



DENTAL HYGIENE FULL COMMITTEE MEETING MINUTES

**Evergreen Hearing Room
2005 Evergreen Street, 1st Floor
Sacramento, CA 95815
Saturday, December 7, 2013**

Roll Call – The Dental Hygiene Committee of California (DHCC) President called the meeting to order with roll call at 9:00 a.m. With eight DHCC members present, a quorum was established.

DHCC members present:

Sherrie-Ann Gordon, Public Member
Michelle Hurlbutt, President, Registered Dental Hygienist (RDH) Educator
Susan Johnson, Public Member
Joyce Noel Kelsch, Registered Dental Hygienist in Alternative Practice (RDHAP),
Timothy Martinez, DMD
Nicolette Moultrie, RDH
Garry Shay, Public Member
Evangeline Ward, RDH

DHCC members absent:

Susan Good, Public Member

DHCC Staff present:

Lori Hubble, Executive Officer (EO)
Anthony Lum, Administrative Analyst
Donna Kantner, Retired Annuitant
Claire Yazigi, Department of Consumer Affairs' (DCA) Legal Representative

Public present:

Cindy Callaghan, Educational Consultant DHCC
Karen Fischer, Executive Officer, Dental Board of California (DBC)
Marianne Fujimoto, DHCC Clinical Examination Subject Matter Expert
JoAnn Galliano, Program Director, Chabot College
Tom Jurach, DCA, Office of Information Services (OIS)(BreEZe Project)
Kim Laudenslager, Director of Dental Hygiene Examinations, Central Regional Dental Testing Service (CRDTS)
Nadine Lavell, California Dental Hygiene Association (CDHA)
Bill Lewis, California Dental Association (CDA)

Susan Lopez, CDHA
Lisa Okamoto, CDHA
Brandon Rutschmann, DCA OIS (BreEZe Project Director)
Connie Selinsky, WREB
Korine Strickland, CDHA
Maureen Titus, CDHA
Shanda Wallace, Subject Matter Expert DHCC

President's Announcement –

President Hurlbutt introduced CDHA President Nadine Lavell, CDHA President-Elect Korine Strickland, members of the CDHA Government Relations Committee: Maureen Titus, JoAnn Galliano, and Maureen Fujimoto, who is also a member of the DHCC Clinical Licensure Exam Committee staff as well as a Subject Matter Expert.

President Hurlbutt also welcomed: Karen Fischer, the EO of the DBC, Bill Lewis from CDA, Corrine Fishman, from the DCA Board/Bureau Relations Office.

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 September 6, 2013 DHCC Meeting Minutes

President Hurlbutt asked for a motion to accept the September 6, 2013 DHCC Meeting minutes.

- **MOTION: Garry Shay moved to accept the September 6, 2013 DHCC Meeting Minutes.**

Nicolette Moultrie seconded the motion.

President Hurlbutt asked for any public or DHCC member comments on the motion. There was no further comment.

Vote: The motion passed 7–0 (Susan Good was absent).

FULL 3 – Approval of September 7, 2013 DHCC Sunset Review Meeting Minutes

President Hurlbutt asked for a motion to accept the September 7, 2013 Sunset Review Meeting minutes.

- **MOTION: Nicolette Moultrie moved to accept the September 7, 2013 DHCC Sunset Review Meeting Minutes.**

Garry Shay seconded the motion.

President Hurlbutt asked for any public or member comments on the motion. There was no further comment.

Vote: The motion passed 6 – 0 (Susan Good was absent for the vote and Sherrie Gordon was not present at the September 7, 2013 Sunset Review meeting).

FULL 4 – President’s Report

President Hurlbutt reported that she had attended ad-hoc meetings regarding the DHCC Sunset Review Report as well as the DHCC regulations.

President Hurlbutt noted that she had met with staff from Senator Bocanegra’s office to clarify the DHCC’s position on the Teledentistry bill (AB 1174). She reported that the main purpose of the meeting related to the DHCC interpretation of the law regarding a Registered Dental Hygienist’s ability to determine the radiograph that would be taken for the patient.

President Hurlbutt stated that on Sunday, December 8, 2013, she will meet with the DHCC Chief examiners to review the clinical licensing examination orientation for 2014. She then highlighted the following three items that have occurred this year:

- 1) The relationship between the DBC and the DHCC continues to grow and evolve and is very positive for continued communication between the two entities;
- 2) There is continued improvement of the DHCC’s clinical licensure examination because of rigorous review by subject matter experts; and
- 3) The DHCC’s regulatory language and packages continue to progress through the regulatory process.

President Hurlbutt thanked the DHCC members and staff for their dedication and commitment.

FULL 5* – Update from the Dental Board of California (DBC)

Karen Fischer, EO of the DBC, provided the DHCC members with an update on recent DBC activities:

- The DBC held its quarterly meeting on November 21-22, 2013 in Burbank. At the meeting members elected new offices for the coming year:
 - President - Fran Burton
 - Vice-President - Bruce Witcher
 - Secretary – Judith Forsyth, RDA
- The Dental Assisting Council elected Theresa Lua, RDAEF, as their Chair, and Ann Contreras, RDA, was elected Vice-Chair.
- Ms. Fischer read a letter from DBC President Dr. Le written to the DHCC congratulating President Hurlbutt and all of the members on a successful year and noted the excellent year of collaboration between the DBC and DHCC.

- Ms. Fischer stated that the DBC was recently appointed six (6) new Board members.
- Ms. Fischer informed the DHCC members that the DBC is tracking the same legislation as the DHCC and in addition to the bills that the DHCC is tracking, the DBC is also monitoring:
 - AB 836 (Skinner) – The bill would reduce the required continuing education units required for license renewal for retired dentists as they provide uncompensated care.
 - SB 809 (DeSaulnier)– The bill would require an additional \$12 from licensees to fund the Controlled Utilization and Review System (CURES) program. This is an effort to stop overprescribing of pharmaceuticals and would go into effect April 1, 2014. The \$12 CURES fee for licensees to pay would be added to the May 2014 license renewals. The \$12 will be applied to a CURES fund created by DCA.
- Ms. Fischer continued that the DBC also had a busy regulatory year where the following was addressed:
 - The DBC’s Uniform Standards are close to being filed with the Office of Administrative Law.
 - The DBC is proposing a license renewal fee increase and the regulatory package is progressing quickly. She explained that the DBC has not raised its license renewal fee in over 14 years. She stated that the renewal fees will increase from \$365 to \$450 (fee maximum) biennially effective July 1, 2014.
 - The Portfolio regulations are also progressing. She stated that the final comment period will end on December 23, 2013. She indicated that a hearing is scheduled for January 6, 2014 for those individuals who did not submit their comments by the December 23, 2014 deadline. She added that the DBC staff will compile all of the comments received on the issue and they will be addressed at the DBC February 27-28, 2014 meeting.

Ms. Fischer stated that the DBC received a request from the Los Angeles County Dental Society (LACDS) asking the DBC to reconsider language for a Notice to Consumers sign that would be posted in dentists’ offices pertaining to how individuals could contact the DBC. Ms. Fischer added that at their November 22, 2013 meeting, DBC members directed staff to file a Section 100 change with the Office of Administrative Law to address the LACDS concern. As a result, the language for the sign will now read “Notice” rather than “Notice to Consumers.”

Ms. Fischer noted that she had just completed her first year as the DBC’s Executive Officer. She thanked Lori Hubble and President Hurlbutt for their support, encouragement, and assistance over the past year. She stated that 2014 will be rigorous for the DBC’s workload. She noted that not only will the DBC be part of the new BreEZe computer system, it will also be presenting two new bills. She indicated that one piece of

legislation would address the ability of the DBC to accept another accrediting agency's report for foreign dental schools. She explained that the Commission on Dental Accreditation is currently accrediting foreign dental schools so these graduates would possibly be eligible for licensure in the United States.

Ms. Fischer stated that the second piece of legislation's purpose will be to raise the fee maximum for license renewals. She noted that the DCA calculated that the DBC renewal fees should be at \$525 per license in order to maintain fund solvency for a number of years; however, with the current cap at \$450, the DBC could only raise the renewal fees to the statutory maximum (\$450). As a result, the DBC will be requesting the Legislature to increase the license renewal fee ceiling to \$700.

Ms. Fischer closed her report noting that the Dental Assisting Council will hold a workshop on December 12, 2013 from 9:00 am - 3:00 pm to start reviewing Registered Dental Assisting education programs and course requirements. She continued that the DBC will then promulgate regulations this year to update these requirements.

FULL 6 – Executive Officer's Report

Lori Hubble thanked the DHCC staff, particularly Tony Lum, for the level of effort that he gives in his everyday work, but especially for meeting preparation. She also thanked Donna Kantner for her high level of commitment for her work on the DHCC regulatory packages.

Ms. Hubble reported that the DHCC has outgrown its current office suite and will be moving in February or March of this year. She noted that the move is contingent on the Occupational Therapy Board moving to their new office so the DHCC can backfill their suite.

Ms. Hubble reported that she had attended several ad-hoc committee meetings for writing both the DHCC Sunset Review Report and regulations. She then reported that Mr. Lum delivered the DHCC Sunset Review Report to the Legislature at the beginning of November 2013. She explained that 16 copies went to the Senate Business, Professions and Economic Development Committee, and 19 copies went to the Assembly Business, Professions, and Consumer Protection Committee. She stated that the Sunset Review Report is accessible on the DHCC website.

Ms. Hubble informed the members that the DHCC will be participating in a new travel reimbursement computer system called CalATERS. She noted that this is a web-based application that allows state employees to process travel claims. DHCC members should not feel much of an impact as staff will complete the work needed to process travel claims in the system.

Ms. Hubble reported that the DHCC staff dealt with a couple of challenges in November and December. She explained that while the license renewal fee increase for all licensure categories became effective January 1, 2014, the license renewal notices were printed with the old renewal fee. The DHCC staff was able to affix labels with the correct fees indicated on all the renewal notices (approximately 800) and mail them to licensees in time for their renewal. She added that the DCA has made a commitment that

the February 2014 renewal notices will have the correct fee amounts printed; however, these notices will be sent to licensees less than the normal 60-days prior to the license expiration. A notice will be placed on the DHCC website that those licensees whose licenses expire in February 2014 will need to submit their renewals immediately upon receipt to avoid having their license expire.

Ms. Hubble informed the DHCC members that the first week of December provided another challenge. She explained that individuals who had an expiration date of November 2013 found that their license was put into a delinquent status even if they paid their renewal on time. The DHCC received a report that one licensee had her malpractice cancelled and as a result, she was unable to work. DCA Legal Counsel (Claire Yazigi) was called and informed that this glitch affected licensees of 22 Boards. A notice was put on the DHCC website informing licensees of this problem. To correct the problem, certification letters were mailed to licensees who were affected by this situation.

Ms. Hubble reminded the members that a number of their service terms expire this year; however, there is a one-year grace period where they can continue to serve. She stated that a number of members have expressed an interest in continuing to serve on the DHCC and that the Governor's office would contact them.

FULL 7 – Update on BreEZe Project

Tom Jurach explained that the BreEZe project is an integrated management information system that is going to incorporate most of the daily activities of the DHCC regarding application processing, license maintenance, enforcement duties, cash handling, and electronic file maintenance.

He stated that the BreEZe Program will do the following:

- Allows applicants and licensees to follow, maintain, and manage the status of their license(s).
- Enables licensees to pay their renewals and, in real time, update their license status and/or expiration date. This eliminates the lead time of the legacy process which may take weeks to process a renewal if, for instance, a licensee requires a duplicate renewal notice sent to them.
- Increases the efficiency and management of posting licensing records including status, enforcement, probation, and other publicly-disclosed documents by enabling the staff at DHCC to manage these details by themselves, in real time.

Mr. Jurach added that BreEZe will increase the efficiencies in management for posting licensing records and will include the status and enforcement/probation and other publically disclosed documents.

Brandon Rutschmann, DCA Office of Information Systems (OIS) and the BreEZe Project Director, reported that Release 1 went live on October 8, 2013 for many DCA boards. He noted that there are many challenges in initiating a brand new computer system for DCA which is a

project that has been tried numerous times since the 1990's. He explained that Release II (which the DHCC is part of) has a 1-year implementation cycle. The BreEZe staff has been communicating with Board Executive Officers regarding staff as this program will be very resource intensive while the system is being designed. He explained that the BreEZe team's intention is to design the system the right way from the beginning.

Mr. Rutschmann informed the members that new budget costs for the remainder of the project have not been provided to all boards and committees at this time. He noted that the new price for BreEZe is \$77 million for all 38 clients that are part of the project. He noted that the cost to the DHCC would be about \$440,000 (paid between FYs 2011/12 – 2016/17).

President Hurlbutt asked why the DCA chose to use an off the shelf product instead of a customized product. Mr. Rutschmann answered that the initial estimate for BreEZe using off-the shelf software was \$30 million. A custom-built system would have cost \$80 million. He noted that such an approach made sense as many of the boards have similar activities (e.g., licensing, renewals, enforcement, and complaints).

President Hurlbutt asked how the price went from \$33 million to \$77 million. Mr. Rutschmann replied that no vendor had ever worked with a licensing program the size of DCA's (~2.7 million licensees). He noted that the vendor initially estimated it would take 2 years to complete the project; however, their new estimate is that it will take 4 years to complete.

President Hurlbutt asked how realistic the \$440,000 is with the DHCC being a year away from complete implementation and asked if the cost to the DHCC would double. Mr. Rutschmann replied that he could never be certain that the price would not double.

President Hurlbutt also asked what happens if it gets to a point where a board or committee cannot afford BreEZe? Mr. Rutschmann replied that DCA will not expect the boards or committees to raise fees for its applicants and licensees to cover the extra cost for the BreEZe project.

Noel Kelsch asked if BreEZe has created a delay in licensing. Mr. Rutschmann responded that there have been some delays, but these will diminish as staff becomes accustomed to the system.

Mr. Rutschmann noted that there will be 4-5 days when the BreEZe project goes live where staff will not be able to use the legacy computer systems as the BreEZe system is implemented. He added that the DCA will try to start the system change in the middle of the month so there is minimal impact on the license renewals.

FULL 8 – Budget Report

Mr. Lum directed members to the bar chart in their packets. He noted that most questions concerning the DHCC budget dealt with expenditures, revenues, and specifically with examination revenue. He explained that the chart displayed all of this information so that the members would have

a visual reference as to the amount of expenditures, revenue, and examination revenue the DHCC experienced. He then reviewed the information in the chart and asked for any questions in regard to the presented material.

Joanne Galliano asked if examination costs would increase if the DHCC accepts CRDTS. Mr. Lum explained that examinees will need to pay whatever the costs are for the examination. As a result, if fewer individuals are taking the California Clinical Licensure Examination, it will cost them more as the DHCC charges the actual amount of the cost to administer the examination.

FULL 9 – Discussion and Possible Action to Amend Proposed Regulatory Language as a result of Comments Received During the 15-Day Public Comment Period for the DHCC’s Rulemaking to Add California Code of Regulations (CCR), Title 16, Division 11, Section 1107 Relevant to RDH Courses in Local Anesthesia, Nitrous Oxide-Oxygen Analgesia and Periodontal Soft Tissue Curettage.

Donna Kantner informed the members that DHCC staff had reviewed and addressed the last group of comments received from Joan Greenfield. She then reviewed the December 6, 2013 memo she had written to the DHCC members concerning Ms. Greenfield’s comments and the DHCC staff recommendations.

- **MOTION: Nicolette Moultrie moved to accept the recommendations by DHCC staff and direct staff to notice the proposed changes for a 15-day comment period and delegate to the Executive Officer any non-substantive changes necessary to complete the rulemaking file.**

Noel Kelsch seconded the motion.

President Hurlbutt asked whether there was any further comment from the public or DHCC members. There was no further comment.

Vote: The motion passed 7–0 (Susan Good was absent)

FULL 10 – Update, Discussion, and Possible Action on the Following Regulations:

- a. DHCC Uniform Standards Related to Substance Abuse and Disciplinary Guidelines, CCR, Title 16, Division 11 §1138; and**
- b. Dental Hygiene Regulations, CCR, Title 16, Division 11, §§1100, 1101, 1121, 1122, 1124, 1126, 1127, and 1133 Discussion and Possible Action Regarding Extramural Clinic Fees**

Ms. Kantner informed the members that the Uniform Standards related to Substance Abuse and Disciplinary Guidelines have been approved by the Department of Finance. She added that she made a copy and delivered it to the Office of Administrative Law (OAL) on December 4, 2013. She explained that OAL will have 30 working days to review.

In regards to the Dental Hygiene Regulations, CCR, Title 16, Division 11, §§1100, 1101, 1121, 1122, 1124, 1126, 1127, and 1133 Discussion and Possible Action Regarding Extramural Clinic Fees, Ms. Kantner explained that this proposal was approved by the DHCC at its September 2013 meeting and subsequently submitted to OAL for Notice of the 45-day public comment period and public hearing, which is scheduled for January 15, 2014. She continued that if adverse comments are received during the comment period or hearing, they will be brought to the DHCC for discussion at a future meeting. She added that to date, no comments have been received.

FULL 11 – Licensing and Examination Subcommittee Report:

President Hurlbutt, Chair of the Licensing and Examination Subcommittee, reported that the Licensing and Examination Subcommittee had met the day before and that all subcommittee members were present.

Subcommittee members reviewed the 2014 DHCC clinical examination schedule, the clinical and written examination statistics, and the licensing statistics.

President Hurlbutt informed the subcommittee members that Kim Laudenslager, Director of Dental Hygiene Examinations, CRDTS, provided a presentation on the CRDTS examination and answered questions about the possibility of the DHCC accepting CRDTS as an approved testing agency.

President Hurlbutt informed the DHCC members that the first recommendation of the Licensing and Examination Subcommittee was for the DHCC to accept CRDTS as an approved clinical dental hygiene examination provider for licensure.

- **MOTION: Noel Kelsch moved that the subcommittee recommend that the DHCC accept CRDTS as an approved clinical dental hygiene examination effective January 1, 2014.**

Garry Shay seconded the motion

President Hurlbutt asked whether there was any further comment from the public or DHCC members. There was no further comment.

Vote; The motion passed 7-0 (Susan Good was absent)

President Hurlbutt then reported that the subcommittee also reviewed the regulatory language to clarify remedial education pursuant to Business and Professions Code, §1917.3. She noted that during the meeting, subcommittee members directed staff to develop additional language concerning technical changes and make typographical corrections to the text and forms. Ms. Kantner then reviewed the additional language that had been developed (tan pages, Attachment 1) at the request of the subcommittee. She then reviewed the changes that were made at the subcommittee's direction, noting that changes were made to both the application form and regulatory text (highlighted and bolded in the meeting materials).

- **MOTION:** Nicolette Moultrie moved to adopt the DHCC staff recommendation to discuss and take action to approve the proposed regulatory language on remedial education and to direct staff to take all necessary steps to initiate the formal rule-making process, set the proposed regulations for a hearing, and authorize the Executive Officer to make any non-substantive changes to the rulemaking package.

Garry Shay seconded the motion.

After discussion, the members agreed to change § 1108 (C) (2) to read:

*(2) Faculty. Pre-clinical and clinical faculty, including course director and supervising dentist(s) with no disciplinary actions, shall:
(A) Possess a valid, active California license to practice dentistry or dental hygiene. Such license shall have been issued at least two (2) years immediately preceding any provision of course instruction.*

Members also agreed to add, "...in an approved dental hygiene educational program" to §1108 (a) (3).

With respect to the application form, the members agreed to:

- Strike §1104 on the top of the front page;
- Add a column to the Course Faculty Information for status of an out-of state license; and
- Add a sentence to #2 reading: "Faculty members who hold an out-of-state license must provide a certification."

The DHCC members also directed staff to ensure that applicants with an out-of-state license have no disciplinary actions against any license they hold.

VOTE: The motion passed 7-0 (Susan Good was absent).

President Hurlbutt then reported that future agenda items could include investigation of establishing a retire status category for registered dental hygiene licensure, and to investigate whether the DHCC should become a CRDTS members state.

- **MOTION:** Noel Kelsch moved to approve and file the report.

Garry Shay seconded the motion.

VOTE: The motion passed 7-0 (Susan Good was absent).

FULL 12 – Legislative and Regulatory Subcommittee Report

Nicolette Moultrie, Chair of the Legislative and Regulatory Subcommittee, reported that at its December 6, 2013 meeting, the members discussed and made additional changes to the regulatory language for the Education Program, CCR, Title 16, Division 11, §§1103, 1104, 1104.1, 1104.2, 1104.3, 1105, 1105.1, 1105.2, 1105.3, 1105.4, 1105.5, 1105.6, 1105.7, 1106,

1109, 1110, 1111, 1112, and 1114 and that Ms. Kantner had made those changes.

- **MOTION: Noel Kelsch moved that the DHCC direct staff to notice the proposed changes for a 45 day comment period and delegate to the Executive Officer any non-substantive changes necessary to complete the rulemaking file.**

Michelle Hurlbutt seconded the motion.

Ms. Moultrie asked if there was any further comment from the members or the public. There was no further comment from the members or the public

Vote: The motion passed 7-0 (Susan Good was absent).

- **MOTION: Michelle Hurlbutt moved that the DHCC accept the Legislative and Regulatory Review Subcommittee report be placed on file.**

Evangeline Ward seconded.

Ms. Moultrie asked if there was any further comment from the members or the public. There was no further comment from the members or the public.

Vote: The motion passed 7-0 (Susan Good was absent).

FULL 13 – Enforcement Subcommittee Report

Garry Shay, Chair of the Enforcement Subcommittee, informed the members that the subcommittee had met the day before and had received and filed various documents concerning statistical information with regard to Enforcement. He stated that these documents were in the members' meeting packets for their review.

Mr. Shay asked for any comment from the members or the public. There was no further comment.

- **MOTION: Noel Kelsch moved to receive and file all of the documents pertaining to the Enforcement Subcommittee.**

Michelle Hurlbutt seconded the motion.

Mr. Shay asked if there was any further comment from the members or the public. There was no further comment.

Vote: The motion passed 7-0 (Susan Good was absent).

FULL 14 – Education and Outreach Subcommittee Report

Sherrie-Ann Gordon, Chair of the Education and Outreach Subcommittee, reported that the Education and Outreach subcommittee met the day before. The subcommittee heard a presentation from Traci Napper

concerning statistical information regarding the DHCC website (i.e., number of website hits, where the hits originated, and particular categories website viewers were interested in).

Ms. Gordon reported that the subcommittee had two recommendations for consideration by the full DHCC Committee. She stated that the first recommendation was to change the name of the Education and Outreach subcommittee to the Education Subcommittee. She explained that budgetary restrictions do not allow for participation in outreach events and activities around the State as had been done before.

Ms. Gordon then stated that the second recommendation was to change the subcommittee's function. She noted that the purpose of the Education Subcommittee is to provide recommendations to the full committee on granting, renewing, and withdrawing approval of educational programs for registered dental hygienists, registered dental hygienists in extended functions, and registered dental hygienists in alternative practice. She continued that the subcommittee was also responsible to provide recommendations to the full committee regarding approval of a feasibility study for new educational programs. She added that the subcommittee may also provide information and recommendation to the full committee on issues relating to curriculum and school approval.

- **MOTION: Nicolette Moultrie moved to accept the subcommittee's recommendation to change the name of the Education and Outreach Subcommittee to the Education Subcommittee.**

Evangeline Ward seconded the motion.

Ms. Gordon asked whether there was any further comment from the public or the members. There was no further comment.

Vote: The motion passed 7-0 (Susan Good was absent).

- **MOTION: Evangeline Ward moved to adopt the subcommittee report and file it.**

Michelle Hurlbutt seconded the motion.

President Hurlbutt asked for any comments from the members or the public. There were no comments.

Vote: The motion passed 7-0 (Susan Good was absent).

FULL 15 – Election of DHCC Officers for 2014

President Hurlbutt asked the DHCC members for any officer nominations.

- **MOTION: Nicolette Moultrie nominated Michelle Hurlbutt for President of the DHCC.**

Susan Johnson seconded the motion.

President Hurlbutt asked for any comments from the members or the public. There were no comments.

Vote: the motion passed 7-0 (Susan Good was absent).

- **MOTION: Noel Kelsch nominated Nicolette Moultrie for Vice President of the DHCC.**

Sherrie-Ann Gordon seconded the motion.

President Hurlbutt asked for any comments from the members or the public. There were no comments.

Vote: the motion passed 7-0 (Susan Good was absent).

- **MOTION: - Michelle Hurlbutt nominated Noel Kelsch for Secretary of the DHCC.**

Nicolette Moultrie seconded the motion.

President Hurlbutt asked for any comments from the members or the public. There were no comments.

Vote: The motion passed 7-0 (Susan Good was absent).

FULL 16* – Proposed DHCC 2014 Meeting Calendar

After a brief discussion regarding DHCC meeting dates, the following motion was made:

- **MOTION: - Nicolette Moultrie moved to accept the following dates for the DHCC meeting calendar:**
 - Wednesday, March 5, 2014 - Teleconference: 12:00 p.m.;
 - Friday and Saturday, May 2-3, 2014 – *Los Angeles area (specific site TBD); and*
 - Friday and Saturday, December 5-6, 2014 – *Sacramento.*

Sherrie-Ann Gordon seconded the motion.

President Hurlbutt asked if there were any comments from the members or the public. There was no comment from the members or the public.

VOTE: The Motion passed 7-0 (Susan Good was absent)

FULL 17 – Closed Session

There was no closed session at this meeting.

FULL 18 – Future Agenda Items

President Hurlbutt asked that the following items be included on the next DHCC meeting agenda:

- Discuss adding the DHCC to the 800 series reporting requirements; and
- Include the DHCC as a CRDTS member state.

FULL 19 – Adjournment

The meeting was adjourned at 12:27 p.m.