



OSTEOPATHIC MEDICAL BOARD OF CALIFORNIA TELECONFERENCE MINUTES

Tuesday, October 15, 2018

BOARD MEMBERS PRESENT: Joseph Zammuto, D.O., President
Cyrus Buhari, D.O., Secretary Treasurer
Elizabeth Jensen, D.O., Board Member
Claudia Mercado, Board Member
Andrew Moreno, Board Member
Cheryl Williams, Board Member

STAFF PRESENT: Angelina Burton, Executive Director
Machiko Chong, Executive Analyst
Sabina Knight, Esq., Legal Counsel, DCA
Nicol Le, Chief, OHR, DCA

BOARD MEMBERS ABSENT:

The meeting of the Osteopathic Medical Board of California was called to order by President Joseph Zammuto, D.O., at 2:15 PM via teleconference at the noticed site of 213 Crest Road, Woodside, CA 94062. This teleconference site was open and accessible to the public. No public was present at this location. Board staff was in the Board's conference room at 1300 National Drive, Suite 150, Sacramento, CA 95834. The meeting site was open and accessible to the public.

1. Call to Order and Roll Call/Establishment of a Quorum:

Dr. Zammuto asked Machiko Chong to call the roll. Each of the Board Members in attendance gave their name, teleconference address, and telephone number:

- **Cyrus Buhari, D.O.**, Sheraton Grand London Park Lane; Piccadilly, Mayfair; London W1J 7BX, UK; +44 20 7499 6321; No members of the public were present at this location;
- **Elizabeth Jensen, D.O.**, 1900 Sullivan Ave., Daly City CA 94015, (650) 992-4000; No members of the public were present at this location;
- **Andrew Moreno**, 1505 North Wishon Ave., Fresno CA 93728, (559) 449-0400; No members of the public were present at this location;
- **Claudia Mercado**, 421 23rd Avenue, Oakland CA 94606, (510) 735-5999; No members of the public were present at this location; and

- **Cheryl Williams**, AFLAC in San Diego, 5050 Murphy Canyon Rd., Suite 150, San Diego CA 92123, (858) 429-5432; No members of the public were present at this location.

2. Public Comment for Items Not on the Agenda:

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)]

No public comments for items not on the agenda were received.

3. Review and Approval of:

- Proposed Duty Statement (Executive Director) – DCA HR
- Recruitment Announcement (Executive Director) – DCA HR

Ms. Le presented the Board with a copy of the Proposed Duty Statement that would be utilized for recruitment of a new Executive Director and inquired if the Board felt that any amendments were necessary. Dr. Zammuto and Dr. Buhari thanked Ms. Le for her thoroughness on the document and stated that it was fine in its present state.

Dr. Buhari moved to approve the Proposed Duty Statement with no revisions. Motion – Dr. Buhari, **Second** – C. Mercado

- Roll Call Vote was taken
 - **Aye** – Dr. Buhari, Dr. Jensen, Ms. Mercado, Mr. Moreno, Mrs. Williams, Dr. Zammuto
 - **Nay** – None
 - **Abstention** – None
 - **Absent** – None
- Motion carried to accept approve the Proposed Duty Statement with no revisions.

Ms. Le presented the Board with a copy of the proposed Recruitment Announcement which is required to be posted on the CalCareer website for all recruitment purposes for at least 30 calendar days. Ms. Le directed the Board's attention to the desirable qualifications and experience section and inquired if the Board had any amendments that they felt were necessary. Dr. Zammuto noted that the document was drafted well and felt that it was consistent with the duties and responsibilities of the current Executive Director.

Ms. Le redirected the Board to bullet point number four and noted that the years of desired experience working for a regulatory board had been left blank so that the Board could discuss and determine an appropriate amount of experience. Dr. Zammuto asked Ms. Le if she had any recommendations and was informed that anywhere between three to four years should be sufficient. The Board decided to list the desired minimum experience working for a regulatory board as three years.

Ms. Le discussed the submission requirements for the Statement of Qualifications (SOQ) completed by applicants and recommended that the documents be restricted to no more than four pages. Additionally, Ms. Le noted that applicants will be required to submit at least three letters of professional reference to ensure that OHR is able to contact an individual regarding the applicant's previous work performance.

Dr. Buhari moved to approve the Recruitment Announcement for a posting period of 30 days with the recommended revisions to the desired work experience, SOQ, and professional contact bullet points.

Motion – Dr. Buhari, **Second** – Dr. Jensen.

- Roll Call Vote was taken
 - **Aye** –Dr. Buhari, Dr. Jensen, Ms. Mercado, Mr. Moreno, Mrs. Williams, Dr. Zammuto
 - **Nay** – None
 - **Abstention** – None
 - **Absent** – None
- Motion carried to accept the Recruitment Announcement with revisions.

Ms. Le informed the Board that they also had the option of posting the impending vacancy in the Capitol Morning Report however it would cost \$155 to run the recruitment announcement. OHR could also list the vacancy on social media sites such as Facebook, Twitter, etc.

Mrs. Burton recommended that the Board also schedule a meeting date for the full Board to interview the final candidates. She noted that the 30-day posting requirement of the recruitment announcement would postpone any further hiring action to be completed after November 16th and recommended that Dr. Zammuto and Ms. Mercado hold the interviews of candidates during the last week of November either via teleconference or in person. Once the initial interviews have been completed and the top candidates have been selected, the full Board would have the opportunity to interview the candidates in person.

Dr. Zammuto recommended that the Board reconvene on Thursday, December 13, 2018. All members of the Board agreed with the date so long as the meeting was held in the morning.

4. Agenda Items for Next Meeting

5. Future Meeting Dates

- Thursday, December 13, 2018 @ 9:00 am – Sacramento, CA

6. Adjournment

Meeting adjourned at 2:45 p.m.