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Internal Operating Policies and Procedures (IOPP)

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Mission Statement

The mission of the Minnesota Board of Dentistry is to promote and protect public health and safety, and to ensure that every licensed dental professional practicing in the state meets the requirements for safe, competent, and ethical practice.

The Board strives to achieve its mission by:

- Carrying out activities authorized by Minnesota statues and rules
- Formulating policy relevant to the health and safety of the public
- Developing and influencing effective public policy related to dentistry
- Pursuing collaborative alliances with the public, dentists, dental therapists, dental hygienists, licensed dental assistants, educators, state agencies, and legislators
- Disseminating information to the public and to dentists, dental therapists, dental hygienists, and licensed dental assistants
- Operating an agency that utilizes human and fiscal resources efficiently and effectively
- Requiring ongoing professional development and education of all dental professionals licensed in the state of Minnesota
- Utilizing remediation tools and education to help dental professionals achieve compliance with rules and regulations
- Affiliating and participating with regional and national testing agencies for the purpose of conducting examinations for dental professional licensure

General Overview of Policies and Procedures

Minnesota Statues §§ 214 and 150A.02 authorize the Minnesota Board of Dentistry. The statutes provide for the composition, governance, and powers of the Board. The scopes of practice, credentialing and licensure, requirements of examination, grounds for discipline, listing of duties, etc. are contained in Chapter 3100 of the Minnesota Rules. Various state laws govern the Board, such as Chapter 14, the Administrative Procedures Act, and the Minnesota Government Data Practices Act.

The Board is comprised of nine members: five dentists, one dental hygienist, one licensed dental assistant, and two public members, each appointed by the Governor. Board members bring the expertise from their professions and experience to the Board to allow them to serve the best interests of public health and safety, but each represents the public, not their profession or professional associations. The Board elects officers (President, Vice President, and

Secretary). The Executive Committee is comprised of the elected officers and the immediate Past President. The Board has established standing committees to conduct work of the Board as delegated. The Board also appoints members as liaisons to represent the Board to Health Professional Services Program (HPSP), the Council of Health Boards, CDCA-WREB_CIITA, ADEX, and Central Regional Dental Testing Service (CRDTS).

The major function of the Board is to protect public health and safety. Board members articulate the mission and sustain the vision of the Board. To accomplish these functions, the Board creates policy to establish education and testing requirements for the dental professions, examines and licenses duly qualified applicants, ensures continued competence of the regulated dental professionals by establishing professional development requirements, and enforces the rules and laws.

The Board employs an Executive Director (ED) to serve as the Chief Executive Officer for the Board and to oversee the agency. The ED interprets and implements the laws, regulations, and policies of the Board and represents the Board to the public, consumer groups, dental community, dental health care industry, legislature, institutions of higher education, media, and other public and private agencies and organizations. The ED provides leadership and works collaboratively with the Board members to achieve agency goals and objectives. The ED is responsible for Board operations, management of the budget, and the staff.

PART 1:
GENERAL PROVISIONS

A. Internal Operating Policies and Procedures (IOPP)

The Board is not required to adopt formal rules to govern its proceedings under the Administrative Procedures Act. The Development of the IOPP was voluntarily pursued to clarify function and process. The Executive Committee will review the IOPP every two years to determine if any updates are necessary.

B. Adoption of the IOPP

The initial adoption of the Internal Operating Policies and Procedures is effective upon approval by two-thirds of the Board members at a regular or special Board meeting. Revisions of these policies and procedures require a two-thirds vote of Board members at a regular or special Board meeting and become effective immediately. The Executive Committee shall review the IOPP at least biennially, determine if revisions are needed, and report any recommended changes to the Board.

C. Creation of the Board

The Minnesota Legislature established the Board of Dentistry in 1885. The requirements for the composition and operation of the Board are contained in the Board's Practice Act, Minnesota Statutes, Chapter 150A. Additional authorities, processes, and requirements are delineated in Minnesota Statutes § 214, which contain requirements for all health-related licensing Boards.

D. Duties of the Board

Under Minnesota Statute § 214 and the Dental Practice Act, the Board must:

1. Adopt and enforce rules for licensure of dentists, dental therapists, dental hygienists, and dental assistants and for regulation of their profession. Public safety guides rulemaking.

2. Adopt rules establishing standards and methods of determining whether applicants and licensees are qualified. The rules provide for examinations, standards for professional conduct, and requirements for professional development.

3. Issue licenses, registrations, and certifications to qualified individuals.

4. Establish and implement procedures, including a standard disciplinary process, to ensure that individuals licensed as dentists, dental therapists, dental hygienists, and dental assistants will comply with laws and rules governing the practice of dentistry in Minnesota.

5. Enable public consumers and dental professionals to file complaints against licensees.

6. Periodically review the Dental Practice Act to ensure its relevance.

7. To the extent possible, establish licensing fees so that the total fees collected by the Board will equal the anticipated expenditures.

E. Data Practices

The collection, creation, receipt, maintenance, and dissemination of data maintained by the Board are governed by the Minnesota Government Data Practices Act, (Minnesota Statutes, Chapter 13). Staff and Board members need to be aware of the status of Board related data. Data handled by the Board is classified under direction of the Act as either private or public.

Data category	Classification	Meaning of classification
Data on individuals	Public	Available to anyone for any reason
Data on individuals	Private	Available to data subject, those whose work requires access, entities authorized by law, those authorized by data subject
Data not on individuals	Public	Available to anyone for any reason
Data not on individuals	Private	Available to data subject, those whose work requires access, entities authorized by law, those authorized by data subject

Examples of public data include public disciplinary orders, corrective actions, complaint history, and licensee demographic information. Examples of private data include complaint and discipline investigative data as well as applications before licensure is issued.

F. Use of Board Resources

The Minnesota Board of Dentistry utilizes financial, goodwill, facilities and human resources for Board member and staff activities and operations that support required duties and align with the mission of the Board, while maintaining sound fiscal responsibility.

G. Delegation of Authority

Scope of Authority for Board Members

Board members may not attempt to exercise individual authority over the Board or Board staff except as explicitly set forth in Board policies. Refer to Part 2: Board Members.

Scope of Authority Board President

Preside at meetings of the Full Board and Executive Committee, establish approved agenda items for the named committees, call special Executive and Board meetings as necessary, cast vote on all Board motions, and sign official minutes upon approval by Board. Along with Executive Director, serving as principal spokesperson for the Board. With the approval of at least one other member of the Executive Committee, taking emergency action on behalf of the Board. Assuming the duties of the Executive Director during any vacancy in the position. See Duties of President section of IOPP.

Scope of Authority Board Executive Director (ED)

All Board authority delegated to staff is delegated through the ED, so that all authority and accountability of staff can be considered the authority and accountability of the ED. The ED is

authorized to make all decisions, take all actions, and develop all activities that are true to the Board's policies. The Board may, by extending its policies, restrict areas of the ED's authority. No individual member, officer, or Committee (except the Executive Committee) has authority over the ED. Delegation is formally executed by agreement in the Minnesota Delegation of Authority and signed by the Board President. See Board Staff and ED sections of the IOPP.

PART 2:
BOARD MEMBERS

A. Expectations and Responsibilities

Board members are responsible for being prepared and participating fully in Board functions.

1. Board Meetings

a. Meetings are typically scheduled 3-4 times per year and typically all day on a Friday.

b. Agendas and background materials are sent to Board members at least one week prior to the scheduled meeting.

c. Professionalism and consideration dictate that all materials will be reviewed by each Board member in preparation for the meeting.

d. Respectful communication is essential, especially at public meetings. Members may certainly disagree and are welcome to request clarification or more information from one another, staff, or guests, provided that the communication is professional.

2. Committee Involvement

A great deal of the Board's work is conducted within committees. To ensure diversity of opinion and to share responsibilities, all Board members are expected to volunteer for and accept appointments to committees.

3. Commission on Dental Accreditation (CODA) Site Visits

a. CODA schedules mandatory site visits of all schools of dentistry, dental hygiene, and dental assisting. Eligible Board members are expected to volunteer for site visits as part of their Board responsibilities.

b. The Commission notifies the State Board of Dentistry when an accreditation visit is scheduled in its jurisdiction. The Board of Dentistry has a legitimate interest in the accreditation process. The Commission encourages the Board to accept invitations to participate in the process.

c. The selected Board member receives the self-study document from the program, and the background information prior to the site visit. The Board member participates in all site visit conferences and executive decisions. The Board reimburses its representatives for expenses incurred during the site visit. Refer to Section F: Board Policy on Expenses.

f. Typically, the representative from the Commission contacts the Board member prior to the visit and invites the Board member to a meeting the evening prior to the site visit. This meeting is an essential part of the team process for the accreditation site visit.

g. The selected Board member must review all of the materials prior to the visit. The selected Board member will be a resource for the program regarding laws and rules that pertain to the practice of dentistry in the state of Minnesota.

h. The basic purpose of the site visit is to permit peers to examine a program's compliance with its own stated goals and objectives. Information provided in the self-study is confirmed, documentation is reviewed, interviews are conducted, and the program observed by the visiting committee. Site visit information is confidential.

i. At the site visit, members issue a final report to the school. The Board member is a part of that deliberation, writing, and attending the exit presentation to school administration.

4. Clinical Examiner

Dental and Dental Hygiene members of the Board, are expected to participate, as eligible, with clinical examinations for Board-approved clinical examining bodies.

B. Communications

Board members shall refrain from making presentations, speaking to the media, writing letters or engaging in other kinds of communication in the name of the Board, unless the President or the Executive Director of the Board has specifically authorized such communications.

C. Code of Conduct

The Code of Conduct is a set of behavioral expectations intended to assure the Public that the Board and its individual members uphold the highest level of integrity and ethical standards. Please refer also to the Federation of Associations of Regulatory Boards Model Code of Conduct, which can be found in Appendix 2.

1. Ethical Conduct

The Board expects of itself and its members ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in-group and individual behavior when acting as Board members.

The Board values:

- A supportive and respectful work environment for our members and employees.
- A diverse and representative workforce.
- A workplace where employees and those we serve are treated fairly and equitably.
- Appreciation, acknowledgment, and acceptance of individual differences.
- Employees and Board members who take responsibility for modeling appropriate behavior and assuring respectful behavior of others.
- Punctuality and attendance at all Board and assigned Committee meetings and functions.
- Support of decisions of the Board to peers and the public.

2. Public Service
Each Board member represents the public health and safety interest. This is the case even if the Board member is licensed in that profession, is a consumer, or has other affiliations. Board members do not represent the profession or other private groups.

3. Committee Service Expectations

a. Serve on committees or task forces as appointed.

b. Review agenda and supporting materials prior to Board and Committee meetings.

c. Actively participate in Committee meetings.

d. Assist the Board in carrying out its fiduciary responsibilities such as reviewing financial statements and reviewing and approving appropriations requests to the legislature.

4. Statutes and Rules
Board members are to comply with all state laws and regulations applicable to public officials.

a. Be knowledgeable of and uphold the Minnesota Dental Practice Act.

b. Review and make decisions on all issues presented to the Board regarding the regulations of dental practice from the perspective of protection of the public.

c. Demonstrate knowledge of the purpose, philosophy, strategic plan, and goals of the Board.

d. Recognize the Board's role to make policy and the staff's role to implement policy as adopted by the Board.

e. Abide by the required open meeting laws, both in-person and remotely.

5. Conflict of Interest
Members of regulatory Boards must strive to avoid any actual or perceived conflict of interest that may compromise the integrity of the Board.

a. Reveal actual or perceived conflicts of interest and recuse oneself from Board decision making when appropriate.

b. Refrain from self-dealing or any conduct of private business or personal services between any member and the Board.

c. Board members must not use their positions to obtain employment within the agency for themselves, family members or close associates.

d. Board members are not eligible for employment by the Board. Resignation from the Board is required prior to the submission of application for employment by the Board.

e. Those affiliated with the Executive Branch of state government are prohibited from accepting gifts, meals, or any item of value according to Chapter 43A.38,Subd 2.

6. Scope of Authority

Board members may not attempt to exercise individual authority over the Board or Board staff except as explicitly set forth in Board policies.

a. Board members shall not be involved in the day-to-day management, operations, and personnel issues of the Board office.

b. Board members' interactions with the Executive Director or with staff must recognize the lack of authority in any individual member.

c. In their interactions with the public, press or other entities, Board members shall not speak on behalf of the Board unless specifically directed by the Board, or as authorized by the Board President and/or Executive Director.

7. Advocacy

Board members shall not appear before the Board while acting as an advocate. Board members shall not represent, directly or indirectly, any business entity in any action or proceeding against the interest of the Board, or in any litigation in which the Board is a party. The only exception to this would be responding to a formal complaint filed with the Board.

8. Use of Powers as a Member

Board members shall not use their official position to secure a special privilege or exemption for the affected person or others, or to secure confidential information for any purpose other than official duties.

9. Confidential Information

a. Board members shall not intentionally or knowingly disclose any confidential information gained by reason of the affected person's position concerning the property, operations, policies or affairs of the Board, or use such confidential information for personal gain.

b. Board members shall not engage in a business or professional activity that the affected Board member might reasonably expect would require or induce the affected Board member to disclose confidential information acquired because of the official position.

10. Recusal

Board members will recuse themselves from participating in complaint reviews where a conflict of interest exists relative to the complainant or the licensee. Every effort should be made by individual Board members to determine whether their relationship with the complainant or licensee creates a situation that would negatively affect objectivity.

11. Violations of Code of Conduct

Complaints related to violations of this Code of Conduct must be referred to the Executive Committee via the Executive Director and Board President. The Executive Committee, in consultation with the Attorney General's Office, will determine an appropriate course of action.

If the complaint is against a member of the Executive Committee, the member must recuse themself from the Committee's deliberations and decisions on the complaint. An Executive Committee member may also be removed for cause by a majority vote of Board members. The vacancy shall be filled in the manner provided in Part 3, Section B: Elections.

D. Board Member Development, Orientation, and Mentoring

1. Board Member Orientation

a. The Executive Director arranges a mutually acceptable date prior to the new Board member's first Board meeting to provide a general overview of Board responsibilities and overall mission, and an introduction of staff members to the new Board member where each will discuss the individual areas of expertise.

b. When possible, the Board member will also have an opportunity to meet with a representative from the Attorney General's office to review the "Board Member's Handbook of Legal Issues," and with a representative of the Health Professional Services Program (HPSP) to become familiar with the Board's relationship with this organization.

2. Mentoring

A Board member mentor encourages and assists a new Board member to develop a sense of comfort with their role, and to foster effective working relationships with other members.

3. Recruitment and Assignment

Mentors are experienced Board members who demonstrate awareness of the Board's governance and regulatory processes. Mentors may volunteer or be recruited by the Board's President. The Board President will assign a mentor to a new Board member, in consultation with the Executive Director.

4. Mentoring Commitment

The mentor is expected to initiate the relationship at the time of assignment. Either party may initiate subsequent contacts. A mentoring relationship usually lasts one year. The new Board member may change mentors as desired.

5. Suggested Mentoring Strategies

a. Initiate contact within 2 weeks of acceptance of mentoring assignment.

b. Contact new Board member, using a variety of communication tools, a minimum of once prior to the first Board meeting the new Board member will attend and a minimum of once after the Board meeting.

c. Share contact information (email address, telephone numbers, etc.).

d. Establish boundaries and expectations for the relationship.

e. Facilitate introduction to other Board members.

6. Training

If possible, new Board members will be asked to attend a regulatory conference, such as CLEAR or FARB, within six months following appointment to the Board. When possible the Board's Executive Director will accompany Board members.

E. Board Policy on Per Diems

1. Per Diem Policy

It is the policy of the MN Board of Dentistry to authorize payment of one per diem (at the rate set by the Legislature) and expenses, when applicable (at rates set by the Commissioner's Plan) to Board members for the following activities:

a. Each day in attendance of a public-noticed open or closed Board meeting, as well as attendance at (or electronic participation) special meetings of the Board.

b. Each day in attendance at public-noticed open or closed meetings of Committees of the Board, if a member of the Committee.

c. Attendance at meetings of organizations in which the Board participates.

d. Travel to and from examinations, Executive Committee meetings, Steering Committee meetings, and workshops on days when Examining Company does not pay a per diem honorarium, when travel must occur on the day before or after the activity.

e. Attendance at legislative hearings, meetings with legislators, or meetings with other parties relating to legislative activities when acting as a Board appointed representative.

f. Attendance, participation, and/or presentation at a meeting or conference when invited to attend, participate, or present as a Board approved representative.

g. Attendance at meeting only when acting as the Board of Dentistry's official representative.

h. For every five hours spent on preparation time for Board meetings, a per diem day will be paid.

2. Collecting Double Benefits Prohibited

A per diem shall not be paid to Board members who are being otherwise compensated by another organization for their Board work that day.

3. Preparation Time

a. Activities related to preparation for and participation in Board and Committee activities, such as reading materials, telephone calls, and travel are eligible for per diem payments.

b. Per diems shall be calculated on the basis of one per diem granted for every five hours of accumulated time. Time will not be calculated on days for which a per diem is already authorized, such as on a regularly scheduled Board meeting day or Committee meeting day.

F. Board Policy on Expenses

The Minnesota Department of Management and Budget (MMB) establishes expense reimbursement policies that are periodically revised. Board members' expense guidelines are specified in the Commissioner's plan. In addition to those policies, the Board adopts the following supplemental policies:

1. Hotel

a. Board members and staff traveling on Board-approved business will be reimbursed for hotel expenses for themselves only.

b. Board members and staff must get the lowest possible hotel rate by requesting a government, AAA, business, AARP, or other discounts.

c. The Board will reimburse for a standard room size. The Board will reimburse for non-standard room size if no other option is available at the time of purchase.

d. Board members/staff must submit the original lodging receipts, which show the detail of charges with their expense report.

2. Flights

a. Board members/staff are to determine whether a Saturday stay, even if it extends the travel time, results in cost savings to the Board (airfare, meals, lodging, transportation, etc.) and to opt for the most reasonable alternative(s).

b. Airline travel credit (frequent flyer miles) accrue to the State, not to the employee or Board member (MN Statute 15.435).

c. Per state contract requirements, all airline travel that is to be paid by the Board of Dentistry must be booked using the most current contract with the state of Minnesota.

3. Ground Transportation

a. Mileage reimbursement rates are per the Commissioner's Plan.

b. Car rental is seldom the most cost-effective means of transport, due to rental costs, parking, fuel, insurance, and gratuities. When it can be demonstrated otherwise, car rental will be reimbursed when detailed receipts are submitted.

4. Meals

a. Meal reimbursement rates are itemized in the Commissioner's Plan. Reimbursement rates are adjusted for "High-cost metropolitan areas."

b. Board members are reimbursed for the actual cost of a meal, up to the maximum established in the Commissioner's Plan. Cost of meals includes tax and a reasonable gratuity and does not include alcoholic beverages.

c. Board members may not claim reimbursement for breakfast unless required to leave home before 6:00 am or to be away from home overnight.

d. Board members may not claim reimbursement for lunch unless traveling more than 35 miles from their temporary or permanent work location and travel extends over the normal noon meal period.

e. Board members may not claim reimbursement for dinner unless state business caused them to return home from travel after 7:00 pm or to be away from home overnight.

f. Sometimes the cost of conference registration fees and hotel lodging includes a meal. In these cases, provided meals are ineligible for reimbursement.

5. Other

Original receipts are required for all expenses except meals, parking meters and baggage handling or other gratuities. Technology needs should be purchase through the Executive Director to comply with purchasing policies.

6. Submission of Expense Reports

a. Board members, Executive Director and staff shall submit expense reports monthly to the Office Manager. The Executive Director shall review expense reports for staff and Board members. The Office Manager reviews the Executive Director's expense reports.

b. Expense reports submitted 60 days or more after the activity are subject to State and Federal tax withholding.

G. Board Policy on Conferences

In order to perform their duties, Board members need to be fully informed on issues relating to the regulation of licensed professionals. Accordingly, Board members are expected to attend at least one conference or training session during each term they serve on the Board.

H. Board Member Self-evaluation

Board Members will take the following self-evaluation annually and use it as a way to reflect on their performance as a Board Member. The self-evaluation document is for personal use only and not to be shared.

This self-evaluation for individual Board members is for personal use only and is not to be shared. Questions should be answered by all Board members. Circle the response that best reflects your opinion. Select "Y" for yes, "N" for no, and "NI" for needs improvement.

1) I am aware of what is expected of me as a Board.	Y	N	NI
2) I come to meetings prepared.	Y	N	NI
3) I have a good record of meeting attendance.	Y	N	NI
4) I do a good job of encouraging and dealing with different points of view.	Y	N	NI
5) I read the minutes, reports, and other materials in advance of our Board meetings.	Y	N	NI
6) I am familiar with what is in the organization's governing policies.	Y	N	NI
7) I frequently encourage other Board members to express their opinions at meetings.	Y	N	NI
8) I am a good listener at Board meetings.	Y	N	NI
9) I follow through on things I have said I would do.	Y	N	NI
10) I maintain the confidentiality of all non-public Board information.	Y	N	NI
11) When I have a different opinion than the majority, I raise it.	Y	N	NI
12) I support Board decisions once they are made, even if I do not agree with them.	Y	N	NI
13) I stay informed about issues relevant to our mission and bring information to the attention of the Board.	Y	N	NI
14) I have a clear understanding of where the Board's role ends and the Executive Director's role begins.	Y	N	NI
15) I have good two-way communication with the Executive Director.	Y	N	NI
16) I trust the judgment of the Executive Director.	Y	N	NI

17) I provide direction to the Executive Director by setting new policies or clarifying existing ones.	Y	N	NI
18) The Board has discussed and communicated the kinds of information and level of detail it requires from the Executive Director on what is happening in the organization.	Y	N	NI
19) I act in a respectful manner in all dealings with members of the Board and Public.	Y	N	NI

PART 3:
BOARD OFFICERS AND PAST PRESIDENT

A. General

Minnesota Statutes, 150A.03, Subdivision 1, as referenced in Chapter 3100.0400 states: "The Officers of the Board shall consist of President, Vice-President, Past President and Secretary."

B. Elections

When practical, elections are to be held during last scheduled public Board meeting of the calendar year, with new officers assuming their roles at the following public Board meeting.

1. Nominations for each office will be separately taken from the floor.

a. Candidates may self-nominate.

b. Nominations from the floor do not require a second.

c. Nominators may make a brief endorsing statement.

d. Nominees may make a brief position statement.

2. Elections will proceed in the following order:

a. President

b. Vice President

c. Secretary

3. The Past President will continue to serve on the Executive Committee. If the Past President has met their term(s) on the Board and is unable to serve, the Executive Committee will be comprised of three members.

4. Voting on candidates will be conducted and reported in public.

5. A candidate must achieve a simple majority of the participating Board member votes to become elected to the particular office. In the event of a tie for most votes received or lack of a simple majority, the top two nominees will remain eligible, and balloting will be repeated. In the second round of balloting, an individual receiving a plurality of the legal votes will prevail.

C. Duties of the President

Duties of the President include but are not limited to:

1. Presiding at meetings of the Board and Executive Committee.

2. Establishing and approving agendas for Board and Executive Committee meetings.

3. Calling meetings of the Executive Committee and special meetings of the Board as necessary.

4. Serving as principal spokesperson for the Board. The President is the only person authorized to represent the Board except for (1) Executive Director, (2) other Board members or staff who are specifically authorized to represent the Board on particular issues.

5. Ensuring that the Board has a strategic plan.

6. With the approval of at least one other member of the Executive Committee, taking emergency action on behalf of the Board. Any emergency action taken is to be reported immediately to the Board.

7. Informing the Governor of a Board member missing three consecutive meetings, or of any other concerns that may be considered justification for removal with cause.

8. Appointing mentor(s) to assist newly appointed Board members.

9. Serving on committees. Assigning committee positions, leadership and liaison assignments. The President is allowed to serve as Committee chair.

10. Despite American Institute of Parliamentarian's Standard Code of Parliamentary Procedure guidelines that may suggest otherwise, casting a vote on all Board motions.

11. Collaborating with the Executive Director to advance the work of the Board.

12. Assuming the duties of the Executive Director during any vacancy in the position.

13. Maintaining confidentiality regarding Board personnel and other sensitive information.

14. Signing the official minutes of Board meetings as approved by the Board.

15. Review training requirements for Board members.

16. Calling for a vote of no confidence of the Executive Director per the Executive Committee.

17. Review training requirements for Board members.

D. Duties of the Vice President

Duties of the Vice-President include but are not limited to:

1. Presiding at Board or Executive Committee meetings in the absence of the President.

2. Assisting the President as requested.

3. Serving on the Executive Committee.

4. Working with the President and Board staff on strategic planning and direction.

5. Maintaining confidentiality regarding Board personnel and other sensitive information.

E. Duties of the Secretary

Duties of the Secretary include but are not limited to:

1. Record Executive Committee and Board meeting attendance, motions, and votes.

2. Reviewing minutes of Board and Executive Committee meetings prior to their distribution.

3. Serving on the Executive Committee.

4. Providing written notification of a member missing two consecutive meetings that the member may be removed for missing the next meeting.

5. Maintaining confidentiality regarding Board personnel and other sensitive information.

F. Duties of the Past President

Duties of the Past-President include but are not limited to:

1. Serving on the Executive Committee.

2. Following up on initiatives from Presidential term.

3. Maintaining confidentiality regarding Board personnel and other sensitive information.

PART 4:
BOARD AND COMMITTEE MEETINGS

A. General

Meetings involving the Board are generally required to be open (public) meetings. The meetings must be posted (announced) to the public a minimum of three days in advance of the meeting. Chapter 3100.0300, Subparts 1-4 of Minnesota Rules outline meeting requirements, quorum requirement, and parliamentary procedures.

B. Open Meeting Law

All meetings of the Board, its committees, and task forces are subject to the Minnesota Open Meeting Law and Minnesota Statutes, Chapter 13D. Meetings shall be open to the public, unless closure is required or authorized by law. Observers at meetings are given an opportunity to provide input for Board consideration at the discretion of the President or Committee Chair.

C. Regular Board Meetings

The Board is required under rule to hold at least two regular meetings each year. A schedule of the regular meetings of the Board is posted at the Board's office and on the Board's web site and sent out to a list of interested parties by email. When the Board decides to hold a regular meeting at a time or place different from that which is stated in the regular meeting posting, it shall give, at a minimum, the same notice that is required for special meetings. The frequency of meetings may vary depending on the business facing the Board. The President, Chair, or Executive Director may cancel any meeting due to inclement weather, hazardous travel conditions, or other unforeseen circumstance.

D. Special Board Meetings

The President or the Executive Committee may call special meetings in order to conduct essential business. For special meetings, the Board shall post written notice of the date, time, place, and purpose of the meeting at the Board's office and on the Board's web site.

E. Closed Board Meetings

1. The Board shall close the portion of a meeting in which the Board discusses allegations or charges against an individual subject to the authority of the Board. A meeting must be open however, if requested by the individual who is the subject of the meeting.

2. The Board shall close the portion of a meeting in which the Board exercises quasi-judicial functions involving disciplinary proceedings, pursuant to Minnesota Statutes, section 13D.01, subdivision 2 (2).

3. The Board shall close the portion of a meeting in which an appeal of a Committee or administrative determination is heard.

4. The Board may close the portion of a meeting in which the Board evaluates the performance of an individual subject to the authority of the Board and shall identify the person prior to closing the meeting. At the next open meeting, the Board shall summarize its conclusions

regarding the evaluation. The meeting must be open if requested by the individual who is the subject of the meeting.

5. Prior to closing any meeting, the Board shall state on the record the specific grounds permitting a closed meeting. The Board will describe the subject matter to be discussed.

F. Quorum for Board Meetings

The presence of a majority of the voting Board members constitutes a quorum at Board meetings. A quorum is required to conduct official business. When a quorum is present at any meeting, the Board may act on items by a simple majority of the voting members present. When a quorum of the Board is present at any event, the event may potentially be considered a meeting of the Board and is subject to restrictions.

G. Voting

Once a quorum is established, a simple majority vote of the members of the Board that are present is sufficient to take action. A show-of-hands or voice vote is sufficient for most votes. Voting results are listed in the official minutes, identifying the vote of individual Board members. Abstaining from voting should be avoided. A member must recuse, however, when the issue is one in which the Board member has a clear conflict of interest.

H. Minutes of Board Meetings

Minutes of all Board meetings are recorded and will be submitted to the Board for approval at the Board's next meeting. The minutes are official upon approval by the Board and signed by the President. Approved minutes are published online on the Board website.

I. Meetings via Phone and Web-based Conferencing

1. Minnesota Statutes Section 13D.015 allows the Board and/or Committee to conduct a meeting by telephone and web-based conferencing, which can include voting if: all members can hear all discussion and testimony, members of the public at the regular meeting location can hear all discussion and participate in testimony, at least one Board or Committee member participates from the regular meeting location, all votes are conducted by roll call, and proper 10-day notice is given.

2. In circumstances involving a closed meeting, the communication system must be a secure system that protects from eavesdropping.

3. Board members may participate in all proceedings of any meeting via interactive television pursuant to Minnesota Statutes, Section 13D.02.

4. Board members may participate in web-based conferencing or other technology.

J. Parliamentary Procedure

American Institute of Parliamentarians Standard Code of Parliamentary Procedure, as outlined in Minnesota Rule 3100.0300, governs the proceedings of the Board and all committees. Exceptions to this code are superseded in these Policies, Procedures, and applicable law.

K. Committee Meetings

As set forth in the law, Board committee meetings can be open or closed as needed and appropriate. Board Members will arrive to committee meetings prepared, having reviewed agenda and other materials sent in advance of the meeting. Votes of the committees are considered recommendations to the Board, and are not final decisions, unless the Committee has been granted specific authority of the Board.

L. Properly Noticed Committee Meetings

At properly noticed committee meetings, only appointed Committee members may vote. Other Board members may attend and participate as members of the public but may not vote.

PART 5:
COMMITTEES AND AFFILIATIONS

The following Committees execute the essential and continuous activities of the Board. Committee Chairs, along with Board staff, are required to make effort to distribute meeting materials and agenda in advance of the meeting. Topics introduced and discussed at the meeting are at the discretion of the Committee Chair.

A. Allied Dental Education Committee

1. Function

Establishes educational requirements for dental hygiene, and dental assisting functions. Develop examination for licensure for dental assistants.

Mission Aligned Goal(s)

Competence: Pursuing collaborative alliances with the public, dentists, dental therapists, dental hygienists, licensed dental assistants, educators; disseminating information to the public and to dentists, dental therapists, dental hygienists and licensed dental assistants, requiring ongoing professional development and education of all dental professionals licensed in the state of Minnesota, Affiliation and participation with regional and national testing agencies for the purpose of conducting examinations for dental professional licensure.

1. Committee Membership

Committee members are appointed by the President. The Committee includes a dental hygienist, a dental assistant, and either a dentist or a public Board member.

2. Committee Chair

The Chair of the Allied Dental Education Committee is appointed by the Board President.

2. Primary Responsibilities

a. Keep protection of public health and safety foremost in decision-making.

b. Research and organize educational criteria for dental assisting, dental therapy, and dental hygiene expanded functions.

c. Determine educational standards for courses.

d. Determine equivalency of out-of-state education and training in expanded functions prior to credentialing.

e. Solicit, evaluate, and review questions submitted from dental assistant education programs for possible inclusion in the Dental Assisting State Licensure Examination.

f. Maintain connection with the Dental Assisting National Board (DANB).

g. Dental assistant Board member determines the equivalency of dental assisting programs and training in other states for dental assisting licensure by credentials candidates.

h. Dental Assistant Board member determines whether any additional training for expanded functions must be completed prior to the applicants sitting for the Licensure exam.

i. Examination revision requires that proposed questions, answers, distractors, and names of texts be presented for all members to review.

j. Maintain confidentiality of test materials and questions.

3. Meeting Schedule
This Committee meets in open session. Meetings held with the testing agency regarding the Dental Assisting State Licensure Exam will be held in a closed session.

4. Expectations and Committee Practices

a. Educators representing the various dental, dental therapy, hygiene, and assisting schools and professional associations are relied upon by the Committee to collaborate on establishing educational requirements and providing input on the need for specific training needs for any proposed functions.

b. Minutes of meetings are to be distributed to the appropriate individuals as soon as possible following a meeting.

c. Chair to follow up on any topics referred to another committee.

5. Principal Staff Contacts

a. Assistant Director, Licensing and Credentialing

b. Administrative Specialist

c. Executive Director

d. Legal Analyst

NOTE: If the Board's Dental Assistant member is an educator, they will recuse themselves and the Board's dental hygienist member will substitute as Committee Chair for final meetings approving changes to Dental Assisting State Licensure Examination.

B. Clinical Licensure Examination Committee

1. Function
Establishes and reviews requirements for clinical licensure and examinations.

Mission Aligned Goal(s)
Ensuring competence: Affiliation and participation with regional and national testing agencies for the purpose of conducting examinations for licensure; developing and conducting examination for licensed dental therapists seeking advanced dental therapy certification.

2. Membership
Committee members are appointed by the President. The Committee includes at least one dentist Board member and one allied dental professional Board member.

3. Committee Chair
The Chair is appointed by the President.

4. Primary Responsibilities

a. Keep protection of public health and safety foremost is decision making.

b. Review existing statutes and rules and recommend changes as appropriate.

c. Periodically review national and international initial licensure examinations and recommend acceptance or changes as appropriate.

d. Observe the NDEB of Canada exam for initial licensure.

e. Develop the requirements for the Advanced Dental Therapy (ADT) Certification including the protocols for each part of the process.

f. Create and maintain a sufficient bank of questions to be used in Part II of the ADT certification interview process.

g. Review and construct questions for Dental Assisting State Licensure Examination.

5. Meeting Schedule
Meets ad hoc.

6. Expectations and Committee Practices

a. Members will develop expert knowledge of the portions of the Minnesota Dental Practice Act pertaining to licensure and examination regulations.

b. Involve representatives from the professional associations, educators, practitioners, and experts in discussions.

c. Anticipate and/or respond to changes, trends in health care, regulations, and dentistry.

d. At least one member from the Board should be actively involved with the, the National Dental Examining Board of Canada (NDEB), including test construction committees, Commission on Dental Competency Assessments (CDCA)-Western Regional Examining Board (WREB), and Central Regional Dental Testing Service (CRDTS) by attendance at their appropriate conferences and reporting to the Committee.

e. Make recommendations to the full Board.

h. Chair to follow up on any topics referred to another committee.

7. Principal Staff contact

a. Executive Director

b. Assistant Director, Licensing and Credentialing

c. Administrative Specialist

C. Executive Committee

1. Function

This Committee is composed of elected officers of the Board. They may act on behalf of the full Board and to establish Board direction as the main governing body of the Board.

Mission Aligned Goal(s)

The Executive Committee provides input and recommendations to the Board and Executive Director to ensure that the mission of the Board is met and that the Board is operating as an agency that utilizes human and fiscal resources efficiently and effectively.

2. Committee Membership

The Committee includes the President, Vice President, Secretary, and the immediate Past President.

3. Committee Chair

The Board President serves as Chair of the Executive Committee.

4. Primary Responsibilities

a. Keep protection of public health and safety foremost in decision-making.

b. Establish strategic direction for the Board of Dentistry.

c. Review and establish Board meeting agendas.

d. Evaluate and prioritize concerns to be brought before the Board.

e. Provide financial oversight and review issues related to budget and finance.

f. Make recommendations to the Board, as appropriate.

h. Conduct annual performance review of the Executive Director using the Executive Director Performance Evaluation in Appendix 1. Prepare results and written summary of review to be

presented to the full Board during an open session. Performance review will be initiated in November of each year.

i. Authorize salaries, achievement awards, and other compensation for the Executive Director.

j. Act for the Board under delegated authority. Refer to Part 1, Section G: Delegation of Authority.

k. Report to the Board at subsequent meetings regarding actions taken by the Committee.

l. Cooperatively establish goals with the Executive Director.

5. Meetings

a. Meetings of the Executive Committee are scheduled prior to regularly scheduled Board meetings, or as determined by Committee members and least two times per year.

b. Executive Committee will regularly conduct meetings in an open (public) forum.

c. Executive Committee is authorized to close meetings for specific, limited concerns (e.g., staffing, performance review).

d. Rely on the American Institute of Parliamentarians Standard Code of Parliamentary Procedure for meeting conduct (Minnesota Rule 3100.0300).

6. Expectations and Committee Practices

a. Discussion items for consideration by the Committee should be submitted to the Executive Director prior to the scheduled meeting. The meeting agenda is approved by the President.

b. Committee packets are prepared and distributed one week prior to the meeting to ensure that members are prepared for the meeting.

c. Communication between Committee members is respectful at all times.

d. Committee members will not disclose data that is classified as private and/or confidential.

e. Minutes of meetings are to be distributed to the appropriate individuals as soon as possible following a meeting.

7. Principal Staff Contacts

a. Executive Director

b. Administrative Specialist

D. Licensure and Credentials Committee

1. Function
This Committee evaluates the credentials and eligibility of all candidates for licensure in Minnesota, from both CODA-accredited and non-accredited dental education programs.

Mission Aligned Goal(s)
Competence: Affiliation and participation with regional and national testing agencies for the purpose of conducting examinations for dental professional licensure, requiring ongoing professional development and education of all dental professionals licensed in the state of Minnesota, carrying out activities authorized by Minnesota statues and rules.

2. Committee Membership
Committee members are appointed by the President. The Committee includes two dentists, a dental hygienist, and a public Board member or licensed dental assistant. The public Board member will be appointed based on availability.

3. Chair
Chair of the Licensure and Credentials Committee is appointed by the Board President.

4. Primary Responsibilities

a. Keep protection of public health and safety foremost in decision-making.

b. Evaluate the credentials of all candidates for licensure and certification

c. Conduct interviews with candidates as warranted.

d. Review existing statutes and rules and recommend changes as appropriate.

e. Act on recommendations from the Board related to licensure and credentialing.

f. Review applications for licensure from dentists and allied dental professionals from non-accredited programs.

g. Manage Limited General License (LGL) process for non-accredited dentists through Minnesota Statute 150A.06, Subdivision 9.

h. Review requests for clinical examination waivers.

i. Monitor the clinical examination process for licensure and certification candidates.

j. Review relevant variance to rule requests under delegated authority from the Board.

i. Any granted variance requests will be presented to full board, via Board Committee reports.

k. Manage the licensure and certification process for dental therapists and advanced dental therapists through Minnesota Statute 150A.01 to 12.

l. Monitor the Minnesota General Practice Residency programs.

m. Administrative complaints against licensees.

5. Meeting Schedule

a. Meets in closed or open (public) session as required by agenda.

b. Meets once per month generally, but determined by the number of candidates for licensure, legislative activity, Limited General License reviews, etc.

6. Expectations and Committee Practices

a. Members will develop expert knowledge of the portions of the Minnesota Dental Practice Act pertaining to licensure and credentialing regulations.

b. Meeting materials containing copies of the application materials for the meeting are available the week prior to the meeting.

c. Review information provided for the meeting.

d. Maintain confidentiality of application materials and information.

e. Evaluation forms and responses related to application materials must be completed in preparation for meetings.

f. Evaluation forms for applicant interviews and for case presentations are to be completed immediately after the interviews and presentations.

g. Minutes of meetings are to be distributed to the appropriate individuals as soon as possible following a meeting.

h. Chair to follow up on any topics referred to another committee.

7. Principal Staff Contacts

a. Assistant Director, Licensing and Credentialing

b. Administrative Specialist

c. Executive Director

8. Background Information on Applicants from Non-accredited Programs

Minnesota Statute 150A.06, Subd. 9 became law following the 2001 Legislative session. The law allows non-accredited graduates to apply for Minnesota licensure if the Board determines that their education was equivalent to that from an accredited program. The Committee, with Board

support, has developed considerations to enable qualified candidates to apply for licensure under this statute. The Committee evaluates each application on a case-by-case basis to determine qualification to be allowed to sit for a clinical exam and ultimately obtain licensure. The 2009 statutes established a requirement that anyone obtaining license under this review process would initially be eligible only for a Limited General License (LGL), which the LGL dentist would be subject to for a three-year period.

E. Policy Committee

1. Function

Ensures that the Dental Practice Act, Minnesota Administrative Rules Chapter 3100, and Board protocols retain relevance.

Mission Aligned Goal(s)

Formulating policy relevant to the health and safety of the public. Developing and influencing effective public policy related to dentistry, disseminating information to the public and to dentists, dental therapists, dental hygienists and licensed dental assistants, carrying out activities authorized by Minnesota statues and rules.

2. Committee Membership

The Committee incudes three to four members who are appointed by the President.

3. Committee Chair

Chair of the Policy Committee is appointed by the Board President.

4. Primary Responsibilities

a. Keep protection of public health and safety foremost in decision-making.

b. Research and discuss changes in practice, technology, and scientific evidence that impact dental regulations.

c. Assist Board staff in determining and communicating reasonable interpretation of laws and rules affecting dental practice and public safety.

d. Assist in the rulemaking process from idea generation through development of Statements of Need and Reasonableness (SONARs), publication, presentation to the full Board, public hearings, and implementation.

5. Meeting Schedule

Meets routinely and at the call of the Committee Chair in open session.

6. Expectations and Committee Practices

a. Develop expert knowledge of the Minnesota Dental Practice Act and Minnesota Administrative Rules Chapter 3100.

b. Appreciate impact of established and proposed dental regulations on the public, on dental practices, and on educational systems.

c. Involve representatives from the professional associations, educators, practitioners, and experts in policy discussion.

d. Respond to changes, trends in health care, regulations, technology, evidence-based practice, and dentistry.

e. Anticipate changes, healthcare trends, regulations, evidence-based practice and dentistry.

f. Assist with research necessary to establish justification for Committee recommendation.

g. Make recommendations to the full Board.

h. Distribute minutes of the meeting to the appropriate individuals as soon as possible.

i. Chair will follow up on any topics referred to another Committee.

7. Principal Staff Contacts

a. Executive Director

b. Administrative Specialist

c. Legal Analyst

d. Assistant Director, Licensing and Credentialing

F. Practitioner Review Committee

1. Function

This Committee evaluates and makes recommendations for action regarding complaints against dental professionals and based on the laws and rules governing dental practice in Minnesota, including Minnesota Dental Practice Act and Minnesota Administrative Rules Chapter 3100.

Mission Aligned Goal(s)

This Committee ensures safe, competent, and ethical practice. It utilizes remediation tools, including disciplinary and corrective actions as well as education to help dental professionals achieve compliance with rules and regulations. It carries out activities authorized by Minnesota statutes and rules.

2. Committee Membership

Committee members are appointed by the President. The Committee includes at least one dentist, one public member, and one allied member. The president may appoint an alternate.

3. Committee Chair
The Chair of the Practitioner Review Committee is appointed by the President.

4. Primary Responsibilities

a. Keep protection of public health and safety foremost in decision-making.

b. Reinforce the Dental Practice Act. and Minnesota Administrative Rules Chapter 3100.

c. Determine substance of received complaints and achieve resolution through appropriate action including dismissal, corrective action, or discipline.

5. Meeting Schedule
Committee generally meets monthly in closed session.

6. Expectations and Committee Practices

a. Objectively and consistently review complaints (approximately 300 per year total), responses, and investigative materials.

b. Maintain confidentiality of case materials, including investigative materials and other, non-public case related information. Committee Members shall refrain from discussions regarding complaint cases outside of committee.

c. Committee members will recuse themselves from participating in complaint reviews where a conflict of interest exists relative to the complainant or the licensee so as to eliminate any conflict of interest. Minnesota Statute 214.10, Subd.8(b).

d. Direct how each complaint will be handled, the scope of investigation, when to dismiss or pursue complaints, and how to resolve complaints.

e. Determine appropriate remedies from options ranging from closing a case to suspending or terminating a dental professional's license, based on the individual circumstances.

f. Commit time necessary to prepare and offer educated opinions on complaints.

g. Communicate responses to complaints memos from staff in a timely manner.

h. Act as case lead as assigned.

i. Understand the disciplinary process and remediation tools used for licensees.

j. Utilize designated Assistant Attorney General as Counsel.

k. Disciplinary actions are initiated by the Practitioner Review Committee and must be upheld and adopted by the full Board.

l. Do not engage in independent investigations.

m. The Chair will follow up on any topics referred to another committee.

7. Principal Staff Contacts

a. Assistant Director, Practitioner Review

b. Investigator, Complaint Analyst

c. Investigator Case Management

d. Legal Analyst

e. Executive Director

8. Expectations of Staff

a. Board staff will prepare committee materials, maintain case files, and provide follow up to committee requests for actions, closures, record reviews, and investigations. Staff will distribute additional materials and will schedule and drafting conference materials.

b. Staff responsibilities are overseen by the Executive Director.

G. Professional Development and Jurisprudence Exam Committee

1. Function

Establishes requirements for regulated dental professionals to maintain competence through lifelong learning and assurance of current knowledge base in areas critical to public safety. Periodically updates questions for the required Jurisprudence examination, addressing statutes and rules regulating dental practice in Minnesota. Work in cooperation with testing agency to establish pool of test questions.

Mission Aligned Goal(s)

Ensuring competence and ethical practice: Requiring ongoing professional development and education of all dental professionals licensed in the state of Minnesota, affiliation and participation with regional and national testing agencies for the purpose of conducting examinations for dental professional licensure.

2. Committee Membership

Three Committee members, including the Chair, are appointed by the President.

3. Committee Chair

Chair of the Professional Development Committee is appointed by the Board President.

4. Primary Responsibilities

a. Keep protection of public health and safety foremost in decision-making.

b. Establish standards for development specific to each regulated profession.

c. Develop and revise self-assessment instruments for use by all regulated dental professionals.

d. Advise Board staff regarding Professional Development portfolio audit process.

e. Support and promote Professional Development and continuing competence

f. Recommend test subject experts for testing agency to develop examination.

g. Develop new pools of questions for the Jurisprudence exam to ensure reasonable turnover of questions and relevance of questions/answers as dental regulations change.

5. Meeting Schedule

Meets at the call of the Chair for meetings in open session, typically during the day.

6. Expectations and Committee Practices

a. Maintain positive relationships with educators and professional associations.

b. Develop promotional materials/presentations to enhance licensee awareness of Professional Development requirements and timelines.

c. Act on complex requests for extensions based on audit findings and extenuating circumstances.

d. Minutes of meetings are to be distributed to the appropriate individuals as soon as possible following a meeting.

e. Chair to follow up on any topics referred to another committee.

7. Principal Staff Contacts

a. Assistant Director, Licensing and Credentialing

b. Licensing Analyst

c. Administrative Specialist

d. Executive Director

8. Background Information on Professional Development

In the 1970s, Minnesota became the first state to require continuing education for dental professionals. Changes to rule implemented in 2004 reestablished Minnesota as a leader in this area, rolling out a system based more broadly on the concept of Professional Development – the wide and varied forms of learning that encourage dental professionals to stay current with changes in dental practice, science, and technology. The changes also emphasize personal responsibility through maintenance of individual professional development portfolios that are subject to audit by the Board.

NOTE: If a committee member is an educator, they will recuse themselves from final review work for the Jurisprudence examination.

H. Sedation Committee

1. Function
Established educational requirements, equipment, medications, and inspections for minimal, moderate and deep sedation, and general anesthesia.

Mission Aligned Goal(s)
Ensure safe practice: Formulating policy recommendations surrounding sedation in dentistry and medical emergencies, relevant to the health and safety of the public; pursuing collaborative alliances with the public, dentists, dental therapists, dental hygienists, licensed dental assistants, and educators.

2. Committee Membership
Committee members are appointed by the President. The Committee includes two dentist Board members and one allied Board member.

3. Committee Chair
The Chair is appointed by the President

4. Primary Responsibilities

a. Keep protection of public health and safety foremost in decision-making.

b. Research and discuss changes in practice, technology, and science that impacts sedation regulations.

c. Review and approve sedation inspection reports submitted by contracted inspectors.

d. Participate in annual calibration for sedation inspectors

5. Meeting Schedule
Meets ad hoc.

6. Expectation and Committee Practices

a. Arrange in office inspections for sedation certificate holders.

b. Determine educational standards for courses.

c. Required and recommended equipment and medications.

d. Make recommendations to the full Board.

e. Minutes of meetings are to be distributed to the appropriate individuals as soon as possible following a meeting.

f. Chair to follow up on any topics referred to another committee.

7. Principal Staff Contacts

a. Executive Director

b. Assistant Director, Licensing and Credentialing

c. Administrative Specialist

I. CRDTS, CDCA-WREB-CITA Steering Committee Representatives

1. Function

Represents the Board of Dentistry to Examining Organization Steering Committees.

Mission Aligned Goal(s)

Competence: Affiliation and participation with regional and national testing agencies for the purpose of conducting examinations for dental professional licensure

2. Representative

The Board President appoints representatives from among Board members who are examiners.

3. Primary Responsibilities

a. Communicate Minnesota Board of Dentistry position relative to the clinical testing of dentist, dental therapy, and dental hygiene candidates to support and reinforce fair and reliable competency assessment methodologies.

b. Attend regional meetings on behalf of the Board, as possible.

c. Inform the Board of activities and issues affecting clinical testing practices.

d. Provide a report for the next scheduled full Board meeting following exam meeting(s).

4. Meeting Schedule

Attends exams and meetings several times annually.

5. Principal Staff Contacts

a. Executive Director

b. Office Manager

J. Council of Health Boards

1. Function

Established by the Health Licensing Boards and codified in statutes, the Council coordinates issues common to all 16 health related Boards, and addresses overlapping scope of practice and emerging professions issues.

Mission Aligned Goal(s)

Ensuring safe, competent, and ethical practice: Carrying out activities authorized by Minnesota statues and rules, formulating policy relevant to the health and safety of the public.

2. Representative

The representative is appointed by the Board President.

3. Primary Responsibilities

a. Address common concerns of the Health Licensing Boards.

b. Evaluate applications by emerging health professions requesting State regulation.

c. Discuss scope of practice concerns.

d. Develop legislative strategies.

4. Meeting Schedule

Meets ad hoc.

5. Principal Staff Contacts

a. Executive Director

K. Dental Therapy Program Review Committee

1. Function

Review, evaluate and make recommendations to the Board regarding program approval for dental therapy education programs.

Mission Aligned Goal(s)

Ensuring competence by reviewing and approving dental therapy education programs.

2. Committee Membership

Committee members are appointed by the President. The Committee includes one dentist Board member and one dental hygienist Board member.

3. Committee Chair
The Chair is appointed by the President.

4. Primary Responsibilities

a. Keep protection of public health and safety foremost in decision-making.

b. Evaluate the six areas that comprise institutional readiness for program approval using Board-approved documents for dental therapy programs, competencies for dental therapy and advanced dental therapy, and Initial Program Approval (IPA).

- institutional infrastructure: affiliation, accreditation, financial support, and program controls
- program planning and assessment
- educational program: degree, curriculum, and assessment of students' competency
- administration, faculty, staff, and other institutional resources
- educational support services
- patient care services

c. Conduct initial site visits for developing programs using the IPA Application.

d. Conduct annual site visits for provisional Board approval. Site visits are scheduled to assess progress in program implementation.

e. Conduct site visits for programs that have Board approval. Programs must renew their approval periodically.

f. Manage through Minnesota Statute 150A.105 and 150A.106.

5. Meeting Schedule
Meets as needed, at the call of the Chair. Site Visits will be conducted in closed sessions to review, evaluate, and discuss all aspects of the program, and its application for initial and subsequent reviews.

6. Expectation and Committee Practices

a. Members will develop expert knowledge of the portions of the Minnesota Dental Practice Act pertaining to dental therapy and advanced dental therapy.

b. Members should have intimate knowledge of the Boards documents utilized by the committee including Competencies-DT/ADT, Standards DT/ADT and the IPA.

c. Meeting materials containing copies of the application materials for the meeting are distributed prior to the meeting. Members must be prepared by having read the information.

d. Members are expected to maintain professional relationship with educators and representatives of educational programs.

e. Members are expected to review all materials and to be familiar with academic and administrative aspects of the program as described in the application prior to the site visit.

f. Maintain confidentiality of application materials and information.

g. Site visit Committee member must sign a nondisclosure agreement as dictated by the IPA.

7. Principal Staff Contacts

a. Executive Director

b. Administrative Specialist

L. Health Professionals Service Program Representative

1. Function

Represents the Board of Dentistry in developing policies with and reviewing activities of the Health Professional Services Program.

Mission Aligned Goal(s)

Ensuring safe and ethical practice: Utilizing remediation tools and education to help dental professionals achieve compliance with rules and regulations, carrying out activities authorized by Minnesota statues and rules, pursuing collaborative alliances.

2. Representative

The Board President appoints the HPSP representative.

3. Primary Responsibilities

a. Act as liaison between the Board of Dentistry and the other members of the HPSP Program Committee in advising HPSP on its services.

b. Develop functional understanding of HPSP mission and activities to enhance HPSP ability to provide services for impaired practitioners and to further Board members' knowledge of issues facing impaired professionals.

c. Submit a written report for the subsequent full Board meeting following an HPSP meeting.

4. Meeting Schedule
Meets monthly.

5. Principal Staff Contacts
a. Executive Director

b. Assistant Director, Practitioner Review

PART 6:
BOARD STAFF

A. Executive Director

The Board of Dentistry's Executive Director (ED) shall be the chief executive officer and shall comply with statutory requirements (see Minnesota Statute 214.04, subd.3). In addition to statutory requirements, the ED shall be responsible for fulfilling the other requisites of the position description, which include Board administration, office administration, human resource management, financial management, Board administrative support, Board committee administration, licensing examination administration, complaint and disciplinary administration, and acting as a primary representative of the Board.

1. Minnesota Statutes, section 150A.03, subdivision 2, states: "The Board shall hire an Executive Secretary who is not a member of the Board and who shall be in the unclassified civil service." The title of Executive Director describes this position for the Board of Dentistry.

2. The ED shall conduct the office and carry out responsibilities in accordance with the job description. The ED shall deal with verbal and written inquiries of the Board. Consultation with the President and/or Executive Committee is expected for responses that may be controversial or sensitive in nature, whenever possible.

3. The ED shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted government or professional ethics, law or state policy.

4. It is the policy of the Board to provide a work environment that ensures equal opportunities and mutual respect for all employees, and to place the dignity of these employees, as well as the citizens we serve, in the highest regard.

5. Response to information, progress of action items, and other advice to the Board will not have significant gaps in timeliness, completeness, or accuracy. Action items will be confidentially maintained a master spreadsheet, which contains all action items for each committee and the full Board. This will be available to all board members and staff to assist with timely implementation of action items.

6. There shall be no conflict of interest in awarding purchases or other contracts.

7. All Board authority delegated to staff is delegated through the ED, so that all authority and accountability of staff can be considered the authority and accountability of the ED.

8. The ED is authorized to make all decisions, take all actions, and develop all activities that are true to the Board's policies. The Board may, by extending its policies, restrict areas of authority. This does not prevent the Board from obtaining information about activities in delegated areas.

9. No individual Board member, officer, or Committee (except the Executive Committee) has authority over the ED.

10. The Board is the single official link to the operating organization and the ED is accountable for all organizational performance and exercises all authority transmitted into the organization by the Board. ED performance is synonymous with organizational performance.

11. Cooperatively establish goals with the Executive Committee.

Vacancy
In the event of a vacancy in the position of ED, the Board's Executive Committee shall appoint a Search Committee to coordinate the hiring of an ED. The Search Committee shall include a dentist, dental assistant, dental hygienist and public member. The Search Committee shall make a recommendation regarding the candidates to the Board, who will make the hiring decision. The Board's President shall be responsible for appointing an interim ED as needed, along with negotiating salary and coordinating orientation of new ED.

B. Other Staff

The ED, as the Board's hiring authority, shall have the responsibility to hire, discipline and promote staff consistent with a Board approved staffing plan.

C. Staff Organization

The ED shall be responsible for establishing, operating, and enhancing staff effectiveness through the appropriate organizational structure.

Staff Organization
Office Manager (reports to ED)

Assistant Director, Licensing and Credentialing (reports to ED)

Assistant Director, Practitioner Review (reports to ED)

Licensing staff (reports to Assistant Director of Licensing)

- The Director of Licensing provides direct supervision to the Licensing Analyst and two Administrative Specialists

Practitioner Review staff (reports to Assistant Director, Practitioner Review)

- Investigator, Complaint Analyst
- Investigator, Case Manager
- Legal Analyst

D. Complaints About Staff

A Board member who has a complaint about the performance of Board staff should present the matter to the ED. If the complaint is about the ED, the President may address the issue directly with the ED and must advise the Executive Committee for consideration.

E. Data Practices Act

The collection, creation, receipt, maintenance, and dissemination of data maintained by the Board are governed by the Minnesota Government Data Practices Act, (Minnesota Statutes, Chapter 13). Staff and Board members need to be aware of the status of Board related data. Data handled by the Board is classified under direction of the Act as either private or public. Refer to Part 1, Section D: Data Practices for more information.

F. Delegation of Authority

All Board authority delegated to staff is delegated through the ED, so that all authority and accountability of staff can be considered the authority and accountability of the ED.

In the absence or at the direction of the ED, the Designated Assistant Director will make decisions to carry out essential activities and functions pertaining to internal operations.

APPENDIX 1:
EXECUTIVE DIRECTOR (ED) PERFORMANCE EVALUATION TEMPLATE

The actual performance evaluation will be completed online via Google Survey, which will tally results automatically. The format below is only to show the questions included in the performance evaluation.

1. Manages staff resources effectively.

- □ Strength
- □ Effective
- □ Opportunity to be more effective
- □ Unable to observe/not applicable

2. Coaches and develops staff members: The ED conducts regular performance and development discussions. The ED provides clear, constructive and timely feedback and recognizes and/or rewards exemplary performance. The ED encourages staff members to grow and achieve their career goals. The ED orchestrates learning opportunities to facilitate staff development. The ED Identifies and develops staff members for growth and opportunities.

- □ Strength
- □ Effective
- □ Opportunity to be more effective
- □ Unable to observe/not applicable

3. Involves and engages staff members: The ED engages staff members by appealing to individual motivations. The ED creates a work environment where team members are comfortable voicing diverse opinions. The ED involves and engages staff members in decision-making, problem-solving, and change initiatives. The ED creates opportunities for staff to be involved and engaged. The ED inspires team members to excel and achieve high performance and shows appreciation and recognition for staff member contributions. The ED links individual job, responsibilities and contributions to the organization's mission and strategies.

- □ Strength
- □ Effective
- □ Opportunity to be more effective
- □ Unable to observe/not applicable

4. Breakthrough thinking: The ED encourages curiosity and open-mindedness to generate breakthrough ideas and solutions. Staff members' ideas/suggestions for improvement are solicited. The ED supports staff members in generating and testing new ideas, solutions, and approaches. Staff members are encouraged to take calculated risks. The ED encourages creative approaches to improving efficiency, minimizing waste and maximizing use of resources.

- □ Strength
- □ Effective

□ Opportunity to be more effective
□ Unable to observe/not applicable

5. Collaborates and communicates effectively: The ED develops and maintains effective working relationships with staff, Board members, the legislature, the public and other stakeholders. The ED recognizes the effects of their behaviors, words, and actions.

□ Strength
□ Effective
□ Opportunity to be more effective
□ Unable to observe

6. Inclusive culture: The ED connects effectively with everyone, regardless of personality, style and/or other differences. Invites input from a diverse variety of individuals, groups, functions, etc. The ED looks at issues and opportunities from different viewpoints, values differences and leverages individual uniqueness. The ED is accountable, as an individual and team member, for fostering a healthy workplace. The ED helps team members see that each individual is an essential and integral part of the organization.

□ Strength
□ Effective
□ Opportunity to be more effective
□ Unable to observe

7. Communicates effectively: The ED communicates well, both listening and sharing. The ED communicates clearly and concisely in verbal and written communications. The ED keeps staff and Board members up to date with timely communications. The ED uses staff huddles and other effective communication methods to keep staff members informed. The ED manages their emotions, even in difficult circumstances.

□ Strength
□ Effective
□ Opportunity to be more effective
□ Unable to observe

8. Focus on results: The ED sets clear goals and expectations that are linked to the Board's mission, values, strategies, and goals. The ED ensures that effective plans to implement, manage and sustain results are addressed. The ED manages financial resources effectively and responsibly. The ED holds individuals and teams accountable for stated goals and expectations. The ED stays focused on key priorities despite obstacles or failures. The ED applies specialized knowledge and expertise to achieve individual and organizational results.

□ Strength
□ Effective

□ Opportunity to be more effective
□ Unable to observe

9. Being strategic: The ED considers the effect of an individual decision or action on the broader system/process or organization. The ED balances short-term gains with long- term priorities. The ED evaluates alternatives and their effects/consequences. The ED keeps up to date with industry trends, knowledge, markets, and technology. The ED anticipates and plans for how external factors may affect the organization.

□ Strength
□ Effective
□ Opportunity to be more effective
□ Unable to observe

10. Demonstrates integrity: The ED acts with integrity and models ethical behaviors. The ED does the right thing despite any potential backlash, criticisms, or negative reactions. The ED requires ethical behaviors and results. The ED uses organizational policies and the IOPP as a guide. The ED complies with and monitors the regulatory and risk needs for the Board. The ED understands and supports the organization's regulatory and risk environment.

□ Strength
□ Effective
□ Opportunity to be more effective
□ Unable to observe

11. Sound decisions: The ED acts decisively and makes sound and timely decisions. The ED analyzes and clearly defines problems/issues. The ED collaborates and seeks input and ideas prior to decision-making or problem-solving. The ED evaluates alternatives and their effects and consequences. The ED creates contingency plans.

□ Strength
□ Effective
□ Opportunity to be more effective
□ Unable to observe

12. Resiliency: Adapts to change, ambiguous situations, or shifting priorities/demands effectively. The ED works effectively under stress and pressure. The ED handles setbacks, failures, and/or mistakes constructively. The ED maintains composure and self-control in stressful situations. The ED reflects and learns from past experiences and/or failures.

□ Strength
□ Effective
□ Opportunity to be more effective
□ Unable to observe

13. Please comment on this leader's professional knowledge and expertise.

14. Provide examples of what this leader does particularly well.

15. Provide examples of how this leader could be more effective.

16. Provide additional feedback.

APPENDIX 2:
FARB MODEL CODE OF CONDUCT

Model Board Member Code of Conduct

Revised September 21, 2016

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INTRODUCTION

The Federation of Associations of Regulatory Boards (FARB) is pleased to introduce the FARB *Model Board Member Code of Conduct*. Whether the discussion concerns licensing or disciplinary decisions, open meeting or public record questions, or any of the myriad other topics included in professional regulation, one thing is clear: public protection starts with the board members. It is the hope of the FARB Board of Directors that introduction of this model document will provoke a conscious conversation among regulators about expectations for board member qualifications and behavior.

FARB is a not-for-profit and tax exempt association under 501(c)(3) of the Internal Revenue Code. FARB governing members are federations and associations of regulatory boards from a wide variety of the regulated professions. In addition to its educational conferences, FARB develops and distributes model documents which promote uniformity, benefitting both the regulatory community and the public.

The FARB *Uniform Model Practice Act*, the *Model Application for Licensure and Renewal*, the *Model Consent Agreement*, and this new *Model Board Member Code of Conduct* are guides for regulatory boards, departments, or agencies. To assist in its implementation, the FARB presents its *Model Board Member Code of Conduct* in legislative format. FARB recognizes that, in the short term, individual constituencies may find it more appropriate to adopt the Code as a rule or policy of the regulatory entity.

The FARB *Model Board Member Code of Conduct* sets forth behavioral expectations for individual members of the regulatory authority of a designated profession. It guides board members in the fulfillment of their regulatory roles. By establishing specific standards, it becomes a tool to assist in the recruitment and selection of members for regulatory boards and can serve as a means of evaluating potential nominees. It also establishes the expected behaviors and actions of individuals serving on the board and provides a rationale for removal of board members whose service fails to meet expectations or is otherwise unacceptable.

FARB is pleased to provide this new and improved document to legislators, regulatory boards, attorneys, appointing authorities, and the regulatory community. While the principles contained in this Code have widespread applicability, in adapting this Code for use in your particular jurisdiction, please consult your substantive and procedural state laws and seek legal advice as necessary. To the extent any users have comments or suggestions to improve the document, please forward your remarks to the FARB Executive Director at FARB@FARB.org.

Throughout this Act, the terms "law" and "rule" are utilized in place of words like statute, code, and regulation. A State may wish to replace "law" and "rule" with more specific language tailored to the requirements of the State's laws and practices.

AN ACT TO ESTABLISH A BOARD MEMBER CODE OF CONDUCT

Section 1. Statement of Purpose.

(1) The purpose of this part is to set forth a code of conduct particular to members serving on professional and occupational regulatory boards, commissions, or councils. A board member code of conduct defines the expected character and conduct of such individuals and establishes a standard for removal from serving in order to sustain public confidence in the ability of a regulatory board to carry out its mission to protect the public health, safety, and welfare through the regulation of professions and occupations in the State of [_____].

(2) Pursuant to [CITATION], the practice of the regulated professions in the State of [_____] is deemed to affect the public health, safety, and welfare and is subject to regulation and control in the public interest. It is further declared to be a matter of public interest and concern that the practice of [PROFESSION], as defined under this Act, merit and receive the confidence of the public and that only qualified persons be permitted to engage in the practice of [PROFESSION] in the State of [_____]. This Act shall be liberally construed to carry out these objectives and purposes.

(3) In the interest of this public protection perspective and to set forth the mandates of the relevant agency of the state legislatively delegated with the authority to enforce laws and promulgate and enforce rules, board members shall at all times maintain a perspective consistent with the enforcement of the relevant law in the interest of public protection. Board members are required to adhere to the code of conduct set forth herein and other applicable ethical obligations imposed upon public servants.

Section 2. Definitions.

(1) Adjudicatory Proceedings – a proceeding before the board in which the legal rights, duties, or privileges of specifically named persons are required by constitutional right or by any provision of [STATE] law to be determined after an opportunity for a hearing before the board.

(2) Agency – the state board, commission, department or officer authorized by law to make rules or to determine adjudicatory proceedings.

(3) Board – the board of [PROFESSION] created in [CITATION].

(4) Board Member – any individual appointee to the board, whether a licensed member of the profession or a public member.

(5) Executive Director – an individual employed by the board who is responsible for the performance of the administrative functions under the oversight of the board and such other duties as the board may direct.

(6) Good Standing – a license that is not restricted in any manner and which allows the licensee full practice privileges.

Throughout this Act, the terms "law" and "rule" are utilized in place of words like statute, code, and regulation. A State may wish to replace "law" and "rule" with more specific language tailored to the requirements of the State's laws and practices.

(7) Industry Trade Association – an organization that promotes the business of the profession and participates in public relations activities that include, but are not limited to, advertising, education, political donations, lobbying, and publishing.

(8) Presiding Officer – the individual or body of individuals in whom the ultimate legal authority of the agency is vested by any provision of law.

Section 3. Executive Branch Appointee. Pursuant to [CITATION], board members are appointed by and accountable to the executive branch of government. Each board member must adhere to relevant executive branch policies as well as the legislatively enacted practice act and rules duly promulgated thereunder.

Section 4. Personal Performance of Duties – Practice.

(1) A board member shall:

(a) maintain a working knowledge of the laws, rules, policies, and procedures under the jurisdiction of the board,

(b) regularly attend and meaningfully participate in board meetings and other board proceedings that may be required,

(c) if practicing as a member of the regulated occupation or profession, be licensed in good standing, and

(d) act professionally in all interactions with other board members, executive director, board staff, consultants, advisors, other state officers and employees, and the public.

Section 5. Conflict of Interest – Ethics.

(1) A board member shall:

(a) comply with conflict of interest and ethics laws and rules including, but not limited to, [CITATION],

(b) decline to deliberate, participate, or otherwise attempt to affect the outcome of any matter before the board when to do so may result in a conflict of interest or the appearance of a conflict of interest,

(c) comply with the requirements of the open meetings and public records laws of this state regarding all communications, whether written or electronic, between board members and between board members and board staff including, but not limited to, emails, social media, and telephone text messages,

(d) follow applicable communication protocols regarding dissemination of board information, including maintaining confidentiality of matters discussed in executive session and under the attorney-client privilege, and

(e) exercise licensing and rulemaking decisions independent of external influences.

Throughout this Act, the terms "law" and "rule" are utilized in place of words like statute, code, and regulation. A State may wish to replace "law" and "rule" with more specific language tailored to the requirements of the State's laws and practices.

(2) A board member shall not:

(a) have private contracts or business dealings with the board, other than board member compensation or reimbursement as may be otherwise provided by law,

(b) receive any payment or benefit from transactions of the board, other than the benefit derived from licensure by the board if the board member is a licensee of the board,

(c) solicit or receive a gift or favor from any person, company, organization, or any intermediary interest which may compromise or appear to compromise the independent judgment of the board member regarding fulfillment of any board or board member obligations,

(d) attempt to obtain favorable treatment by the board for any individual or entity, and

(e) use his or her position on the board to advance any private interest.

Section 6. Membership in Professional Organizations – Industry Trade Association Prohibitions.

(1) In fulfilling their responsibilities to the licensing board, a board member shall at all times maintain a perspective consistent with the enforcement of the relevant laws and rules in the interest of public protection, and not in protection of the professional interests of the licensees.

(2) A board member shall not be an officer or hold any leadership position in state or national industry trade associations or other organizations serving the profession of [PROFESSION] during the term of the board member's appointment to the board. In this capacity, a leadership position is defined as including, but not limited to, a voting member of the executive board, service on an ethics committee, membership committee, examination committee, or other committee or similar position of the association or organization.

(3) A board member shall not be a registered lobbyist for any professional organization or industry trade association.

Section 7. Communication Protocols.

(1) As an agency of the state legislatively delegated with the authority to enforce laws and promulgate and enforce rules, board members shall recognize the parameters of the board's authority and ensure the board maintains its public protection mission in undertaking all of its duties and responsibilities,

(2) Within the parameters of the board's authority, board members shall:

(a) ensure the effectiveness and efficiencies of the board,

(b) delegate to and oversee administrative functions of the board staff, including certain activities identified to occur between board meetings,

(c) select leadership of officers of the board to preside over the customary board activities including, but not limited to, board meetings, committee structures,

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application and renewal processing, complaint processing, rulemaking, and matters related to board budgets, and

(d) recognize the importance of communications related to board business and adopt policies that establish communication protocols and assure that the majority opinions of the board are promoted.

(3) A board member shall:

(a) authorize and provide general direction to the executive director to address day-to-day administrative decisions including, but not limited to, personnel matters,

(b) make requests for board staff assistance through approved procedures including, but not limited through, the presiding officer or the executive director,

(c) refer board staff and members of the public who attempt to use individual board members as an avenue to influence board decisions to the executive director, and

(d) provide other general direction and delegate functions and tasks to the executive director as appropriate under law.

Section 8. Disclosure of Board Information.

(1) A board member shall:

(a) obtain the permission, vote, or approval of the board as to the information that may be shared when speaking on behalf of the board,

(b) promptly refer any requests for comment by the media to designated board staff unless such comment has been previously sanctioned and approved by a board majority to speak on behalf of the board, and

(c) exercise due diligence to avoid any breach of duty as a board member arising out of negligence, intentional action or omission, or unauthorized communication with any individuals.

(2) All information disseminated by board members shall be factual and limited to information that is otherwise appropriate to be disclosed to the public.

(3) This section shall not be construed to limit the freedom of expression of a board member as an individual member of the public.

Section 9. Removal from Service – For Cause.

(1) A board member may be removed from the board for cause including, but not limited to:

(a) ceasing to meet the qualifications for board membership,

(b) being found guilty of a felony or unlawful act that involves moral turpitude, or conviction of any crime other than a minor traffic offense,

(c) being found guilty of malfeasance, misfeasance, or nonfeasance in relation to board duties,

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(d) being declared mentally incompetent by a court of competent jurisdiction,

(e) a final adjudication by a recognized body, including the courts, that the board member has violated this Act or the board's practice act, or that the board member has misused the position to obtain any financial or material gain, or any advantage personally or for another, through such office,

(f) the refusal or inability for any reason to perform the duties of a board member in an efficient, responsible, and professional manner, or

(g) failing to attend [NUMBER] successive board meetings without just cause as determined by the board.

Section 10. Conflict with Other Laws.

(1) The provisions of this Act shall not excuse any board member from adherence to any other state or federal law or rule and to the extent this Act conflicts with such law or rule, the state or federal law or rule shall prevail.

(2) To the extent possible, the provisions of this Act shall be interpreted to coincide and be read to coexist with all other laws of this State. In the event this Act is alleged to conflict with any other provisions of law, this Act shall prevail to the extent the statutory provisions at stake involve substantive issues related to the practice of [PROFESSION]. If the alleged conflict addresses procedural issues related to administrative processes, the Administrative Procedures Act [CITATION] shall prevail. In all other respects, conflict of laws issues shall be determined by interpretation and construction principles.