



**CALIFORNIA BOARD OF PODIATRIC MEDICINE
JUNE 5, 2015**

**SUBJECT: ADOPTION OF BOARD OF PODIATRIC MEDICINE (BPM) POLICY
REGARDING A SET BOARD AND COMMITTEE MEETING
SCHEDULE**

**ACTION: CONSIDER AND DISCUSS ADOPTION OF A SET BPM BOARD
AND COMMITTEE MEETING SCHEDULE**

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RECOMMENDATION

Consider and discuss adoption of a proposed BPM policy regarding a set and established Board and Committee meeting schedule.

ISSUE

BPM has not previously adopted a Board policy establishing a pre-determined annual meeting cycle but has instead relied on annual consideration of individual dates and times for meetings.

DISCUSSION

With recent approval of the Dixon/Cha motion at the March 6, 2015 meeting of the Board, the Executive Officer is in the process of drafting a Board Administrative Procedures manual that will identify all important and critical laws, regulations and Board policies in order to guide Board member actions and enhance overall Board effectiveness and efficiency in carrying out its consumer protection mission.

In so doing, it has become evident that BPM has not previously adopted a Board policy establishing a pre-determined annual meeting cycle but has instead relied on annual consideration of individual dates and times for meetings. Thus, consistent with this past practice BPM has traditionally adopted a regular meeting schedule each calendar year.

The Board adopted the 2015 meeting schedule near the end of the 2014 year. The adopted 2015 meeting schedule consists of four Board meetings each falling on the first Friday on the third month in each quarter in addition to convening the standing committees of the Board either on the Wednesday and Thursday two weeks prior to the regularly scheduled meeting of the Board.

To date, execution of the adopted 2015 meeting schedule has delivered Board meetings during the first week of March and June starting at 10:00am and committee meetings beginning at 10:00am on February 18 & 19 and May 20 & 21 as planned. This has provided more evenly distributed meeting coverage throughout the calendar

year in order to address ongoing Board business. This posture has also generated a number of other significant benefits not the least of which lend to a more efficient and active Committee orientation that is more fully engaged and strategic in mapping and accomplishing the important monitoring functions of the Board.

In addition to providing greater assistance and efficacy in formulating institutional policy directives for the Board to consider as a whole, the 2015 meeting schedule with its increased meeting structure has also provided greater opportunities for public engagement and provided the public and stakeholders increased occasions to address salient issues that impact the profession and/or consumers.

While meeting frequency depends on the volume of work to be accomplished to a large degree, BPM must meet no less than three times a year per section 101.7 of the California Business and Professions Code (“B&P”). Any meeting of the Board including any duly appointed committee and their corresponding meeting times may be called at the discretion of the President as provided under B&P section 2467.

Turning toward organizational best practice studies, it is shown that where and when Board and Committees meet is a strong contributor to increased member participation levels and the success of the body overall. Regularity and consistency are therefore posited as the watchwords to be achieved in both meeting times and dates. Regular and consistent meeting times and dates also directly translate into improved efficiencies in the use of valuable staff time, efforts and resources in planning, preparation and execution of Board operations including minimizing operational disruption and interference.

This axiom holds greater truth within an agency such as BPM which relies heavily on outside Board resources such as Department of Consumer Affairs (“DCA”) support in the execution of Board operations that must often times be logistically planned, coordinated and reserved many weeks in advance. These resources include DCA staff time, facilities and equipment which are limited and are allocated according to need and availability. Needless to say, the more irregular and inconsistent a meeting schedule, the more difficult the execution and the greater potential danger in failing to secure a resource that may greatly enhance and contribute to the increased success of a meeting.

As a result, many Boards—both governmental and non-profit—pick consistent dates and times for meetings as a best practice. This is also an important consideration in order to reasonably allow potential interested parties and the public to attend since the law generally requires meetings of a public body to be open to the public. Inconsistent and irregular meeting times and dates do not exactly lend themselves to ease and convenience of public participation. Thus, many deliberative bodies choose 8am-10am meeting start times that permit their members to contribute generously of their time and valuable intellectual capital to attend to the people’s business and then get on with their day. Alternately, 6pm start times are also occasionally chosen to allow greater potential public participation as most individuals—including members of the Board—have concluded their business or work day and are free to attend meetings after work.

Taking the aforementioned considerations into account, it is therefore recommended that the Board discuss and consider adopting a policy governing established and consistent Board and Committee meeting times and dates for inclusion into the Board's pending administrative manual that will later be considered for adoption when a completed draft is presented for review.

General suggestions on meeting frequency policy are provided below for Board consideration:

Frequency of Meetings (Calif. Business and Professions Code §§ 101.7, 2467 and *proposed* Board Policy)

For the purposes of transacting business, the Board may convene from time to time as it deems necessary but is required by statute to hold three meetings per year with at least one meeting in Northern California, and one in Southern California.

- The Board and each of its standing Committees shall meet quarterly.
- Board Meetings shall be held on the first Friday on the third month of each quarter and generally begin at 9:00am.
- Committee meetings shall be held on the Thursday three weeks preceding the regularly scheduled meeting of the Board as follows:
 - Executive Management: Thursdays at 9am
 - Legislative Committee: Thursdays at 11am
 - Enforcement Committee: Thursdays at 1pm
 - Licensing Committee: Thursdays at 3pm
 - Public Education: Thursdays at 5pm
- The President may call a meeting of the Board or of any duly appointed committee including their specified time and place at any time.
- Special meetings may be held by the Board as permitted by law and may also be called by the Director of the Department of Consumer Affairs as required.

Alternately:

- Committee meetings shall be held on the Wednesday and Thursday three weeks preceding the regularly scheduled meeting of the Board as follows:
 - Executive Management: Wednesdays at 9am
 - Legislative Committee: Wednesdays at 11am
 - Enforcement Committee: Wednesday at 1pm
 - Licensing Committee: Thursdays at 9am
 - Public Education: Thursdays at 11am

ALTERNATIVES CONSIDERED

The Board may choose not to adopt any policy but rather choose Board meeting dates as an ad hoc basis based on other considerations and/or forego committee meetings altogether. However, structured programmatic and consistent options are the preferred

contemporary best practices for bringing boards and committees into a 21st century framework for creating maximum policy and organizational impact and effectiveness.

NEXT STEPS

Approval and adoption of a Board policy governing the planning and frequency of future board and committee meetings will be incorporated into the draft Board Administrative Procedure Manual for consideration and discussion at the next Board cycle.

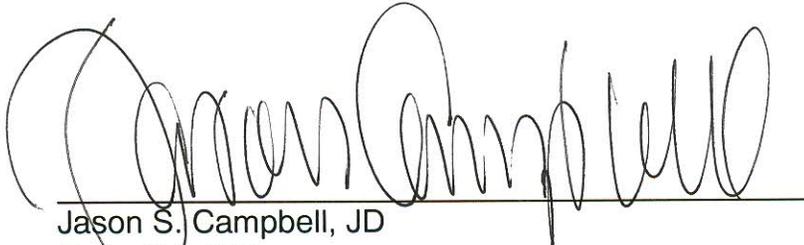
ATTACHMENTS

A. Dixon/Cha Administrative Manual Motion of March 6, 2015

Prepared by: Kia-Maria Zamora, Licensing Unit Coordinator

Kia-Maria Zamora for

Kia-Maria, Zamora
Licensing Unit Coordinator



Jason S. Campbell, JD
Executive Officer