

# MEMORANDUM

<b>DATE</b>	May 9, 2024
<b>TO</b>	Physician Assistant Board (Board)
<b>FROM</b>	Rozana Khan, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 6. Executive Officer's Report</b>

## A. Personnel

I'm pleased to announce that effective April 8, 2024, Pearl Her has been promoted to the Administrative Analyst position. Since joining the Board on November 7, 2023 as the Enforcement and Licensing Support Technician, Ms. Her has consistently demonstrated dedication and proficiency in her work. Her skills and commitment to excellence has made her a valuable asset to our team. Congratulations to Ms. Her on this well-deserved promotion, and we have full confidence that she will excel in her new role.

Recruitment is underway to fill the vacant Enforcement and Licensing Support Technician position. Board staff anticipates filling the position soon.

Additionally, effective May 31, 2024, Linda Serrano will be joining the Board as the new Complaint Analyst. Ms. Serrano's extensive 12 years of experience as a Complaint Analyst with the Medical Board of California, allows her to bring valuable expertise in analyzing complaints and conducting desk investigations to this role. We are confident that her skills and background will greatly enhance our team's ability to address consumer complaints while upholding regulatory standards.

## B. 2025 Sunset Review Process Overview

The sunset review process involves joint oversight hearings by the California State Assembly Business and Professions Committee and the Senate Business, Professions, and Economic Development Committee (Joint Oversight Committee) to evaluate boards and bureaus under the Department of Consumer Affairs (DCA). This process allows the DCA, the Legislature, the boards, and interested parties and stakeholders to discuss board performance and propose improvements. Key steps include drafting a Sunset Review Report, engaging in legislative committee hearings, and potentially extending a board's sunset date through the Legislature.

The process typically begins with the distribution of a sunset template by the Joint Oversight Committee in May/June, outlining specific data and information requirements. Board staff then drafts the Sunset Review Report for Board review, discussion, and approval. Initial drafts are expected to be presented at the August Board meeting, with the final draft ready for approval by the November Board meeting.

To meet the December 1 submission deadline to the Legislature, the Board may convene additional meetings, outside of its regular quarterly sessions. In February/March of the following year, the Board's sunset extension bill is introduced, initiating Legislative committee hearings.

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Approximately 10 days prior to the sunset hearing, the Board receives a Background Paper from the Joint Oversight Committee, assessing the Board's performance since the last sunset review and guiding the Board's responses to address any raised issues.

During the legislative hearing, the Board President, Vice President, and the Executive Officer testify, representing the Board's interests. Subsequently, the Board is given 30 days to provide written responses to the Background Paper and address any additional inquiries raised.

Finally, if no significant concerns arise during the process, the Legislature extends the Board's sunset date by another four years, ensuring its continued operation and oversight.

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