



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

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.

**Sunday, December 4, 2016
9:00 a.m. – Adjournment
Evergreen Hearing Room
2005 Evergreen Street, 1st Floor
Sacramento, CA 95815
916.263.1978**

9:00 a.m. Dental Hygiene Committee of California

1. Roll Call/Establishment of Quorum
2. Public Comment for Items Not on the Agenda
[The DHCC may not discuss or take action on any matter raised during the Public Comment section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting (Government Code §§ 11125 & 11125.7(a))]
3. Approval of the August 20, 2016 Meeting and September 24, 2016 Strategic Planning Session Minutes
4. President's Report
5. Budget Report
6. Status Report, Withdrawal of Approval: Concorde Career College – Garden Grove
7. Consideration and Adoption of Strategic Plan
8. 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.
9. 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.
10. Enforcement Subcommittee Report:
The DHCC may take action on any items listed on the Enforcement Subcommittee Agenda and the recommendations provided by the subcommittee.

11. Education Subcommittee Report:
The DHCC may take action on any items listed on the Education Subcommittee Agenda and the recommendations provided by the subcommittee.
12. Discussion and Possible Action to Appoint Interim Executive Officer and an Executive Officer Selection Committee
13. **Closed Session**
The DHCC may meet in closed session to deliberate on disciplinary matters pursuant to Government Code §11126 (c)(3)
14. Election of Officers
15. Proposed 2017 Meeting Dates and Locations
16. Information Regarding Health Professional Shortage Area (HSPA) Designations
17. Update on Regulations:
 - a. Sponsored Free Health Care, California Code of Regulations (CCR), Title 16, Division 11, §1151 and §1153
 - b. Local Anesthesia, Nitrous Oxide Oxygen Analgesia, and Periodontal Soft Tissue Curettage, CCR, Title 16, Division 11, §1107
18. Executive Officer's Report
19. Future Agenda Items
20. 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.

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 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.



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full 1

Roll Call - Establishment of a Quorum



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 2

Public Comment for Items Not on the Agenda

[The DHCC may not discuss or take action on any matter raised during the Public Comment section that is not included on this agenda, except whether to decide to place the matter on the agenda of a future meeting (Government Code §§ 11125 & 11125.7 (a))]



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 3

Approval or Minutes

**August 20, 2016 Meeting &
September 24, 2016 Strategic Planning Session**



DENTAL HYGIENE COMMITTEE MEETING MINUTES

Saturday, August 20, 2016
DHCC Headquarters, 1st Fl. Hearing Room
2005 Evergreen Street
Sacramento, California 95815

Roll Call – Noel Kelsch, President of the Dental Hygiene Committee of California (DHCC), called the full committee meeting to order at 8:00 a.m. DHCC Secretary, Evangeline Ward, took roll call and a quorum was established with seven DHCC members present. President Kelsch thanked all attending DHCC members as well as members of the public for their presence at the meeting, she also announced that protection of the public is the highest priority of the DHCC and that when protection of the public is inconsistent with other interests sought to be promoted, protection of the public shall be paramount.

DHCC Members Present:

Noel Kelsch, President, Registered Dental Hygienist in Alternative Practice (RDHAP)

Evangeline Ward, Secretary, Registered Dental Hygienist (RDH)

Susan Good, Public Member

Timothy Martinez, Doctor of Dental Medicine (DMD)

Nicolette Moultrie, RDH

Edcelyn Pujol, Public Member

Garry Shay, Public Member

DHCC Members Absent:

Michelle Hurlbutt, RDH Educator

Sandra Klein, Public Member

DHCC Staff Present:

Lori Hubble, Executive Officer (EO)

Anthony Lum, Assistant EO

Estelle Champlain, Legislative and Regulatory Analyst

Karyn Dunn, Investigator

Gary Duke, Department of Consumer Affairs (DCA) Legal Counsel for the DHCC

DHCC Expert Witnesses Present:

JoAnn Galliano, RDH, Educational Consultant

Adina Pineschi-Petty, RDH, Doctor of Dental Surgery (DDS)

Public Present:

Edward Cramp, Legal Counsel for Concorde Career College-Garden Grove
(CCC-GG)

Nicholas Ewell, Campus President, CCC-GG

Karen Fischer, EO, Dental Board of California (DBC)

Ken Guerrero, Market President, Concorde Career College campuses San
Bernardino and Garden Grove

Lygia Jolley, RDH, Past President, California Dental Hygienists' Association
(CDHA)

Lory Laughter, RDH, RDH Magazine

Gail Mathe, California Dental Association (CDA)

Kelly Reich, Director, Western Regional Examining Board (WREB)

Brenda M. Serpa, RDH, San Joaquin Valley College (SJVC), Visalia

Cynthia Simpson, RDHAP

Full 1 – President's Report

President Kelsch said that due to the short amount of time that was given to prepare for this meeting, she will postpone her President's Report until its regularly scheduled time at the December meeting. Similarly, the Closed Session appearing on today's meeting agenda as "Item 6" will be postponed until the December meeting.

To enable a quorum in the Education Subcommittee, President Kelsch appointed herself and Nicolette Moultrie to serve on the Education Subcommittee at today's meeting. Both Ms. Moultrie and President Kelsch verbally affirmed that they accepted their appointments to the Education Subcommittee.

Full 2– Public Comment for Items Not on the Agenda

President Kelsch explained that any public comment raised for an item not on the agenda would not be acted upon during today's meeting but that any person present was welcome to make a public comment so that the DHCC could consider placing the item on a future agenda. She also asked that each person wishing to make a public comment limit the comment to three minutes.

There were no public comments.

Full 3 – Approval of the May 6-7, 2016 Meeting Minutes

Susan Good brought an omitted necessary word to the attention of the DHCC for revision. Within the EO's Report section, the minutes draft listed, "San Joaquin College" when in fact, the title of the college is "San Joaquin Valley College." Lori Hubble said that staff will make the correction.

President Kelsch asked if there were any further comments from the members or from the public.

Public Comment: Gail Mathe stated the DHCC's Definitions regulatory package should have been, in her opinion, sent to the Dental Board of California (DBC) before being finalized.

There was no further comment.

Motion: Garry Shay moved to accept the May 6-7, 2016 meeting minutes, as amended.

Second: Nicolette Moultrie.

Vote: The motion to accept the May 6-7, 2016 meeting minutes, as amended, passed 4-0 (Michelle Hurlbutt and Sandra Klein were absent for this meeting thus unable to vote; Susan Good, Nicolette Moultrie and Evangeline Ward abstained because they were absent during the May 6-7, 2016 meeting).

Name	Minutes Vote:		Other
	Aye	Nay	
Susan Good			X
Michelle Hurlbutt			X
Noel Kelsch	X		
Sandra Klein			X
Timothy Martinez	X		
Nicolette Moultrie			X
Edcelyn Pujol	X		
Garry Shay	X		
Evangeline Ward			X

Full 4 – Discussion and Possible Action Regarding Adoption of Revisions to the DHCC Member Guidelines and Procedure Manual

Estelle Champlain explained that the principal additions the proposed revision of the *DHCC Member Guidelines and Procedure Manual* include material regarding the most current provisions of the Bagley-Keene Open Meeting Act, a glossary of enforcement terminology, an index, and an overall approach to more concise language.

Gary Duke, Department of Consumer Affairs (DCA) legal counsel for the DHCC, advised that the sentence pertaining to legal counsel setting election procedures and conducting the election of member officers is inconsistent with legal

counsel's proper role. He suggested removing the sentence. Ms. Hubble stated that staff would remove the sentence.

There was no public comment.

Motion: Garry Shay moved to adopt revisions to the *DHCC Member Guidelines and Procedure Manual*, minus the sentence which had allowed for legal counsel to conduct the election and set election procedures for member officer elections.

Second: Susan Good.

Vote: The motion to adopt revisions to the *DHCC Member Guidelines and Procedure Manual*, minus the sentence which had allowed for legal counsel to conduct the election and set election procedures for member officer elections passed 7-0 (Michelle Hurlbutt and Sandra Klein were absent for this meeting thus unable to vote).

Name	Minutes Vote:		Other
	Aye	Nay	
Susan Good	X		
Michelle Hurlbutt			X
Noel Kelsch	X		
Sandra Klein			X
Timothy Martinez	X		
Nicolette Moultrie	X		
Edcelyn Pujol	X		
Garry Shay	X		
Evangeline Ward	X		

President Kelsch recessed the Full Committee at 8:15 a.m. so that the Education Subcommittee could meet.

President Kelsch called the Full Committee back to order at 9:20 a.m.

Full 5 – Education Subcommittee Report

President Kelsch asked Ms. Moultrie to present the Education Subcommittee's report to the full committee.

Ms. Moultrie reported that the Education Subcommittee had discussed information pertaining the dental hygiene program at Concorde Career College, Garden Grove (CCC-GG). The Education Subcommittee recommended to the

full committee to withdraw the DHCC's approval for the dental hygiene education program at CCC-GG.

Evangeline Ward requested clarification on how supervision of infection control occurred during the weeks after the previous Clinic Coordinator departed. She inquired if perhaps an instructor may have chosen to take charge. Ms. Ward stated that she needed to know if the infection control process was truly neglected.

President Kelsch asked if Ms. Ward meant to refer to the licensed professionals on site, such as the director who is a dentist or RDH's working as instructors.

Ms. Ward replied that she wondered how it could be that none of the licensed professionals working at the site would not have handled infection control in this case.

Ms. Galliano stated that during the June 28, 2016 site visit, she was told that instructors were overseeing the infection control procedures, yet on that day, when Ms. Galliano asked instructors if they were overseeing the infection control procedures the instructors replied that they were not because they were needed elsewhere to oversee patient care. Ms. Galliano explained that the Commission on Dental Accreditation (CODA) requires that in a clinical setting while treating patients, there must be one instructor for every six students and that the instructor is responsible to oversee those students. Therefore, for these instructors in this context, having to oversee infection control would have meant that the instructor would have had to leave the six students unattended while treating patients. She said that based on her observations the instructors did not leave their students unattended in the clinical setting with patients. The instructors were focused on their students and the patient care that was being given. Meanwhile, there were two students in the infection control area and those two students were unsupervised.

Dr. Pineschi-Petty stated that on the August 10, 2016 follow-up visit to CCC-GG which she attended, the DBC Investigator specifically questioned the Interim Program Director as to who oversees infection control. The Interim Program Director stated that the instructors oversaw infection control. When the instructors were specifically questioned on whether they oversaw infection control they stated that they do not.

Ms. Ward also stated that according to her understanding of the evidence, it appeared that there was some fraudulent activity regarding dental hygiene kits. The evidence seemed to support that students were being billed for dental hygiene kits under the premise that each student would have their own dental hygiene kit. The college collected payment from the students but did not provide enough dental hygiene kits to distribute one to each student. As a result,

students had to share dental hygiene kits even though they had paid to receive their own.

Ms. Galliano stated that this was a complaint students raised. It appeared that there were several complaints concerning billing for undelivered dental hygiene kits as well as complaints regarding possible lack of instructor qualifications and Program Director qualifications, but since the focus of the investigation was directed at public safety, concerns not directly pertaining to public safety were noted for follow-up.

Public Comment: Karen Fischer, Executive Officer (EO), Dental Board of California (DBC), stated that the DBC's involvement in this case was restricted to providing inspection assistance for the purpose of determining if infection control was being carried out properly at CCC-GG. She clarified that the DBC and DHCC are autonomous from one another in that they each have their own education requirements, administration of programs, etc. President Kelsch thanked Ms. Fischer for her support during the investigation and for explaining to the public that although the DBC and DHCC have the same mission to protect the public, they are two distinct entities with their own separate operations.

Lygia Jolley, Past President, California Dental Hygienists' Association (CDHA), stated that she had expressed to the Education Subcommittee that part of the CDHA's ambition is to advocate for high professional standards in dental hygiene education. The CDHA pursues this goal so that their future colleagues will be educated properly and have everything they need to become good quality dental hygienists out in the field. Ms. Jolley explained that much of what distinguishes a good-quality dental hygienist is not determined by how well that person passes the board. She stated that a hygienist can pass the board with a minimal level of competency but that the actual job requires far more. For example, a hygienist must have a true understanding of how a human body works, how a human mind works, and how we as a people eat. Details such as where nerves are located or how to recognize the signs of periodontal disease are critical skills that impact the quality of patient care. Hygienists must possess all these skills as well as the professional knowledge regarding how to bring the right information to the attention of a supervising dentist. Ms. Jolley stated that it seems as though some of these important elements are missing from the training hygiene students are receiving at CCC-GG. She stated that the students there are members of the CDHA and that the CDHA will stand by those students. She also stated that the CDHA is deeply concerned for the public's safety. She asked the DHCC for clarification on what would happen if the DHCC were to withdraw approval of the dental hygiene program at CCC-GG.

President Kelsch replied that the outcome could go in a variety of different directions. She emphasized that the DHCC has to take care of consumers including the students. The outcome as it affects the school itself is not a concern for the DHCC.

Mr. Duke described that the DHCC has regulations for dental hygiene educational programs and that if it were the case that approval were to be withdrawn from a program, then the EO would provide the program administrators a letter to that effect within 90 days, an informal conference between the EO and the program administrators could take place, and after that, there would likely be an appeal that would have to go through due process and could involve the Office of Administrative Hearings. This process could take a significant amount of time.

Mr. Shay commented that although the Education Subcommittee had heard testimony from the school, the full committee had not.

President Kelsch stated that if anyone from CCC-GG would like to make additional comments they certainly may do so.

Mr. Ewell, campus President at CCC-GG, stated that there are some factual disagreements as well as some documents that cannot be admitted today for procedural reasons. He stated that his main purpose in attending the present meeting is to advocate for more time so that more information can be exchanged before a decision is made.

Mr. Shay asked whether the factual disagreements that Mr. Ewell referenced were disagreements with evidence that was included as part of the binder for the present meeting.

Mr. Ewell stated that there was some disagreement on the information in the binder. He stated that there are further documents that, due to procedural rules, he was not allowed to enter into the meeting today.

Mr. Shay asked if, at the point in time that the report was developed, the information was correct.

Mr. Ewell stated that the evidence CCC-GG submitted is correct.

President Kelsch stated that the special witnesses had also verified, during the Education Subcommittee meeting, that the evidence was correct, including the failed test in July and subsequent failure to pull the instruments.

President Kelsch asked if there were any more comments from the public or from the committee.

There was no further comment.

Motion: Nicolette Moultrie moved to accept the Education Subcommittee's recommendation to withdraw DHCC's approval of CCC-GG.

Second: Noel Kelsch.

Vote: The motion to accept the Subcommittee's recommendation to withdraw DHCC's approval of CCC-GG passed 7-0 (Michelle Hurlbutt and Sandra Klein were absent for this meeting thus unable to vote.).

Name	Minutes Vote:		Other
	Aye	Nay	
Susan Good	X		
Michelle Hurlbutt			X
Noel Kelsch	X		
Sandra Klein			X
Timothy Martinez	X		
Nicolette Moultrie	X		
Edcelyn Pujol	X		
Garry Shay	X		
Evangeline Ward	X		

Full 6 – Closed Session

There was no closed session, as President Kelsch postponed it until the December 2016 meetings.

Full 7 – Future Agenda Items

President Kelsch asked if anyone would like to propose agenda items for a future meeting.

There were no future agenda items.

Full 8 – Adjournment

President Kelsch adjourned the Full Committee at 9:38 a.m.

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DENTAL HYGIENE COMMITTEE MEETING MINUTES

Saturday, September 24, 2016
2005 Evergreen Street, 1st Floor
Lake Tahoe Conference Room
Sacramento, CA 95815

Roll Call – Noel Kelsch, President of the Dental Hygiene Committee of California (DHCC), called the Strategic Planning meeting to order at 8:10 a.m. DHCC Secretary, Evangeline Ward, took roll call and a quorum was established with seven DHCC members present. President Kelsch thanked all attending DHCC members, the strategic planning team from SOLID, as well as members of the public for their presence at the meeting.

DHCC Members Present:

Noel Kelsch, President, Registered Dental Hygienist in Alternative Practice (RDHAP)

Evangeline Ward, Secretary, Registered Dental Hygienist (RDH)

Susan Good, Public Member

Sandra Klein, Public Member

Nicolette Moultrie, RDH

Edcelyn Pujol, Public Member

Garry Shay, Public Member

DHCC Members Excused:

Michelle Hurlbutt, RDH Educator

Timothy Martinez, Doctor of Dental Medicine (DMD)

DHCC Staff Present:

Lori Hubble, Executive Officer (EO)

Anthony Lum, Assistant EO

Estelle Champlain, Legislative and Regulatory Analyst

Nancy Gaytan, Enforcement Analyst

SOLID Training and Planning Solutions Staff Present:

Dennis Zanchi, Planning Manager

Elizabeth Coronel, Strategic Planner

Public Present:

Julie Coan, President, California Dental Hygienists' Association

Vickie Kimbrough, RDH, PhD

STRAT 1 – President’s Report

President Kelsch extended special thanks to all the hygienists and hygiene educators who participated in the 2016 Environmental Scan survey. She welcomed all of the public who chose to attend today’s meeting. She also announced that she would hold her full President’s report until the upcoming December 2016 DHCC meeting.

STRAT 2 – Public Comment for Items Not on the Agenda

President Kelsch explained that any person present was welcome to make a public comment for items not on the agenda so that the DHCC could consider placing the item on a future agenda. There were no public comments.

STRAT 3 – Strategic Planning Session

The DHCC, in conjunction with the Department of Consumer Affairs’ SOLID Training and Planning Solutions, conducted the Strategic Planning session. Multiple new goals and objectives were created to provide the DHCC direction to carry out its primary mission of consumer protection.

STRAT 4 – Executive Officer’s Announcement

Lori Hubble, Executive Officer of the Dental Hygiene Committee, announced that she is retiring and her last day will be December 30, 2016.

Ms. Hubble has served the dental hygiene community for over thirty years. Her tireless commitment to consumer protection and her advocacy to promote better dental health care for all Californians has made a tremendous impact on the lives of countless people. She was an instrumental force in creating the Dental Hygiene Committee of California and her presence and knowledge will be missed.

STRAT 5 – Future Agenda Items

President Kelsch asked if anyone would like to propose agenda items for a future meeting. There were no future agenda items.

STRAT 6 – Adjournment

President Kelsch adjourned the DHCC Strategic Planning meeting at 3:40 p.m.



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 4

President's Report



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 5

Budget Report

BUDGET REPORT
FY 2016/17 Expenditure Projection
For the Period Ending October 31, 2016

OBJECT DESCRIPTION	FY 2015-16				
	BUDGET ALLOTMENT	CY EXPENDITURES (MONTH 4)	PERCENT SPENT	Budget office PROJECTIONS TO YEAR END	UNENCUMBERED BALANCE
PERSONNEL SERVICES					
Salary & Wages	565,000	146,362	26%	450,000	115,000
Temp Help 907	57,119	8,361	15%	25,000	32,119
Proctors 915	1,881	0	0%	0	1,881
Allocated Proctor	0	0	0%	0	0
Committee/Bd members (901)	24,000	2,100	9%	18,000	6,000
Overtime	0	2,215	0%	10,000	(10,000)
Benefits	266,000	75,253	28%	250,000	16,000
Salary Savings	0	0	0%	0	0
TOTAL PERSONAL SERVICES	914,000	234,291	26%	753,000	161,000
OPERATING EXPENSES & EQUIPMENT (OE&E)					
General Expense	13,000	2,101	16%	13,000	0
Minor Equipment 226	0	0	0%	1,000	(1,000)
Fingerprint Reports	3,000	0	0%	0	3,000
Printing	6,000	21,003	350%	25,000	(19,000)
Communication	7,000	1,161	17%	4,000	3,000
Postage	16,000	1,387	9%	12,000	4,000
Insurance	0	0	0%	0	0
Travel In state	14,000	4,722	34%	12,500	1,500
Travel Out of state	0	0	0%	0	0
Training	3,000	0	0%	700	2,300
Facilities Ops	30,000	54,798	183%	60,000	(30,000)
Utilities	1,000	0	0%	200	800
C&P Serv. Interdepartmental	24,000	0	0%	0	24,000
**C&P Serv. External	31,000	24,110	78%	31,000	0
Departmental Services:					
OIS Pro Rata	337,000	112,332	33%	337,000	0
Indirect Distrib Cost	125,000	40,668	33%	125,000	0
Interagency Services	30,000	0	0%	5,000	25,000
IA with OPES (formerly OER)	0	5,372	0%	5,372	(5,372)
DOI - ISU Pro Rata	3,000	1,000	33%	3,000	0
Communications Pro Rata	15,000	5,000	33%	15,000	0
PPRD Pro Rata	1,000	332	33%	1,000	0
Consolidated Data Centers	4,000	1	0%	1,000	3,000
Data Processing	3,000	0	0%	500	2,500
Central Adm. Services (Pro Rata)	85,000	0	0%	85,000	0
EXAMS					
Exam supplies & freight	7,512	0	0%	0	7,512
Exam Site rental	24,446	0	0%	0	24,446
Exam Contracts	253,731	1,136	0%	1,136	252,595
Expert Examiners (SME)	25,291	0	0%	0	25,291
ENFORCEMENT					
Attorney General	47,000	17,225	37%	90,000	(43,000)
Off of Admin Hearings	3,000	0	0%	2,000	1,000
Evidence/Witness	0	0	#DIV/0!	1,000	(1,000)
Court Reporter Services	0	0	0%	500	(500)
Div. of Investigations (DOI Pro Rata)	0	0	#DIV/0!	0	0
Major Equipment	8,000	0	0%	4,000	4,000
Other Items of Expense	0	0	#DIV/0!	0	0
Vehicle op	8,000	0	0%	25,000	(17,000)
Special Adj - OE&E	0	0	0%	0	0
Total OE & E	1,127,980	292,348	26%	860,908	267,072
TOTAL EXPENDITURES	2,041,980	526,639	26%	1,613,908	428,072
Scheduled, Other Reimbursement	(1,000)			(1,000)	0
Distributed Costs	(5,000)			(5,000)	0
Unscheduled Reimbursement					0
NET, TOTAL EXPENDITURES	(6,000)	0	0%	(6,000)	
NOTES/ASSUMPTIONS					
\$469,949 Remaining =					21.0%

3140 - State Dental Hygiene Fund

Analysis of Fund Condition

(Dollars in Thousands)

11/28/2016
Agenda Item 5 -
Attachment 2

2016 Budget Act

	ACTUAL 2015-16	CY 2016-17	BY 2017-18
BEGINNING BALANCE	\$ 1,279	\$ 1,844	\$ 1,420
Prior Year Adjustment	\$ 6	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,285	\$ 1,844	\$ 1,420
REVENUES AND TRANSFERS			
Revenues:			
114300 Other Motor Vehicle Fees	\$ -	\$ -	\$ -
125600 Other regulatory fees	\$ 15	\$ 13	\$ 13
125700 Other regulatory licenses and permits	\$ 158	\$ 165	\$ 165
125800 Renewal fees	\$ 1,638	\$ 1,391	\$ 1,391
125900 Delinquent fees	\$ 24	\$ 18	\$ 18
141200 Sales of documents	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ -	\$ -	\$ -
150300 Income from surplus money investments	\$ 7	\$ 2	\$ 3
160400 Sale of fixed assets	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants	\$ 1	\$ 1	\$ 1
161400 Miscellaneous revenues	\$ 27	\$ 27	\$ 27
164300 Penalty Assessments	\$ -	\$ -	\$ -
Totals, Revenues	\$ 1,870	\$ 1,617	\$ 1,618
Totals, Revenues and Transfers	\$ 1,870	\$ 1,617	\$ 1,618
Totals, Resources	\$ 3,155	\$ 3,461	\$ 3,038
EXPENDITURES			
Disbursements:			
0840 State Controller (State Operations)	\$ -	\$ -	\$ -
8880 Financial Information System for CA (State Operations)	\$ 3	\$ 3	\$ -
<u>Budget Act</u>			
1110 Program Expenditures (State Operations)	\$ 1,308	\$ -	\$ -
1111 Program Expenditures (State Operations)	\$ -	\$ 2,038	\$ 2,079
Total Disbursements	\$ 1,311	\$ 2,041	\$ 2,079
FUND BALANCE			
Reserve for economic uncertainties	\$ 1,844	\$ 1,420	\$ 959
Months in Reserve	10.8	8.2	5.4

NOTES:

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



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 6

**Status Report, Withdrawal of Approval:
Concorde Career College-Garden Grove**



MEMORANDUM

DATE	December 4, 2016
TO	Full Committee
FROM	Lori Hubble, Executive Officer
SUBJECT	FULL 6 – Status Report, Withdrawal of Approval: Concorde Career College – Garden Grove Campus

Background

The Dental Hygiene Committee of California (DHCC) received many complaints from students and faculty regarding multiple non-compliant issues regarding Concorde Career College – Garden Grove's (CCC-GG) dental hygiene program. On June 28, 2016, a site visit was conducted by DHCC consultants and staff to determine if the allegations were valid. During the visit, the consultants and staff identified multiple program deficiencies such as infection control violations, faculty ratios, and student admissions policies. On June 30, 2016, a letter was sent notifying CCC-GG of the deficiencies and requested documentation as evidence of compliance. CCC-GG responded, however, the documentation received was insufficient. On August 10, 2016, a second site visit was conducted to follow-up on the infection control violations. The findings from both site visits and lack of evidence submitted by CCC-GG warranted a DHCC meeting to consider the evidence provided.

On August 24, 2016, the DHCC unanimously voted to withdraw approval of CCC-GG. On November 14, 2016, a letter was sent to CCC-GG notifying them of the reasons for the withdrawn approval including the evidence discovered and the November 30, 2016 Informal Conference date to be held with the Executive Officer. The Informal Conference is CCC-GG's opportunity to contest the withdrawal decision by providing evidence that the school is now in compliance with DHCC regulations and the Commission on Dental Accreditation standards.

On November 16, 2016, CCC-GG's attorney requested to reschedule the Informal Conference a week or two later due to the Thanksgiving holiday and their work schedules. The DHCC accepted the request and extended the date by one week. The rescheduled Informal Conference will be held on December 5, 2016.

Informational Only.



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 7

Consideration and Adoption of Strategic Plan



MEMORANDUM

DATE	December 4, 2016
TO	Full Committee
FROM	Lori Hubble, Executive Officer
SUBJECT	FULL 7 – Consideration and Adoption of 2017 – 2021 Strategic Plan

Background

The Dental Hygiene Committee of California's (DHCC) current Strategic Plan expired in 2015 after being extended to a 5-year plan. The DHCC met on September 24, 2016, for a Strategic Planning session facilitated by the DCA SOLID Planning Solutions Unit. The DHCC discussed multiple issues and goals to create the draft 2017 – 2021 DHCC Strategic Plan presented to you for discussion and action.

Staff Recommendations:

Staff recommends that the Committee adopt the 2017 – 2021 Strategic Plan.



Dental Hygiene Committee of California

Strategic Plan

2017-2021

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Dental Hygiene Committee of California

Committee Members

Joyce Noel Kelsch, Registered Dental Hygienist
in Alternative Practice (RDHAP), President

Susan Good, Public Member, Vice President

Michelle Hurlbutt, Registered Dental Hygienist (RDH) Educator

Sandra Klein, Public Member

Timothy S. Martinez, Doctor of Medicine in Dentistry

Nicolette Moultrie, RDH

Edcelyn Pujol, Public Member

Garry Shay, Public Member

Evangeline Ward, RDH, Secretary

Edmund G. Brown, Jr., Governor

Alexis Podesta, Acting Secretary, Business Consumer Services and Housing Agency

Awet Kidane, Director, Department of Consumer Affairs

Lori Hubble, Executive Officer, Dental Hygiene Committee of California (DHCC)

Anthony Lum, Assistant Executive Officer, DHCC

Message from the Committee President

As President of the Dental Hygiene Committee of California (DHCC) which is the only autonomous governing body for Registered Dental Hygienists, Registered Dental Hygienists in Alternative practice, and Registered Dental Hygienists in Extended Functions in the nation, I am pleased to bring forward and present the DHCC's 2017-2021 Strategic Plan. This document represents our mission "The DHCC licenses, enforces and regulates the Dental Hygiene professionals to protect the public and meet the oral hygiene needs of all Californians."

I want to thank everyone who has been involved in the creation of this plan. The strategic planning process has been a collaborative effort between the DHCC Members and staff, dental hygienists, and the public. I also want to thank the Department of Consumer Affairs' SOLID Training Unit for facilitating the Strategic Planning session on September 24, 2016. The plans that are in this document identify key issues and goals for which the DHCC will be accountable, and the actions we will implement to accomplish them.

The DHCC continually strives to attain meaningful improvements in our programs and services. Some of the most significant DHCC accomplishments over the past few years are:

- The new BreZE computer system to make licensee and applicant transactions easier and in real time;
- New regulations to improve consumer's access to dental hygiene care; and
- Additional staff to help with customer service for licensees, applicants, and all interested stakeholders.

As President of the DHCC, I invite all interested stakeholders to join in working with us over the next five years to achieve the goals outlined in this strategic plan. The DHCC publishes advanced notice of all its public meetings on its website and through email blasts, and encourages your participation and contribution.

As a committee, we believe the new plan offers a roadmap to the future with a clear focus on building the basic framework for the regulation and oversight of the Dental Hygiene profession in California.

Thank you,

Noel Kelsch, RDHAP, MS, President

Dental Hygiene Committee of California

About the Dental Hygiene Committee of California

The Dental Hygiene Committee of California (DHCC) is responsible for licensing three categories of primary oral health care professionals in dental hygiene. They are the Registered Dental Hygienist (RDH), Registered Dental Hygienist in Alternative Practice (RDHAP), and the Registered Dental Hygienist in Extended Functions (RDHEF). The DHCC develops and administers the written law and ethics examinations, enforces the rules and regulations governing the practice of dental hygiene, and oversees the dental hygiene educational programs. The DHCC also participates in outreach and support of the community and its stakeholders, with the goal of ensuring the highest quality of oral health care for all Californians.

Mission

The DHCC licenses, enforces and regulates the Dental Hygiene professionals to protect the public and meet the oral hygiene needs of all Californians.

Vision

Provide access to quality dental hygiene care for all Californians.

Values

Communication
Teamwork
Customer Service
Excellence
Respect
Transparency

Strategic Goal Areas

1	Licensing and Law & Ethics Examination <i>The DHCC establishes and maintains licensing standards and the Law and Ethics examination(s) to protect consumers while allowing reasonable access to the profession.</i>
2	Enforcement <i>The DHCC protects the health and safety of California consumers through the enforcement of laws and regulations governing the practice of dental hygiene.</i>
3	Legislation and Regulation <i>The DHCC advocates for statutes and adopts regulations, policies, and procedures that strengthen and support its mandates, mission, and vision.</i>
4	Educational Oversight <i>The DHCC regulates and enforces dental hygiene educational program standards to increase consistency and quality in order to protect consumers.</i>
5	Organizational Development <i>The DHCC continues to build and maintain an excellent organization with effective Committee governance, strong leadership, and responsible management.</i>

Goal 1: Licensing and Law and Ethics Examination

The DHCC establishes and maintains licensing standards and the Law and Ethics examinations to protect consumers while allowing reasonable access to the profession.

- 1.1 Promote the DHCC's transparency with information dissemination through its website (including the posting of vital items to provide updated and consistent information), enhance online accessibility, increase stakeholder participation in DHCC activities, and promote environmental responsibility.
- 1.2 Inform stakeholders via the website, newsletter, and other methods about the availability of information and resources to increase productivity and enhance communication and transparency with stakeholders.
- 1.3 Educate licensees about the role of the DHCC by communicating its purpose and significance to the profession.
- 1.4 Develop continuing education regulations to require specific training unique to Registered Dental Hygiene professionals to protect public health and safety.
- 1.5 Hire additional licensing staff to address existing and future mandates to improve access to care, response times, and service quality.
- 1.6 Study the feasibility of alternative pathways for initial licensure.¹

¹ Rollover from 2010-2015 Strategic Plan

Goal 2: Enforcement

The DHCC protects the health and safety of consumers through the enforcement of laws and regulations governing the practice of dental hygiene.

- 2.1 Hire additional enforcement staff to investigate allegations, enforce statutes and regulations, and preside over on-site investigations.
- 2.2 Create and implement a continuing education compliance program to verify licensees' completion of the continuing education requirements for license renewal in order to protect the public.
- 2.3 Review and if appropriate modify existing enforcement statutes regarding unprofessional conduct and disciplinary guidelines to clarify, strengthen, and enhance oversight for consumer protection.

Goal 3: Legislation and Regulation

The DHCC advocates for statutes and adopts regulations, policies, and procedures that strengthen and support its mandate, mission, and vision.

- 3.1 Hire additional legislative staff to pursue and monitor legislation and regulations to advance the DHCC's mission and vision.
- 3.2 Promulgate regulations for existing and new statutes to clarify the law.
- 3.3 Research and advocate for legislation that pertains to the continuity of care for patients dealing with "right to choose" issues and want to utilize a Registered Dental Hygienist in Alternative Practice provider.
- 3.4 Research and advocate the removal of the direct supervision duties to allow direct access to a Dental Hygienist without the supervision of a Dentist. This will enhance consumer accessibility to dental hygiene care.
- 3.5 Research and advocate legislation for Dental Hygiene professionals to practice in underserved areas to increase consumer accessibility to dental hygiene care.

Goal 4: Educational Oversight

The DHCC regulates and enforces dental hygiene educational program standards to increase consistency and quality in order to protect consumers.

- 4.1 Hire additional educational program staff to address existing and new mandates to improve regulatory compliance of educational programs to protect the public.
- 4.2 Promote and encourage educational oversight transparency and communication by developing improved relationships with stakeholders.
- 4.3 Increase oversight of educational program compliance with California regulations and accreditation standards to maintain the quality of dental hygiene education in California.
- 4.4 Develop regulatory language to implement cite and fine options for non-compliant educational institutions to increase consumer protection.
- 4.5 Seek statutory authority to create a probationary status for non-compliant educational institutions as an alternative enforcement method that provides an opportunity for compliance.

Goal 5: Organizational Development

The Committee continues to build and maintain an excellent organization with effective Committee governance, strong leadership, and responsible management.

- 5.1 Hire additional administrative staff to improve efficiency and enhance customer service.
- 5.2 Explore additional office space to meet the programmatic needs of the Dental Hygiene Committee of California's mission and mandate.
- 5.3 Continue with staff's professional development that expands knowledge, maximizes motivation, and promotes retention.

Strategic Planning Process

To understand the environment in which the DHCC operates and identify factors that could impact its success, the California Department of Consumer Affairs' SOLID Unit conducted an environmental scan of the internal and external environments by collecting information through the following methods:

- An online survey sent to DHCC stakeholders in July and August 2016. The online survey received 547 responses.
- An online survey sent to all DHCC employees in July and August 2016. This survey received responses from five employees.
- Interviews were conducted with seven DHCC members, the Executive Officer, and the Assistant Executive Officer in July and August 2016.

The most significant themes and trends identified from the environmental scan were discussed by DHCC members, the Executive Officer, and the Assistant Executive Officer during a public strategic planning session facilitated by SOLID on September 24, 2016. This information guided the DHCC in the development of its strategic objectives outlined in this 2017 – 2021 strategic plan.



Dental Hygiene Committee of California

2005 Evergreen Street, Suite 2050

Sacramento, CA 95815

www.dhcc.ca.gov

Prepared by:



Department of Consumer Affairs
1747 N. Market Blvd., Suite 270
Sacramento, CA 95834

This strategic plan is based on stakeholder information and discussions facilitated by SOLID for the Dental Hygiene Committee of California in September 2016. Subsequent amendments may have been made after board adoption of this plan.





Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 8

Legislative and Regulatory Subcommittee Report



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 9

Licensing and Examination Subcommittee Report



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 10

Enforcement Subcommittee Report



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 11

Education Subcommittee Report



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 12

**Discussion and Possible Action to Appoint
Anthony Lum Interim Executive Officer and to
Appoint an Executive Officer Selection Committee**



MEMORANDUM

DATE	December 4, 2016
TO	Full Committee
FROM	Lori Hubble, Executive Officer
SUBJECT	FULL 12 – Discussion and Possible Action to Appoint Anthony Lum to the Position of Interim Executive Officer and to Appoint an Executive Officer Selection Committee

Background

The Executive Officer of the Dental Hygiene Committee of California, Lori Hubble, announced, during the September 24, 2016, Strategic Planning Meeting, that she will retire at the end of 2016.

The Committee needs to appoint an Interim Executive Officer and commence the search for a permanent Executive Officer.

Staff Recommendations:

Staff recommends that the Committee consider deliberating in closed session on the appointment of Anthony Lum to the Position of Interim Executive Officer, setting the salary for the Interim Executive Officer, and designating a selection committee responsible for the recruitment of a permanent Executive Officer.



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 13

Closed Session

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



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 14

Election of Officers

DENTAL HYGIENE COMMITTEE OF CALIFORNIA

2005 Evergreen Street, Suite 2050 Sacramento, CA 95815

P (916) 263-1978 | F (916) 263-2688 | www.dhcc.ca.gov



MEMORANDUM

DATE	December 4, 2016
TO	Dental Hygiene Committee of California Committee Members
FROM	Lori Hubble, Executive Officer
SUBJECT	Agenda Item 15 - Election of Officers

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.

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 – Noel Kelsch, RDHAP

Vice President – Susan Good, Public Member

Secretary – Evangeline Ward, RDH

Committee Action Requested

- ☐ Nomination of President
- ☐ Nomination of Vice President
- ☐ Nomination of Secretary
- ☐ Keep current Officers

2017 Officers

President _____
Vice President _____
Secretary _____



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 15

Proposed 2017 Meeting Dates and Locations

DENTAL HYGIENE COMMITTEE OF CALIFORNIA

2005 Evergreen Street, Suite 2050 Sacramento, CA 95815

P (916) 263-1978 | F (916) 263-2688 | www.dhcc.ca.gov



MEMORANDUM

DATE	December 4, 2016
TO	Dental Hygiene Committee of California Committee Members
FROM	Lori Hubble, Executive Officer
SUBJECT	Agenda Item 15 – Proposed 2017 Meeting Dates and Locations

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.

Staff determined that the following proposed dates will meet the statutory requirements for conducting meetings. Teleconference meetings will be scheduled as needed in order to conduct necessary business.

Listed below are the proposed dates:

- **Saturday, May 6, 2017**
- **Sunday, May 7, 2017 – Anaheim**

- **Friday, November 17, 2017**
- **Saturday, November 18, 2017 – Sacramento**

Attached is a calendar for your reference.

Committee Action Requested

☐ Adopt dates and locations for meetings to be held in 2017.

2017

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

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26	27	28	29	30	31	

April

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30						

May

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21	22	23	24	25	26	27
28	29	30	31			

June

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18	19	20	21	22	23	24
25	26	27	28	29	30	

July

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

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20	21	22	23	24	25	26
27	28	29	30	31		

September

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24	25	26	27	28	29	30

October

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 16

**Update Regarding Health Professional Shortage
Area (HPSA) Designations**



Sunday, December 4, 2016

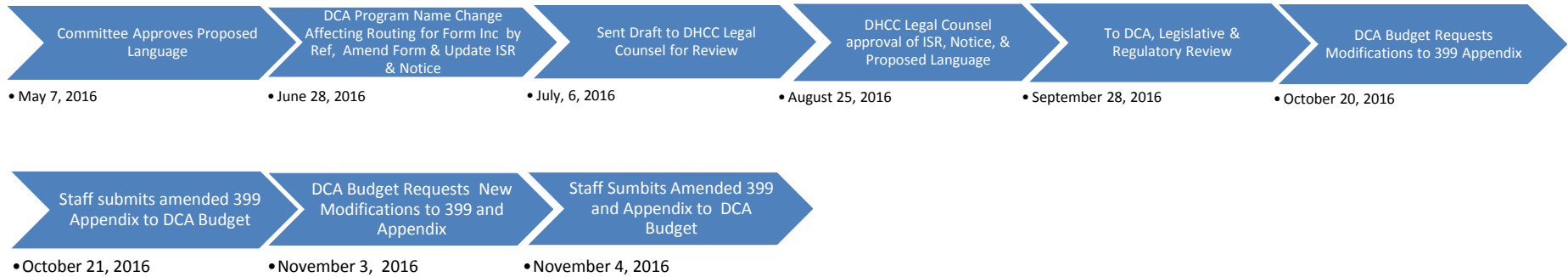
Dental Hygiene Committee of California

Full Committee

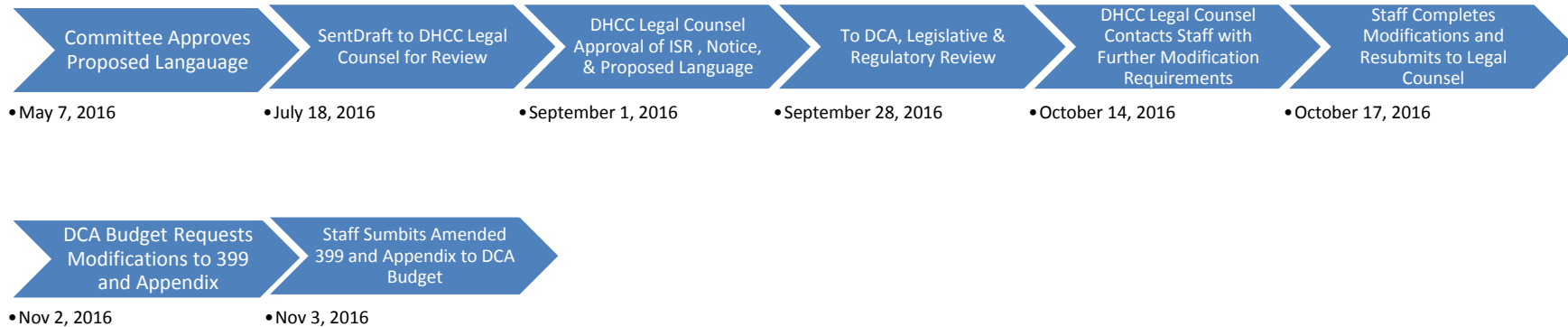
FULL 17

Update on Regulations

Out-of-State Licensees at Sponsored Free Health Care Events



Local Anesthesia, Nitrous Oxide Oxygen Analgesia, & Periodontal Soft Tissue Curettage



Section 100 Correction to Reference to Infection Control Procedures





Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 18

Executive Officer's Report



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 19

Future Agenda Items



Sunday, December 4, 2016

Dental Hygiene Committee of California

Full Committee

FULL 20

Adjournment