



Notice of Meeting and Agenda
Teleconference Dental Assisting Council Special Training Session
Thursday, December 3, 2020

Members of the Dental Assisting Council:

Rosalinda Olague, RDA, BA, Vice Chair

Melinda Cazares, RDA
Jeri Fowler, CDA, RDAEF2, OA
Michele Jawad, RDA, M.A.ED

Cara Miyasaki, RDA, RDHEF, MS
Joanne Pacheco, RDH
Traci Reed – Espinoza, RDAEF2

DATE & TIME: December 3, 2020 at 9:00 a.m.

NOTE: Pursuant to the provisions of Governor Gavin Newsom's Executive Order N-29-20, dated March 17, 2020, a state body may hold a meeting telephonically and the requirement to have a physical location for the meeting or teleconference is suspended.

INSTRUCTIONS FOR PARTICIPATION: For all those who wish to participate or observe the meeting, please log on to this website: <https://dca-meetings.webex.com/dca-meetings/onstage/g.php?MTID=e5d33c9c4e852dd05a47c176fdbfb7eaa>

Instructions to connect to the meeting are attached to this agenda. The preferred audio connection is via telephone conference and not the microphone and speakers on your computer. The phone number and access code will be provided as part of your connection to the meeting.

Important Notices to the Public: The Dental Board of California's Dental Assisting Council will hold this meeting via WebEx – instructions above. The meeting is open to the public and shall meet accessibility requirements, as applicable. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Karen M. Fischer, MPA, Executive Officer, at 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, or by phone at (916) 263-2300. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

Discussion and action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Council Chair. In the event a quorum of the Council is unable to attend the meeting, or the Council is unable to maintain a quorum once the meeting is called to order, the members present may, at the Council Chair's discretion, continue to discuss items from the agenda and make recommendations to the Dental Assisting Council at a future meeting.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board or prior to the Board taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issues before the Council, but the Council Chair may, at his or her discretion, apportion available time among those who wish to speak. If public comment is not specifically requested, members of the public should feel free to request an opportunity to comment. Individuals may appear before the Council to discuss items not on the agenda; however, the Council can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125, 11125.7(a)).

LUNCH BREAK estimated to occur between Noon and 12:30 p.m. – The break will be for thirty minutes. A fifteen-minute break is estimated to occur once in the morning and once in the afternoon.

Thursday, December 3, 2020

DENTAL ASSISTING COUNCIL SPECIAL TRAINING SESSION – at 9:00 a.m.

1. Welcome and Introduction of Dental Assisting Council Members
Dr. Thomas Stewart
2. Overview and Functions of the Dental Board of California
Tina Vallery, Chief of Administration & Licensing
3. Overview and Functions of the Board's Dental Assisting Council
Tina Vallery, Chief of Administration & Licensing
4. Overview of the Board's Dental Assisting Program
Emilia Zuloaga, Dental Assisting Program Manager
 - a. Update on New Dental Assisting Program and Course Applications
 - b. Update on Registered Dental Assistant (RDA) Program Re-evaluations
 - c. Update on Dental Assisting Examination Statistics
 - i. Registered Dental Assistant (RDA) General Written and Law and Ethics Examination
 - ii. Registered Dental Assistant in Extended Functions (RDAEF) General Written Examination
 - iii. Orthodontic Assistant (OA) Written Examination
 - iv. Dental Sedation Assistant (DSA) Written Examination
 - d. Update on Dental Assisting Licensing Statistics
 - i. Registered Dental Assistant (RDA)
 - ii. Registered Dental Assistant in Extended Functions (RDAEF)
 - iii. Orthodontic Assistant (OA)

- iv. Dental Sedation Assistant (DSA)
- 5. The Board's and the Council's Role in the Protection of the Public
Emilia Zuloaga, Dental Assisting Program Manager
- 6. Presentation on and Overview of the Bagley-Keene Open Meeting Act
Legal Counsel
- 7. Presentation on and Overview of Conflicts of Interest
Legal Counsel
- 8. California's Legislative and Regulatory Process
Gabriel Nevin, Legislative and Regulatory Analyst
 - a. What's the Difference Between a Statute and a Regulation?
 - b. Legislative Process and Council Involvement
 - c. Regulatory Process and Council Involvement
- 9. Question and Answer Session
- 10. Adjournment

The following contains instructions to join a WebEx event hosted by the Department of Consumer Affairs (DCA).

NOTE: The preferred audio connection to our event is via telephone conference and not the microphone and speakers on your computer. Further guidance relevant to the audio connection will be outlined below.

1. Navigate to the WebEx event link provided by the DCA entity (an example link is provided below for reference) via an internet browser.

Example link:

<https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=eb0a73a251f0201d9d5ef3aaa9e978bb5>

The screenshot shows a web browser window with the URL <https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=eb0a73a251f0201d9d5ef3aaa9e978bb5>. The page header includes the California Department of Consumer Affairs logo and the text "California Department of Consumer Affairs". Below the header, the event information is displayed:

Event Information: 3/26

Event status: Started

Date and time: Thursday, March 26, 2020 10:30 am
Pacific Daylight Time (San Francisco, GMT-07:00)
[Change time zone](#)

Duration: 1 hour

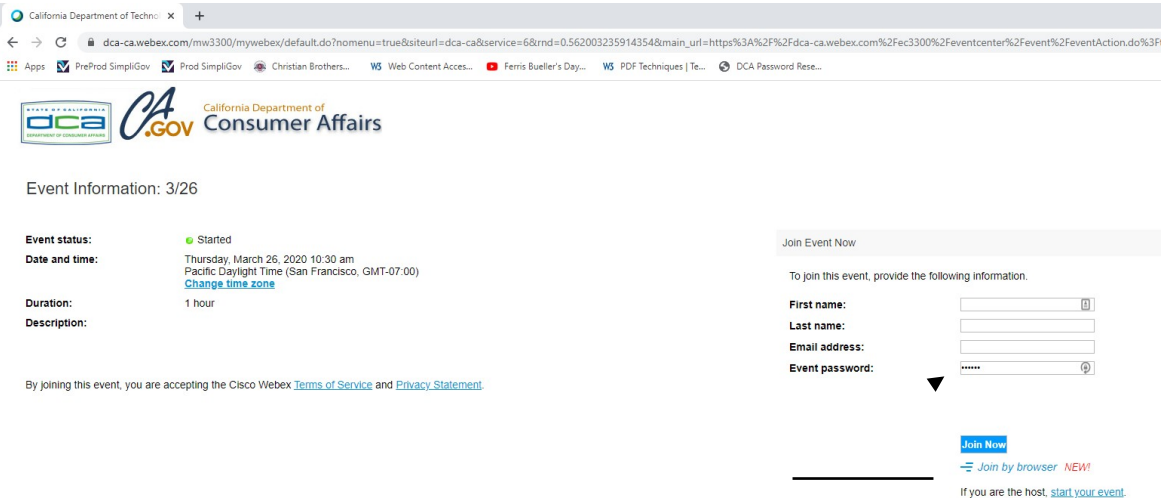
Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

On the right side, there is a "Join Event Now" section with the following text: "To join this event, provide the following information." Below this text are four input fields: "First name:", "Last name:", "Email address:", and "Event password:". Each field has a small icon to its right. Below the input fields, there is a blue "Join Now" button, a link "Join by browser NEW!", and a link "If you are the host, start your event".

2. The details of the event are presented on the left of the screen and the required information for you to complete is on the right.

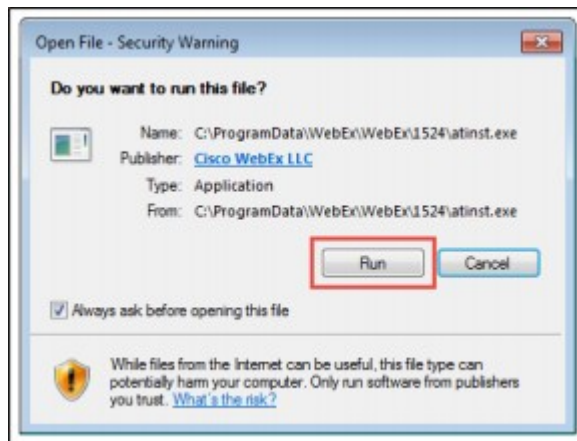
NOTE: If there is a potential that you will participate in this event during a Public Comment period, you must identify yourself in a manner that the event Host can then identify your line and unmute it so the event participants can hear your public comment. The 'First name', 'Last name' and 'Email address' fields do not need to reflect your identity. The department will use the name or moniker you provide here to identify your communication line should you participate during public comment.



3. Click the 'Join Now' button.

NOTE: The event password will be entered automatically. If you alter the password by accident, close the browser and click the event link provided again.

4. If you do not have the WebEx applet installed for your browser, a new window may open, so make sure your pop-up blocker is disabled. You may see a window asking you to open or run new software. Click 'Run'.



Depending on your computer's settings, you may be blocked from running the necessary software. If this is the case, click 'Cancel' and return to the browser tab that looks like the window below. You can bypass the above process.

Starting Webex...



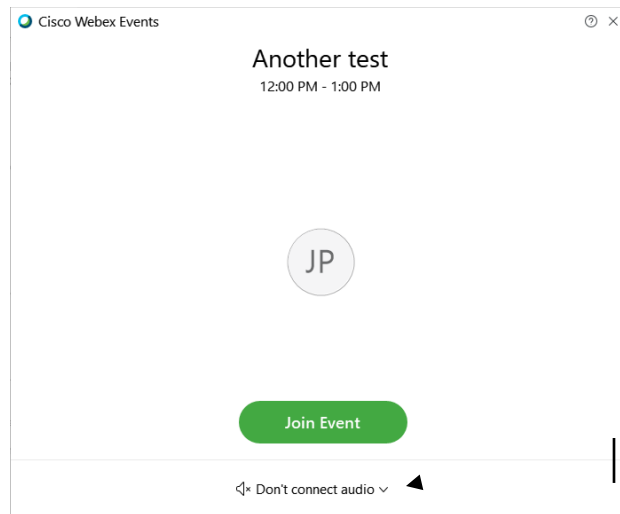
Still having trouble? [Run a temporary application](#) to join this meeting immediately.

5. To bypass step 4, click 'Run a temporary application'.
6. A dialog box will appear at the bottom of the page, click 'Run'.

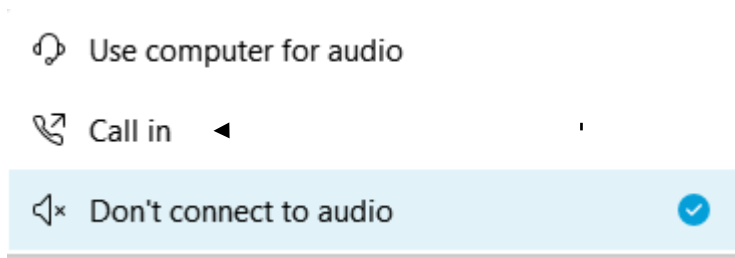


The temporary software will run, and the meeting window will open.

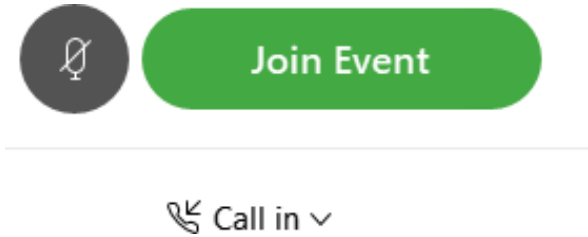
7. Click the audio menu below the green 'Join Event' button.



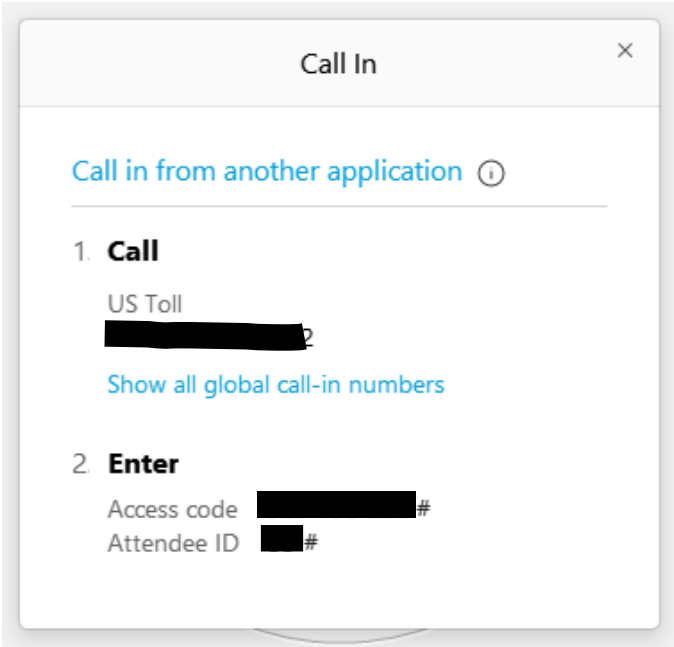
8. When the audio menu appears click 'Call in'.



9. Click 'Join Event'. The audio conference call in information will be available after you join the Event.



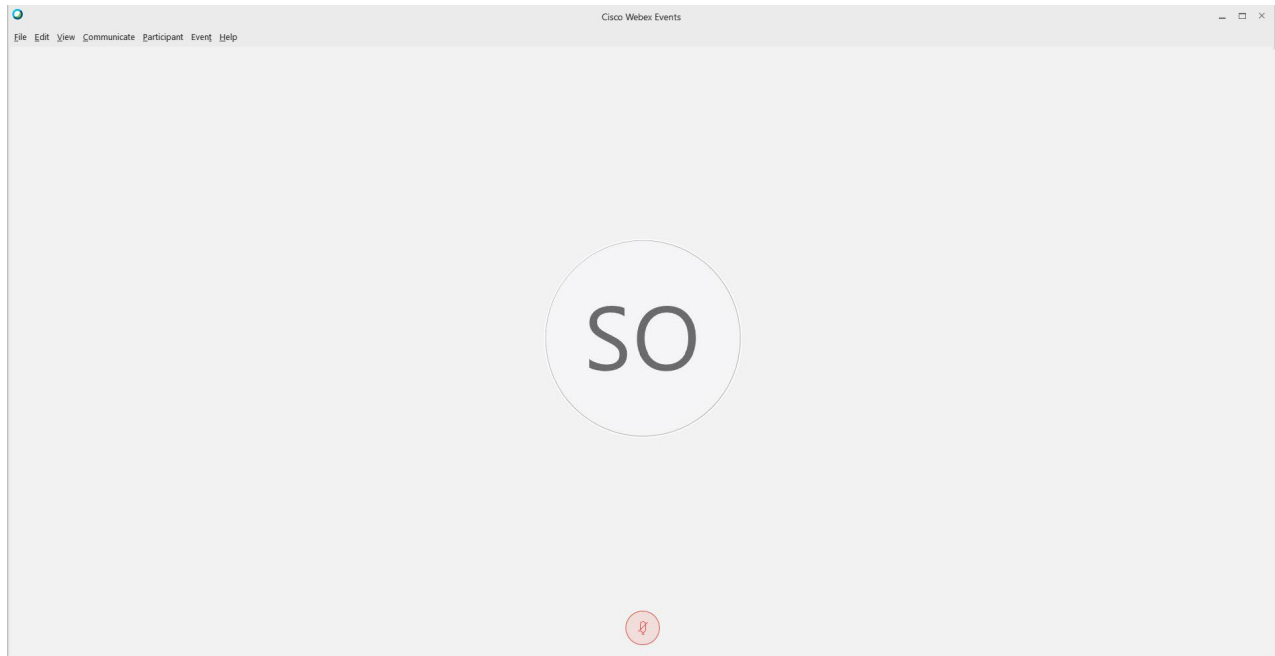
10. Call into the audio conference with the details provided.



NOTE: The audio conference is the preferred method. Using your computer's microphone and speakers is not recommended.

Once you successfully call into the audio conference with the information provided, your screen will look like the screen below and you have joined the event.

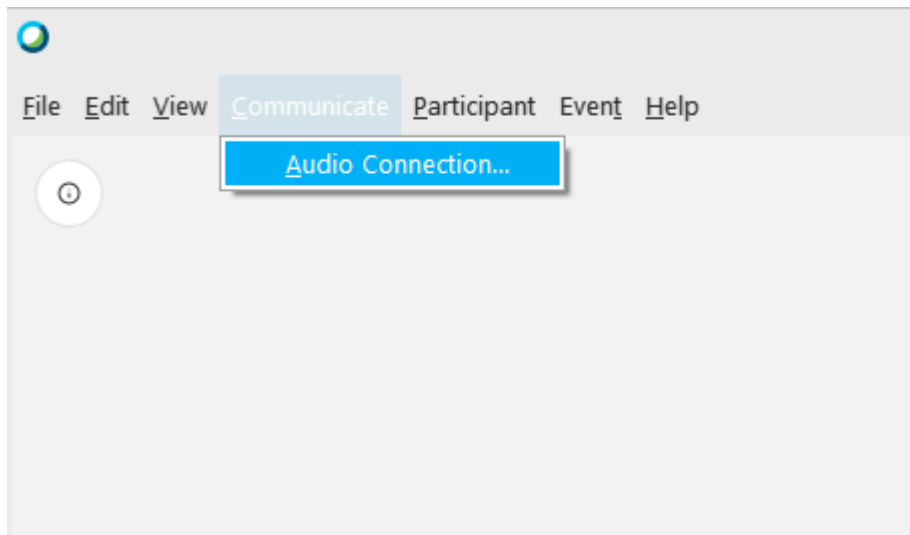
Congratulations!



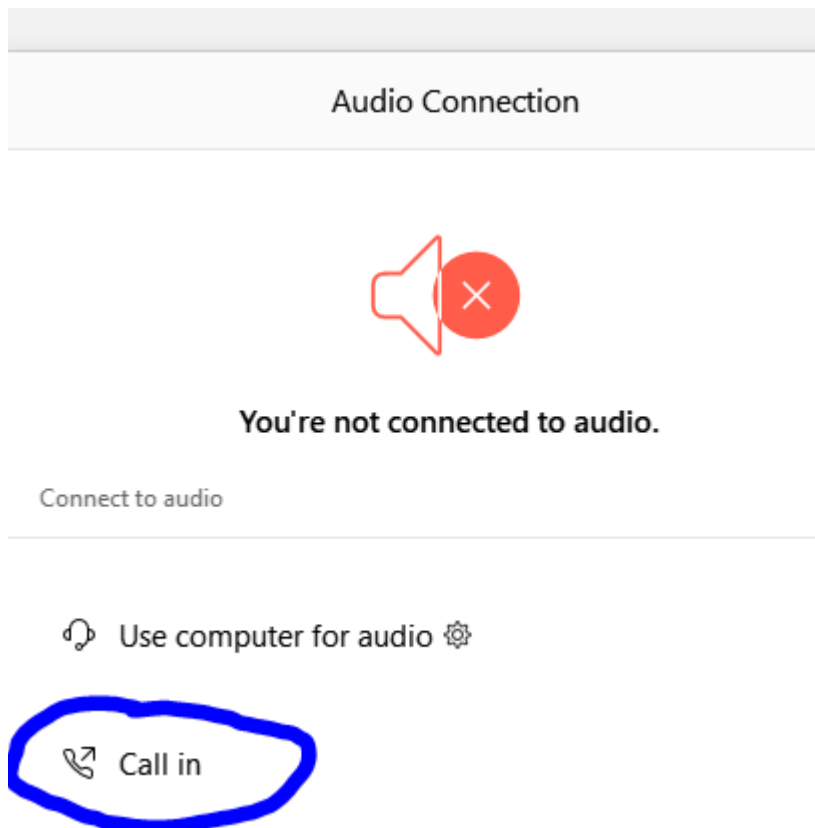
NOTE: Your audio line is muted and can only be unmuted by the event host.

If you join the meeting using your computer's microphone and audio, or you didn't connect audio at all, you can still set that up while you are in the meeting.

Select 'Communicate' and 'Audio Connection' from top left of your screen.



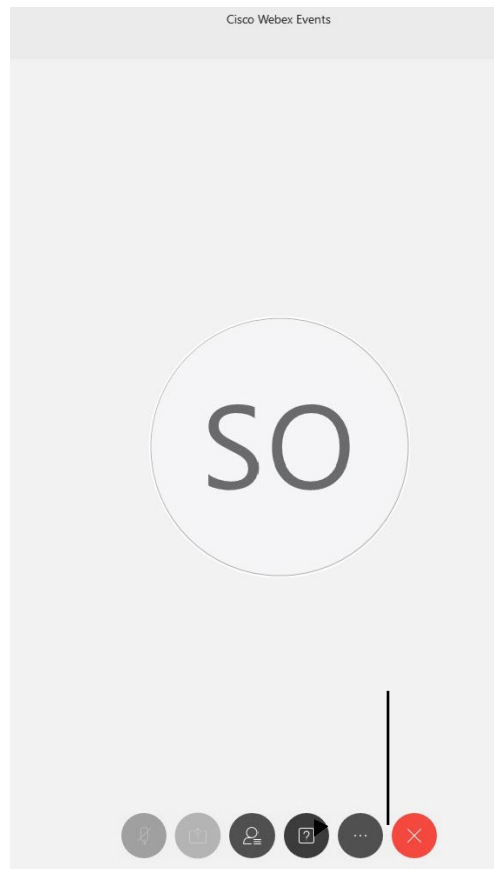
The 'Call In' information can be displayed by selecting 'Call in' then 'View'



You will then be presented the dial in information for you to call in from any phone.

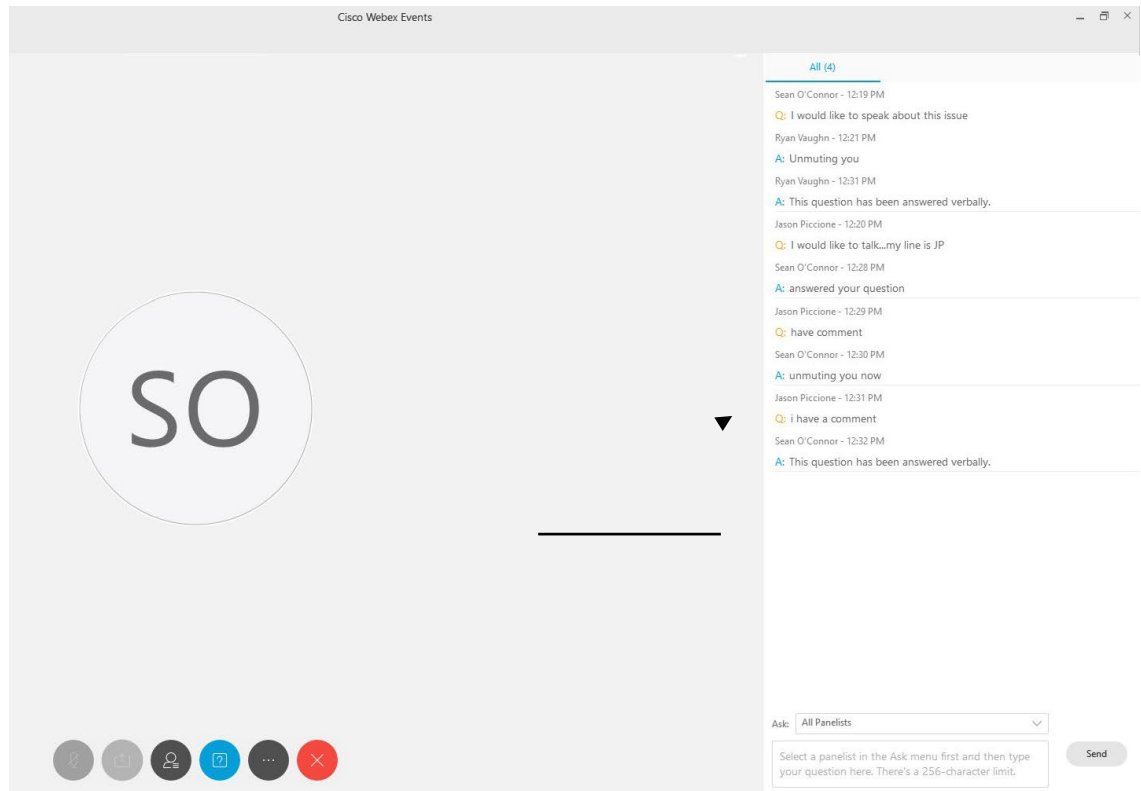
Participating During a Public Comment Period

At certain times during the event, the facilitator may call for public comment. If you would like to make a public comment, click on the 'Q and A' button near the bottom, center of your WebEx session.



This will bring up the 'Q and A' chat box.

NOTE: The 'Q and A' button will only be available when the event host opens it during a public comment period.



To request time to speak during a public comment period, make sure the 'Ask' menu is set to 'All panelists' and type 'I would like to make a public comment'.

Attendee lines will be unmuted in the order the requests were received, and you will be allowed to present public comment.

NOTE: Your line will be muted at the end of the allotted public comment duration. You will be notified when you have 10 seconds remaining.