

NOTICE OF BOARD MEETING

Hilton Los Angeles Airport
5711 West Century Boulevard, LA Ballroom
Los Angeles CA 90045
February 22, 2018
(310) 410-6184
9:00 a.m. to 5:00 p.m.
or until completion of business

The Board of Chiropractic Examiners (Board) plans to webcast this meeting at

<https://thedcapage.wordpress.com/webcasts/>.

Webcast availability cannot, however, be guaranteed due to limitations on resources or other technical difficulties that may arise. If you wish to participate or to have a guaranteed opportunity to observe, please attend at the location specified above.

AGENDA

1. **Open Session** – Call to Order & Establishment of a Quorum
Heather Dehn, D.C., Chair
Corey Lichtman, D.C., Vice Chair
Sergio Azzolino, D.C., Secretary
Frank Ruffino
Dionne McClain, D.C.
John Roza Jr., D.C.
2. **Pledge of Allegiance**
3. **Hearing Re: Petition for Early Termination of Probation and/or Reduction of Penalty**
 - A. Nathan Morello Case No. AC 2014-1003
 - B. Alia Tomaszewski Case No. SI 2015-1037

-----**15 Minute Break**-----

C. Elizabeth Acosta Case No. AC 2015-1015

4. **Hearing Re: Petition for Reinstatement of Revoked License**
 - A. Erich Parks Case No. AC 2012-944

5. **Closed Session**

The Board will meet in Closed Session to:

- A. Deliberate on Disciplinary Decisions and the above Petitions Pursuant to California Government Code Sections 11126(c) and (3) 13963.1
- B. Receive Advice from Legal Counsel Pursuant to California Government Code Sections 11126(e) and section 13963.1. Regarding Hugh Lubkin, D.C. v. Board of Chiropractic Examiners Workers' Compensation Case No. ADJ7361379

-----1 Hour Lunch Break-----

- 6. Open Session: Announcements Regarding Closed Session**
- 7. Chair's Report**
Update on the Chair's Activities and Board's accomplishments and/or goals
- 8. Approval of January 31, 2018, Board Meeting Minutes**
- 9. Review, Discuss, and Possible Action Regarding Travel Claims (TEC) and/or Travel Advances for Board Members**
- 10. Review, Discuss, and Possible Action Regarding Scheduled Lunch/Breaks at Board Meetings**
- 11. Review, Discuss, and Possible Action Regarding 2018 Procedures to Elect Board Officers**
- 12. Review, Discuss, and Possible Action Regarding the Timely Communication of Information Related to Changes in Meeting Schedules and Cancellation of Meetings**
- 13. Review, Discuss, and Possible Action Regarding the Outcome of the 2018 Board Elections**

-----15 Minute Break-----

- 14. Executive Officer's Report**
 - A. Administration - Board staffing/organizational chart
 - B. Budget - Fund condition update
 - C. Licensing - Statistical trends
 - D. Enforcement - Statistical trends
 - E. IT Updates- Process mapping
- 15. Ratification of Approval of License Applications**
- 16. Ratification of Approved Continuing Education Providers**
- 17. Ratification of Denied License Applications in Which the Applicants Did Not Request a Hearing**
- 18. Update, Discussion and Possible Action on Enforcement Committee Meeting Agenda**
Board may take action on any item on the attached Enforcement Committee meeting agenda.
- 19. Review, Discussion and Possible Action Regarding AB 1013 (Low) Chiropractors**
- 20. Update, Discussion and Possible Action on Pending Rulemaking:**
 - A. Application for Licensure (CCR Section 321)
 - B. Consumer Protection Enforcement Initiative (CPEI)
 - C. Revisions to BCE Disciplinary Guidelines & Uniform Standards for Substance Abusing Licensees
 - D. Delegation of Authority to the Assistant Executive Officer
 - E. Mandatory Cardiopulmonary Resuscitation (CPR) Certification for all licensees
 - F. Comprehensive Revisions/Updates to CCR Article 4 (Sections 330 – 331.16) – Approved Schools & Qualifications of Applicants (Curriculum Requirements)
 - G. Chiropractic Records Retention/Disposition of Patient Records Upon Closure of Practice or Death/Incapacity of Licensee

- H. Continuing Education Requirements (CE Provider and Course Approval)
- I. Amend or Repeal CCR Section 354- Successful Examination (Obsolete provision)

21. Discussion and Possible Action on the Possibility of a June True Colors Training

22. Public Comment for Items Not on the Agenda

Note: The Board may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7(a).] Public comment is encouraged; however, if time constraints mandate, comments may be limited at the discretion of the Chair.

23. Future Agenda Items

Note: The Board may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125.]

24. Adjournment

Meetings of the Board of Chiropractic Examiners are open to the public except when specifically noticed otherwise in accordance with the Open Meeting Act. Public comments will be taken on agenda items at the time the specific item is raised. The Board may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. For verification of the meeting, call (916) 263-5355 or access the Board's Web Site at www.chiro.ca.gov.

The meeting facilities are accessible to individuals with physical disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting the Board at (916) 263-5355 ext. 5362 or e-mail chiro.info@dca.ca.gov or send a written request to the Board of Chiropractic Examiners, 901 P Street, Suite 142A, Sacramento, CA 95814. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.



State of California
Edmund G. Brown Jr., Governor

NOTICE OF TELECONFERENCE
ENFORCEMENT COMMITTEE MEETING

February 8, 2018
2:00 p.m.

901 P Street, Suite 142A
Sacramento, CA 95814
(916) 263-5355

The Board's address listed above is a location that is accessible to the public. Each teleconference location is accessible to the public and the public will be given an opportunity to address the Board at each teleconference location. One or more Board Members will participate in this meeting at the teleconference sites listed below. The public teleconference sites for this meeting are as follows:

Teleconference Meeting Locations:

Sergio Azzolino, D.C.
1545 Broadway St., Suite 1A
San Francisco, CA 94109
(415) 563-3800

John Roza, Jr., D.C.
800 Douglas Blvd.
Roseville, CA 95678
(916) 786-2267

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes**
January 12, 2016
July 19, 2017
- 3. Review and Discussion regarding Enforcement Committee Action Items from the 2017-2019 BCE Strategic Plan**
- 4. Review, Discussion and Possible Action regarding Enforcement Committee Statistical Information**
- 5. Discussion and Possible Action regarding the Standardized Training and Evaluation of Expert Consultants to Improve Effectiveness and Consistency**
- 6. Discussion and Possible Action regarding False, Misleading or Deceptive Advertising by Licensees**

7. Public Comment

Note: The Committee may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 122507(a).] Public comment is encouraged; however, if time constraints mandate, comments may be limited at the discretion of the Chair.

8. Future Agenda Items

Note: The Board may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125.]

9. Adjournment

ENFORCEMENT COMMITTEE

Sergio Azzolino, D.C., Chair

John Roza, Jr., D.C.

Meetings of the Board of Chiropractic Examiners' Committee are open to the public except when specifically noticed otherwise in accordance with the Open Meeting Act. Public comments will be taken on agenda items at the time the specific item is raised. The Board's Committee may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. For verification of the meeting, call (916) 263-5355 or access the Board's Web Site at www.chiro.ca.gov.

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State of California
Edmund G. Brown Jr., Governor

Agenda Item 8
February 22, 2018

Approval of Minutes

Purpose of the item

The Board will review and approve the board meeting minutes of the previous board meeting.

Action(s) requested

The Board will be asked to make a motion to approve the January 31, 2018, Board meeting minutes.

Background

N/A

Recommendation(s)

N/A

Next Step

N/A

Attachment(s)

- Meeting Minutes from the January 31, 2018, Board meeting

**BOARD OF CHIROPRACTIC EXAMINERS
TELECONFERENCE PUBLIC SESSION MINUTES**

January 31, 2018

Teleconference Meeting Locations:

Sergio Azzolino, DC
1545 Broadway St. Suite 1A
San Francisco, CA 94109
(415) 563-3800

Heather Dehn, DC
4616 El Camino Ave. Suite B
Sacramento, CA 95821
(916) 488-0202

John Roza, Jr., DC
800 Douglas Blvd.
Roseville, CA 95678
(916) 786-2267

Dionne McClain, D.C.
6360 Wilshire Blvd., Suite 410
Los Angeles, CA 90048
(323) 653-1014

Corey Lichtman, DC
538 Stevens Ave.
Solana Beach, CA 92075
(858) 481-1889

Frank Ruffino
Board of Chiropractic Examiners
901 P Street, Suite 142A
Sacramento, CA 95814
(916) 263-5355

Board Members Present

Heather Dehn, D.C., Chair
Frank Ruffino, Vice Chair
Sergio Azzolino D.C., Secretary
Dionne McClain, D.C.
John Roza, Jr., D.C.
Corey Lichtman, D.C.

Staff Present

Robert Puleo, Executive Officer
Marcus McCarther, Assistant Executive Officer
Kenneth Swenson, Attorney III
Dixie Van Allen, Staff Services Manager I
Beckie Rust, Staff Services Manager I
Valerie James, Management Services Technician

Call to Order

Dr. Dehn called the meeting to order at 12:05 p.m.

Roll Call

Dr. Azzolino called the roll. All members were present at the locations listed on the agenda. A quorum was established.

Approval of Minutes

October 24, 2017

MOTION: MR. RUFFINO MOVED TO APPROVE THE MINUTES OF THE OCTOBER 24, 2017 MEETING.

SECOND: DR. AZZOLINO SECONDED THE MOTION

Discussion: Dr. McClain referred to the sixth paragraph on page 2 of the meeting minutes. She noted that part of the second sentence, “presentation on the California Law and Professional Practice Exam”, is incorrect. Mr. Puleo acknowledged that it is incorrect and suggested substituting the referenced part of the sentence with “Dr. McClain and Mr. Puleo provided an update on Board activities”.

Dr. Dehn referred to the fourth and fifth paragraph on page 2 and stated her name was misspelled. The Board directed the staff to make the appropriate corrections.

VOTE: 6-0 (DR. DEHN-AYE, MR. RUFFINO-AYE, DR. AZZOLINO-AYE, DR. MCCLAIN-AYE, DR. ROZA- AYE, DR. LICHTMAN-AYE)

MOTION: CARRIED

Election of Officers for 2018

Mr. Swenson provided a brief overview of the new process to elect Board officers (slate nominations).

Mr. Puleo required further clarification regarding the new election process addressed by Mr. Swenson.

Mr. Swenson explained that a typical election process is comprised of a nomination with an implied motion to elect a nominee to a particular office; however, the new election process consists of a slate of nominees who verbally indicate their interest for a particular office. He explained further that when the Executive Officer calls the roll, the slate to be voted on should be identified and included in a motion that is seconded.

Mr. Puleo explained that this new election process will begin with the Chair position. Mr. Puleo requested that any Board member interested in said position identify his/her interest verbally during a roll call of members. He added that Board members can abstain and nominate another Board member by identifying their choice for said position. Mr. Puleo also explained that if a Board member obtains a majority of votes, he/she will thereby be elected to that particular office. However, if no Board member is elected, the Board will commence another round of voting until a majority of votes is obtained.

A. Chair

Nominations

Mr. Puleo called the roll.

Dr. Dehn nominated herself for Chair.

Mr. Ruffino did not nominate himself or another Board member.

Dr. Azzolino did not nominate himself or another Board member.

Dr. McClain nominated Dr. Azzolino for Chair.

Dr. Roza did not nominate himself or another Board member.

Dr. Lichtman did not nominate himself or another Board member.

Mr. Puleo announced that the slate of nominees consists of Dr. Dehn and Dr. Azzolino.

Dr. Azzolino inquired if he is required to accept the nomination.

Mr. Swenson stated that Dr. Azzolino may decline the nomination.

Dr. Azzolino thanked Dr. McClain but declined the nomination.

Mr. Puleo announced that the slate is Dr. Dehn.

**MOTION: MR. RUFFINO MOVED TO RE-ELECT DR. DEHN AS CHAIR
SECOND: DR. LICHTMAN SECONDED THE MOTION**

VOTE: DR. DEHN - (6-0)

- DR. DEHN VOTED FOR HERSELF
- MR. RUFFINO VOTED FOR DR. DEHN
- DR. AZZOLINO VOTED FOR DR. DEHN
- DR. MCCLAIN VOTED FOR DR. DEHN
- DR. ROZA VOTED FOR DR. DEHN
- DR. LICHTMAN VOTED FOR DR. DEHN

DR. DEHN WAS RE-ELECTED AS CHAIR

B. Vice-Chair

Nominations

Mr. Puleo called the roll.

Dr. Dehn did not nominate herself or another Board member.

Mr. Ruffino stated he would pass.

Dr. Azzolino stated he would pass but expressed his willingness to serve in any capacity.

Dr. McClain stated she would pass.

Dr. Roza inquired if Mr. Ruffino declined the nomination.

Mr. Ruffino clarified that he did not accept the nomination; however, he is willing to serve if it is the will of the Board.

Dr. Roza nominated Mr. Ruffino to remain Vice-Chair.

Mr. Ruffino accepted the nomination.

Dr. Lichtman nominated himself for Vice-Chair.

Mr. Puleo announced that the slate of nominees consists of Mr. Ruffino and Dr. Lichtman.

MOTION: DR. AZZOLINO MOVED TO NOMINATE THE SLATE

SECOND: DR. DEHN SECONDED THE MOTION

VOTE: DR. LICHTMAN-3, MR. RUFFINO-1, ABSTAIN-2

- DR. DEHN VOTED FOR DR. LICHTMAN
- MR. RUFFINO ABSTAINED
- DR. AZZOLINO VOTED FOR MR. RUFFINO
- DR. MCCLAIN VOTED FOR DR. LICHTMAN
- DR. ROZA VOTED FOR DR. LICHTMAN
- DR. LICHTMAN ABSTAINED

DR. LICHTMAN WAS ELECTED AS VICE-CHAIR

C. Secretary

Nominations

Mr. Puleo called the roll.

Dr. Dehn nominated Mr. Ruffino for Secretary.

Mr. Ruffino accepted the nomination.

Dr. Azzolino stated he would pass.

Dr. McClain stated she would pass.

Dr. Roza nominated himself for Secretary.

Dr. Lichtman did not nominate himself or another Board member.

Mr. Ruffino nominated Dr. Azzolino to remain the Secretary.

Dr. Azzolino accepted the nomination.

Mr. Puleo announced that the slate of nominees consists of Mr. Ruffino, Dr. Roza and Dr. Azzolino.

MOTION: DR. MCCLAIN MOVED TO NOMINATE THE SLATE

Dr. Dehn requested clarification regarding whether Mr. Ruffino intended to accept the nomination as well as nominate Dr. Azzolino.

Mr. Ruffino stated that he would like to decline his nomination.

DR. MCCLAIN WITHDREW THE ORIGINAL MOTION TO NOMINATE THE SLATE

Mr. Puleo announced that the new slate of nominees consists of Dr. Roza and Dr. Azzolino.

**MOTION: DR. MCCLAIN MOVED TO NOMINATE THE NEW SLATE
SECOND: DR. ROZA SECONDED THE MOTION**

VOTE: DR. AZZOLINO-5, DR. ROZA-0, ABSTAIN-1

- DR. DEHN VOTED FOR DR. AZZOLINO
- MR. RUFFINO VOTED FOR DR. AZZOLINO
- DR. AZZOLINO VOTED ABSTAINED
- DR. MCCLAIN VOTED FOR DR. AZZOLINO
- DR. ROZA VOTED FOR DR. AZZOLINO
- DR. LICHTMAN FOR DR. AZZOLINO

DR. AZZOLINO WAS RE-ELECTED AS SECRETARY

Public Comment for Items Not on the Agenda

Ms. Dawn Benton, Executive Director of the California Chiropractic Association (CCA), invited the Board Chair to attend their Lobby Day on April 10th.

Mr. Ruffino commented that he participated at last years Lobby Day and encouraged Board members' participation.

Future Agenda Items

Mr. Ruffino requested that the Board's Committees be reassigned if necessary.

Mr. Puleo responded that he will work with the Chair on Committee assignments and any changes will be announced to the Board.

Adjournment

Dr. Dehn adjourned the meeting at 12:31p.m.



State of California
Edmund G. Brown Jr., Governor

Agenda Item 9
February 22, 2018

Review, Discuss, and Possible Action Regarding Travel Expense Claims (TEC) and/or Travel Advances for Board Members

Purpose of the item

The Board will review, discuss and possible action regarding Travel Expense Claims (TEC) and/or travel advances for Board Members.

Action(s) requested

N/A

Background

The Department has experienced delays in timely processing of travel expense claims. Many of the delays are related to the transition to the Financial Information System for California (FI\$Cal), which is a statewide mandated system that enables the state to combine accounting, budgeting, cash management, and procurement functions into a single system.

To provide the Board Members with more clarity on the approval process, the Executive Officer requested the Department provide information specific to the timeframes to process a TEC. The timeframe starts with the Board Member submission of the TEC through the presentation of a check to a Board Member.

A copy of the information provided by the Department will be provided at the meeting.

Recommendation(s)

If there are necessary changes to the Board Member Administrative Procedure Manual, the Board should refer the topic Government & Public Affairs Committee for further discussion.

Next Step

N/A

Attachment(s)

- DCA "Did you know" document
- Processing timeline for DCA (provided at meeting)

FI\$Cal and DCA: Moving Forward Together

The Financial Information System for California (FI\$Cal) is the new statewide system that enables the state to combine accounting, budgeting, cash management, and procurement functions into a single system. FI\$Cal was mandated as the statewide book of record by the Governor and the Legislature.

As a participant in FI\$Cal, DCA is pleased to be working toward greater transparency and effectiveness in the state's financial management.

FI\$Cal growing pains

Although the Department has been transacting in the FI\$Cal system since July 2017, there are still delays in the processing of several items. Some of these issues are system-related, while others are due to auditing requirements from the State Controller's Office (SCO). Some of the impacted processes include:

- Fiscal month-end closing and reporting
- Processing timeframes for invoices, refunds, and travel claims
- Processing subject matter expert payments

The Department is working diligently to modify its existing workflow processes and meet these requirements to ensure prompt processing of all transactions.

FI\$Cal reports

A major challenge the Department has encountered is the closing of the first fiscal month (July) transactions. Specifically, DCA encountered 23 issues that required additional technical system coding from FI\$Cal staff. It was anticipated that the departments that went live in July would be able to close the first fiscal month by mid-September and the second fiscal month (August) shortly thereafter. Due to the many challenges with a new system, these timeframes have been extended. DCA Executive staff met with FI\$Cal Executive staff to determine the most expeditious path forward. It is now anticipated that July transactions will be closed by end of January. Once the Department clears the hurdle of closing July transactions, the remaining and subsequent fiscal months should close in a more streamlined and timely fashion.

Another side effect of the challenges we have faced is the timing of expenditure postings and the backlogs that staff are currently working through. Due to this timing issue, you can expect to see minimal operating expenses recorded in the first fiscal month. Most of the transactions that could post in the system were labor costs. August will see a spike and higher than normal expenditures being posted as the transactions are caught up from the first fiscal month. Beginning with September, we expect the transactions to post in a more normal fashion as the backlogs are addressed.

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In the Spotlight

Meet the New Executive Officer for the Board of Vocational Nursing and Psychiatric Technicians

Who's New at DCA?

Video Corner: DCA's Division of Investigation

Understand Copyright Laws Before Using That Photograph

Keep Your Heart Healthy

DCA Operations

The Benefits of Hybrids

Cyber Security: Know What Information is Being Collected When You Visit a Website

FI\$Cal and DCA: Moving Forward Together

Training and Advancement

Disability Advisory Committee is Recruiting New Members

SOLID's February Classes

Bring Out the Best in People

State Service Milestones

LINKS

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2018 Pay Dates and Holidays

Catastrophic Leave Requests

DCA Job Opportunities

DCA Exams

SOLID Services

DCA Phone Roster

Email DID YOU KNOW?

DID YOU KNOW?

A publication for DCA staff produced by DCA's Office of Publications, Design & Editing (PDE).

Phone: PDE 916.574.7370

Department of Consumer Affairs
1625 N. Market Boulevard
Sacramento, CA 95834

www.dca.ca.gov

STATE OF CALIFORNIA



DEPARTMENT OF CONSUMER AFFAIRS

continued

The Department is working on standardizing and formatting the reports that are available in the system into a streamlined and transparent format that will be easily understood and provide clients with the necessary data for tracking and projections. Although the transition to the Fi\$Cal system has been challenging, the system is working outside of producing month-end reports, and is capturing all expenditure and revenue data for our boards and bureaus.

Processing timeframes

Invoices for payment: The Accounts Payable office has processed the backlog of pending invoices that have been received and is currently processing invoices on a flow basis. Invoices will be paid 45 days upon receipt of the invoice. If you have a vendor that has not been paid for an invoice submitted prior to December, contact Accounts Payable at accounts.payable@dca.ca.gov.

To avoid late payments, ensure the prompt receipt of the invoice in the Department's Accounts Payable office by either having the vendor submit the invoice directly to the Department's P.O. Box or by submitting the invoice to the Department expeditiously upon approval.

Additionally, all vendors are required to have a STD. 204 (Payee Data Record) on file. The 204 needs to be submitted accurately either with a TIN (Taxpayer Identification Number) or a SSN (Social Security number), but not both. The form also needs to identify what type of business and only one box needs to be checked; otherwise, it will get denied and will result in delayed processing. Scanned copies of this form will be accepted.

Refunds: The DCA revenue refund staff is currently processing refunds within two weeks of receipt into the Accounts Receivable/Revenue Unit.

Travel expense claims (TECs): The DCA Travel Unit is currently processing TECs received within two weeks of receipt in the Travel Unit.

Subject matter expert payments

Processing invoices for payment from subject matter experts (SMEs) has posed a significant workload issue for the Department. Under the new Fi\$Cal system, any invoice for payment must be paid against a purchase order created in the system. This is a new workload requirement. It has taken time to establish new business processes for both our Contract Unit and Accounts Payable staff. Although many SME invoices have been delayed, the backlog has been addressed and it is anticipated that all future invoices for payment will be processed within SCO-established timeframes.

In summary, DCA staff are fully committed and dedicated to this cause and possess the expertise on our end to make this transition for all DCA. We have made the Fi\$Cal Executive leadership; Business, Consumer Services and Housing Agency, and the Department of Finance aware of the challenges DCA is facing. As a result, the Fi\$Cal technical and business teams have reached out and are committed to work side by side to make this system a success.

DID YOU KNOW?

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LINKS

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Phone: PDE 916.574.7370

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STATE OF CALIFORNIA



DEPARTMENT OF CONSUMER AFFAIRS



State of California
Edmund G. Brown Jr., Governor

Agenda Item 11
February 22, 2018

Review, Discuss, and Possible Action Regarding 2018 Procedures to Elect Board Officers

Purpose of the item

The Board will review, discuss, and possibly take action regarding the Board's process to elect Officers. Should the Board Members disagree with the chosen procedure, this is an opportunity to discuss a more equitable process.

Action(s) requested

N/A

Background

The Chiropractic Initiative Act requires the Board to, annually, at the January meeting of the Board, elect a Chair, Vice Chair and Secretary from the Members of the Board.

For the 2018 Board Officer Elections, the Executive Officer was informed that the procedure to elect Board Officers should more transparent; therefore, the election process required a slight modification from the Board's previous election practice. In consultation with legal counsel, it was decided that Board Members should verbally express their interest in an Officer position and/or of engage in a nomination and vote process. This would inform Board Members of who was interested in a position before voting commenced.

Recommendation(s)

If additional questions remain, or changes need to be made to the Board Member Administrative Procedures Manual, the topic should be referred to the Government & Public Affairs Committee for further discussion.

Next Step

N/A

Attachment(s)

N/A



State of California
Edmund G. Brown Jr., Governor

Agenda Item 12
February 22, 2018

**Review, Discuss, and Possible Action Regarding Timely Communication of information
Related to Changes in Meeting Schedules and Cancellation of Meetings**

Purpose of the item

The Board will review, discuss, and possibly take action regarding the Board's timely communication of information related to changes in meeting schedules and cancellation of meetings.

Action(s) requested

N/A

Background

The Board doesn't have a formal process to inform Board members of changes in meeting schedules and cancellations of meetings.

Recommendation(s)

If additional questions remain, or changes need to be made to the Board Member Administrative Procedures Manual, the topic should be referred to the Government & Public Affairs Committee for further discussion.

Next Step

N/A

Attachment(s)

N/A