



TO: The Honorable the Members of the Board of Regents

FROM: Sarah S. Benson *Sarah S. Benson*

SUBJECT: Appointment to the Position of Executive Secretary, State Board for Chiropractic

DATE: September 3, 2020

AUTHORIZATION(S):

Issue for Decision

Should the Regents approve the appointment of Dolores Cottrell, as Executive Secretary to the State Board for Chiropractic?

Reason(s) for Consideration

Required by State statute.

Proposed Handling

This recommendation will come before the Professional Practice Committee at its Executive Session for discussion during the September 2020 Regents meeting. If approved in Executive Session, it will then come before the full Board for final action at the full Board's Public Session in September 2020.

Procedural History

Education Law section 6508(7) requires the Board of Regents to appoint an Executive Secretary to each state board on recommendation of the Commissioner. The State professional boards advise and assist the Regents and the Department on matters of professional licensing and professional practice.

Background Information

The New York State Education Department oversees the licensing and practice of 5,238 Chiropractors. The primary oversight of those functions falls under the direction of the Executive Secretary of the State Board for Chiropractic. The position of Executive Secretary has not been filled on a permanent basis since 2011, and as such, it became a priority to seek a strongly qualified candidate. We are pleased to present Dolores Cottrell for your consideration (a copy of her resume is attached).

Dr. Cottrell has served as the Acting Executive Secretary for the State Board for Chiropractic since 2013, and her permanent appointment is endorsed by the Board for Chiropractic and key stakeholders in the field. Dr. Cottrell is an experienced manager who has served as the Executive Secretary for the State Boards for Dentistry and Optometry since 2010. In that role, Dr. Cottrell capably performs leadership, liaison, and coordination tasks for a broad range of activities related to those professions, coordinates the work of the Professional State Boards, and provides assistance to the Board of Regents and the Department by developing requirements for licensure, reviewing and evaluating applications for licensure, assessing professional practice issues, convening disciplinary panels, providing assistance on legislative issues, and handling other matters regarding professional regulation.

Prior to joining the Department, Dr. Cottrell, a licensed dentist, previously served in a variety of leadership roles in dental and public health, most recently serving as the Dental Director of the Anthony Jordon Health Center in Rochester, New York and Assistant Director of the New York State Oral Health Technical Assistance Center. Dr. Cottrell earned her Doctor of Dental Surgery Degree at Howard University College of Dentistry, her Masters of Science in Health Administration from the University of Alabama at Birmingham, and was a Dental Public Health Resident with the New York State Department of Health, Bureau of Dental Health.

Recommendation

It is recommended that the Board of Regents approve the appointment of Dolores Cottrell as the Executive Secretary to the State Board for Chiropractic.

Timetable for Implementation

If the Board of Regents approves the recommendation, the appointment will be effective September 15, 2020.