



MEMORANDUM

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| DATE | August 9, 2024 |
| TO | Physician Assistant Board (Board) |
| FROM | Rozana Khan, Executive Officer |
| SUBJECT | Agenda Item 6. Executive Officer’s Report |

A. **Personnel**

On June 25, 2024, interviews were conducted to fill the vacant Office Technician position, which will provide technical and clerical support to the Enforcement and Licensing Programs. Currently, staff is conducting reference checks for the top candidates, and we anticipate filling the position soon.

B. **2025 Sunset Review**

On June 21, 2024, staff received the 2025 Sunset Questionnaire from the Joint Oversight Committee. Since then, our team has been diligently working to provide thorough and accurate responses to each question. The draft report with responses to date, will be discussed under agenda item number 10.

C. **Annual Report**

As the fiscal year 2023-24 concluded, staff began working on the Annual Report to the Department of Consumer Affairs (DCA). The Board’s narrative portion of the report was submitted to DCA on July 17, 2024. The Annual Report is an opportunity for the Board to demonstrate its accomplishments, provide program information such as position counts, board membership, license requirements, fees, continuing education, licensing and enforcement statistics, and updates on regulations and legislation over the past 12 months. The report will undergo DCA’s review and approval process before publication.

D. **Outreach**

Board staff is planning to attend the annual California Academy of Physician Associates (CAPA) conference during Physician Assistant Week—October 3-6, 2024, in Burbank. This event is a vital opportunity for in-person outreach, allowing Board staff to address inquiries from licensees and students and provide updates on the laws and regulations governing the physician assistant practice. We are grateful to CAPA for this opportunity to engage directly with the community and enhance our outreach efforts.

On June 27, 2024, the Board published its biannual online Physician Assistant Board Insider newsletter for Summer 2024. This newsletter is an interactive communication tool for applicants, licensees, and consumers, to disseminate current, updated Board-related information.

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