

MEMORANDUM

DATE	November 7, 2022
TO	Physician Assistant Board (Board)
FROM	Rozana Khan, Executive Officer
SUBJECT	Agenda Item 7. Executive Officer's Report

A. **Office Operations**

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

B. **Personnel**

On September 12, 2022, Administrative Analyst Ariel Gompers accepted a promotional position with the California Department of Health Care Services. Additionally, on October 14, 2022, Licensing Analyst Margarita Harrington resigned to pursue other interests and navigate life outside of state service.

The recruitment process is underway to fill the vacant positions. Assistant Executive Officer Kristy Voong is temporarily assisting with the workload to maintain coverage of these essential positions.

C. **Outreach**

Board staff had the pleasure of attending the annual conference hosted by California Academy of PA's (CAPA) during Physician Assistant Week in Carlsbad, CA. CAPACon is a conference for general medicine and specialty PAs that encompasses clinical lectures and hands-on workshops for a total of 48 possible Category 1 CME credits. Our staff was available to answer any questions from licensees and students and to hand out updated Laws and Regulations booklets. We greatly appreciate the opportunity provided to us by CAPA to attend this exceptional event.

D. **Information Technology**

Development of the instructional video to assist applicants with the licensure process has resumed. Peter Fournier, the newest Information Officer for the Department of Consumer Affairs (DCA) is assigned to the Board. Mr. Fournier is currently working on a script production for the instructional video.

On August 22, 2022, the Board launched its redesigned website. The migration from the old website to the new website was seamless. The redesigned website has improved functionality by providing a more user-friendly interface and streamlining the information presented. A special thank you to the DCA Information Technology team for their assistance in revamping the Board's website.

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.

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