



**MEDICAL BOARD OF CALIFORNIA**  
**Executive Office**



**ENFORCEMENT COMMITTEE**  
**Medical Board of California**  
**Embassy Suites**  
**San Francisco Airport**  
**150 Anza Boulevard**  
**Burlingame, CA 94010**  
**February 02, 2012**

**MINUTES**

**Agenda Item 1 Call to Order/Roll Call**

The Enforcement Committee of the Medical Board of California was called to order by Reginald Low, M.D. With due notice having been mailed to all interested parties, the meeting was called to order at 2:00 p.m.

**Members Present:**

Reginald Low, M.D.  
Sharon Levine, M.D.

**Members Absent:**

Gerrie Schipske, R.N.P., J.D.

**Staff Present:**

Douglas Becker, Enforcement Investigator  
Susan Cady, Enforcement Manager  
Tim Einer, Executive Assistant  
Kurt Hepler, Legal Counsel  
Teri Hunley, Business Services Manager  
Kimberly Kirchmeyer, Deputy Director  
Natalie Lowe, Enforcement Analyst  
Armando Melendez, Business Services Staff  
Regina Rao, Business Services Staff  
Anthony Salgado, Licensing Manager  
Teresa Schaeffer, Enforcement Analyst  
Kevin Schunke, Regulations Manager  
Anita Scuri, Department of Consumer Affairs, Supervising Legal Counsel  
Jennifer Simoes, Chief of Legislation  
Laura Sweet, Deputy Chief of Enforcement  
Susan Thadani, Enforcement Investigator  
Cheryl Thompson, Executive Assistant  
Renee Threadgill, Chief of Enforcement  
Linda Whitney, Executive Director  
Dan Wood, Information Officer  
Curt Worden, Chief of Licensing

**Members of the Audience:**

Julie D'Angelo Fellmeth, Center for Public Interest Law (CPIL)

Jose Guerrero, Office of the Attorney General

Jack French, Member of the Public

Carlos Ramirez, Office of the Attorney General

**Agenda Item 2                      Public Comments on Items not on the Agenda**

There were no public comments.

**Agenda Item 3                      Approval of Minutes**

Dr. Low moved to approve the minutes from the May 06, 2011 meeting; seconded; motion carried.

**Agenda Item 4                      Enforcement Subcommittee Update**

Dr. Low indicated that several meetings have taken place between members of the Medical Board's Enforcement Subcommittee and the Attorney General's Health Quality Enforcement section. Meetings were held to discuss ways in which the enforcement data collection process could be improved and to determine a standard process for reporting statistics. It was agreed that Medical Board and Department of Justice Health Quality Enforcement section supervisory staff will provide standard reporting on a monthly basis to the relative agency for data reconciliation. Upon exchange of the documents, the reports will be reviewed for any discrepancies and reconciled between the two agencies. It was requested that data reported include the average and medium. This will pinpoint outliers that can then be independently reviewed to understand the cause of inaction and allow for remedy of the situation in a more timely manner. Following reconciliation, one report will be provided for Board member review.

**Agenda Item 5                      Update on Expert Reviewer Training**

Ms. Sweet provided an update on the progress of the Expert Reviewer Training project including a brief power point presentation. Ms. Sweet stated that the project is nearing completion and the first training session is planned for April 2012.

Technical challenges were faced when it was found that UC Davis changed its interactive power point program which required students to use their laptops or smart phones as transmitters. Because all Experts may not have the necessary equipment, equipment was acquired by the Medical Board. The acquisition of the equipment will allow the training session to be performed in multiple settings, which will be ideal for training Experts throughout the state.

An outline of the proposed lesson plan was displayed via power point, to provide an idea of the topics that will be covered during the seven hour training. Ms. Sweet indicated that the training will be interactive and audience members will be asked to participate in various ways throughout the training.

Medical Board staff are in the process of selecting the specific date to hold the training; are coordinating the schedules of presenters; and, are preparing invitations to be sent out.

Dr. Levine was concerned that the timeframes listed in the outline may not be sufficient due to the extensive amount of topics that will be covered.

Dr. Low reiterated that the purpose of the training program is to allow for higher quality and improved efficiency within the Expert Training Program.

Dr. Levine inquired as to how often the training will be provided per year. Dr. Low responded that currently there are one Northern California and two Southern California sessions planned and in the future additional training will be scheduled on an as needed basis.

**Agenda Item 6**                      **Agenda Items for May 3-4, 2012 Meeting in Los Angeles, CA**

- Update on Expert Reviewer Training
- Update on Medical Board and Attorney General's Office data collection/reconciliation project

**Agenda Item 7**                      **Adjournment**

There being no further business, the meeting was adjourned at 2:24 p.m.