



MEMORANDUM

DATE	February 8, 2021
TO	Physician Assistant Board
FROM	Rozana Khan, Executive Officer
SUBJECT	Agenda Item 5b. Executive Officer's Report

Pandemic Response

The Board's office is operational and open to the public during the COVID-19 pandemic. Board staff continues to be on a rotational telework schedule and are able to provide essential services to applicants, licensees, and consumers.

Personnel

Since the last meeting, I am pleased to announce that the Board successfully filled some mission critical positions. Effective January 4, 2021, Julie Caldwell, was promoted to the lead licensing analyst position. Ms. Caldwell has held various positions with the Board including administrative analyst and most recently as a licensing analyst. Effective January 11, 2021, Christina Haydon filled the discipline analyst position. Ms. Haydon joins the Board from the Medical Board of California, Discipline Coordination Unit, where she was the public disclosure analyst for the Medical Board, Physician Assistant Board and the Podiatric Medical Board since April 2011. Effective January 19, 2021, Ariel Gompers has filled the administrative analyst position behind Julie Caldwell. Ms. Gompers joins the Board from Caltrans, where she was the office technician for the director and two other executive staff. Recruitment efforts are underway to fill the vacant licensing analyst position behind Julie Caldwell and a newly created associate analyst position to perform the analysis of legislative and regulatory workload and maintain oversight of the Board's budget.

Information Technology

Board staff is currently working with DCA Office of Information Technology to migrate to DCA server. This migration is tentatively scheduled for the week of February 15, 2021. Once the migration is complete, Board member and staff email extensions will change from @mbc.ca.gov to @dca.ca.gov.

Board staff has also met with DCA Office of Information Technology via TEAMS to discuss revamping the Board's outdated website. The new design and layout of the website will streamline the information presented and make it more user friendly.

In fulfilling the Board's 2019-2023 Strategic Plan Object 4.1, Board staff continues to utilize Facebook <https://www.facebook.com/PABofCalifornia> and Twitter <https://twitter.com/PABofCA> social media platforms to maximize outreach and communication.

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

