MEETING MINUTES

February 9, 2015

PHYSICIAN ASSISTANT BOARD
2005 Evergreen Street – Hearing Room #1150
Sacramento, CA 95815
8:45 A.M. – 5:00 P.M.

1. Call to Order by President

President Sachs called the meeting to order at 8:50 a.m.

2. Roll Call

Staff called the roll. A quorum was present.

Board Members Present:	Robert Sachs, PA-C Charles Alexander, Ph.D. Michael Bishop, M.D. Jed Grant, PA-C Rosalee Shorter, PA-C Sonya Earley, PA-C Xavier Martinez
Staff Present:	Glenn L. Mitchell, Jr., Executive Officer Kristy Schieldge, Senior Staff Counsel, Department of Consumer Affairs (DCA) Lynn Forsyth, Licensing Analyst Anita Winslow, Administration Analyst

3. Approval of November 3, 2014 Meeting Minutes

Teresa Anderson of the California Academy of Physician Assistants (CAPA) noted that agenda item 16 incorrectly identified Senator Fuller as Senator Bullard. She also stated that CAPA is not working with the ARC-PA; they sent them a letter of support. Ms. Anderson requested that the minutes be amended as noted.

M/ _____Jed Grant_____ S/ ____Sonya Earley_____ C/ to:

Approve the November 3, 2014 minutes as amended.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Jed Grant	X				
Catherine Hazelton				X	
Xavier Martinez	X				
Robert Sachs	X				
Rosalee Shorter	X				

Motion approved.

4. Public Comment on items not on the Agenda

There was no public comment at this time.

5. Reports

a. <u>President's Report</u>

1) Mr. Jed Grant was reappointed to the Physician Assistant Board by Governor Brown. Mr. Sachs administered the Oath of Office to Mr. Grant.

2) New California Physician Assistant Education Programs

a) Marshall B. Ketchum University Physician Assistant Program (Fullerton, CA)

Marshall B. Ketchum University is in the process of developing a Master of Medical Science degree physician assistant program.

The ARC-PA has granted "Accreditation-Provisional" status to the program.

With "Accreditation-Provisional" status, training program graduates will be eligible to sit for the Physician Assistant National Certifying Examination (PANCE), which is required in order to apply for physician assistant licensure.

b) California Baptist University (Riverside, CA)

California Baptist University is in the process of developing a Master of Science in Physician Assistant Studies Program. The program will be housed in the Department of Health Sciences, College of Allied Health.

California Baptist University has applied for provisional accreditation from ARC-PA. The program anticipates matriculating its first class in June 2016, pending notification of successful "Accreditation-Provisional" status in March 2016.

3) Mr. Sachs reported on the California Academy of Physician Assistants' (CAPA) Pride of Profession Award. The award was presented to CAPA's general counsel, R. Michael Scarano, Jr., Esq. For the past twenty five years Mr. Scarano has been an advocate for and made many contributions to the physician assistant profession in California. He has also assisted CAPA with the drafting CAPA-sponsored of legislation.

   He has authored many of the statutes that physician assistants now practice under. Mr. Sachs stated that Mr. Scarano has raised the Pride of Profession Award to another level and wishes him well.

4) Lastly, Mr. Sachs reported that Dianne Tincher, Enforcement Analyst for the Board, has retired after nine years of service. The Board thanked her for her service and wished her well in her retirement.

b. <u>Executive Officer's Report</u>

1) Update on BreEZe Implementation

   Mr. Mitchell reported that staff continues to work with the BreEZe team on BreEZe production stabilization issues. Issues continue to be with enforcement and cashiering aspects of BreEZe and the generation of reports in BreEZe.

   The licensing aspect of BreEZe continues to function and we are not experiencing any delays in processing and issuing physician assistant licenses.

   Mr. Mitchell informed the Board that our online license renewal system is now scheduled for a spring 2015 roll out.

   The online as well as paper physician assistant applications will also be updated to comply with additional new legal requirements. These changes were discussed during Agenda Item 13.

2) CURES update

   Joint Application Design (JAD) sessions took place between representatives of the Department of Consumer Affairs (DCA) and the Department of Justice (DOJ) for updates to the Controlled Substance Utilization Review and Evaluation System (CURES). These sessions were recently completed. The purpose of these sessions was to facilitate development of aspects of the new system. Information was obtained and validated by session participants to ensure that the system developed will meet the client's business needs.

   The next phase of this project is the Functional Design process.

   Board staff does not query CURES as this is performed by the Medical Board of California (MBC) complaint staff on our behalf; therefore, they are representing the Board in these sessions. Mr. Mitchell has met with

representatives of the MBC to discuss features we would like included in the system. Thankfully, our requirements are similar to those of the MBC. MBC staff has been very helpful in ensuring that our requirements are included in the system and we appreciate their assistance.

Estimated completion of the CURES upgrade:
Testing: May/June 2015
Training: June 2015
Implementation: June 2015 (early summer 2015)

Mr. Sachs commented that each year at the California Academy of Physician Assistants (CAPA) conference they have an area for physician assistants to sign up for access to CURES.

c. Licensing Program Activity Report

Between October 1, 2014 and December 1, 2014, 185 physician assistant licenses were issued. As of December 1, 2014, 9,914 physician assistant licenses are renewed and current.

d. Diversion Program Activity Report

As of January 1, 2015, the Board's Diversion Program has 15 participants, which includes 3 self-referral participants and 12 board-referral participants.

A total of 131 participants have participated in the program since implementation in 1990.

e. Enforcement Program Activity Report

Between October 1, 2014 and December 31, 2014, 1 accusation was filed; there were no Statement of Issues filed; 2 probationary licenses were issued, and there are currently 43 probationers.

6. Department of Consumer Affairs

The Executive Office of the Department of Consumer Affairs (DCA) was represented by Rebecca May, who has been with DCA since November 2014. Ms. May noted she previously worked at the Governor's Office and she is looking forward to working with the Board. Ms. May thanked the Board for all of the good work they do.

She reminded Board members that their Form 700 must be submitted to the Fair Political Practices Commission by April 1, 2015 to avoid penalties.

7. Regulations

a. Proposed amendment to Title 16, California Code of Regulations, Section 1399.541 – Medical Services Performable: Update

This regulatory package amends the physician assistant supervision requirements in surgery to permit physician assistants to assist in surgery without

the personal presence of a supervising physician if the supervising physician is immediately available to the physician assistant. The action also defines "immediately available" as physically accessible and able to return to the patient, without any delay, upon the request of the physician assistant to address any situation requiring the supervising physician's services.

The regulatory package was approved by the Office of Administrative Law on December 17, 2014. It will become effective on April 1, 2015.

On behalf of the Physician Assistant Board, President Sachs thanked the members of the Medical Board for their support of this regulatory change.

b. Title 16 California Code of Regulations Section 1399.573 Citations for Unlicensed Practice – proposal to amend regulation to authorize the Executive Officer to issue citations and order of abatement and levy fines in cases of unlicensed activity.

Ms. Schieldge stated that currently this regulation restricts the Board's Executive Officer to issue citations and orders of abatement and levy fines only in the case of a physician assistant who has practiced with a delinquent license. The way the regulation is currently drafted the Executive Officer is prevented from issuing citations and fines to those who have never been licensed and holding themselves out as a physician assistant. Ms. Schieldge could find no rationale in the rulemaking file for such a limitation. Although a citation and fine is a type of civil action, the issuance of a fine would not preclude the Board from pursuing criminal charges for the unlicensed practice of medicine.

To address this issue, Ms. Schieldge proposed and recommended amending Title 16 of the California Code of Regulations Section 1399.573 to read:

"…and levy fines against any person who is acting in the capacity of a licensee under the jurisdiction of this board and who is not otherwise exempt from licensure."

M/ _____Jed Grant_____ S/ ____Sonya Earley_____ C/ to:

Direct staff to take all steps necessary to initiate the formal rulemaking process and to authorize the Executive Officer to make non-substantive changes to the rulemaking package and set a hearing in the matter.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Jed Grant	X				
Catherine Hazelton				X	
Xavier Martinez	X				
Robert Sachs	X				
Rosalee Shorter	X				

Motion carried.

8. Regulatory Hearing

A regulatory hearing on the Proposed Language for Guidelines for Imposing Discipline/Uniform Standards Regarding Substance-Abusing Healing Arts Licensees, Section 1399.523 of Division 13.8 of Title 16 of the California Code of Regulations was held on February 9, 2015

President Sachs called the meeting to order at 9:15 a.m., a quorum was established.

No written public comment was received prior to or at the hearing.

The following oral public comment was received at the hearing.

Teresa Anderson from the California Academy of Physician Assistants (CAPA), informed the Board that CAPA is in support of the proposed regulation change and that it is consistent with SB 1441 to provide clarity to licensees and strengthens consumer safety.

There was no other public comment.

Hearing was closed at 9:20 a.m.

9. Discussion and possible action to amend or adopt changes to Title 16, California Code of Regulations Section 1399.523

Ms. Schieldge presented to the Board a summary of additional amendments to the *Manual of Disciplinary Guidelines and Model Disciplinary Orders* that she believes will further enhance the document.

These changes included:

Pages 6-7: Delete the entire "Drug and Alcohol Recovery Monitoring Program Overview of Participant Requirements and Costs" section.

Putting in the costs and the program requirements in the guidelines is confusing and misleading to the participants since those requirements can change depending on the vendor and the contract that we use, which would mean that the guidelines would have to be continually updated.

Page 20: Adding the Title "Standard Model Probationary Order" and a new "Model Order for Granting Application and Placing License on Probation after Applicant Completes Condition Precedent" sample order. This change is needed to ensure consistency in application and clarity regarding the Board's orders. The Board has had problems recently with different ALJs interpretations of how to draft a proper condition precedent order, with the result being that the orders actually look more like conditions subsequent rather than precedent. To avoid possible mistakes in the Board's orders, this model language is being proposed.

Page 30: Delete the words “but not to exceed one hundred and four (104)” for the random testing requirement for the first year. The SACC’s guidelines on page 8, as pointed out by the DCA’s Regulatory and Legislative Review Unit, states that: “Nothing precludes a board from increasing the number of random tests for any reason.” Putting a cap into the testing requirements would preclude the Board from administering more than 104 tests, which is contrary to public protection and possibly the recommendations by the SACC. So, Ms. Schieldge recommended removing the cap.

Page 34: Corrects an incorrect cross-reference. The notice of change of address requirement is located at Section 1399.511, not 1399.523.

Page 35: Deletes that “Respondent’s license shall be automatically canceled” replaces with “It shall be considered a violation of probation…” The Board could be subjected to legal challenge if it were interpreted that the Board did not give notice and hearing of any possible new violations before a license was taken away.

Page 36: “Voluntary License Surrender” Standard term: Adds the requirement that the request to surrender must be made by the Respondent “in writing” and that the writing must contain the following: his or her name, license number, case number, address of record, and an explanation of the reason(s) why Respondent seeks to surrender his or her license. Additional language also clarifies that a Respondent shall not be relieved of the requirements of his or her probation unless the Board or its designee notifies Respondent in writing that Respondent’s request to surrender his or her license has been accepted.

Currently, there is no requirement specifying what is needed for the Board to process a request for surrender, making it unclear to the public and the regulated community regarding what standards must be met to implement a voluntary surrender. This proposal would set criteria for what the board would need to process a surrender and clarifies, in accordance with Business and Professions Code section 118, that the Board does not lose jurisdiction to act on the license and that a probationer is not relieved from complying with probation until the board acts to accept his or her surrender.

M/ _____Dr. Michael Bishop_____ S/ _____Jed Grant_____ C/ to:

Direct staff to take all steps necessary to complete the rulemaking process, including preparing modified text and an addendum to the Initial Statement of Reasons for an additional 15-day comment period, which includes amendments discussed at this meeting. If after the 15-day public comment period, no adverse comments are received, authorize the Executive Officer to make any non-substantive changes to the proposed regulations before completing the rulemaking process, and adopt Section 1399.523 of the proposed regulations with the modified text.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Jed Grant	X				
Catherine Hazelton				X	
Xavier Martinez	X				
Robert Sachs	X				
Rosalee Shorter	X				

Motion carried.

Public Comment:

Kevin Schunke, Regulations Manager, Medical Board of California (MBC) noted that their regulatory package was disapproved by the Office of Administrative Law (OAL) last October. Mr. Schunke added that he is resubmitting the file to OAL which will, hopefully, address OALs concerns with regard to the MBC package.

Ms. Schieldge responded that she had reviewed the notice of disapproval and the MBC took a different approach to implementation of the SB 1441 guidelines and updating their Disciplinary Guidelines than the Physician Assistant Board. After considering various options it was determined that these regulatory changes proposed and updates to the Disciplinary Guidelines were the most appropriate actions for the Physician Assistant Board, licensees, and consumers. This Board used all of the SACC standards as mandated by Business and Professions Code Section 315 and selected a different trigger for the determination that a licensee was a substance abuser.

10. Closed Session:

a. Pursuant to Section 11126(c)(3) of the Government Code, the Board moved into closed session to deliberate on disciplinary matters.

b. Pursuant to Section 11126(e), the Board moved into closed session to receive advice from legal counsel in the following matter:

David Ortiz, P.A. v. Physician Assistant Committee, Medical Board of California, Sac County Sup. Ct., Case No. 34-2011-80000863.

Return to open session

11. A lunch break was taken.

12. PAB Policy Manual

a. Review and approve all proposed revisions to manual.
The newly adopted “Professional Reporting Requirements” policy is included in this draft.

Additional changes to the current manual include:

1) Deleting “Committee” and replacing with “Board”.

2) Deleting references to the Medical Board of California Enforcement and replacing with the Department of Consumer Affair’s Division of Investigation.

3) Board member training guidelines are included.

4) Modification of Board positions regarding proposed legislation.

5) Other technical changes are also included.

M/ _____Jed Grant_____ S/ ____Dr. Michael Bishop___ C/ to:

Approve and adopt the revisions to the Board’s Policy Manual as noted above.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Jed Grant	X				
Catherine Hazelton				X	
Xavier Martinez	X				
Robert Sachs	X				
Rosalee Shorter	X				

Motion carried.

13. Updates to application for licensure as a Physician Assistant

The Board reviewed and discussed the following updates and revisions to the Board’s application for licensure as a physician assistant:

a. Page PA1
   1) Remove “Have you ever served in the United States Military” and “Military Spouses/Partners See instructions” from the top.
   2) PAC changed to PAB.
   3) Change question 3 to SSN/ITIN. (SB 1159 Lara, Chapter 750)
   4) Change question 4a to Address of Record/Mailing Address, includes new explanation of how address of record is used.
   5) Change question 5 to “Gender”.
   6) Create question 6 as the optional email address.
   7) Renumbered remaining questions on page.
   8) Replace “message” with “cell” on question 8.

b. Page PA2
   1) Renumbered questions on page.
   2) Question 10 added: “Are you serving in, or have you previously served in, the United States military?” (Business and Professions Code Section 114.5).

3) Question 11 added: "Are you married to, or in a domestic partnership or other legal union, with an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders?" (Business and Professions Code Section 115.5).
4) Question 12 added: "Have you ever applied for a California physician assistant license?"
5) Question 13 revised to Question 15.
6) Question 16 added: "Have you ever had charges filed against a healthcare license that you currently hold or held in the past, including charges that are still pending or charges that were dropped?"

c. Page PA3
   1) Renumbered questions on page.

   Question 18 revised to questions 20, 21, and 22.
      a) Question 20: "Have you ever been diagnosed or treated for a medically recognized mental illness, disease or disorder that would currently interfere with your ability to practice medicine?"
      b) Question 21: "Do you have a current physical or mental impairment related to drugs or alcohol?"
      c) Question 22: "Have you been adjudicated by a court to be mentally incompetent or are you currently under a conservatorship?"
   2) Question 19c and 19d combined to question 25c.
   3) Question 19e changed to question 25d and revised: "Was a stay of execution of the court's judgment in your case issued?"

d. Page PA4
   1) Notice of Collection of Personal Information was revised to include the pertinent laws and regulations.
   2) The notary requirement was removed and a certification was added for the signature.

e. Check Sheet and General Information.
   1) Fingerprint procedures updated to include California Penal Code Section 11142.
   2) Manual fingerprint card request updated with PAB contact information.
   3) Information on the National Practitioner Data Bank report was added.
   4) The "Notary" instructions were removed.
   5) Mental illness, disease or disorder information was added.
   6) Proof of Dismissal information was added.
   7) Application Denial information was amended.
   8) Abandonment of License Application was amended to reflect Business and Professions Code Section 142.
   9) Notice of Collection of Personal Information – added reference to Title 16, California Code of Regulations Section 1399.506. Modified who information may be given to and referenced California Civil Code Section 1798.24.

M/ _____Jed Grant_____ S/ ____Rosalee Shorter_____ C/to:

Adopt the proposed changes to the application for licensure as a physician assistant.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Jed Grant	X				
Catherine Hazelton				X	
Xavier Martinez	X				
Robert Sachs	X				
Rosalee Shorter	X				

Motion carried.

14. Discussion on accredited Physician Assistant programs in California; Accreditation Process

Mr. Sachs opened the discussion with the follow-up to the Board's request to Mr. McCarty, Executive Director of ARC-PA, to attend a Board meeting to discuss the accreditation process. Mr. McCarty regretfully declined being able to attend any meetings to speak to the Board.

Dr. Rosalind Byous, Program Director, Riverside Community College (RCC), addressed the Board on RCC's struggle to maintain their accreditation with ARC-PA. She informed the Board that RCC may lose their accreditation on February 12, 2015. Dr. Byous spoke of the diversity of the RCC program and how beneficial it was for students wishing to become physician assistants that would not otherwise qualify for a Master's degree or to afford a Master's program.

She mentioned how all programs, whether Certificate, Associate, Bachelor's or Master's degree programs are mandated to teach the same courses, so why should PA programs be restricted to a master's degree program. Dr. Byous suggested that there are many educational paths to obtain a degree as a physician assistant and ARC-PA should not be the only way.

Dr. Alexander posed the question to the California Academy of Physician Assistants (CAPA) that there has been a recent legal decision to allow undocumented individuals who have attended law school to be granted a license to practice law. Can similar legislation be drafted to allow for different pathways to licensure?

Teresa Anderson of CAPA responded that the CAPA Board has not taken a position on this issue and has not looked in depth at any alternative options for national accreditation.

Ms. Schieldge referenced Title 16 of the California Code of Regulations Section 1399.530 General Requirements for an Approved Program. She noted that paragraph (a) offers a pathway for those institutions not approved by ARC-PA to apply to be approved by the Board if they meet the requirements stated in the regulation.

Mr. Grant explained that ARC-PA is closely aligned with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and that ARC-PA

became an independent accreditation body in 2000 or 2001. He noted that CAAHEP may wish to again accredit physician assistant training programs.

Dr. Byous stressed that there is a need to provide affordable education that is accessible to all students. She said that California should be able to have different options in the licensure of physician assistants to address our health care needs.

It was noted that regardless of the degree earned, all students are educated to the same academic level with regard to physician assistant didactic and clinical training and that they are all qualified to take the Physician Assistant National Certification Examination. There is concern that closing training programs that are not at the Master's degree level eliminates programs that would be capable of educating additional physician assistants that are needed to address health care shortages in California.

To further explore this issue it was suggested that a Physician Assistant Education/Workforce Development Committee be created.

Public Comment:

John Troidl, Health Services Management, commented that the physician assistant role is essential in providing health care in California. He added that physician assistants have experienced great success in providing health care under "Covered California" program and that there are not enough providers to keep up with people enrolling in the program. He added that the reduction in physician assistant programs is not beneficial to the health care needs of California consumers. There is a dire need for more health care providers, including physician assistants. Community colleges provide access to people who otherwise would not have access to physician assistant education. He stated that explorations of alternate paths for accreditation are essential and that the Board was headed in the right direction by forming a committee to address this issue.

M/ _____Rosalee Shorter_____ S/ ____Dr. Michael Bishop___ C/ to:

Create a Physician Assistant Education/Workforce Development Committee. The advisory committee will collect data and information to analyze and assist in determining the next steps to be recommended to the Board and whether proposed changes change should be regulatory or legislative. Mr. Jed Grant was appointed Committee Chair and Dr. Charles Alexander a Committee Member.

Member	Yes	No	Abstain	Absent	Recusal
Charles Alexander	X				
Michael Bishop	X				
Cristina Gomez-Vidal Diaz				X	
Sonya Earley	X				
Jed Grant	X				
Catherine Hazelton				X	
Xavier Martinez	X				
Robert Sachs	X				
Rosalee Shorter				X	

Motion carried.

15. Medical Board of California activities summary and update

Dr. Bishop briefed the Board on activities of the Medical Board of California meeting on January 29 and 30, 2015 in Sacramento.

At its Education Committee meeting, the members heard a presentation on the corporate practice of medicine. This is an issue for physician assistants as well as physicians and Dr. Bishop recommended the webcast which would assist in educating physician assistants. The Board will be posting more information on this topic on its website and in its Newsletter.

At the January Board Meeting, the Board also approved additional changes to its current policy statement on recommending marijuana for medical purposes. At its prior meeting, the Board requested that a task force look into the need for an "in-person" examination for these recommendations. Dr. Bishop stated that he was on the task force with Dr. Lewis, another member of the Medical Board. The task force recommendations were approved by the Board at this meeting. The recommendations included amending the statement to address the telehealth issue.

In the section of the Marijuana Statement on "important points to consider when recommending marijuana for medical purposes", the Board approved adding a statement stating:

"Telehealth, in compliance with Business and Professions Code Section 2290.5, is a tool in the practice of medicine and does not change the standard of care."

The Board thought it was important to point this out and draw attention to it. If a physician expert were to review a physician's care and treatment, when recommending marijuana it must meet the standard of care, whether telehealth is used or not.

The Board also took a support position on AB 26, which requires an in-person examination, but more importantly adds to Business and Professions Code Section 2242 that a recommendation for marijuana must have a prior appropriate examination.

At the January MBC Board meeting the members also approved a study by the California Research Bureau, or the CRB, to look into the demographics of the Board's disciplinary actions. The CRB is an outside entity that can verify the information that Board staff had previously gathered regarding the ethnicity of the physicians who had complaints, investigations, or disciplinary action. The Board will be setting up a Memorandum of Understanding with the CRB to perform this study.

The Medical Board also directed Board staff to request an Attorney General Opinion regarding Business and Professions Code Section 805. There has been a lot of discussion regarding the timing of the filing of an 805 report when the physician has requested a hearing pursuant to Business and Profession Code section 809. The Board staff thought that the best way to obtain clarification is to request a legal

opinion and then if necessary seek clarification through the legislative process. Once that legal opinion is complete, the Medical Board will share it with the Physician Assistant Board.

The Medical Board also had a presentation on Telehealth from Dr. Patricia Conolly. This presentation provided the Members with a great understanding of the new advances in telehealth and what is currently occurring in the state in regards to telehealth.

At the January meeting, the Board also heard a presentation by Board staff and the Federation of State Medical Boards staff on a proposed Interstate Compact. After discussion and looking at the benefits and concerns, the Medical Board approved the interstate compact in concept and asked staff to review the issues presented by members of the audience. In addition, the Board requested staff to determine if there are any legislative members interested in moving the interstate compact through the legislative process. The reason behind the interstate compact and its development and support is due to several entities who are requesting national licensure through Congress.

The Board also approved joint protocols presented by the Board of Pharmacy regarding the self-administration of hormonal contraceptives, nicotine replacement products, and naloxone hydrochloride. The law required the Medical Board and the Board of Pharmacy work together on these protocols for pharmacists. Now that the protocols have been approved, the Board of Pharmacy will be going through the regulatory process to formally adopt them.

Lastly, Dr. Bishop informed the Board that the Medical Board will be conducting its first Legislative Day on February 26, 2015. The Board Members, in teams of two, will be visiting legislative members' offices to talk about the role and functions of the Board and any legislative proposals the Board will be putting forward. The Members believe this will be a great opportunity to educate legislative members about the Medical Board and its role of consumer protection.

16. Budget Update

Taylor Schick, Manager of the Budget Office, Department of Consumer Affairs (DCA) and Wilbert Rumbaoa, Budget Analyst, DCA, presented a Physician Assistant Board expenditure projection for the remaining 2014/15 fiscal year budget.

There was a general discussion about expenditures, realignment of budget line items, and what steps are needed to address the potential fiscal impact of exceeding the Board's authorized budget appropriation this fiscal year. Budget projections indicate that the Board may exceed the authorized budget appropriations for the Attorney General and Office of Administrative Hearings line items. These two entities are vital components to the Board's enforcement program and the potential shortfall must be addressed.

Mr. Schick discussed with the Board their plan to address the potential appropriation deficit issue by submitting an AG/OAH one-time funding Augmentation Request to the Department of Finance. Mr. Schick explained that Item 1110-402 of the 2014

Budget Act allows healing arts boards within the Department of Consumer Affairs to augment their budget for Attorney General and Office of Administrative Hearings services that could have a fiscal impact in excess of a program's authorized budget appropriation.

The Budget Office is working with Board staff to prepare the Augmentation Request and submit it to Department of Finance for their review. The Board has received a support letter from the Office of the Attorney General which confirms the need to augment these two line items. The Board is requesting $111,000 for the Attorney General and $6,000 for Office of Administrative Hearings. This funding level will ensure that adequate funds are available so that the Board will not exceed the authorized budget appropriation. It is anticipated that Department of Finance will review the document and notify the Budget Office of its decision with regard to the request within the next month.

It was stressed that the Board's fund condition remains sound; the Board, however, is experiencing an appropriations shortfall.

Mr. Rumbaoa will present to the Board at the next meeting information on the Board's revenue, if the augmentation was approved, cluster realignment of budget line items, changes for the 15/16 fiscal year budget, and what needs to be completed by June for the 16/17 fiscal year budget appropriation increase.

17. Legislative Committee

No legislation was identified at that time that will impact the Board or physician assistants.

18. Agenda items for the next meeting

a. Budget Update

b. Report from the Physician Assistant Education/Workforce Committee

c. Report from the Legislation Committee

d. Update on Disciplinary Guidelines Regulatory Rulemaking file

e. Policy Manual – update on training requirements for Board members

19. Adjournment

With no further business the meeting was adjourned at 3:00 P.M.