



BOARD OF DENTURISTS MEETING MINUTES

Thursday, March 20, 2025

Board Members Present: Josh Brooks, L.D, Chair
Melissa Brulotte, L.D
Keith Gressell, DMD
Shirlynn Walter, Public Member
James Anderson, L.D
Sandie McNaughton, Public Member
Amy Varshock, L.D.
Szilard Zombor, L.D, Pro-Tem Member

Board Members Absent: Vallan Charron, L.D, Pro-Tem Member

Staff Present: Adriana Barcena, Program Manager
Trina Crawford, Executive Director
Cassandra Gerard, Administrative Support
Heather Carter, Assistant Attorney General (AAG)
Catharine Roner-Reiter, Supervising Staff Attorney

Thursday, March 20, 2025

OPEN SESSION

1. CALL TO ORDER

The open session of the business meeting was called to order at 12:04 p.m. by Josh Brooks, L.D, Chair.

1.1 Introduction of board members, staff, and audience

- The board members, staff, and audience were introduced.

1.2 Public Comment – The public will have an opportunity to provide comments. If you would like to comment during this time, please limit your comments to two minutes. Please identify yourself and who you represent, if applicable, when the Chair opens the floor for public comment.

- No public comments were directed to the board at this time.

1.3 Approval of agenda

- A motion was made to approve the March 20, 2025 agenda as presented.
- The motion was seconded, and the board unanimously approved the March 20, 2025 agenda as presented.

1.4 Approval of January 24, 2025, business meeting minutes

- A motion was made to approve the January 24, 2025, business meeting minutes as presented.
- The motion was seconded, and the board unanimously approved the January 24, 2025 business meeting minutes as presented.

2. RECRUITMENT UPDATE – Adriana Barcena, Program Manager

- Ms. Barcena provided an update to the board on member appointments.
- The Secretary of Health has appointed licensed dentist Ms. Varshock to the board as of February 1, 2025.

3. CREDENTIALING PRESENTATION – Zach Patnode, Office of Health Professions Quality Administrator, presented to the Board.

- Mr. Patnode described the recent credentialing and performance improvement changes within the office.
- Mr. Patnode reviewed the current active and pending license statuses. He shared the number of applications received and expired credentials in the past six months.
- Mr. Patnode shared the overall application processing time and explained the reasons for delays in issuing licenses.
- The board received the department's credentialing contact information.

4. 2025 LEGISLATION UPDATE – The Board received an update on the 2025 legislative session – Melissa Brulotte, L.D.

- Ms. Brulotte shared her preference for legislation bill updates through weekly meetings rather than by email.
- Ms. Barcena shared no direct impacts to dentist laws have been made this legislative session.
- The department will continue to monitor other bills that may have an indirect impact on the board and share updates at upcoming meetings.

5. DENTAL EDUCATIONAL OUTREACH COMMITTEE – The Board received an update on the committee meeting held on February 20, 2025 – Keith Gressell, DMD.

- Dr. Gressell shared the committee approved assigned articles for the March 2025 Newsletter.

6. UNIVERSAL TESTING SERVICES (UTS)

6.1 UTS Observation – The Board received a report from February 8, 2025 examination observation findings – James Anderson, L.D.

- Mr. Anderson shared his experience observing the UTS examination with Dr. Gressell and Ms. Barcena.
- Mr. Anderson suggested the board use technology to document observations and discrepancies when grading the clinical examination.
- The board discussed using an internal or external camera for documentation purposes.
- Ms. Crawford explained the device would be owned and maintained by the department.
- Ms. Carter suggested developing a protocol to ensure the photographs are de-identified and consent is received from the patient.

6.2 UTS Request to observe Washington clinical examination

- Ms. Barcena shared the request from UTS to observe a practical examination administration by the board.
- The board discussed and determined UTS representatives are allowed to observe the clinical examination in August, 2025.

7. EXAMINATION REVIEW SUBCOMMITTEE – The Board received an update on committee meeting held on February 27, 2025-Val Charron, L.D.

- Mr. Anderson shared the committee reviewed and discussed the history of authorized examination retakes.
- The committee recommends responding to requests on a case-by-case basis and making no changes to petition requests currently.

8. EXAMINATION PETITION – The Board reviewed written examination petition.

- Ms. Barcena shared the petition for a fourth attempt at the written examination from a candidate who passed their practical examination in August 2024.
- Ms. Barcena shared examples of how the board responded to past petitions.

- The board discussed potential requirements of the candidate prior to reexamination.
- A motion was made to allow the candidate reexamination once proof is submitted of successfully completing the program for a second time.
- The motion was seconded, and the board unanimously approved.

9. REVIEW OF CURRENT POLICIES – Adriana Barcena, Program Manager and Trina Crawford, Executive Director

9.1 DN-01 ADA Policy

- A motion was made to approve the changes made to the current policy.
- The motion was seconded and unanimously approved.

9.2 DN-02 Minimum Number of Candidates

- A motion was made to approve the changes made to the current policy.
- The motion was seconded and unanimously approved.

9.3 DN-04 Scoring for Clinical Exam

- A motion was made to approve the changes made to the current policy.
- The motion was seconded and unanimously approved.

9.4 DN-05 Exception Application Policy

- A motion was made to approve the changes made to the current policy.
- The motion was seconded and unanimously approved.

9.5 DN-06 Initial Assessment Threshold Policy

- A motion was made to approve the changes made to the current policy.
- The motion was seconded and unanimously approved.

9.6 DN-07 Mandatory Malpractice Reports Policy

- A motion was made to approve the changes made to the current policy.
- The motion was seconded and unanimously approved.

9.7 Guideline for Written Exam Retake Fee

- A motion was made to approve the changes made to the current policy.

- The motion was seconded and unanimously approved.

9.8 Guidance for Additional Time on Written Examination

- A motion was made to approve the changes made to the current policy.
- The motion was seconded and unanimously approved.

9.9 Guidance for Written and Clinical Examinations

- A motion was made to approve the changes made to the current policy.
- The motion was seconded and unanimously approved.

10. OPERATIONAL/DELEGATION – Josh Brooks, L.D., Chair

10.1 The Board reviewed the updated signature delegation form.

- A motion was made to approve the signature delegation form.
- The motion was seconded and unanimously approved.

10.2 The Board reviewed the updated decision-making delegation form.

- A motion was made to approve the signature delegation form.
- The motion was seconded and unanimously approved.

11. PROGRAM MANAGEMENT REPORT – Information provided to the board by Adriana Barcena, Program Manager.

11.1 CR 102 Update: WAC 246-812-125 Denturists licensure – Endorsement; WAC 246-812-159 Continuing Competency requirements

- Ms. Barcena shared the rules package for continuing competency requirements and substantial equivalency is still in the internal review process.
- The board will continue to receive updates.

12. EXECUTIVE SESSION – An executive session was held under RCW.42.30.110(1)(i) to discuss pending litigation with legal counsel.

- An executive session was not held during this meeting.

13. FUTURE AGENDA ITEMS AND PLANNING FOR FUTURE MEETINGS

- Licensing and disciplinary statistics
- Budget Report

- Dental Educational Outreach Committee
- Rules update
- Camera Discussion
- Examination Outcomes

14. ADJOURNMENT

There being no further business before the board, the business meeting was adjourned at 12:43 p.m. on Thursday, March 20, 2025. The next regular meeting is scheduled for Thursday, August 21, 2025, and will be held in-person with a virtual component.

Respectfully Submitted By:

Approved By:

Adriana Barcena, Program Manager

Josh Brooks, Chair
Board of Denturists

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