

## Minutes

Regular Board Meeting  
California Board of Podiatric Medicine  
200 N. Spring Street, Room 1040 - 10<sup>th</sup> Floor  
Los Angeles, CA 90012

Called to Order & Quorum Established at 10:02AM

### Board Members Present

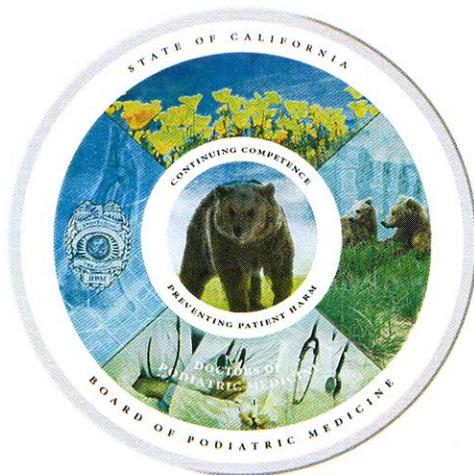
John Y. Cha, DPM, Vice President  
Neil Mansdorf, DPM  
Judith Manzi, DPM  
Melodi Masaniai  
Michael A. Zapf, DPM

### Staff

Jason S. Campbell, JD, Executive Officer  
Kia-Maria Zamora, Acting Secretary

### Board Counsel

Dianne Dobbs, Esq.



***“Boards are established to protect the people of California.” – Bus. & Prof. Code §101.6***

**I. PRESENTATIONS/SET MATTERS**

**S-1. Chair’s Welcome and Report.**

- Welcome extended to newest BPM member of the board Dr. Judith Manzi
- Thanks extended to staff for their hard work and dedication to BPM
- Successful attendance of CPMA Legislative Day on March 4, 2015 by Vice President Cha and Executive Officer Campbell
- DCA Director’s Meeting in February provided BreEZe Program issue update and pending increased costs for DCA Boards including BPM
- Necessity of yearly Executive Officer evaluation
- Board Member training requirements mandate
  - sexual harassment training biennially
  - ethics course within six months of appointment & biennially thereafter
  - member orientation within one year of appointment and repeated upon reappointment
  - defensive driver training on quadrennial basis; and
  - Form 700s submitted yearly before April 1<sup>st</sup>

EB	JC	KD	NM	MM	JM	MZ
A	P	A	P	A	P	P

**S-2. STATEMENT on public comment.**

EB	JC	KD	NM	MM	JM	MZ
A	P	A	P	A	P	P

**S-3. DISCUSSION of agenda items for future meetings.**

- Status of FY 2015-16 Sunset Review

EB	JC	KD	NM	MM	JM	MZ
A	P	A	P	A	P	P

EB = E. Barnes	JC = J. Cha	KD = K. Dixon	NM = N. Mansdorf
MM = M. Masaniai	JM = J. Manzi	MZ = M. Zapf	

LEGEND: Y = YES, N = NO, A = ABSENT, P = PRESENT, ABS = ABSTAIN, C = CONFLICT

S-4. Executive Officer's Report

EB	JC	KD	NM	MM	JM	MZ
A	P	A	P	A	P	P

S-5. APPROVED Minutes of the Regular Board Meeting held Dec. 19, 2014.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

**II. AGENDA ITEMS**

1. COMMITTEE APPOINTMENTS

- Creation of Executive Management Committee
- Appointment of Board Members Dixon and Cha to Executive Management Committee as Chair and Co-Chair, respectively.

EB	JC	KD	NM	MM	JM	MZ
A	P	A	P	A	P	P

2. APPROVED **Dixon and Cha motion directing** the Executive Officer to begin drafting a Board Administrative Procedures manual.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

3. RECEIVED AND FILED quarterly Budget Update

EB	JC	KD	NM	MM	JM	MZ
A	P	A	P	A	P	P

4. RECEIVED AND FILED update on committee teleconferencing pilot effort.

(Continued on next page)

EB = E. Barnes	JC = J. Cha	KD = K. Dixon	NM = N. Mansdorf
MM = M. Masaniai	JM = J. Manzi	MZ = M. Zapf	

LEGEND: Y = YES, N = NO, A = ABSENT, P = PRESENT, ABS = ABSTAIN, C = CONFLICT

(Item no. 4 – continued from previous page)

EB	JC	KD	NM	MM	JM	MZ
A	P	A	P	A	P	P

5. APPROVED **Dixon and Cha motion** directing the Executive Officer to explore innovative ways to enhance BPM training efficiencies for Board members, licensees and consultants/experts.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

6. APPROVED **Zapf motion** directing the Executive Officer to begin study to determine whether continued reference to ankle certification on or after January 1, 1984, should be removed from section 2472 of the California Business and Professions Code and to report back to Committee in May with findings and recommendation.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

7. APPROVED proposed goal area objectives for the Legislative Program in the draft Strategic Plan.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

8. APPROVED proposed goal area objectives for the Enforcement Program AS AMENDED in the draft strategic plan:

- A. Revising enforcement objective number three to read as follows: Enhance reporting to the Board of mission critical functions relative to enforcement.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

9. APPROVED directing Executive Officer to **draft language for proposed regulations concerning the conduct of oral argument** for adoption as Podiatric Medicine Regulation.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

EB = E. Barnes	JC = J. Cha	KD = K. Dixon	NM = N. Mansdorf
MM = M. Masaniai	JM = J. Manzi	MZ = M. Zapf	

LEGEND: Y = YES, N = NO, A = ABSENT, P = PRESENT, ABS = ABSTAIN, C = CONFLICT

10. APPROVED directing Executive Officer to **draft language for proposed regulations amending BPM model disciplinary guidelines** that follow the original standards established by the Substance Abuse Coordination Committee.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

11. APPROVED BY UNANIMOUS CONSENT **applications of the following candidates to serve as BPM Medical Consultants:**

1. **Pedram Kahen** (Southern California)

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

2. **Carl Wagreich** (Southern California).

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

(REQUIRES UNANIMOUS CONSENT per BPM Consultant Selection, Training and Evaluation Policy adopted February 11, 2011)

12. APPROVED **Board of Podiatric Medicine Consultant Training schedule:**

C. OPTION C: consisting of Southern California Training Location (the Western Conference) to be held in June 2015; AND

D. OPTION D: to investigate development of Webinar Training Course for rollout during the 2016 calendar year.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	A	Y	Y

13. APPROVED directing the Executive Officer **to undertake project tasks for enhancing Board of Podiatric Medicine public outreach** through completion of:

(Continued on next page)

EB = E. Barnes	JC = J. Cha	KD = K. Dixon	NM = N. Mansdorf
MM = M. Masaniai	JM = J. Manzi	MZ = M. Zapf	

LEGEND: Y = YES, N = NO, A = ABSENT, P = PRESENT, ABS = ABSTAIN, C = CONFLICT

(Item no. 13 – continued from previous page)

- A. Board of Podiatric Medicine website redevelopment;
- B. Development of an internet based FAQs page; and
- C. Development of BPM Publication regarding the Laws Relating to the Practice of Podiatric Medicine.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	ABS	Y	Y

14. APPROVED proposed goal area objectives for Organizational Relationships in the draft strategic plan.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	Y	Y	Y

15. RECEIVED AND FILED **Licensing Program Report.**

EB	JC	KD	NM	MM	JM	MZ
A	P	A	P	P	P	P

16. RECEIVED AND FILED **update on strategic planning process** and proposed goal area objectives for the Licensing Program.

FAILED:

**Masaniai Motion as amended by Cha** to revise proposed Licensing Program goal objective number one in the draft strategic plan to read as follows:

Offer online renewal in order to facilitate efficiency and convenience as budget allows.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	N	Y	N	N

APPROVED:

**Cha motion** approving proposed goal area objectives for the Licensing Program in the draft Strategic Plan.

(Continued on next page)

EB = E. Barnes	JC = J. Cha	KD = K. Dixon	NM = N. Mansdorf
MM = M. Masaniai	JM = J. Manzi	MZ = M. Zapf	

LEGEND: Y = YES, N = NO, A = ABSENT, P = PRESENT, ABS = ABSTAIN, C = CONFLICT

(Item no. 16 – continued from previous page)

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	Y	Y	Y

17. APPROVED directing Executive Officer to **draft language for proposed regulations correcting scrivener’s errors in section 1399.671** of BPM’s Podiatric Medicine Regulations.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	Y	Y	Y

18. ADOPTED **Board of Podiatric Medicine Strategic Plan** 2015-2018.

EB	JC	KD	NM	MM	JM	MZ
A	Y	A	Y	Y	Y	Y

19. PUBLIC COMMENT on **non-agenda items within the Committee’s subject matter jurisdiction.**

MEETING ADJOURNED AT 12:38 pm.

Prepared by: Kia-Maria Zamora

Approved on:

*Andre Damo FOR*

Kia-Maria Zamora, Acting Board Secretary

EB = E. Barnes	JC = J. Cha	KD = K. Dixon	NM = N. Mansdorf
MM = M. Masaniai	JM = J. Manzi	MZ = M. Zapf	

LEGEND: Y = YES, N = NO, A = ABSENT, P = PRESENT, ABS = ABSTAIN, C = CONFLICT