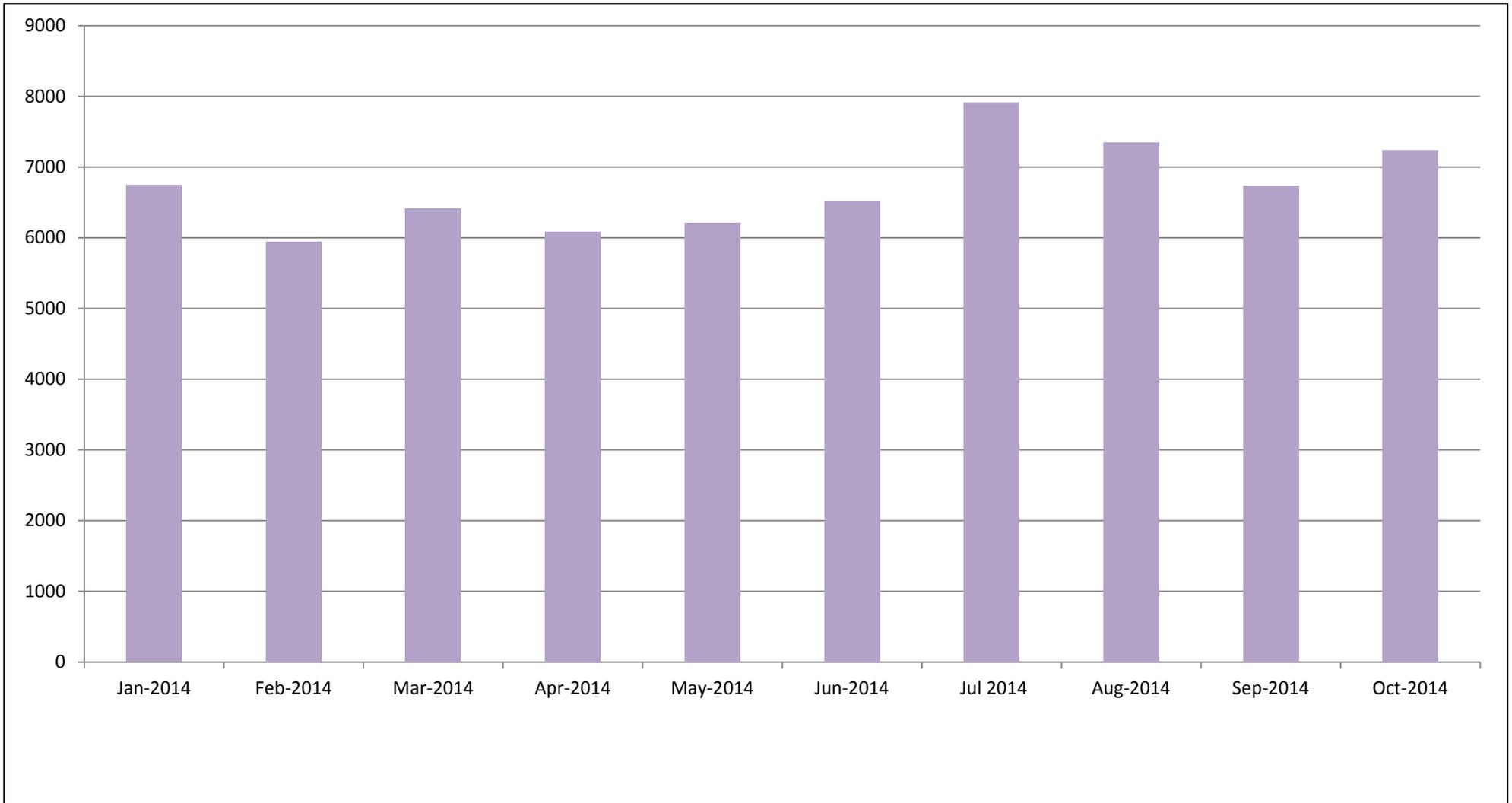
### **Committee Action Requested**

- Informational only. No action requested.

### Web Site Statistics

#### The Quantity of DHCC Website Hits per Month

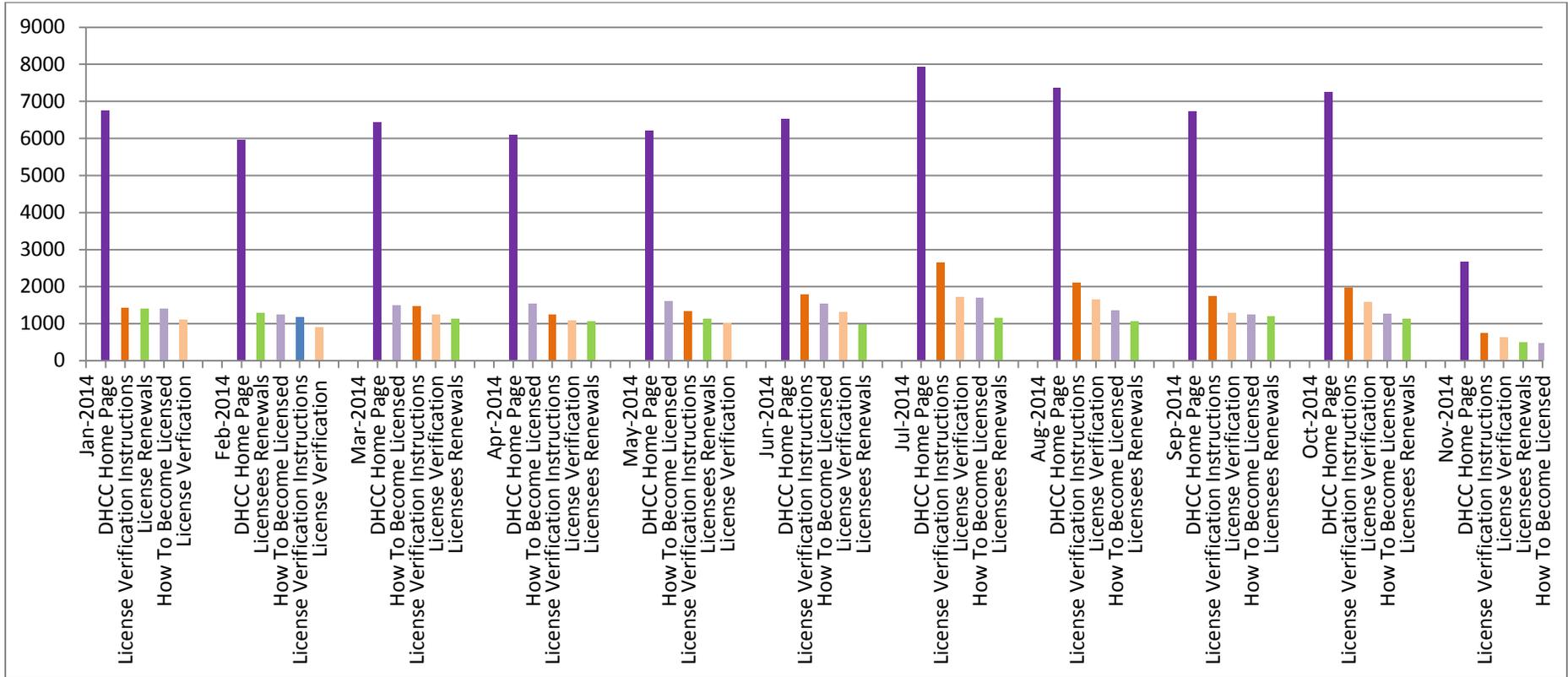
(January 1, 2014 to November 14, 2014)



## Agenda Item Full 4 – Web Site Statistics

### The Top 5 DHCC Webpage Hit Categories and Quantities per Month

(January 1, 2014 to November 14, 2014)

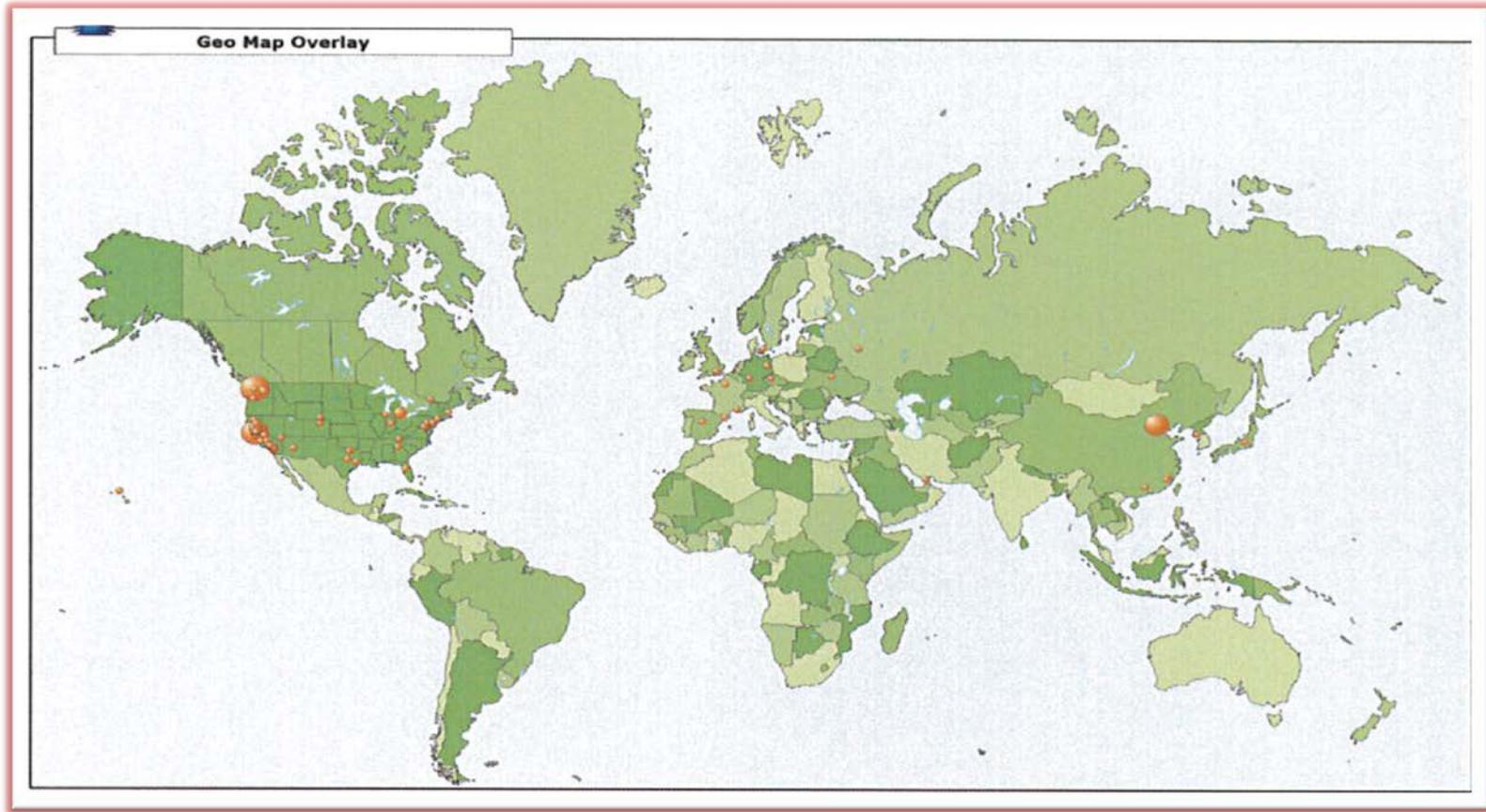


### Graph Legend

<b>DHCC Home Page</b>	<b><a href="/index.shtml">/index.shtml</a></b>
<b>How to Become Licensed</b>	<b><a href="/applicants/becomelicensed.shtml">/applicants/becomelicensed.shtml</a></b>
<b>Licensees Renewal</b>	<b><a href="/licensees/renewals.shtml">/licensees/renewals.shtml</a></b>
<b>License Verification Instruction</b>	<b><a href="/verification/instructions.shtml">/verification/instructions.shtml</a></b>
<b>License Verification</b>	<b><a href="/verification/index.shtml">/verification/index.shtml</a></b>
<b>Contact DHCC</b>	<b><a href="/contact_us.shtml">/contact_us.shtml</a></b>

## Agenda Item Full 4 – Web Site Statistics

**Global Activity:** January 2014 – October 2014. The size of the orange dot indicates the activity from each locale. The larger the dot size, the greater the activity. Web activity is based upon the DHCC homepage traffic (/index.shtml).



The top 3 locations in the United States driving the most visitors to DHCC's website are from Mountain View, CA with 10,623 (6.44%), Redmond, WA 9,981 (6.05%) and Ann Arbor, MI 5,070 (3.07%).

### Hits outside the United States:

Beijing, China, 9,082 (5.50%)  
Moscow, Russia 933 views (.17%)  
Dubai, United Arab, 213 (.13%)



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 5**

Discussion and Possible Action on the Dental Board of California's (DBC) Sunset Review Report, Section 11, Regarding DHCC's Relationship with DBC in Promulgating Regulations



## MEMORANDUM

<b>DATE</b>	December 6, 2014
<b>TO</b>	Dental Hygiene Committee of California Committee Members
<b>FROM</b>	Guadalupe Castillo, Legislative and Regulatory Analyst
<b>SUBJECT</b>	<b>Agenda Item 5 – Discussion and Possible Action on the Dental Board of California’s (DBC) Sunset Review Report, Section 11, Relative to the Dental Hygiene Committee of California’s Relationship with the DBC in Promulgating Regulations</b>

### Background

The Dental Board (DBC) will be subject to sunset review during the upcoming 2015-16 legislative session. The Board will sunset on January 1, 2016, unless the date is deleted or extended by the Legislature. The Board submitted their [sunset report](#) to the Legislature on November 1, 2014.

The Senate Committee on Business, Professions and Economic Development and the Assembly Committee on Business, Professions and Consumer Protection will be conducting legislative hearings relating to the DBC’s Sunset Review in early Spring 2015. Please find below an excerpt from the DBC’s report:

### Section 11 of the Report – New Issues

DHCC’s Relationship with the Dental Board of California in Promulgating Regulations

*“The Dental Hygiene Committee of California (DHCC) argued in its Sunset Review Report of March 2014, that it should be changed to an independent board under DCA and sever all ties with the DBC. However, statute states that there remains a relationship between the DHCC and DBC with respect to scope of practice issues.*

*During 2014, questions arose regarding this relationship and how promulgation of regulations relating to the implementation of AB 1174 would be handled in order to ensure that the DHCC and the DBC did not develop regulatory changes that would contradict each other. The DBC will consider a clarifying statute in a similar way as was done between the Physician Assistant Board and the Medical Board:*

*BPC § 3510. The board may adopt, amend, and repeal regulations as may be necessary to enable it to carry into effect the provisions of this chapter; provided, however, that the Medical Board of California shall adopt, amend, and repeal such regulations as may be necessary to enable the board to implement the provisions of this chapter under its jurisdiction. All regulations shall be in accordance with, and not inconsistent with, the provisions of this chapter. Such regulations shall be adopted, amended, or repealed in accordance with the provisions of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code.”*

A copy of the DBC’s full sunset report can be found online at:

<http://www.dbc.ca.gov/formspubs/sunset2014.pdf>.

### **DHCC Concerns**

#### ***DHCC as an Independent Board***

Existing law states that the DHCC is within the jurisdiction of the Board (BPC §1901) and that the DHCC is required to make recommendations to the Board regarding dental hygiene scope of practice issues. Listed below are the sections of law relating to DHCC’s authority (BPC §§1905 and 1905.2):

#### **Business and Professions Code Section 1905 – Committee functions**

*(a) The committee shall perform the following functions:*

*(1) Evaluate all registered dental hygienist, registered dental hygienist in alternative practice, and registered dental hygienist in extended functions educational programs that apply for approval and grant or deny approval of those applications in accordance with regulations adopted by the committee. Any such educational programs approved by the dental board on or before June 30, 2009, shall be deemed approved by the committee. Any dental hygiene program accredited by the Commission on Dental Accreditation may be approved.*

*(2) Withdraw or revoke its prior approval of a registered dental hygienist, registered dental hygienist in alternative practice, or registered dental hygienist in extended functions educational program in accordance with regulations adopted by the committee. The committee may withdraw or revoke a dental hygiene program approval if the Commission on Dental Accreditation has indicated an intent to withdraw approval or has withdrawn approval.*

*(3) Review and evaluate all registered dental hygienist, registered dental hygienist in alternative practice, and registered dental hygienist in extended functions applications for licensure to ascertain whether the applicant meets the appropriate licensing requirements specified by statute and regulations, maintain application records, cashier application fees, issue and renew licenses, and perform any other tasks that are incidental to the application and licensure processes.*

*(4) Determine the appropriate type of license examination consistent with the provisions of this article, and develop or cause to be developed and administer examinations in accordance with regulations adopted by the committee.*

*(5) Determine the amount of fees assessed under this article, not to exceed the actual cost.*

*(6) Determine and enforce the continuing education requirements specified in Section 1936.1.*

*(7) Deny, suspend, or revoke a license under this article, or otherwise enforce the provisions of this article. Any such proceedings shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, and the committee shall have all of the powers granted therein.*

*(8) Make recommendations to the dental board regarding dental hygiene scope of practice issues.*

*(9) Adopt, amend, and revoke rules and regulations to implement the provisions of this article, including the amount of required supervision by a registered dental hygienist, a registered dental hygienist in alternative practice, or a registered dental hygienist in extended functions of a registered dental assistant.*

*(b) The committee may employ employees and examiners that it deems necessary to carry out its functions and responsibilities under this article.*

**Business and Professions Code Section 1905.2 – Recommendations**

*Recommendations by the committee regarding scope of practice issues, as specified in paragraph (8) of subdivision (a) of Section 1905, shall be approved, modified, or rejected by the board within 90 days of submission of the recommendation to the board. If the board rejects or significantly modifies the intent or scope of the recommendation, the committee may request that the board provide its reasons in writing for rejecting or significantly modifying the recommendation, which shall be provided by the board within 30 days of the request.*

Similarly to the DHCC, the Physician Assistant Board (PAB) is under the jurisdiction of the Medical Board and is also required to make recommendations to the Medical Board on scope of practice issues. However, the PAB is considered a Board in their practice act, not a committee.

In its report, the DHCC sought to change its name to the Dental Hygiene Board since it already functions similarly to a board and the change in nomenclature would provide clarity to current and prospective licensees and the public that it is a program separate from the Dental Board of California.

**Regulations**

According to their sunset report, the Dental Board will consider an amendment to clarify the relationship between the DBC and the DHCC relating to the regulatory process. The statutory language from the Physician Assistant Practice Act that is being considered by the DBC (See Page 1) would directly conflict with the intent of current law (see statute below). Business and Professions Code Section 1906 already provides guidance on the relationship between the DBC and the DHCC related to the promulgation of regulations and scope of practice.

*Business and Professions Code Section 1906*

*(a) The committee shall adopt, amend, and revoke regulations to implement the requirements of this article.*

*(b) All regulations adopted by the committee shall comply with the provisions of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code.*

*(c) No regulation adopted by the committee shall impose a requirement or a prohibition directly upon a licensed dentist or on the administration of a dental office, unless specifically authorized by this article.*

*(d) Unless contrary to the provisions of this article, regulations adopted by the dental board shall continue to apply to registered dental hygienists, registered dental hygienists in alternative practice, and registered dental hygienists in extended functions until other regulations are adopted by the committee. All references in those regulations to "board" shall mean the committee, which shall solely enforce the regulations with respect to registered dental hygienists, registered dental hygienists in alternative practice, and registered dental hygienists in extended functions.*

**Committee Action Requested**

- Discuss item and direct the Executive Officer to continue to monitor the Dental Board's sunset review process, track relevant sunset legislation, attend any relevant legislative hearings that may impact DHCC, and take any appropriate action as directed by the DHCC.



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 6**

Presentation from the Western Regional Examining Board  
Update on Organizational Structure  
Update on Dental Hygiene Exam  
Summary of Dental Hygiene Exam Psychometrics for 2014



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 7**

**Budget Report**

# 3140 - State Dental Hygiene Fund

## Analysis of Fund Condition

Prepared 11/20/14

Agenda Item 7 - Budget Report

(Dollars in Thousands)

### Budget Act FY 2014-15 w/ Workload & Revenue

#### Budget Items

	Actual 2013-14	CY 2014-15	BY 2015-16	BY+1 2016-17
<b>BEGINNING BALANCE</b>	\$ 588	\$ 827	\$ 773	\$ 754
Prior Year Adjustment	\$ -	\$ -	\$ -	\$ -
<b>Adjusted Beginning Balance</b>	<b>\$ 588</b>	<b>\$ 827</b>	<b>\$ 773</b>	<b>\$ 754</b>
<b>REVENUES AND TRANSFERS</b>				
Revenues:				
114300 Other Motor Vehicle Fees	\$ -	\$ -	\$ -	\$ -
125600 Other regulatory fees	\$ 13	\$ 12	\$ 14	\$ 14
125700 Other regulatory licenses and permits	\$ 423	\$ 341	\$ 323	\$ 323
125800 Renewal fees	\$ 1,060	\$ 1,159	\$ 1,241	\$ 1,241
125900 Delinquent fees	\$ 14	\$ 15	\$ 15	\$ 15
141200 Sales of documents	\$ -	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ -	\$ -	\$ -	\$ -
150300 Income from surplus money investments	\$ 2	\$ 2	\$ 2	\$ 2
160400 Sale of fixed assets	\$ -	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants	\$ -	\$ -	\$ -	\$ -
161400 Miscellaneous revenues	\$ 1	\$ -	\$ -	\$ -
164300 Penalty Assessments	\$ -	\$ -	\$ -	\$ -
<b>Totals, Revenues</b>	<b>\$ 1,513</b>	<b>\$ 1,529</b>	<b>\$ 1,595</b>	<b>\$ 1,595</b>
Transfers from Other Funds				
0380 - Committee on Dental Auxilliaries	\$ -	\$ -	\$ -	\$ -
Transfers to Other Funds				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Totals, Revenues and Transfers</b>	<b>\$ 1,513</b>	<b>\$ 1,529</b>	<b>\$ 1,595</b>	<b>\$ 1,595</b>
<b>Totals, Resources</b>	<b>\$ 2,101</b>	<b>\$ 2,356</b>	<b>\$ 2,368</b>	<b>\$ 2,349</b>
<b>EXPENDITURES</b>				
Disbursements:				
0840 State Controller (State Operations)	\$ -	\$ -	\$ -	\$ -
8880 Financial Information System for CA (State Operations)	\$ 7	\$ 1	\$ 1	\$ -
SB 821 CH 307/09 Leg Appropriation	\$ -	\$ -	\$ -	\$ -
<u>Budget Act</u>				
1110 Program Expenditures (State Operations)	\$ 1,267	\$ 1,582	\$ 1,614	\$ 1,646
<b>Total Disbursements</b>	<b>\$ 1,274</b>	<b>\$ 1,583</b>	<b>\$ 1,615</b>	<b>\$ 1,646</b>
<b>FUND BALANCE</b>				
<b>Reserve for economic uncertainties</b>	<b>\$ 827</b>	<b>\$ 773</b>	<b>\$ 754</b>	<b>\$ 703</b>
<b>Months in Reserve</b>	<b>6.3</b>	<b>5.7</b>	<b>5.5</b>	<b>5.0</b>

#### NOTES:

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

**BUDGET REPORT**  
**FY 2014/15 Expenditure Projection**  
**For the Period Ending October 31, 2014**

OBJECT DESCRIPTION	FY 2014-15				UNENCUMBERED BALANCE
	BUDGET ALLOTMENT	CY EXPENDITURES (MONTH 4)	PERCENT SPENT	Budget office PROJECTIONS TO YEAR END	
<b>PERSONNEL SERVICES</b>					
Salary & Wages	452,225	127,724	28%	430,000	22,225
Temp Help 907	57,000	12,210	21%	45,000	12,000
Proctors 915	1,881	0	0%	0	1,881
Allocated Proctor	0	171	0%	500	(500)
Committee/Bd members (901)	24,400	200	1%	6,000	18,400
Overtime	0	6,659	0%	14,000	(14,000)
Benefits	181,398	60,303	33%	181,398	0
Salary Savings	0	0	0%	0	0
<b>TOTAL PERS SVS</b>	<b>716,904</b>	<b>207,267</b>	<b>29%</b>	<b>676,898</b>	<b>40,006</b>
<b>OPERATING EXPENSES &amp; EQUIPMENT</b>					
General Expense	8,653	253	3%	5,500	3,153
Minor Equipment 226	21,928	0	0%	5,000	16,928
Fingerprint Reports	3,220	0	0%	0	3,220
Printing	4,358	4,537	104%	10,000	(5,642)
Communication	4,812	229	5%	2,500	2,312
Postage	14,063	5,767	41%	18,000	(3,937)
Insurance	0	0	0%	0	0
Travel In state	14,187	7,938	56%	25,000	(10,813)
Travel Out of state	0	0	0%	0	0
Training	1,800	0	0%	0	1,800
Facilities Ops	30,120	55,045	183%	60,000	(29,880)
Utilities	0	0	0%	0	0
C&P Serv. Internal	24,323	0	0%	0	24,323
**C&P Serv. External	15,984	9,000	56%	15,984	0
<b>Departmental Services:</b>					
OIS Pro Rata	150,924	75,462	50%	150,924	0
Indirect Distrib Cost	90,348	45,174	50%	90,348	0
Interagency Services	29,635	0	0%	0	29,635
IA with OPES (formerly OER)	0	5,304	0%	5,000	(5,000)
DOI - Pro Rata	2,821	1,410	50%	2,821	0
Public Affairs Pro Rata	2,754	1,378	50%	2,754	0
PCSD Pro Rata	3,016	1,508	50%	3,016	0
Consolidated Data Centers	1,594	37	2%	1,594	0
Data Processing	2,558	1,583	62%	2,558	0
Central Adm. Services (Pro Rata)	74,669	18,667	25%	74,669	0
<b>EXAMS</b>					
Exam supplies & freight	1,612	0	0%	0	1,612
Exam Site rental	18,567	17,946	97%	20,000	(1,433)
Exam Contracts	271,348	30,700	11%	100,000	171,348
Expert Examiners (SME)	19,392	17,916	92%	19,392	0
<b>ENFORCEMENT</b>					
Attorney General	47,136	22,753	48%	65,000	(17,864)
Off of Admin Hearings	3,120	4,935	158%	1,500	1,620
Evidence/Witness	36	3240	9000%	250	(214)
Court Reporter Services	0	300	0%	500	(500)
Div. of Investigations (DOI Pro Rata)	0	0	#DIV/0!	0	0
Major Equipment	0	0	#DIV/0!	0	0
Other Items of Expense	117	0	0%	0	117
Vehicle op	8,001	0	0%	0	8,001
Special Adj - OE&E	0	0	0%	0	0
<b>Total OE &amp; E</b>	<b>871,096</b>	<b>331,082</b>	<b>38%</b>	<b>682,310</b>	<b>188,786</b>
<b>TOTAL EXPENDITURES</b>	<b>1,588,000</b>	<b>538,349</b>	<b>34%</b>	<b>1,359,208</b>	<b>228,792</b>
Legislative Exam Appropriation	0	0		0	0
<b>NET APPROPRIATION</b>	<b>1,588,000</b>	<b>538,349</b>	<b>34%</b>	<b>1,359,208</b>	<b>228,792</b>
Scheduled, Other Reimbursement	(1,000)			(1,000)	0
Distributed Costs	(5,000)			(5,000)	0
Unscheduled Reimbursement					0
<b>NET, TOTAL EXPENDITURES</b>	<b>1,582,000</b>	<b>538,349</b>	<b>34%</b>	<b>1,353,208</b>	<b>228,792</b>
NOTES/ASSUMPTIONS					
<b>Surplus/Deficit</b>					<b>14.5%</b>



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 8**

Update on the Following Regulations:

- a) Courses in Administration of Local Anesthesia, Nitrous Oxide-Oxygen Analgesia, and Periodontal Soft Tissue Curettage, *CCR, Title 16, Division 11, §1107*
  
- b) Remedial Education, *CCR, Title 16, Division 11, §1108*
  
- c) Educational Programs, *CCR, Title 16, Division 11, §§1103, 1105, 1105.1, 1105.2, 1105.3, 1105.4 and 1106*



## MEMORANDUM

<b>DATE</b>	December 6, 2014
<b>TO</b>	Dental Hygiene Committee of California Committee Members
<b>FROM</b>	Donna Kantner, DHCC Staff
<b>SUBJECT</b>	<b>Agenda Item 8 - Regulations Update</b>

- a. Courses in Administration of Local Anesthesia, Nitrous Oxide-Oxygen Analgesia, and Periodontal Soft Tissue Curettage, CCR, Title 16, Division 11, §1107

This file was approved by the Office of Administrative Law and is effective as of August 4, 2014.

- b. Remedial Education, CCR, Title 16, Division 11, §1108

This proposal has been submitted to the Department of Consumer Affairs (DCA) for review on April 4, 2014. Once reviewed and approved by the Department and its umbrella agency, Business, Consumer Services and Housing Agency, the file will proceed to Department of Finance for review and approval before it is submitted to the Office of Administrative Law for its review.

- c. Educational Programs, CCR, Title 16, Division 11, §§1103, 1105, 1105.1, 1105.2, 1105.3, 1105.4 and 1106

This file was delivered to DCA on July 11, 2014, to begin the review and approval process. Once reviewed and approved by DCA Legal Office, Legislative and Regulatory Unit, Budgets, and our umbrella agency, Business, Consumer Services and Housing Agency, the file will proceed to Department of Finance for review and approval before it is submitted to the Office of Administrative Law for its review.

### **Committee Action Requested**

- Informational only. No action requested.



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 9**

Discussion and Possible Action to Amend Proposed  
Regulations Relative to Approval of Educational Programs  
*CCR, Title 16, Division 11, §§ 1104, 1104.1, and 1104.2*



## MEMORANDUM

<b>DATE</b>	December 6, 2014
<b>TO</b>	Dental Hygiene Committee of California Committee Members
<b>FROM</b>	Donna Kantner, DHCC Staff
<b>SUBJECT</b>	<b>Agenda Item 9 - Discussion and Possible Action to Amend Proposed Regulations relative to Approval of Educational Programs – CCR, Title 16, Division 11, §§1104, 1104.1, and 1104.2</b>

### Background

At its May 2, 2014 meeting, the Committee voted to approve proposed regulatory language, directed staff to take all necessary steps to initiate the formal rulemaking process, and set the proposed regulations for a public hearing.

The proposed regulations were noticed for the required 45-day comment period, and a public hearing was set for September 10, 2014. No comments were received at the hearing or in writing. Staff prepared the file and submitted it to the Department of Consumer Affairs for review by the Legal Office, Division of Legislative and Regulatory Review, Executive Office, and Business, Consumer Services and Housing Agency.

Staff at the Division of Legislative and Regulatory Review recommended specifying the required fee on page 1 of the "Instructions for Institutions Seeking Approval of a New Education Program for Registered Dental Hygienists" ("Instructions") for clarity. This is a substantive change to the proposed language that requires the Committee's approval and a 15-day public notice of the change. Any adverse comments must be brought back to the Committee. If no adverse comments are received, the rulemaking can return to the review process.

### Committee Action Requested

Discuss and take action to approve the proposed amendments to the Instructions and direct staff to take all necessary steps to complete the rulemaking process, including posting the proposed amendments for a 15-day public notice, and authorize the Executive Officer to make any non-substantive changes to the rulemaking package.

## Dental Hygiene Committee of California

**PROPOSED LANGUAGE**

(1) Adopt Section 1104 of Article 3, Division 11 of Title 16 of the California Code of Regulations to read as follows:

**§ 1104. Approval of New RDH Educational Programs and Continuation of Approval for Approved RDH Educational Programs**

(a) A new educational program shall obtain Committee approval prior to admission of students.

(b) The Committee shall review the approval of all approved educational programs in accordance with accreditation renewal by the Commission on Dental Accreditation (CODA).

(1) All educational programs accredited by CODA shall submit to the Committee after each accreditation site visit an electronic copy of the self-study and a copy of the final report of the findings within thirty (30) days of the final report issuance.

(2) If the educational program is granted the CODA status of "Approval with Reporting Requirements", the program shall submit to the Committee copies of any and all correspondence received from or submitted to CODA until such time as the status of "Approval without Reporting Requirements" is granted.

(3) If the educational program is granted the status "Approval with Reporting Requirements with Intent to Withdraw", the program shall notify the Committee within 10 days and the Committee shall withdraw approval until such time as the status of "Approval without Reporting Requirements" is granted. Students enrolled in a program where approval has been withdrawn will not be considered graduates of an approved program and shall be ineligible for licensure. The program shall notify the students of the withdrawal of approval and the potential for ineligibility for licensure on the basis of not having graduated from an approved program. The program shall copy the Committee on the notification to students and any correspondence submitted to CODA regarding accreditation status.

(4) If the educational program is withdrawn from accredited status by CODA the program shall notify the Committee in writing of such status within 10 days and the Committee shall withdraw approval. The program shall submit copies of any and all correspondence received from or submitted to CODA. Students enrolled in a program where accreditation has been withdrawn will not be considered graduates of an accredited program and shall be ineligible for licensure.

(5) Continuation of approval of all educational programs shall be contingent upon compliance with the requirements described in this Article. Written notification of continuation of approval shall be provided.

(c) All Committee-approved programs shall maintain current accreditation by CODA.

(d) All Committee-approved sponsoring and affiliated institutions shall maintain current institutional accreditation by an accrediting agency recognized by the United States Department of Education.

(e) A material misrepresentation of fact by a new educational program or an approved educational program in any information required to be submitted to the Committee is grounds for denial of approval or revocation of the program's approval.

Note: Authority cited: Sections 1905 and 1906, Business and Professions Code. Reference: Sections 125.9, 1905 and 1941, Business and Professions Code.

(2) Adopt Section 1104.1 of Article 3, Division 11 of Title 16 of the California Code of Regulations to read as follows:

**1104.1. Process for Approval of a New RDH Educational Program**

(a) A college or an institution of higher education applying for approval of a new educational program for registered dental hygienists shall comply with the requirements specified in the Committee's document entitled, "Instructions for Institutions Seeking Approval of a New RDH Educational Program", (EDP-I-01Rev 04/14), ("Instructions"), which is hereby incorporated by reference, including:

- (1) Notify the Committee in writing of its intent to offer a new educational program that complies with Committee requirements;
- (2) Submit a feasibility study in accordance with the requirements specified in the "Instructions" for approval as referenced in section 1941(b);
- (3) The Committee shall review the feasibility study and approve or deny approval of the study as specified in the "Instructions".

(b) After approval of the feasibility study by the Committee, and at least twelve (12) months prior to the proposed date for enrollment of students, the educational program shall submit the CODA or equivalent accrediting body's required documents to the Committee in accordance with the requirements specified in the "Instructions".

(c) The required documents shall be reviewed by the Committee and a site visit shall be scheduled in accordance with the requirements specified in the "Instructions".

(d) The Committee may approve, provisionally approve, or deny approval of the educational program in accordance with the requirements specified in the "Instructions".

(e) The educational program shall notify the Committee in writing of any substantive or major change in information contained in the required approval documents within 10 days of such change. A substantive or major change is one that affects the original submission, where without the submission of the new information the request for approval for a new educational program would be false, misleading, or incomplete.

Note: Authority cited: Section 1905 and 1906, Business and Professions Code. Reference: Sections 1905 and 1941, Business and Professions Code.

(3) Adopt Section 1104.2 of Article 3, Division 11 of Title 16 of the California Code of Regulations to read as follows:

## **1104.2. Appeals Process for New RDH Programs**

(a) Any new educational program whose approval is denied may request an informal conference before the Executive Officer or his or her designee. The program shall be given at least ten days notice of the time and place of such informal conference.

(b) The education program may contest the denial of approval by either:

(1) Appearing at the informal conference. The Executive Officer shall notify the educational program of the final decision of the Executive Officer within ten days of the informal conference. Based on the outcome of the informal conference, the educational program may then request a hearing to contest the Executive Officer's final decision. An educational program shall request a hearing by written notice to the Committee within 30 calendar days of the postmark date of the letter of the Executive Officer's final decision after informal conference. Hearings shall be held pursuant to the provisions of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code. Or;

(2) Notifying the Committee in writing the educational program election to forego the informal conference and to proceed with a hearing pursuant to the provisions of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code. Such notification shall be made to the Committee before the date of the informal conference.

Note: Authority cited: Sections 1905 and 1906, Business and Professions Code. Reference: Sections 1905 and 1941, Business and Professions Code.

**INSTRUCTIONS FOR INSTITUTIONS SEEKING APPROVAL OF A NEW  
EDUCATION PROGRAM FOR REGISTERED DENTAL HYGIENISTS**

[Business and Professions Code Sections 1941 and 1944; California Code of Regulations (CCR) Section 1104.1]

The Dental Hygiene Committee of California (DHCC) is the agency authorized to approve all new educational programs for Registered Dental Hygienists. Representatives of institutions proposing development of a new educational program are required by law to submit a feasibility study demonstrating a need for a new educational program (Business and Professions Code Section 1941).

**§ 1941. Approval of educational programs; Need for new educational program**

- (a) The committee shall grant or renew approval of only those educational programs for registered dental hygienist, a registered dental hygienist in alternative practice, or a registered dental hygienist in extended functions that continuously maintain a high quality standard of instruction and, where appropriate, meet the minimum standards set by the Commission on Dental Accreditation of the American Dental Association or an equivalent body, as determined by the committee.
- (b) A new education program for registered dental hygienists shall submit a feasibility study demonstrating a need for a new educational program and shall apply for approval from the committee prior to seeking approval for initial accreditation from the Commission on Dental Accreditation of the American Dental Association or an equivalent body, as determined by the committee. The committee may approve, provisionally approve, or deny approval of any such new educational program.
- (c) For purposes of this section, a new educational program for registered dental hygienists means a program provided by a college or institution of higher education that is accredited by a regional accrediting agency recognized by the United States Department of Education and that has as its primary degree, that is either affiliated with or conducted by a dental school approved by the dental board, or that is accredited to offer college level or college parallel programs by the Commission on Dental Accreditation of the American Dental Association or an equivalent body, as determined by the committee

**FEE REQUIRED:** A check in the amount of \$2,100, pursuant to Section 1944(a)(10), made payable to the "Dental Hygiene Committee of California or DHCC", must be submitted with the feasibility study. *This fee is non-refundable.* **Payment of the fee does not guarantee DHCC approval.**

**The process shall be completed within one year of submission unless an extension is granted by the DHCC. If the one year period expires, the process ends and a new fee shall be required for re-submission.**

**STEP 1 – Submit a Letter of Intent:**

Submit a letter of intent to the DHCC at least one year in advance of the anticipated date for admission of students. The letter shall include:

- Name and address of the institution seeking approval
- Contact information for the person responsible for the feasibility study
- Type of degree granted
- Length of proposed program
- Anticipated enrollment
- Proposed start date

The letter shall be addressed to:

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

The DHCC shall acknowledge receipt of the letter of intent. Upon receipt of the letter of acknowledgment from the DHCC, the institution shall have up to six (6) months to submit Step 2 - Feasibility Study.

**STEP 2 – Submit Feasibility Study:**

Submit a feasibility study to the DHCC documenting the need for a new educational program and the ability to develop, implement and sustain an educational program for registered dental hygienists. The feasibility study shall include the following:

- A. The feasibility study shall contain a Table of Contents with the following required sections addressed in detail:
  - 1) Rationale for Development of New Educational Program
  - 2) Structure and Governance
  - 3) Facilities and Resources
  - 4) Cost-Revenue Projections with detailed 5-year budget
  - 5) Students and Student Services
- B. Pages in the body of the feasibility study shall be numbered consecutively to facilitate the review.
- C. Attachments and appendices shall be tabbed and numbered consecutively.
- D. Required Sections:

**1) Rationale for the Development of New Educational Program**

Provide rationale for development of a new program, including statistical data and other relevant information that addresses:

- a. Regional labor statistics regarding projected need for this type of licensee

Provide summary comments and tables as necessary and cite original source of information from the California Employment Development Department – Labor Market Information or an equivalent State or County agency.

- b. Potential local/regional industry employment statistics regarding current open positions and projected needs for additional licensees including any workforce shortage areas.
  - Copy of source data used
  - Summary of findings
  - Tabulated results
- c. Description of the characteristics of the population in the community being served by the program including oral health needs.
- d. Impact on dental hygiene education programs within a 100 miles radius of the proposed program by contacting all approved existing educational programs in regard to:
  - Locale, region, or state(s) from which students are drawn
  - Whether there is a "waiting list" or more qualified applicants than admitted annually
  - Length of time it takes licensed graduates to obtain gainful employment (at least 3 days per week) in dental hygiene.
- e. Description of the length of the program, type of degree granted, the intended start date, projected size of the first class, and enrollment projection for the first five years and method for determining the projected enrollment.
- f. Plans for promoting and marketing the proposed program.
- g. Projected timeline for planning and initiating program.

## **2) Structure and Governance**

Description of the institution and the institution's experience providing dental hygiene or other health-related educational programs. The description must include:

- a. Institutional accreditation status and history such as date of initial accreditation, denials, revocations, warnings for the institution and any programs offered by the institution.
- b. History, organizational structure and programs (attach an organization chart).
- c. Geographic area (community) served by the institution and a description of the community and its population.
- d. Institution's strategic plan.
- e. Type of dental hygiene or other health-related programs including: number of students currently enrolled and graduates by program type; passage rate on any required certification or licensing examination for the past five years (as applicable); and status of the program with any state, regional, or federal agency.
- f. If the educational program does not have a dental hygiene education program or other health-related programs, provide a statement related to the processes and resources it shall utilize to start and sustain a registered dental hygiene education program.

## **3) Facilities and Resources**

Describe physical location of proposed program.

- a. Describe space committed to the program and provide copies of floor plans to include faculty and staff offices, classrooms, laboratories, clinical facilities, and storage areas.
- b. Provide status report on construction or renovation of physical facilities.
- c. List educational resources, equipment, supplies purchased or to be purchased for the program.

#### 4) Cost-Revenue Projections

##### Start-up Budget and Funding Sources

- a. Local, state, and federal support
- b. Projected student fees
- c. Grant support
- d. Support from other entities such as funding from corporate, private industry, professional associations, donations
- e. Projected clinic revenue

Include a 5-year capital and operational line item budget that includes projected costs for proposed program which includes:

##### I. Capital Expenditures:

###### A. Facilities (for example):

1. Clinic
2. Laboratory
3. Locker Room
4. Reception Room
5. Faculty & staff offices
6. Other (specify)

###### B. Equipment (for example):

1. Dental Units
2. Radiography unit
3. Laboratory
4. Instructional equipment
5. Other (specify)

##### II. Non-capital Expenditures:

- A. Instructional materials, (e.g., slides and films)
- B. Clinic supplies
- C. Laboratory supplies
- D. Office supplies
- E. Program library collection
  1. Institutional
  2. Departmental
- F. Equipment maintenance and replacement
- G. Other (specify)

##### III. Faculty:

- A. Salaries
- B. Benefits
- C. Professional Development
- D. Travel for Student Supervision
- E. Other (specify)

##### IV. Staff:

- A. Secretarial Support
- B. Clinic Support Staff
- C. Other (specify)

V. Other Categories, if any (specify)

### 5) Students and Student Services

Admission and progression criteria:

- a. Admission criteria
  - Institutional policies
  - Educational program selection policies
- b. Progression and graduation criteria:
  - Institutional criteria for progression and graduation
  - Educational program's criteria for progression and graduation, including grading policies

Student policies:

- a. Provisions for student health and housing
- b. Provisions for counseling and guidance
- c. Financial aid policies, scholarship and grant opportunities
- d. Appeals Provisions

The Educational Program shall submit two hard copies and one electronic copy in PDF format to:

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

### **STEP 3 – Review of Feasibility Study**

It is the responsibility of the educational program to have staff or a consultant(s) who possess the requisite knowledge and expertise to complete a feasibility study that conforms to the requirements specified in these instructions. Upon submission of the feasibility study, DHCC staff shall review the study and, if necessary, seek clarification of any areas in question.

- If DHCC staff determines the feasibility study is complete and complies with requirements specified in these Instructions, DHCC staff shall submit the feasibility study to the DHCC - Education Subcommittee (ES) for review and a recommendation shall be forwarded to the full Committee (Step 4).
- If the feasibility study is incomplete, the educational program shall be notified in writing by DHCC staff of any deficiencies and a deadline for submission of a revised feasibility study.
- If DHCC staff determines the revised feasibility study is complete, it shall be forwarded to its ES.
- If staff deems the revised feasibility study incomplete, it shall be returned to the program with a written notice of the deficiencies, and shall not be forwarded to its ES.
- If the revised feasibility study is returned because it is incomplete and the educational program still wishes to seek approval, the educational program must restart at Step 1. The Letter of Intent must include a statement summarizing the DHCC reason(s) for not accepting the prior revised feasibility study and subsequent corrective action the educational program has taken.

#### **STEP 4 – Education Subcommittee (ES) Recommendation on the Feasibility Study**

When the feasibility study is complete, it shall be submitted to the ES for discussion and action at a regularly scheduled meeting. The meeting is open to the public, and there are opportunities for public comment. The DHCC staff shall notify the educational program of the ES meeting date at which the ES shall discuss and may make a recommendation on the take action on the feasibility study. A representative of the program shall be invited to the ES meeting to respond to any questions or concerns. The ES shall recommend to the Committee the acceptance or non-acceptance of the feasibility study, or may defer action on the study to permit the institution time to provide additional information at a subsequent ES meeting. If the ES defers action, the educational program shall be notified in writing within ten (10) days of the deferred action, reason(s) for the deferral, and the date for submission of any additional information and/or documents. The ES considers the following criteria in determining its recommendation to the full Committee:

- Evidence of a need for a new educational program for registered dental hygienists
- Evidence of ability to initiate and maintain an educational program in compliance with all applicable Committee laws and regulations.
- Evidence of initial and sustainable budgetary provisions for the educational program.

#### **STEP 5 - DHCC Action on the Feasibility Study**

The ES recommendation on the feasibility study shall be submitted to the full Committee for discussion and action at a regularly scheduled DHCC meeting. All DHCC meetings are open to the public with opportunities for public comment. The DHCC shall approve, or deny the study.

The following action shall be taken:

- Within ten (10) days after the Committee decision on the feasibility study, the DHCC staff shall notify the educational program in writing of its decision.
- If the feasibility study is denied, the notice shall include the basis for its decision.
- If the feasibility study is approved, the educational program may apply for initial accreditation from the Commission on Dental Accreditation of the American Dental Association or an approved, equivalent accrediting body.

#### **STEP 6 - Self-Study Report and Site Visit**

Upon DHCC approval of the feasibility study, the educational program shall prepare the Commission on Dental Accreditation of the American Dental Association self-study for the proposed program. At least twelve (12) months prior to the projected date of student enrollment the program must submit to the DHCC the self-study that delineates how the proposed program plans to comply with accreditation standards.

The DHCC staff shall review the report and notify the program director of any deficiencies, issues, or concerns with the self-study. Once the DHCC staff has verified the self-study addresses the applicable standards and regulations, an on-site visit shall be scheduled. The DHCC staff shall visit selected clinical sites the program plans to use as part of the on-site visit. The DHCC staff shall complete a written report of the findings. This report shall be submitted to the ES for action and recommendation to the full Committee.

## **STEP 7 – Education Subcommittee (ES) and Full Committee Actions**

The ES recommendation on the self-study and site visit shall be submitted for full Committee discussion and action at a regularly scheduled DHCC Committee meeting. The full Committee may approve, provisionally approve or deny the new educational program. If provisionally approved, the full Committee may defer action on program approval with an opportunity for the educational program to provide additional information.

The following action shall be taken:

- Within ten (10) days after the Committee decision on the program, the DHCC shall notify the educational program in writing of its decision.
- If the program is denied, the notice shall include the basis for its decision. The program may request an informal conference as specified in CCR, Title 16, Section 1104.2.
- If the program is provisionally approved, the notice shall specify what additional information and documents are needed from the program and a due date requested for submission of the materials. The revisions shall be considered at a regularly scheduled ES and DHCC full Committee meeting after the due date for submission of materials. If the educational program is not granted approval, the DHCC shall notify the program in writing within ten (10) days; the notice shall include the basis for the Committee's decision.
- A denied program shall restart with Step 1 of the approval process. The Letter of Intent must include a statement summarizing the Committee's reason(s) for not accepting the prior submissions and subsequent corrective action the educational program has taken.

A material misrepresentation of fact by a new educational program in any information required to be submitted to the Committee is grounds for denial of approval and shall subject the program to a fine up to \$5,000.



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 10**

**Election of Officers**



## MEMORANDUM

<b>DATE</b>	December 6, 2014
<b>TO</b>	Dental Hygiene Committee of California Committee Members
<b>FROM</b>	Lori Hubble, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 10 - Election of Officers</b>

Section 1903 (c) of the Business and Professions Code requires the Committee to elect a president, vice president, and secretary from its membership. The election of officers typically takes place in December of each year.

Excerpt from the DHCC Member Guidelines and Procedure Manual regarding election of officers:

### **OFFICERS**

The DHCC shall annually elect, from its members, a President, a Vice-President, and a Secretary each of whom shall hold office for a term of one year. An officer shall not serve in a particular office position for more than two consecutive terms unless extenuating circumstances prevail and it is the will of the majority of the members to do so.

Elections shall take place each year. All officers may be elected on one motion or ballot as a slate of officers unless objected to by a member.

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

The current officers are:

**President** – Michelle Hurlbutt, RDH Educator

**Vice President** – Nicolette Moultrie, RDH

**Secretary** – Noel Kelsch, RDHAP

### **Committee Action Requested**

- Nomination of President
- Nomination of Vice President
- Nomination of Secretary



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 11**

**Proposed 2015 DHCC Meeting Schedule**

JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1 New Year's Day	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16 Presidents' Day	17	18	19	20	21	15	16	17	18	19	20	21
18	19 Martin Luther King Jr.'s Birthday	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31 Cesar Chavez Day				
APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25 Memorial Day	26	27	28	29	30	28	29	30				
31																				
JULY							AUGUST							SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4 Independence Day*							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7 Labor Day	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11 Veterans Day	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26 Thanksgiving Day	27 Holiday	28	20	21	22	23	24	25 Christmas Day	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		



## MEMORANDUM

<b>DATE</b>	December 6, 2014
<b>TO</b>	Dental Hygiene Committee of California Committee Members
<b>FROM</b>	Lori Hubble, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 11 – Proposed 2015 DHCC Meeting Schedule</b>

Pursuant to Business and Professions Code, Section 1904, the Committee shall meet at least two times each calendar year and shall conduct additional meetings in appropriate locations that are necessary to transact its business.

Historically, the Committee has met at least two times per year and added teleconference meetings as needed. In the past, teleconference meetings have been added primarily to address regulatory packages.

Staff has determined that the following proposed dates are expected to meet the requirements in order to conduct business:

- **Wednesday, April 29, 2015**
- **Thursday, April 30, 2015 – Los Angeles Area**
  
- **Friday, December 4, 2015**
- **Saturday, December 5, 2015 – Sacramento or Fresno**

Attached is a calendar for your reference.

### **Committee Action Requested**

- Adopt dates as proposed and select location for December 4-5 meeting.



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 12**

Licensing and Examination Subcommittee Report



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 13**

**Legislative and Regulatory Subcommittee Report**



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 14**

**Enforcement Subcommittee Report**



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 15**

**Education Subcommittee Report**



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 16**

**Closed Session**



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 17**

Future Agenda Items



**Saturday, December 6, 2014**

**Dental Hygiene Committee of California**

**Full Committee**

**Agenda Item 18**

**Adjournment**