

# MEMORANDUM

<b>DATE</b>	August 8, 2022
<b>TO</b>	Physician Assistant Board (Board)
<b>FROM</b>	Rozana Khan, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 6. Executive Officer's Report</b>

A. **Office Operations**

The Board is managing ongoing teleworking for staff while continuing to balance office operations.

B. **Personnel**

Effective July 1, 2022, Jasmine Dhillon has been promoted to Staff Services Manager I (SSM I) [Specialist], to serve as the Legislative and Regulatory Specialist for the Board. This is the Board's first SSM I (Specialist) position. Historically the incumbent tracking legislation and coordinating all rulemaking activity for the Board has always been from the Associate Governmental Program Analyst (AGPA) classification. However, due to the demand of the position and the high-level involvement in the decision-making process, the position no longer can be sustained at an AGPA level.

Jasmine joined the Board on March 8, 2021, as a Legislative and Regulatory Analyst. She has consistently demonstrated her ability to successfully assume increased responsibilities and works independently and tactfully while providing a broad range of high-level complex analytical and consultative duties as they relate to the Board's legislative and regulatory processes. Please join me in congratulating Jasmine on her promotion.

C. **Annual Report**

As fiscal year 2021-22 came to an end, Board staff worked diligently in submitting its Annual Report to the Department of Consumer Affairs (DCA). The Annual Report is an opportunity for the Board to demonstrate its accomplishments, provide program information such as position counts, board membership, license requirements, fees, continuing education, licensing and enforcement statistics, and regulatory and legislative updates in the past 12 months. The report will undergo DCA's review and approval process before its publication.

D. **Outreach**

Board staff is looking forward to attending the California Academy of PAs (CAPA) Conference (CAPACon) in Carlsbad, California. CAPACon will be held during Physician Assistant Week, October 6, 2022 to October 9, 2022. Staff will be available to answer licensee and student questions and disseminate Laws & Regulations booklets relating to the practice of physician assistants. We thank CAPA for the outreach opportunity and look forward to conducting more outreach events throughout the year to further the Board's strategic goal of informing consumers, licensees, applicants, and other stakeholders about the practice and regulation of the physician assistant profession.

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E. **Information Technology**

Development of the instructional video to assist applicants with licensure is currently on hold. The DCA Public Information Officer assigned to assist the Board with the production of the video has taken a promotional opportunity with another state agency. The development of the instructional video will resume once a replacement is hired.

The redesigned Board website is close to being completed. The site is currently undergoing a final accessibility check and will go live once this process is complete. The new website will include increased functionality, streamline the information presented and a more user-friendly interface.

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

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