

Minnesota Board of Dentistry

Internal Operating Policies and Procedures (IOPP)

Minnesota Board of Dentistry
University Park Plaza
2829 University Avenue SE, Suite 450
Minneapolis, MN 55414
Phone: 612.617.2250 Toll Free Non-Metro: 888.240.4762 Fax: 612.617.2260
MN Relay Service for Hearing Impaired 800.627.3529

Board Approved 6-25-2010, 3-23-2012

Mission Statement

“To ensure that Minnesota citizens receive quality dental health care from competent dental health care professionals”

The Purpose of the Board is to Protect the Public

The Board strives to achieve its mission by:

- Carrying out activities authorized by Minnesota statutes and rules
- Formulating policy relevant to the needs 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

General Overview of Policies and Procedures

Minnesota Statutes §§ 214 and 150A.02 authorize the Minnesota Board of Dentistry (BOD). 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 214, 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, but each represents the public – not their profession. 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, American Association of Dental Boards (AADB), and Central Regional Dental Testing Service (CRDTS).

The major function of the Board is to protect the public. 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 laws and rules of dental practice.

The Board employs an Executive Director to serve as the chief executive officer for the Board and to oversee the agency (with policy direction from the Board). The Executive Director 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 Executive Director provides leadership and works collaboratively with the Board members to achieve agency goals and objectives. The Executive Director is responsible for Board operations, management of the budget, and the staff.

Table of Contents

| | |
|--------------------------------------------------------------------------------------|---------|
| Mission Statement | Page 1 |
| Part 1—General Provisions | Page 3 |
| A. Internal Operating Policies and Procedures | |
| B. Creation of the Board | |
| C. Duties of the Board | |
| D. Data Practices | |
| Part 2—Board Members | Page 4 |
| A. Expectations and Responsibilities | |
| B. Communications | |
| C. Code of Conduct | |
| D. Board Member Development, Orientation and Mentoring | |
| E. Board Policy of Per Diems | |
| F. Board Policy on Expenses | |
| G. Policy on Conferences | |
| Part 3—Board Officers and Past-President | Page 10 |
| A. General | |
| B. Elections | |
| C. Duties of President | |
| D. Duties of Vice-President | |
| E. Duties of Secretary | |
| F. Duties of Past-President | |
| G. Removal for Cause | |
| Part 4—Meetings | Page 12 |
| A. Open Meeting Laws | |
| B. General | |
| C. Regular Board Meetings | |
| D. Special Board Meetings | |
| E. Closed Board Meetings | |
| F. Quorum for Board Meetings | |
| G. Voting | |
| H. Minutes of Board Meetings | |
| I. Meetings via Speaker-Phone, Interactive Television, & Internet | |
| J. Sturgis Standard Code of Parliamentary Procedure | |
| K. Committee Meetings | |
| L. Properly Noticed Committee Meetings | |
| Part 5—Committees | Page 14 |
| A. Executive | |
| B. Complaint A & B and Joint Complaint | |
| C. Licensure and Credentials | |
| D. Policy | |
| E. Professional Development | |
| F. Allied Dental Education | |
| G. Health Professionals Service Program Representative | |
| H. Jurisprudence | |
| I. CRDTS Steering Committee Representative | |
| J. AADB Liaison | |
| K. Dental Assistant Education | |
| L. Council of Health Boards | |
| M. Clinical Licensure Examination | |
| N. Sedation | |
| O. Dental Therapy Program Review | |
| Part 6—Board Staff | Page 25 |
| A. Executive Director and Board Staff | |
| B. Other Staff | |
| C. Staff Organization | |
| D. Complaints About Staff | |
| E. Data Practices Act | |
| F. Delegation | |
| Part 7—Adoption of Internal Operating Policies and Procedures: Reviews and Revisions | Page 27 |

Part 1. General Provisions

Section A. Internal Operating Policies and Procedures

The Board is not required to adopt formal rules to govern its proceedings under the Administrative Procedures Act. The Development of these Internal Operating Policies and Procedures was voluntarily pursued to clarify function and process.

Section B. 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 that apply to all health-related licensing Boards.

Section C. Duties of the Board

Under Minnesota Statute § 214 and the Dental Practice Act, the Board has the responsibility to:

1. Adopt and enforce rules for licensure of dentists, dental therapists, dental hygienists, and licensed dental assistants and for regulation of their professional conduct. Public protection 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 to qualified individuals.
4. Establish and implement procedures, including a standard disciplinary process, to ensure that individuals licensed as dentists, dental therapists, hygienists and dental assistants will comply with the Board's laws and rules.
5. Enable consumers to file complaints against licensees.
6. Periodically review the Practice Act to ensure its relevance.
7. Establish fees so that the total fees collected by the Board will equal anticipated expenditures, as closely as possible.
8. Serve as an administering agency for HPSP - duties performed primarily by ED

Section D. 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). Data handled by the Board is classified under direction of the Act as either private or public. Staff and Board members need to be aware of the status of Board related data.

Section E. Use of Board Resources

To be added

Section F. Delegation of Authority

To be added

Part 2. Board Members

Board members assume responsibility of being prepared for and fully participating in Board functions.

Section A. Expectations & Responsibilities

1. Board Meetings
 - a) Meetings are typically scheduled 4 times per year and typically all day on a Friday.
 - b) Agendas and background materials are sent to Board members at least 1 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) A great deal of the Board's work is conducted within committees. To ensure diversity of opinion and to share the burden, all Board members are expected to volunteer for and accept appointment to committees.
3. Commission on Dental Accreditation (CODA) Site Visits
 - a) The Commission on Dental Accreditation (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 State Board to accept invitations to participate in the process.
 - c) When invited, the Executive Committee submits at least two (2) names as its representatives to the Commission.
 - d) The Commission provides the names of all site visit members, including the two State Board members, to the school. The school may choose one of the Board members.
 - e) The selected Board member receives the self-study document from the school, 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. (See "Reimbursements" section).
 - 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 accrediting site visit.
 - g) The selected Board members must review all of the materials prior to the visit, and bring with them the Minnesota Board of Dentistry Rules and Statutes. During the visit, special attention should be given, to compliance with the rules for infection control, record keeping, display of licenses and annual renewal, etc.
 - 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
 - a) Dentist and Dental Hygiene members of the Board, are expected to participate, as eligible, with the conduct of clinical examinations for Board-approved clinical examining bodies.

Section 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.

Section 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 (FARB), Model Code of Conduct. (Attached)

1. Ethical Conduct

The Board expects of itself and its members ethical and businesslike 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) a supportive and respectful work environment for our members and employees
- b) a diverse and representative work force
- c) a workplace where employees and those we serve are treated fairly and equitably
- d) appreciation, acknowledgment and acceptance of individual differences
- e) employees and Board members who take responsibility for modeling appropriate behavior and assuring respectful behavior of others
- f) arrival on time and attendance at all Board and assigned Committee meetings and functions
- g) support of majority decisions of the Board to peers and the public regardless of personal opinion

2. Public Service

Regardless of whether a member of a regulatory Board for a licensed profession is a licensee in that or some other profession, a consumer, or any other type of member, it is essential for each Board member to represent the public. Board members do not represent the profession, or any other private group. Public service is a privilege, not an earned or inherited right.

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) Participate in Committee meetings as a member, not just an observer.
- d) Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the financial statements and reviewing and approving biennial and special appropriations requests to the legislature.

4. Statutes and Rules

Board members are to comply with all state laws and regulations that are 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 staff's role to implement policy as adopted by the Board.
- e) Be familiar with open meeting laws

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) Should the Board consider Board members for employment, he/she must temporarily withdraw from Board deliberation, voting, and access to private Board information.
- e) Those affiliated with the Executive Branch of state government are prohibited from accepting gifts, meals or any item of value according to Minnesota Statutes, 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 for 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. **Abuse of Power**

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 or pecuniary 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 to determine whether the Committee member's 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 or 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 excuse himself or herself from the Committee's deliberations and decisions on the complaint.

Section D. Board Member Development, Orientation & 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 their 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 the Board member role, and to foster effective working relationships with other Board members.

- a) 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.
- b) 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.
- c) Suggested Mentoring strategies to welcome the new Board member
 - 1) Initiate contact within 2 weeks of acceptance of mentoring assignment.
 - 2) 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.
 - 3) Share contact information (email address, telephone numbers, etc.)
 - 4) Establish boundaries and expectations for the relationship.
 - 5) Facilitate introduction to other Board members.
 - 6) Sit next to the new Board member at regular meetings of the Board for one year and assist the new Board member with the proceedings.
- d) Mentoring Timeframe
New Board members should plan on a transition period leading up to full involvement in any Committee. The amount of information can be overwhelming, and the processes somewhat foreign. The Board member mentor and Board staff can assist with this transition.
- e) Training
New Board members will generally be asked to attend the CLEAR (Council on Licensure, Enforcement and Regulations) conference the fall following appointment to the Board. When possible, the Board's Executive Director will accompany Board members. The CLEAR conference offers an opportunity to see how other professions are regulated across the United States and Canada, and provides a valuable Board member orientation series during the conference. Meeting/Conference Spread Sheet

Section 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 meetings, as well as attendance at (or electronic participation) emergency 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 regional and national meetings of the American Association of Dental Boards (AADB, the Council on Legislation, Enforcement and Regulation (CLEAR), and attendance at meetings of similar organizations by resolution of the Board
- d) Travel to and from CRDTS examinations, Executive Committee meetings, Steering Committee Meetings, and workshops on days when CRDTS does not pay a per diem (honorarium), when travel must occur on the day before or after the activity
- e) Travel to and from National Board Examination sites to participate as proctors, and to participate in Joint Commission Accreditation Site Visits, when travel must occur on the day before or after the activity
- f) Attendance at legislative hearings, meetings with legislators, or meetings with other parties relating to legislative activities when acting as a Board appointed representative
- g) Attendance, participation, and/or presentation at a meeting or conference when invited to attend, participate, or present as a Board approved representative
- h) Attendance at meeting only when acting as the Board of Dentistry's official representative

2. Double Dipping
 - a) 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. Prep 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 on one per diem granted for every four (4) hours of actual 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.

Section 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, unless no standard rooms are available at the time
 - 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 (e.g., 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 (MN15.435)
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 6:00am or to be away from home overnight.
 - d) Board members may not claim reimbursement for lunch unless traveling more than thirty-five (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 him/her to return home from travel after 7:00pm or to be away from home overnight.
 - f) Sometimes the cost of commercial transportation, conference registration fee, or hotel lodging includes a meal. In these cases, those provided meals are not eligible for additional reimbursement.
5. Other
 - a) Original receipts are required for all expenses except meals, parking meters and baggage handling or other gratuities.

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.
- c) Expenses submitted for reimbursement after the fiscal year's book close require Board review to determine whether the expense reimbursement will be authorized.

Section G. 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.

Part 3. Board Officers

Section A. General

Minnesota Statutes, 150A.03, Subdivision 1, as referenced in Chapter 3100.0400 states: “The Officers of the Board shall consist of a President, Vice-President, and Secretary.” The Past President of the Board is also considered an officer of the Board and a full voting member of the Board’s Executive Committee.

Section B. Elections

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 position of Past President is a fully participating and voting member of the Executive Committee. This position is not elected, however, it is awarded to the outgoing President. If the outgoing President is elected or re-elected to an officer position, the Board member who most recently has been President will be determined to be the Past President. If the established sequence does not result in an eligible Past President, The Executive Committee will be comprised of the three elected officers only.
4. Voting will be conducted by secret (paper) ballot.
5. Tallying will be conducted and reported in public, with ballots reviewed/confirmed by the current President, the Executive Director, and a Board staff member.
6. A candidate must achieve a simple majority of the legal votes to become elected to the particular office (e.g., 5 of 9 votes, 5 of 8 votes, 4 of 7 votes, 4 of 6 votes, 3 of 5 votes, etc.).
 - a) In the event of a tie for most votes received or lack of a simple majority, the top two vote getters 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.
 - b) In the event of a second tie, balloting will be repeated. An individual receiving a plurality of the legal votes will prevail.
 - c) In the event of a third tie, the determination will be made by coin toss or other agreed-upon game of chance (with the senior-serving Board member making the call of the coin; the coin will be tossed by the staff member appointed to tally the votes).

Section C. Duties of President

Duties of the President include but are not limited to:

1. Presiding at meetings of the Board and Executive Committee.
2. Establishing/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. The President is allowed to serve as Committee chair.
10. Despite Sturgis guidelines that may suggest otherwise, casting a vote on all Board motions.
11. Working closely and cooperatively 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.

Section D. Duties of 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.

Section E. Duties of Secretary

Duties of the secretary include but are not limited to:

1. Maintaining a record of Executive Committee and Board meeting attendance, motions, and votes.
2. Reviewing draft minutes of Board and Executive Committee meeting 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.

Section F. Duties of 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.

Section G. Removal for Cause

An Executive Committee member may be removed for cause by a majority vote of Board members. The vacancy shall be filled in the manner provided in section B, Elections.

Chapter 3100.0300, Subparts 1-4, of Minnesota Rules outline meeting requirements, quorum requirement, and parliamentary procedures.

Part 4.Meetings

Section A. Open Meeting Law

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

Section B. 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.

Section 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.

Section 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.

Section 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.

Section 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 take action 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.

Section G. Voting

Once a quorum is established, a simple majority vote (50%+1) 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. The exception is the use of confidential paper ballot for election of officers or when requested by a Board member motion and approved by the Board prior to voting. Abstaining from voting should be avoided. A member must abstain, however, when the issue is one in which the Board member has a clear conflict of interest.

Section 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 when approved by the Board and signed by the President.

Section I. Meetings via Phone and Interactive Television

1. Minnesota Statutes Section 13D.015 allows the Board and/or Committee to conduct a meeting by telephone, which can include voting, if: all members can hear all discussion and testimony, members of the public present at the regular meeting location can hear all discussion and participate in testimony, at least one Board/Committee members 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/other technology.

Section J. Sturgis Standard Code of Parliamentary Procedure

Sturgis Standard Code of Parliamentary Procedure as outlined in Minnesota Statutes 3100.5100 governs the proceedings of the Board and all committees. Exceptions to this code are superseded in these Policies, Procedures, and applicable law.

Section K. Committee Meetings

Committee meetings can be open or closed as needed and appropriate. Members should arrive prepared. Votes of the committees are considered recommendations to the Board, and are not final decisions (unless granted specific authority of the Board).

Section L. Properly Noticed Committee Meetings

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

Part 5. Committees

These Committees constitute the core and continuous activities of the Board.

Section A. Executive Committee

1. Function
Elected Officers of the Board; empowered to act on behalf of the full Board and to establish Board direction as the main governing body of the Board.
2. Committee Membership
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Immediate Past President
3. Chair
Board President serves as Chair of the Executive Committee.
4. Primary Responsibilities
 - a) Keep public protection foremost in decision-making
 - b) Establish strategic direction
 - c) Review/establish Board meeting agendas
 - d) Evaluate and prioritize concerns to be brought before the Board
 - e) Provide financial oversight; review issues related to budget and finance
 - f) Make recommendations to the Board, as appropriate
 - g) Serve as the editorial board of the Board's newsletter
 - h) Conduct annual performance review of Executive Director
 - i) Authorize salary adjustments, achievement awards, and other compensation for Executive Director
 - j) Act for the Board under delegated authority when the Board is not meeting
 - k) Report to the Board at subsequent meetings regarding actions taken by the Committee
 - l) Set goals
 - m) Cooperatively establish goals with the Executive Director
5. Meeting Schedule
 - a) Meet approximately 3 weeks prior to scheduled Board meetings
 - b) Schedule special meetings as necessary
 - c) Conduct meetings in OPEN (public) forum; authorized to close meetings to Executive session for specific, limited concerns (e.g., staffing, performance, etc.)
 - d) Rely on Sturgis Code of Parliamentary Procedures for meeting conduct (Minnesota Statutes 3100.5100)
6. Expectations/Committee Practices
 - a) Issues/concerns/recommendations 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
 - d) Private and protected information is kept 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 Assistant

Section B. Complaint Committees A & B and Joint Complaint Committee

1. Function
Enforce the Minnesota Dental Practice Act
2. Committee Membership (Two Committees, Three members each)
Committee members are appointed by the President and are ideally are comprised as:
 - a) Two members of each Complaint Committee shall be dentists
 - b) One member of each Complaint Committee shall be a non-dentist Board member
3. Chairs
Chairs of the Complaint Committees are appointed by the President.
4. Primary Responsibilities
 - Complaint Committees A & B
 - a) Keep public protection foremost in decision-making.
 - b) Embrace the Dental Practice Act.
 - c) Determine resolution of each complaint received by the Board, as to whether violations of the Practice Act warrant corrective or disciplinary action.
 - Joint Complaint Committee
 - a) Discuss common concerns to calibrate the two committees.
 - b) Review common policy issues relating to compliance with the Dental Practice Act.
 - c) Make recommendations to Board, as necessary, regarding complaints and compliance issues.
 - d) Joint Complaint Committee meetings are facilitated by Board staff.
5. Meeting Schedule
 - a) Each Complaint Committee generally meets monthly in closed session.
 - b) Joint meetings of the Complaint Committees are held in open (public) session, and are scheduled as necessary (at least annually) and to ensure attendance of all Complaint Committee members to attend Joint Complaint Committee meetings.
6. Expectations/Committee Practices
 - a) Objectively and consistently review complaints (approximately 300/yr total), responses, and investigative materials.
 - b) Maintain confidentiality of case materials, and information. Board Members should refrain from discussions.
 - c) Committee 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 to determine whether the Committee member's relationship with the complainant or licensee creates a situation that would negatively affect objectivity.) Minn. Stat. 214.10, Subd.8(c).
 - d) Direct how each complaint will be handled, scope of investigation, when to dismiss/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 options available to the Committee.
 - j) Utilize designated Assistant Attorney General as Counsel.
 - k) Disciplinary actions are initiated by the Complaint Committee, and must be ratified by the full Board.
 - l) No independent investigation by Board Members.
 - m) Minutes of meetings are to be distributed to the appropriate individuals as soon as possible following a meeting
 - n) Chair to follow up on any topics referred to another committee
7. Principal Staff Contacts
 - a) Complaints & Compliance Supervisor
 - b) Complaint Analyst
 - c) Compliance Officer
 - d) Legal Analyst

Section C. Licensure and Credentials Committee

1. **Function**
Evaluates the credentials and eligibility of all candidates for licensure in Minnesota, from both CODA accredited and non-accredited dental education programs.
2. **Committee Membership**
 - a) Dentist member
 - b) Dentist member (determined by availability)
 - c) Dental Hygienist member
 - d) Public or Licensed Dental Assistant (determined by availability)
3. **Chair**
Chair of the Licensure and Credentials Committee is appointed by the Board President.
4. **Primary Responsibilities**
 - a) Keep public protection 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 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 by resident dentists.
 - i) Monitor the clinical examination process for licensure and certification candidates.
 - j) Review relevant variance to rule requests under delegated authority from the Board.
 - k) Manage the licensure and certification process for dental therapists and advanced dental therapists through Minnesota Statute 150A.01 to 12.
 - l) Manage the initial and annual Collaborative Management Agreements for dentists, dental therapists and advanced dental therapists.
 - m) Monitor the Minnesota GPR programs.
5. **Meeting Schedule**
 - a) Meets in closed and/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, CMA reviews, LGL reviews, etc.
6. **Expectations/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 packets/flash drives containing copies of the application materials for the meeting are distributed the week prior to the meeting.
 - c) Members must be prepared by having read the information in the packets and on the flash drives.
 - d) Maintain confidentiality of application materials and information.
 - e) Evaluation forms/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) Director of Licensing and Professional Development
 - b) Licensing Analyst
 - c) Executive Director
 - d) AGO attorney managing specific cases and licensure concerns.

8. Background Information on Applicants from Non-Accredited Programs

M.S. 150A.06, Subd. 1 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. 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.

Section D. Policy Committee

1. Function

Ensures that the Dental Practice Act and Board protocols retain relevance.

2. Committee Membership

Diverse groups of three Committee members, including the Chair, are appointed by the President.

3. Chair

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

4. Primary Responsibilities

- a) Keep public protection foremost in decision-making.
- b) Research and discuss changes in practice, technology, and science 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 at the call of the Chair in open session, typically in the evening.

6. Expectations/Committee Practices

- a) Develop expert knowledge of the Minnesota Dental Practice Act.
- 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, and dentistry.
- e) Anticipate changes, trends in health care, regulations, and dentistry.
- f) Assist with research necessary to establish justification for Committee recommendations.
- g) Achieve consensus among Committee members regarding proposed changes to dental regulations.
- h) Make recommendations to the full Board.
- i) Minutes of meetings are to be distributed to the appropriate individuals as soon as possible following a meeting
- j) Chair to follow up on any topics referred to another committee

7. Principal Staff Contacts

- a) Executive Director
- b) Administrative Assistant
- c) Legal Analyst

Section E. Professional Development 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.

2. Committee Membership
Three Committee members, including the Chair, are appointed by the President.
3. Chair
Chair of the Professional Development Committee is appointed by the Board President.
4. Primary Responsibilities
 - a) Keep public protection 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.
5. Meeting Schedule
Meets at the call of the Chair for meetings in open session, typically in the evening.
6. Expectations/Committee Practices
 - a) Maintain positive relationships with educators and representatives of 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) Director of Licensing and Professional Development.
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.

Section F. Allied Dental Education Committee

1. Function
Establishes educational requirements for dental hygiene, and dental assisting functions.
2. Committee Membership
Committee members are appointed by the President, and are comprised of:
 - a) Dental Hygienist member
 - b) Dental Assistant member
 - c) Public or Dentist Board member
3. Chair
Chair of the Allied Dental Education Committee is appointed by the Board President, and generally chairs for a two-year term that rotates between the Dental Assistant and the Dental Hygienist.
4. Primary Responsibilities
 - a) Keep public protection 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.
5. Meeting Schedule
 - a) Meets as needed in open session.

6. Expectations/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
7. Principal Staff Contacts
 - a) Assigned staff

Section G. HPSP Representative

1. Function

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

The HPSP representative is appointed by the Board President.
3. Primary Responsibilities
 - a) Act as liaison between the Board of Dentistry and the other members of the HPSP Advisory Council 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 to the Executive Committee and/or the Board within one week of an HPSP meeting.
4. Meeting Schedule

Meets quarterly, or as necessary, in open session.

Section H. Jurisprudence Committee

1. Function

Periodically updates questions for the Board of Dentistry exam on statutes and rules regulating dental practice in Minnesota. Will work in cooperation with Prometric to establish pool of test items.
2. Representative

The representative is appointed by the Board President to chair the group, and works with Board staff and Prometric.
3. Primary Responsibilities
 - a) Recommend test subject experts for Prometric to develop examination.
 - b) Develop new pools of multiple choice and true/false questions for the Jurisprudence exam to ensure reasonable turnover of questions and currency of questions/answers as dental regulations change.
4. Meeting Schedule

Meets at the call of the Chair for meetings in closed session.
5. Principal Staff Contacts
 - a) Legal Analyst
 - b) Executive Director
 - c) Complaint and Compliance Supervisor

Section I. CRDTS - Steering Committee Representative

1. Function
Represents the Board of Dentistry to the Central Regional Dental Testing Services (CRDTS) and its Steering Committee.
2. Representative
The CRDTS representative is appointed by the Board President from among the Board members who are CRDTS examiners. This dentist and/or hygienist may be the same individual as the AADB liaison.
3. Primary Responsibilities
 - a) Voice Minnesota Board of Dentistry positions/concerns relative to the clinical testing of dentist, dental therapy, and dental hygiene candidates to advocate for fair and reliable competency assessment methodologies.
 - b) Attend regional CRDTS meetings on behalf of the Board, as possible.
 - c) Inform the Board of activities and issues affecting clinical testing practices.
 - d) Submit a written report to the Executive Committee and/or the Board within one week following the meeting.
4. Meeting Schedule
Meets three times annually; requires (Board) approved travel.

Section J. AADB Liaisons

1. Function
Represents the Board of Dentistry to the American Association of Dental Boards (AADB).
2. Committee Membership
The AADB representatives are appointed by the Board President from among the Board members who are CRDTS examiners. A dentist and a hygienist shall be appointed.
3. Primary Responsibilities
 - a) Voice Minnesota Board of Dentistry positions/concerns relative to the clinical testing of dental professionals.
 - b) Attend national AADB meetings on behalf of the Board, as possible.
 - c) Board members directly involved with AADB and the Board's Executive Director are provided membership in AADB, and have voting privileges when attending AADB meetings.
 - d) Inform the Board of activities and issues affecting regional and national clinical testing practices.
 - e) Disperse agency publications to the Full Board as part of a written report.
 - f) Submit a written report to the Executive Committee and/or the Board within one week following the meeting.
4. Meeting Schedule
Meets twice annually; requires (Board) approved travel.

Section K. Dental Assistant Education Committee

1. Function
Develops and revises the Licensure Examination for dental assisting.
2. Membership
The Chair recommends test subject experts for consideration by Prometric to assist the process.
3. Chair
Chair of the Dental Assistant Education / ~~Licensure Exam~~ Committee is the Board's Dental Assistant member, and is appointed by the Board President.
 - a) Note: If the Board's Dental Assistant member is an educator, he/she will recuse themselves and the Board's Dental Hygienist member will substitute as Committee Chair for final meetings approving changes to the Licensure Examination.

4. Primary Responsibilities
 - a. Keep public protection foremost in decision-making.
 - b. Solicit, then evaluate and review questions submitted from dental assistant education programs for possible inclusion in the Licensure Examination.
 - c. Maintain connection with the Dental Assisting National Board (DANB) relative to dental assisting exam.
5. Meeting Schedule

Meets as needed in closed session, at the call of the Chair or Prometric.
6. Expectations/Committee Practices
 - a) The Dental Assistant Board member determines the equivalency of dental assisting programs/training in other states for dental assisting applications for Minnesota licensure by credentials.
 - b) The Dental Assistant Board member determines whether any additional training for expanded functions must be completed prior to the applicants sitting for the Licensure exam.
 - c) All applicants who are graduates of accredited programs or who are currently certified by the Dental Assisting National Board (DANB) shall be deemed qualified to take expanded functions training at any Minnesota dental assisting program.
 - d) The Committee will generally revise the radiology and the expanded functions portions of the Licensure examination in alternate years.
 - e) Examination revision requires that proposed questions, answers, distractors, and names of texts be presented for all members to review.
 - f) Maintain confidentiality of test materials and questions.
 - g) Chair to follow up on any topics referred to another committee
7. Principal Staff Contacts
 - a) Assigned staff
 - b) Executive Director

Section L. 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.
2. Representative

The Council of Health Boards representative is appointed by the Board President and represents the Board of Dentistry jointly with the Board's Executive Director.
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
 - e) Submit a written report to the Executive Committee and/or the Board within one week following the meeting.
4. Meeting Schedule

Meets as needed, at the call of the Council chair in cooperation with the Executive Director's Forum, in open session.

Section M. Clinical Licensure Examination Committee

1. **Function**
Establishes and reviews requirements for clinical licensure and examinations.
2. **Membership**
Committee members are appointed by the President, and are comprised of:
 - a) 2 – Dentist
 - b) 1 – Non-dentist
3. **Chair**
The Chair is appointed by the President.
4. **Primary Responsibilities**
 - a) Keep public protection 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) Participate with the University of Minnesota School of Dentistry via a signed agreement concerning the Board's acceptance of the National Dental Examining Board of Canada's exam for initial licensure.
5. **Meeting Schedule**
Meets as needed, at the call of the Chair.
6. **Expectations/Committee Practices**
 - a) Members will develop expert knowledge of the portions of the Minnesota Dental Practices 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 American Association of Dental Boards (AADB), the National Dental Examining Board of Canada (NDEB), including test construction committees and the Central Regional Dental Testing Service (CRDTS) by attendance at their appropriate conferences and reporting to the Committee.
 - e) Make recommendations to the full board.
 - f) Minutes of meetings are to be distributed to the appropriate individuals as soon as possible following a meeting.
 - g) Chair to follow up on any topics referred to another committee
6. **Staff contact**
 - a) Executive Director
 - b) Administrative Assistant

Section N. Sedation Committee

1. **Function**
Established educational requirements, equipment, medications, and inspections for minimal, moderate and deep sedation, and general anesthesia.
2. **Committee Membership**
Committee members are appointed by the President, and are comprised of:
 - a) 2 – Dentist
 - b) 1 – Non-dentist
3. **Chair**
The Chair is appointed by the President
4. **Primary Responsibilities**
 - a) Keep public protection foremost in decision-making.
 - b) Research and discuss changes in practice, technology, and science that impacts sedation regulations.
 - c) Appoint and/or contract with consultant inspectors.
 - d) Calibrate inspectors

5. Meeting Schedule
Meets as needed, at the call of the Chair
6. Expectation/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. Principle Staff Contacts
 - a) Executive Director
 - b) Administrative Assistant

Section O. Dental Therapy Program Review Committee

1. Function
Review, evaluate and make recommendations to the Board regarding program approval for the dental therapy and advanced dental therapy education programs.
2. Committee Membership
Committee members are appointed by the President, and are comprised of:
 - a) 2 – Dentist
 - b) 1 – Dental Hygienist or Assistant
 - c) 1 – Public or dental professional (availability)
3. Chair
The Chair is appointed by the President
4. Primary Responsibilities
 - a) Keep public protection foremost in decision-making.
 - b) Evaluate the six areas that comprise institutional readiness for program approval using Board approved documents such as Program requirements for DT and ADT Programs, Competencies for DT and ADT, and Initial Program Approval (IPA).
 1. institutional infrastructure: affiliation, accreditation, financial support and program control
 2. program planning and assessment
 3. educational program: degree, curriculum and assessment of students' competency
 4. administration, faculty, staff and other institutional resources
 5. educational support services
 6. patient care services
 - c) Conduct Initial Site Visits for Developing Programs using the Initial Program Approval Application (IPA)
 - d) Conduct annual site visits for “Provisional Board Approval” status school. Site visits are scheduled to assess progress in program implementation
 - e) Conduct site visits for Program that have “Board Approval.” Programs must renew their approval annually after gaining that status by means of an internal self-study and evaluation site visit
 - f) Manage through Minnesota Statute 150A.105 ad 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/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 Initial Program Application (IPA)
 - c) Meeting packets/flash drives/emails 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 confidential information agreement as dictated by the IPA

7. Principle Staff Contacts

- a) Executive Director
- b) Administrative Assistant
- c) AGO attorney managing specific cases and concerns

Part 6. Board Staff

Section A. Executive Director

The Board of Dentistry's Executive Director shall be the chief executive officer and shall comply with statutory requirements (see Minn.Stat.214.04, subd.3). In addition to statutory requirements, the Executive Director 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 appoint an Executive Secretary who is not a member of the Board and who shall be in the unclassified civil service." The Board uses the term Executive Director to describe the position for the Board of Dentistry.
2. The Executive Director shall conduct the office and carry out responsibilities in accordance with the job description. The Executive Director 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 Executive Director 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. Information and advice to the Board will not have significant gaps in timeliness, completeness, or accuracy.
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 Executive Director, so that all authority and accountability of staff can be considered the authority and accountability of the Executive Director.
8. The Executive Director 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 Executive Director's authority, but will respect the Executive Director's choices so long as the delegation continues. This does not prevent the Board from obtaining information about activities in the delegated areas.
9. No individual Board member, officer, or Committee (except the Executive Committee) has authority over the Executive Director. Information may be requested, but if such request, in the Executive Director's judgment, requires a material amount of staff time, or is not appropriate, it may be refused.
10. The Board is the single official link to the operating organization and the Executive Director is accountable for all organizational performance and exercises all authority transmitted into the organization by the Board. Executive Director performance is synonymous with organizational performance.
11. Respond to action items with timeliness, completeness, and accuracy.
12. Cooperatively establish goals with the Executive Committee
13. Cause to be confidentially maintained an action item master spread sheet which contains all action items for each committee. This will be available to all board members and staff to assist with their timely implementation of action items.

Vacancy

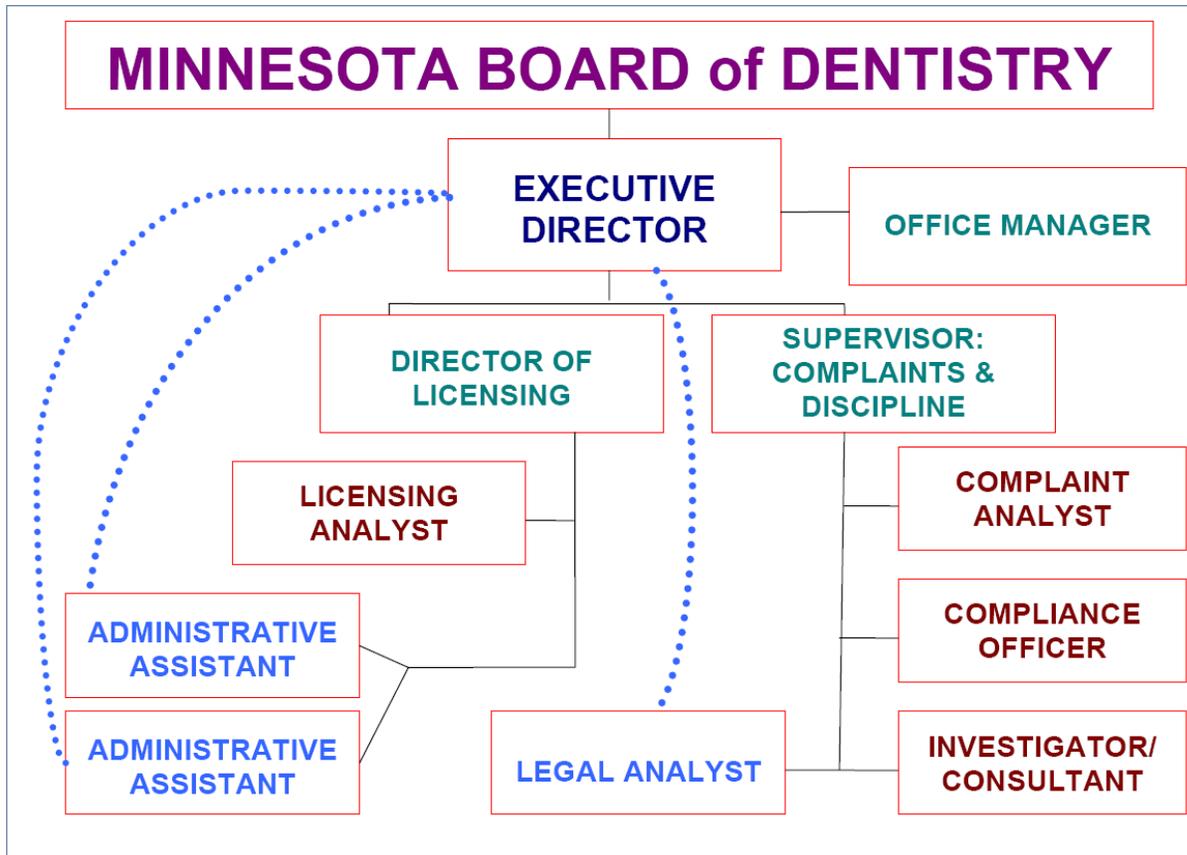
In the event of a vacancy in the position of Executive Director, the Board's Executive Committee shall appoint a Search Committee to coordinate the hiring of an Executive Director. The Search Committee may include members of the Executive Committee. The Search Committee shall make a recommendation regarding the candidates to the Executive Committee, who will make the hiring decision. The Board's President shall be responsible for negotiating salary and coordinating orientation of the new Executive Director.

Section B. Other Staff

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

Section C. Staff Organization

The Executive Director shall be responsible for establishing, operating, and enhancing staff effectiveness.



Section D. Complaints About Staff

A Board member who has a complaint about the performance of Board staff should present the matter to the President of the Board. If the complaint is about Board staff other than the Executive Director, the President should refer the matter to the Executive Director. If the complaint is about the Executive Director, the President may address the issue directly with the Executive Director, or refer the matter to the Executive Committee to be addressed in closed session.

Section E. Data Practices Act

To be added

Section F. Delegation of Authority

To be added

Part 7.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 annually and report any recommended changes to the Board.

Authorized for Years 2012 - 2013

Neal Benjamin
President

March 23, 2012
Date

Marshall Skragg
Executive Director

March 23, 2012
Date

6-25-2010, 3-23-2012