



Dental Hygiene Committee of California Meeting Minutes

Saturday, June 10, 2017

Embassy Suites Irvine
2120 Main Street
Irvine, CA 92614

Dental Hygiene Committee of California (DHCC) Members Present:

Noel Kelsch, Registered Dental Hygienist (RDH)
Susan Good, Vice President, Public Member
Evangeline Ward, Secretary, RDH
Michelle Hurlbutt, RDH Educator
Timothy Martinez, Public Health Dentist
Nicolette Moultrie, RDH
Edcelyn Pujol, Public Member
Garry Shay, Public Member

DHCC Member Absent:

Sandra Klein, Public Member

DHCC Staff Present:

Anthony Lum, Interim Executive Officer
Estelle Champlain, Legislative and Regulatory Analyst
Adina Pineschi-Petty, Doctor of Dental Surgery (DDS), Education Specialist
Norine Marks, Department of Consumer Affairs (DCA) Legal Counsel for the DHCC

Public Present:

Ana Garcia Brady, Student, Taft College Dental Hygiene Program (TCDH)
Diana Champion, Faculty Member, TCDH
Yvonne Chavez, Student, TCDH
Edward Cramp, Legal Counsel for Concorde Career College – Garden Grove (CCC-GG)
Debra Daniels, President, Taft College
Kelly Donovan, Faculty, TCDH
Nicholas Ewell, President, CCC-GG
Natalie Ferrigno, West Los Angeles College
Glenda Flora
JoAnn Galliano, RDH, Education Consultant
Arezou Goshtasbi, DDS, Program Director, CCC-GG
Jeanice Howard, California Dental Hygiene Educators' Association (CDHEA)
Sandra Jennings, TCDH
Vickie Kimbrough, California Dental Hygienists' Association (CDHA)
Michelle Matthews, Clinic Technician, TCDH
Mary McCune, California Dental Association (CDA)
Aubree Often, TCDH

Arlene Parker, RDH, CDHA,
Maryann Pedersen, CDHA
Kathy Royce, Dean Health Sciences, Shasta College
Kelly Reich, Western Regional Examining Board (WREB)
Annette Stelter, Orange County Dental Hygienists' Society (OCDHS)
Klara Studer, Student, TCD

Call and Establishment of a Quorum

Noel Kelsch, President of the Dental Hygiene Committee of California (DHCC), called the meeting to order at 3:18 p.m. She took roll call and a quorum was established with eight members present. Sandra Klein was absent and excused.

President Kelsch reminded the DHCC and the public that the mission of the DHCC was consumer protection. She thanked all attendees for taking the time to participate.

President's Report

President Kelsch stated that there would be no President's Report for this meeting.

Public Comments for Items Not on the Agenda

There were no comments from the public.

Education Subcommittee Report – Discussion and Possible Action Regarding Continued Approval of the Registered Dental Hygiene Education Program at Concorde Career College-Garden Grove & Substantial Changes to their Program

Michelle Hurlbutt, Chairperson of the Education Subcommittee, reported that the Subcommittee recommended that the DHCC withdraw its approval of the Registered Dental Hygienist (RDH) Education Program at Concorde Career College-Garden Grove (CCC-GG) due to the program's continued noncompliance. Chair Hurlbutt asked if any of the DHCC members would like to make comments.

Garry Shay requested that the representatives from CCC-GG be given the floor so that they could make statements, if they would like, prior to the DHCC's discussion on the matter.

Nicholas Ewell, Campus President of CCC-GG; Arezou Goshtasbi, DDS, Program Director at CCC-GG; and Edward Cramp, Legal Counsel for CCC-GG, came forward to present comments.

Public Comment: Mr. Ewell apologized for the errors of the program and requested that the RDH Education Program at CCC-GG could move forward without conditions, but he added that he would be willing to work with the DHCC on the program moving forward with reasonable conditions, should that be the DHCC's decision. He also stated that he and his colleagues would be happy to answer any questions the DHCC may wish to ask.

Mr. Shay stated that he had heard, during the testimony given to the Education Subcommittee, that administrators at CCC-GG had taken measures to come into compliance. He stated that he would like to know more specifically what those measures consisted of. He asked Mr. Ewell to provide concrete examples.

Mr. Ewell replied that he had hired a new staff member with a working title of "Regional Accreditation Manager" (RAM). The RAM was tasked specifically with monitoring the school's compliance with California's laws. He clarified that the initial responsibility for compliance with laws would remain in the hands of the program director on campus; however, the RAM was added to provide support.

President Kelsch asked when the RAM was hired and whether this position had already existed or whether it was newly created.

Mr. Ewell replied that it had been about a month-and-a-half since the RAM for California was hired. He stated that the company had already retained a person responsible for accreditation across the states, but the new RAM position was different in that the role was specific to a region.

Mr. Shay requested that Mr. Ewell provide the job description of the RAM to the DHCC. Mr. Ewell agreed to do so.

Mr. Shay posited that instead of the DHCC provisionally approving CCC-GG with conditions, perhaps it would be better for the DHCC to withdraw approval, conditionally suspend the withdrawal of approval, and monitor to see whether the conditions were satisfactorily met. If the conditions were satisfactorily met, then the DHCC could move forward with approval of the program. But if the conditions were not met, the decision to withdraw approval would stand.

Norine Marks, Legal Counsel for the DHCC, stated that while California's regulations did not specifically state that this option existed, the regulations did state that the DHCC had the authority to grant approval or to withdraw approval. She continues to state that it would be reasonable to assume that the DHCC could apply conditions to its approval or withdrawal of approval.

Nicolette Moultrie asked whether Dr. Goshtasbi's biosketch had been submitted to the DHCC's staff and whether the staff had verified Dr. Goshtasbi's qualifications. She also asked if CCC-GG had timely notified the Commission on Dental Accreditation (CODA) of the hire.

Dr. Pinseshi-Petty, Education Specialist for the DHCC, answered that Dr. Goshtasbi's biosketch had been submitted, reviewed, and she was found to be qualified. Mr. Ewell answered that CODA was notified less than three days from the date of Dr. Goshtasbi's appointment.

Ms. Moultrie asked whether CCC-GG had notified CODA of Dr. Roling's appointment. [Dr. Roling was the program director at CCC-GG prior to Dr. Goshtasbi.]

Public Comment: Mr. Ewell admitted that although CCC-GG did notify CODA, the notification to DHCC was missed.

Ms. Moultrie asked if CCC-GG had a new Advisory Committee, whether the Advisory Committee had been informed about CODAs and DHCCs recommendations to CCC-GG, and whether Mr. Ewell would be willing to provide the DHCC with minutes from the Advisory Committee meetings.

Public Comment: Dr. Goshtasbi stated that she believed CCC-GG had notified the Advisory Committee of the recommendations. Mr. Ewell replied that he would provide the Advisory Committee meeting minutes to DHCC.

Susan Good, Vice President of the DHCC, reminded Mr. Ewell that during the Education Subcommittee meeting there were comments from the public regarding lack of communication between CCC-GG and its Advisory Committee. She asked Mr. Ewell if the person making those comments was a member of the Advisory Committee and if not, had CCC-GG notified that person that she was no longer a member of the Advisory Committee. She also asked for an explanation of how Advisory Committee members were selected.

Public Comment: Mr. Ewell replied that CCC-GG's policy was for the program director to recruit and retain the Advisory Committee members. He stated that around two years ago, when he first came to work at CCC-GG, the program director in place at that time, Dr. Bina, had made the decision to recruit some new Advisory Committee members. He stated that since Advisory Committee personnel were handled by the program director, he was not aware of how or if Dr. Bina had notified the Advisory Committee of changes.

Public Comment: Glenda Flora stated that she had never been notified that she was no longer a member of CCC-GG's Advisory Committee and she had attended Advisory Committee meeting even after Dr. Bina was let go. She said she hoped the new members would be vigilant, as she had tried to be.

Chair Hurlbutt asked if there were any other comments or questions from the DHCC.

Mr. Shay stated that he would like to make a substitute motion to the Education Subcommittees' motion:

Substitute Motion: Garry Shay moved to withdraw approval of Dental Hygiene Education Program at Concorde Career College – Garden Grove (CCC-GG); and to stay the withdrawal

of approval for a twelve month period; contingent upon CCC-GG keeping in continuous compliance with all laws, regulations, and CODA Standards; with quarterly reporting to the DHCC of the same.

Chair Hurlbutt stated that she supported Mr. Shay's proposition.

Ms. Marks advised that it would be cleaner to vote on the Education Subcommittee's recommendation first, and only then consider Mr. Shay's proposed substitute.

Vote: The motion from the Education Subcommittee to withdraw approval of the Registered Dental Hygienist Education Program at CCC-GG due to the program's continued noncompliance passed 5:3.

Name	Aye	Nay	Abstain
Susan Good	X		
Michelle Hurlbutt		X	
Noel Kelsch	X		
Timothy Martinez	X		
Sandra Klein	Absent/Excused		
Nicolette Moultrie		X	
Edcelyn Pujol	X		
Garry Shay		X	
Evangeline Ward	X		

Ms. Marks suggested the DHCC should make a separate motion to add an effective date of withdrawal.

The DHCC expressed concern for CCC-GG's graduating class. They discussed that due to procedural requirements within the regulations, the effective date of withdrawal could not possibly take place before the class of 2017's scheduled graduation; therefore, if graduation were to take place on the date scheduled for the class of 2017, the students would be graduating from an approved program and would be eligible to apply for licensure in California.

Garry Shay moved to stay the withdrawal of approval of the Registered Dental Hygienists Education Program at Concorde Career College-Garden Grove (CCC-GG) for a twelve month period; contingent upon CCC-GG keeping in continuous compliance with all laws, regulations, and CODA Standards; with quarterly reporting to the DHCC of the same.

Second: Nicolette Moultrie

Vice President Good asked whether this would mean the DHCC would have to send subject matter experts to verify the quarterly reports.

Mr. Shay stated that he might support accepting the reports as self-certification since the nature of the current violation was a matter of not timely submitting paperwork. He stated that there were much more egregious violations that would be before the Committee that day and that he would advise keeping things in perspective.

Evangeline Ward stated that from her point of view, the matter of CCC-GG's late filing of paperwork (that was required by law) did warrant more than a "slap on the wrist." She explained that CCC-GG had a history of violations ranging from serious to minor, and that their continued pattern of operating in a state of non-compliance, especially when all they had to do in this instance was file papers on time, was a serious matter indeed. She added that students were required to adhere to rules at CCC-GG, so it would be inconsistent for their administrators to be held to a lower standard. Additionally, she stated that it was unfair that students and their families who had payed tuition and fees and placed their trust in CCC-GG were now facing the program being in jeopardy. She noted that the repeat violations, including easily avoidable violations such as timely filing paperwork, had cost these students, their families, and DHCC's time and resources.

President Kelsch stated that she appreciated Mr. Shay's suggestion but she had reservations. She stated that CCC-GG's administrators had a responsibility to know the California Dental Practice Act and to stay abreast of any changes and updates. She noted that if they had fulfilled this basic responsibility they would not be before the DHCC.

Edcelyn Pujol stated that she based her decision to vote in favor of withdrawing approval because that the violations were continuous, not because of a specific violation.

Ms. Moultrie stated that she recognized there was a pattern of non-compliance, but there was also another pattern in that CCC-GG had made significant progress to come into compliance on the most egregious violations. She viewed the most recent violation (failing to timely notify the DHCC of an appointment of a new program director) in the context of the ongoing process. She added that if conditions, such as those proposed by Mr. Shay, were implemented, this could allow CCC-GG to continue to improve, but if CCC-GG did not do its part, there would be a consequence: namely, DHCC would end the stay and impose withdrawal.

JoAnn Galliano stated that quarterly reports may not be adequate to ensure that CCC-GG was meeting all laws, regulations, and standards. She suggested adding biannual site visits to the conditions.

Mr. Shay replied that he would consider the addition of site visits acceptable. He added that it would be prudent to specify that the DHCC was entitled to conduct unannounced site visits.

There were no statements in opposition.

Mr. Shay amended his motion to read: Motion to stay the withdrawal of approval of the Registered Dental Hygienists Education Program at Concorde Career College-Garden Grove (CCC-GG) for a twelve month period; contingent upon CCC-GG keeping in continuous compliance with all laws, regulations, and CODA Standards; with CCC-GG being required to submit quarterly written reports to the DHCC of the same; and with the DHCC being authorized to conduct unannounced site visits to CCC-GG at the DHCC's discretion.

Ms. Marks stated that she would interpret that to mean if the DHCC's site visit resulted in evidence that CCC-GG was not in compliance then the decision to withdraw approval would come back before the DHCC rather than being applied administratively.

No DHCC members objected to Ms. Marks' clarification.

Second: Nicolette Moultrie

Chair Hurlbutt asked if any member of the public would like to make comments. There were none.

Vote: The motion to stay the withdrawal of approval of the Registered Dental Hygienists Education Program at Concorde Career College-Garden Grove (CCC-GG) for a twelve month period; contingent upon CCC-GG keeping in continuous compliance with all laws, regulations, and CODA Standards; with CCC-GG being required to submit quarterly written reports to the DHCC of the same; and with the DHCC being authorized to conduct unannounced site visits to CCC-GG at the DHCC's discretion passed 5:3.

Name	Aye	Nay	Abstain
Susan Good		X	
Michelle Hurlbutt	X		
Noel Kelsch		X	
Timothy Martinez	X		
Sandra Klein	Absent/Excused		
Nicolette Moultrie	X		
Edcelyn Pujol	X		
Garry Shay	X		
Evangeline Ward		X	

Ms. Marks advised the DHCC to set an effective date.

Motion: Noel Kelsch moved to set the effective date of the withdrawal of DHCC's approval and stay of withdrawal of DHCC's approval of the Registered Dental Hygienist Education Program at Concorde Career College-Garden Grove (CCC-GG) for thirty days from the date the DHCC serves administrators at CCC-GG written notice.

Second: Nicolette Moultrie

Chair Hurlbutt asked if any member of the Committee or public would like to make comments. There were none.

Vote: The motion set the effective date of the withdrawal of DHCC's approval and stay of withdrawal of DHCC's approval of the Registered Dental Hygienist Education Program at Concorde Career College-Garden Grove (CCC-GG) for thirty days from the date the DHCC serves administrators at CCC-GG written notice passed 6:2.

Name	Aye	Nay	Abstain
Susan Good		X	
Michelle Hurlbutt	X		
Noel Kelsch	X		
Timothy Martinez	X		
Sandra Klein	Absent/Excused		
Nicolette Moultrie	X		
Edcelyn Pujol	X		
Garry Shay	X		
Evangeline Ward		X	

Education Subcommittee Report – Discussion and Possible Action Regarding Shasta College's RDH Education Program Faculty Requirements to Maintain Approval

Chair Hurlbutt reported that the Education Subcommittee did not take any action on the agenda item regarding Shasta College.

She asked if any member of the DHCC would like to discuss the Registered Dental Hygienist Education Program at Shasta College in relation to their faculty requirements to maintain the DHCC's approval. There were no comments.

Chair Hurlbutt asked if any member of the public would like to make comments regarding the Registered Dental Hygienist Education Program at Shasta College. There were no comments.

Education Subcommittee Report – Discussion and Possible Action Regarding Taft College RDH Education Program Requirements to Maintain Approval

Chair Hurlbutt announced that Noel Kelsch had recused herself from the discussion regarding the Registered Dental Hygienist Education Program at Taft College, so for the remainder of the discussion Vice President Good would preside.

Chair Hurlbutt reported that the Education Subcommittee recommended that the DHCC withdraw approval of the Registered Dental Hygienist Education Program at Taft College (TCDH) based on deficiencies in the areas of program completion, grading policies, administrative involvement, documentation integrity, sufficiency of patient pool, and the class of 2017's clinical requirements status.

Chair Hurlbutt asked if any DHCC member would like to make comments. There were none.

Vice President Good asked if anyone from the public, or specifically anyone from TCDH, would like to make comments.

Public Comment: Debra Daniels, President of Taft College, stated that although she had only been with Taft College for 11 months, she had 38 years' experience working in higher education and that she felt it was important for the DHCC to know that so they would understand that she understood the gravity of the situation at TCDH.

Dr. Daniels continued to explain that once she learned of the deficiencies at TCDH, she had worked tirelessly to correct them. She added that her board, advisory committee, faculty, and staff were behind her, and that together they would continue to make corrections until the program was in full compliance. She thanked the DHCC for helping her to identify the discrepancies and stated that she and her team at TCDH would like to work in partnership with the DHCC through the improvement process. She reminded the DHCC that Taft College was an important feature in its small, rural community because it provided members of that community with opportunities that they may not otherwise have by affording them the chance to pursue a college education.

Anthony Lum, Interim Executive Officer for the DHCC, stated that he was curious how this could have happened in the first place if the program was such an important part of the community. He told Dr. Daniels that he had been getting calls from past graduates telling him that the program had been that way for some time. He said that these calls made him

wonder that if TCDH was so important in the community, how would the school be in this situation?

Dr. Daniels stated that the program director, who recently resigned from her position at TCDH, had been in that position for 17 years. Dr. Daniels stated that when she came to work for Taft College it appeared to her that the program director was respected, so she expected her to competently fulfill her responsibilities. She stated that in retrospect, it appeared that the program director had become complacent in her duties.

Public Comment: Kelly Donovan identified herself as a faculty member at TCDH. She stated that she had worked at TCDH for ten years. She directed her reply at Mr. Lum and stated that in answer to his question, the problem was the leadership on campus and that since the leadership had changed, the faculty was rededicated to bringing back professionalism in their program. She noted that the drive from Taft to the present meeting site was over three hours one way - yet there were three faculty members, two support staff members, plus several current and past students in attendance. She stated that they had all come to show their support for Dr. Daniels and their willingness to get their program back on track.

Chair Hurlbutt replied that as a program director herself, she understood that leadership is critical; nonetheless, the evidence showed that at least some faculty members participated in behavior such as signing off on things they did not see students actually do. She stated that such acts could be seen as breaching standards of professional ethics. She stated that she was concerned that TCDH was retaining faculty who had been part of that problem.

Dr. Daniels replied that it would be difficult for her to answer for specific incidences since she was not there at the time of the violations, but she believed that the complacency in enforcing stricter standards was a product of a complacent program director. She admitted that changing this culture within the school would take some effort but that she was committed to making it right.

Ms. Ward stated that her concern was that the unprofessional training environment may result in RDHs who think it is normal and acceptable to take the act of signing off on patient records lightly. She said this may create a situation where those RDHs would find themselves personally before the DHCC having to explain their conduct, and they may potentially end up losing their licenses. She noted that this would be unfortunate if they were only behaving how they were trained to behave. She warned that it may be advisable for TCDH to “weed out” the offending faculty members.

Ms. Donovan stated that there were faculty members at TCDH who spoke out against those practices, but during the time the former leadership was in place, the faculty’s complaints were not addressed in a serious manner.

Public Comment: Ana Garcia Brady stated that as a student she was troubled that every time students filed complaints with the Office of Student Services or the Vice President, the students’ concerns were not heard. She stated that she and others had repeatedly talked to school officials “asking for help, somebody’s got to help us.” She explained that it was

frustrating for her because she had “followed the chain of command” and “gone where they were directing you to go” but when she went through the established grievance process, she realized that there was “nowhere to go because they don’t hear you.”

Chair Hurlbutt asked Ms. Brady if she had confidence in Dr. Daniels and with the current leadership at the school.

Ms. Brady replied that she thought Dr. Daniels was doing the best she could. She noted that she had emailed Dr. Daniels several times and Dr. Daniels always responded and seemed open. She also mentioned that it was encouraging for her to see that the faculty and staff were making changes to the clinics and they seemed to be fixing problems.

Ms. Brady continued to explain that one significant problem remained, and that problem was that students needed answers. She explained that for the graduating class it was hard to not know what to expect in terms of a graduation date. She said she and several others had to commute to school and there was an expense involved. She also stated that she and others needed to be able to start working full time because families depended on their income and budgets had been planned for a certain graduation date - but now that date was changing and uncertain.

Chair Hurlbutt stated that she would like to remind those present that regulations required that prior to the effective date of DHCC’s withdrawal of approval of an RDH education program, that program’s administrators must be given the opportunity to attend an informal conference with the DHCC’s executive officer. During that meeting, the executive officer may consider further evidence and make a determination of whether or not to uphold the DHCC’s withdrawal of approval.

She continued to explain that if the DHCC were to decide to withdraw approval of TCDH, since there was evidence that remediation efforts were underway at TCDH, it may be worthwhile for the DHCC to consider adopting a withdrawal of approval date set for far enough into the future to allow TCDH to make measurable headway on their remediation so that they could have the opportunity to present evidence to the Executive Officer during their informal hearing.

DHCC members and Ms. Marks discussed timing possibilities and determined that it would be best to first vote on the motion, then to sort out details as needed.

Vice President Good asked if any other DHCC members or members of the public would like to make comments. There were none.

President Kelsch asked if any member of the public would like to comment on the motion. There were no public comments.

Vote: The motion to withdraw approval of the Registered Dental Hygienist Education Program at Taft College based on deficiencies in the areas of program completion,

grading policies, administrative involvement, documentation integrity, sufficiency of patient pool, and the class of 2017's clinical requirements status passed 7:0.

Name	Aye	Nay	Abstain
Susan Good	X		
Michelle Hurlbutt	X		
Noel Kelsch			X
Timothy Martinez	X		
Sandra Klein	<i>Absent/Excused</i>		
Nicolette Moultrie	X		
Edcelyn Pujol	X		
Garry Shay	X		
Evangeline Ward	X		

Vice President Good stated that the DHCC would entertain any motions on timelines and details for the withdrawal of approval.

Motion: Nicolette Moultrie moved to set the date of DHCC's withdrawal of approval for October 1, 2017.

Second: Garry Shay.

Vice President Good asked if any DHCC member would like to comment.

The DHCC discussed the merits of setting the withdrawal in terms of a number of days as opposed to a specific date. Ms. Marks recommended setting the withdrawal's effective date as a number of days from the date on which DHCC serves TCDH with written notice of the action.

Ms. Moultrie withdrew her motion.

Mr. Shay withdrew his second to the motion.

Motion: Nicolette Moultrie moved to set the date of DHCC's withdrawal of approval of the Registered Dental Hygiene Education Program at Taft College (TCDH) for 30 days from the date the DHCC serves administrators at TCDH with written notice of the same.

Second: Garry Shay.

Vice President Good asked if any DHCC member would like to comment.

Chair Hurlbutt stated that she was concerned that 30 days may not be enough time.

Ms. Marks explained that the event that would determine how much time TCDH has to correct their deficiencies is the service of notice. She explained that it may take the Executive Officer any number of days to prepare the notice and to serve it to the administrators at the school.

Chair Hurlbutt reminded her fellow members that in the past, that there had been an occasion in which another RDH education program in California was served with a notice of intent to withdraw approval, and when that happened the school was given around 90 days. She requested that her fellow members would consider whether it would be fair to give TCDH any less time.

Vice President Good asked if any member of the public would like to comment on the motion.

Public Comment: JoAnn Galliano, Education Specialist for the DHCC, stated that she shared Chair Hurlbutt's concern.

Ms. Marks advised that the law did not preclude the Executive Officer from exercising judgement on scheduling the date of the informal conference.

There were no further comments.

Vote: The motion to set the date of DHCC's withdrawal of approval of the Registered Dental Hygiene Education Program at Taft College (TCDH) for 30 days from the date the DHCC serves administrators at TCDH with written notice of the same passed 7:0.

Name	Aye	Nay	Abstain
Susan Good	X		
Michelle Hurlbutt	X		
Noel Kelsch			X
Timothy Martinez	X		
Sandra Klein	Absent/Excused		
Nicolette Moultrie	X		
Edcelyn Pujol	X		
Garry Shay	X		
Evangeline Ward	X		

Ms. Moultrie asked that students who were concerned should contact Anthony Lum, DHCC's Interim Executive Officer, at his office so that he could explain the procedures for withdrawal of approval and appeals directly to them. Chair Hurlbutt stated that Mr. Lum should also post information on the DHCC's website regarding the withdrawal of approval and appeals process.

Chair Hurlbutt concluded the Education Subcommittee's report, and then President Kelsch rejoined the meeting.

Approval of the May 6-7, 2017, Full Committee Minutes

Motion: Garry Shay moved to approve the May 6-7, 2017, Full Committee Meeting Minutes.

Second: Nicolette Moultrie.

President Kelsch asked if any member of the DHCC or the public would like to comment. There were no comments.

Vote: The motion to approve the May 6-7, 2017, Full Committee Meeting Minutes passed 7:0.

Name	Aye	Nay	Abstain
Susan Good			X
Michelle Hurlbutt	X		
Noel Kelsch	X		
Timothy Martinez	X		
Sandra Klein	Absent/Excused		
Nicolette Moultrie	X		
Edcelyn Pujol	X		
Garry Shay	X		
Evangeline Ward	X		

Discussion and Possible Action on the Revised Duty Statement for the Executive Officer

President Kelsch reported that she and Sandra Klein worked with the Department of Consumer Affairs' Chief of Human Resources on the document.

Motion: Garry Shay moved to adopt the Revised Duty Statement for the Executive Officer.

Second: Evangeline Ward.

President Kelsch asked if any member of the public or the Subcommittee would like to comment. There were no comments.

Vote: The motion to the Revised Duty Statement for the Interim Executive Officer passed 8:0.

Name	Aye	Nay	Abstain
Susan Good	X		
Michelle Hurlbutt	X		
Noel Kelsch	X		
Timothy Martinez	X		
Sandra Klein	Absent/Excused		
Nicolette Moultrie	X		
Edcelyn Pujol	X		
Garry Shay	X		
Evangeline Ward	X		

Future Agenda Items

President Kelsch asked if any member of the DHCC or the public would like to suggest future agenda items. There were none.

President Kelsch adjourned the DHCC meeting at 5:00 p.m.