



Osteopathic Medical Board of California

Teleconference Minutes

August 30, 2022

**MEMBERS
PRESENT:**

Cyrus Buhari, D.O., *President*
Elizabeth Jensen, D.O., *Vice President*
Andrew Moreno, Esq., *Secretary Treasurer*
Gor Adamyan
Claudia Mercado
Hemesh Patel, D.O. (*partial attendance*)
Denise Pines, MBA

**MEMBERS
ABSENT:**

Michael Kim, D.O.

**STAFF
PRESENT:**

Michael Kanotz, Esq., Legal Counsel, DCA
Mark Ito, Executive Director
Machiko Chong, Executive Analyst

**MEMBERS OF
THE AUDIENCE:**

Michelle Monserrat Ramos, *Consumer Watch Dogs*
Tracy Dominguez, *Consumer Watch Dogs*

Agenda Item 1 Call to Order and Roll Call/Establishment of a Quorum

The Board Meeting of the Osteopathic Medical Board of California (OMBC) was called to order by President, Cyrus Buhari, D.O. at 11:04 a.m. Executive Analyst, Machiko Chong, called roll and determined a quorum was present. Each of the Board Members in attendance gave their name and noted if any members of the public were in attendance. Due notice was provided to all interested parties.

Agenda Item 2 Public Comment for Items not on the Agenda

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Note: The Board may not discuss or take action on any matter raised during this public comment section except to decide whether to place the matter on the agenda of a future meeting [Government Code Sections 11125, 11125.7(a)]

There were no public comments upon inquiry.

Agenda Item 3 Review and Approval – Olivia Trejo, HR Chief, DCA

- *Proposed Duty Statement (Executive Director)*
- *Recruitment Announcement (Executive Director)*
- *Establish a Search Committee*

Ms. Trejo congratulated Mr. Ito on his recent appointment and briefly introduced herself and Jessica Llena, Classification and Recruitment Analyst; making note that Ms. Llena would be the Board's point of contact for all inquiries related to the recruitment process. Ms. Trejo provided a high-level overview of the recruitment and hiring process for the Executive Director position and explained that due to the stringent time constraints the Board would be looking at a target date of September 15, 2022, for candidate application submission.

Motion to appoint Dr. Buhari and Ms. Mercado as the Board's Search Committee for the Executive Director Recruitment process.

Motion – Dr. Buhari **Second** – Ms. Pines

- Roll Call Vote was taken
 - **Aye** – Mr. Adamyan, Dr. Buhari, Dr. Jensen, Ms. Mercado, Mr. Moreno, Ms. Pines
 - **Nay** – None
 - **Abstention** – None
 - **Absent** – Dr. Patel, Dr. Kim
- Motion carried to appoint Dr. Buhari and Ms. Mercado as the Board's Search Committee for the Executive Director Recruitment process.

Ms. Trejo presented the proposed Duty Statement that had previously been disseminated to the Board Members and made note that very minimal revisions if any had been made.

Motion to approve the proposed Duty Statement with no revisions.

Motion – Dr. Jensen **Second** – Mr. Adamyan

- Roll Call Vote was taken
 - **Aye** – Mr. Adamyan, Dr. Buhari, Dr. Jensen, Ms. Mercado, Mr. Moreno, Ms. Pines
 - **Nay** – None
 - **Abstention** – None
 - **Absent** – Dr. Patel, Dr. Kim

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- Motion carried to approve the proposed Duty Statement with no revisions.

Ms. Trejo briefly went over the Recruitment Announcement and all necessary documents required for submission. Dr. Buhari recommended that the Statement of Qualifications not exceed 5 pages

Dr. Buhari called for public comment. Michelle Monserrat Ramos, *Consumer Watch Dogs*, expressed concern with the lack of documentation made available to the public regarding the Executive Director Recruitment process, and inquired on the point of contact in Mr. Ito's absence.

Motion to approve the proposed Recruitment Announcement with amendments to the Statement of Qualifications submission not to exceed 5 pages and requesting that prior budgetary knowledge be added as a desired qualification.

Motion – Dr. Jensen **Second** – Mr. Adamyan

- Roll Call Vote was taken
 - **Aye** – Mr. Adamyan, Dr. Buhari, Dr. Jensen, Ms. Mercado, Mr. Moreno, Ms. Pines
 - **Nay** – None
 - **Abstention** – None
 - **Absent** – Dr. Patel, Dr. Kim

Motion carried to approve the proposed Recruitment Announcement with amendments to the Statement of Qualifications submission not to exceed 5 pages and requesting that prior budgetary knowledge be added as a desired qualification.

Agenda Item 4 Future Agenda Items

- Executive Director transition report

Dr. Buhari thanked Mr. Ito for serving as Executive Director of the Board and for all of his hard work and continued dedication to ensuring the Board's success.

Agenda Item 5 Future Meeting Dates

- Thursday, September 22, 2022 @ 10:00 am – *Teleconference*

Agenda Item 6 Adjournment

There being no further business or public comment, Dr. Buhari adjourned the meeting at 1:44 p.m.