

MEMORANDUM

DATE	November 8, 2021
TO	Physician Assistant Board
FROM	Rozana Khan, Executive Officer
SUBJECT	Agenda Item 8. Executive Officer's Report

A. **Pandemic Response**

The Board's office is operational and open to the public during the COVID-19 pandemic. Board staff continues to be on a rotational telework schedule while ensuring that all operational needs are met.

B. **Personnel**

Effective November 1, 2021, Virginia Gerard has filled the probation monitor position behind Kristy Voong. Ms. Gerard received her bachelor's degree in English from California State University, Chico. Ms. Gerard began her State career in September 2004 as an investigator assistant with the Medical Board's probation unit, later promoting to an inspector, then probation analyst in the same unit. Ms. Gerard is a recent transfer from the Veterinary Medical Board, where she worked as a probation monitor from December 2019. Please join me in welcoming Ms. Gerard to the PAB team. With the probation monitor position filled, I am pleased to announce that the Board is now fully staffed.

C. **Information Technology**

On August 31, 2021, Board staff participated in a kickoff meeting with DCA's Office of Public Affairs to develop an instructional video to assist applicants with licensure. This video will provide instructions on how to submit an initial application in an effort to reduce any confusion with the application process. Once the instructional video is produced and finalized, it will be posted to the Board's website and shared on the Board's social media accounts.

Board staff continues to review and redesign the Board's website to upgrade to the latest template. The new design and layout of the website will streamline the information presented and make it more user friendly.

The Board continues to utilize its subscriber alert system, social media accounts and website to maximize outreach and serve as the primary communication tools for licensees and members of the public.

MISSION: To protect and serve consumers through licensing, education, and objective enforcement of the Physician Assistant laws and regulations.