



MEMORANDUM

DATE October 3, 2012

TO Veterinary Medical Board

FROM Sue Geranen Executive Officer
DCA/Veterinary Medical Board
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SUBJECT Administrative Procedures Manual & Committees

Background:

Business and Professions Code § 4809.8 specifies that the Board shall establish the Veterinary Medicine Multidisciplinary Advisory Committee (MDC) to assist, advise, and make recommendations for the implementation of rules and regulations necessary to ensure proper administration and enforcement of the Practice Act and to assist the board in its examination, licensure, and registration programs.

In light of the Board's limited resources, it additionally establishes informal, two-Board-member committee meetings as a cost-efficient and legal means of gathering information for discussion by the full Board. This enhances the process of the Board's public meetings and addresses the needs of the profession and consumers in California. These committees meet as needed, at the direction of the Board, to discuss issues consistent with the Board's mission and stated goals and objectives within its Strategic Plan. In some cases, the Board directs staff to take action, and the committee members assist staff in carrying out the Board's directives. In other cases, at a public meeting, the Board directs the committee to gather information to bring it back to the Board for full discussion and possible action at its regularly-scheduled and publically-noticed quarterly Board meetings—there are no final decisions made at these information-gathering committee meetings.

With regard to both its statutorily mandated MDC as well as its two-member committees, the Board may take this opportunity to 1) clarify the missions of the committees, 2) discuss delegation of tasks to these committees, and 3) define the process for filling officer positions on the committees.

Attached are copies of both the Board's Committee Assignments and the proposed amendments to the Board's Administration Procedures Manual (APM). The APM will be included in the pending sunset report to the legislature. In light of discussion regarding its committees, the Board may make additional changes to these documents.

Action Requested:

- 1) Make recommendations, if needed, for amendments to the Board's Administrative Procedures Manual and Committee assignments, and
- 2) Make a motion for staff to incorporate any recommended amendments and finalize the documents for inclusion as an attachment in the sunset report.