



## **LICENSING AND EXAMINATION SUBCOMMITTEE MEETING MINUTES**

**Evergreen Hearing Room  
 2005 Evergreen Street, 1<sup>st</sup> Floor  
 Sacramento, CA 95815  
 Monday, December 12, 2011**

### **1. Roll Call**

Meeting called to order 10:29 a.m.

Members Present	Staff Present
Michelle Hurlbutt, RDH Chair	Lori Hubble, Executive Officer
Cathy DiFrancesco, RDH	Tom Jurach, Staff Services Analyst
William Langstaff, DDS	Tony Lum, Administrative Analyst
Rhona Lee, RDH, RDHEF	

### **2. Public Comment for Items Not Listed on the Agenda**

Kim Laudenslager, Director of Dental Hygiene Examinations, Central Regional Dental Testing Services (CRDTS), expressed her interest in the development criteria for the DHCC Clinical Examinations. She requested to have an agenda item for CRDTS added in the future.

### **3. Approval of April 28, 2011 Minutes**

It was M/S/C (Langstaff/Lee) to approve the minutes as submitted. The motion carried.

### **4. Chairperson's Report**

Ms. Hurlbutt commended staff and exam personnel for doing an outstanding job in the latest exam cycle given the limited staff and budget constraints. She also explained that they have not moved forward with any appointments for the development of the white paper on the Alternative Licensing Pathways project because of the difficult budget and staff constraints.

### **5. Clinical and Written Examination Statistics**

Ms. Hubble reported on the examination statistics. The overall DHCC clinical examination pass rate was 86% and the fail rate was 14%. Ms. DiFrancesco asked if we could add annual statistical comparisons to identify trends. Ms. Hubble obliged. Ms. Hubble reported on the written examination statistics were not available due to DCA computer network complications and the PSI data not being available online.

### **6. Licensure Statistics**

Ms. Hubble reported on Licensure Statistics. The population of hygienists in all areas has increased with the exception of Expanded Functions.

Ms. DiFrancesco inquired about the DHCC's internal process of handling delinquent licenses. Ms. Hubble responded by explaining DHCC's courtesy mailings of an initial and delinquent notice from a central data processing

center. Ms. DiFrancesco asked how delinquent licenses are tracked and Ms. Hubble replied it is the licensees' and dentists' responsibilities to maintain their and their employees' license status. Ms. Hurlbutt asked about delinquent licensees and at which point, if ever, that they become a disciplinary concern. Ms. Hubble responded explaining that a licensee that does not update their license will result in cancellation after 5 years. Further, the addition of the Cite and Fine regulations will provide a method to fine individuals that do not provide a current address for their licenses in a timely manner.

Katie Dawson, CDHA, inquired about informing RDHAP licensees about maintaining their RDH license concurrently. Ms. Hubble replied that it is not required for an RDHAP to maintain an RDH license; however the RDH license possesses greater recognition in other states and is a valuable asset to maintain. Ms. Dawson asked if the DHCC would promote this information on their website to inform licensees of this benefit.

Ms. Okomoto, CDHA inquired about the discrepancy between graduate numbers for RDHAP and the increase in licensing quantity. Ms. Hubble explained that the numbers are accurate and many graduates do not soon apply for licensure after graduating. Or, they may be still waiting to take the Law and Ethics exam.

Ms. Standley, CDHA, asked if the delinquent notices were sent out after the 30-day delinquent period. Ms., Hubble answered, "Yes."

Ms. Hurlbutt asked all non-permitted attendees to exit the room before the closed session portion of the meeting continued.

## **7. Closed Session**

## **8. Appointment of Examination Personnel**

The recommendation from the closed session is that the current 5 in-training examiners be moved to examiner status.

Ms. Hurlbutt proposed the recommendation to Examination Personnel be recommended to the full committee:

Chief Examiner Kerri Brumbaugh, Martinez, CA

Assistant Chief Examiner, PJ Attebery, South Pasadena, CA

It was m/s/c (Lee/Langstaff) that the subcommittee accepts these recommendations. The motion carried unanimously.

Ms. Hurlbutt explained that the DHCC needs more recorders to participate in the clinical examinations. She then further explained how the examination hierarchy is established.

It was m/s/c (Lee/DiFrancesco) that the committee request from staff that a letter is sent to eligible recorders to invite participation in our exam and that, secondly, staff solicits new recorders on the DHCC Web Site and thirdly that staff formally asks CDHA to publicize this message using their publications and media. The motion carried unanimously.

MS. Hurlbutt discussed potentially hiring a permanent Chief Examiner as opposed to a rotating position as in the past.

It was m/s/c (Lee/Langstaff) that the DHCC establishes a permanent Chief Examiner position by 2013 and, secondly, in effort to seek a permanent Chief Examiner, the committee will appoint an interview panel consisting of an SME Educator, a past Chief Exam Statistician to review the applications and conduct interviews. Thirdly, that the Chief, the DHCC accept a list of

duties and responsibilities in concept allowing for editorial changed by the interview panel and EO. The motion passed unanimously.

## **9. Review of Candidate Examination Information**

Ms. Hurlbutt asked if Ms. Hubble would like to expand on the examination information. She reported that an email was received from Judy Yamamoto, Educator stating that exam information document is a superb document.

Ms. Hubble asked that grammatical edits be provided to her and staff would edit accordingly. Ms. Hurlbutt echoed that the team has succeeded in making the exam more user-friendly and has clarified many questions by educators and is proud of the document.

Ms. Brumbaugh also asked that the description of instruments be more specific. She touched on calibration and consistency; would like to narrow the description to thin-handled 11-12 extended explorer. It was then advised by legal counsel that the discussion of mandatory equipment falls under regulation and advised a different discussion. A Discussion ensued about probing tools, instrumentation, calibration, and consistency.

Ms. Hurlbutt then went page by page through the “Examination Information” booklet and the following changes were made:

On Page 2: In the box on left hand page – 4<sup>th</sup> bullet – adding “check-in desk” to the end of the sentence.

On Page 4: **8. Dress** adding “closed toe shoes” to “” to further clarify OSHA standards. She would like to over-emphasize the closed-toe shoe standard. Ms. Hubble added that more specificity helps the candidates.

On Page 4: **9. Ultrasonic device**: add “including appropriate power and water levels”.

On Page 5: **11. Standard Precautions**: adding “closed toed shoes” to be consistent.

On Page 5: “You must present a valid, non-expired government photo identification” has a spacing issue.

On Page 8: **Option One** – adding in parentheses (“One Quad Option”)

On Page 9: **Option Two** to adding in parentheses (“Two Quad Options”)

On Page 9: **1. Probing depths** Add “that do not meet requirements listed on page 8 A (1).

On Page 14: Clarify maximum dose of Oraqix.

It was m/s/c (Lee/Langstaff) to accept the changes to the document as suggested. The motion carries.

## **10. Adjournment**

Pending no further business, the meeting was adjourned at 1:40 p.m.