



CONTRACTORS STATE LICENSE BOARD

BOARD MEETING MINUTES

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December 6, 2011

A. CALL TO ORDER

Board Chair Robert Lamb called the meeting of the Contractors State License Board (CSLB) to order at 11:00 a.m. on September 16, 2011, in the John C. Hall Meeting Room at the Contractors State License Board, 9821 Business Park Drive, Sacramento, CA 95827. A quorum was established.

Board Member Joan Hancock led the Board in the Pledge of Allegiance.

Board Members Present

Robert Lamb, Chair
Paul Schifino, Vice Chair
Joan Hancock, Secretary
Robert Brown
David Dias
Matt Kelly
Louise Kirkbride

Ed Lang
Jim Miller
John O'Rourke
Bruce Rust
Frank Schetter
Mark Thurman

Board Members Excused

Pastor Herrera
Lisa Miller-Strunk

DCA/CSLB Staff Present

Stephen Sands, Registrar
Cindi Christenson, Chief Deputy Registrar
Don Chang, Legal Counsel
Mike Franklin, Deputy Attorney General

David Fogt, Enforcement
Rick Lopes, Public Affairs
Karen Ollinger, Licensing
Laura Zuniga, Legislation

B. CHAIR'S REMARKS AND BOARD MEMBER COMMENTS

Board Chair Bob Lamb welcomed everyone on behalf of the Board and wished them a Happy Holidays and New Year. He also asked for comments from the board; there were none.

C. PUBLIC COMMENT SESSION

There was no public comment.



D. REVIEW AND APPROVAL OF SEPTEMBER 16, 2011, BOARD MEETING MINUTES

Motion to Approve the September 16, 2011, Board Meeting Minutes

MOTION: A motion was made by Board Member Matt Kelly and seconded by Board Member Robert Brown to approve the September 16, 2011, Board Meeting Minutes. The motion carried unanimously, 13-0.

E. LEGISLATIVE COMMITTEE REPORT

Legislative Committee Chair Mark Thurman and Chief of Legislation Laura Zuniga provided the Legislative Committee Report. Mr. Thurman gave an overview of the Committee meeting that was held on November 3, 2011, and then asked for a motion to approve the Committee Summary Report.

1. Motion to Approve the November 3, 2011, Legislative Committee Summary Report

MOTION: A motion was made by Board Member Joan Hancock and seconded by Board Member Ed Lang to approve the November 3, 2011, Committee Summary Report. The motion carried unanimously, 13-0.

2. Review and Consideration of Legislative Proposals for the Upcoming Legislative Session

Motion to Approve the Legislative Proposals for the Upcoming Legislative Session

MOTION: A motion was made by Board Member Matt Kelly and seconded by Board Member Dave Dias to approve the Legislative Proposals for the Upcoming Legislative Session. The motion carried unanimously, 13-0.

3. Legislative Update

- AB 249 Unlicensed Contractors: Compensation Recovery.—“Watch.”
- AB 275 Rainwater Capture Act of 2011.—“Watch.”
- AB 338 Regulations: Legislative Validation.—“Watch.”
- AB 397 Contractors: Workers’ Compensation Recertification.—“Sponsor.”
- AB 465 Gardening or Landscaping Maintenance Services. “Watch.”
- AB 569 Business Master License Center.—“Watch.”
- AB 878 Contractors: Workers’ Compensation Insurance.—“Sponsor.”
- AB 958 Statute of Limitations.—“Watch.”



- AB 1091 Contractors: Notification of Disassociation of Qualifier.—“Sponsor.”
- AB 1307 State Board of Equalization: Administration: Collections.—“Sponsor.”
- AB 1424 Franchise Tax Board: Delinquent Tax Debt.—“Watch.”
- SB 454 Energy Efficiency Standards.—“Watch.”
- SB 541 Contractors: Subject Matter Experts.—“Support.”
- SB 543 Business and Professions: Regulatory Boards.—“Support.”
- SB 865 Contractors: Expertise: Legal Representation.—“Sponsor.”
- SB 886 Sprinkler Fitters: Licensing.—“Watch.”
- SB 944 Business and Professions.—“Sponsor.”

F. LICENSING COMMITTEE REPORT

Licensing Committee Chair Dave Dias introduced Licensing Chief Karen Ollinger provided the Licensing Committee Report.

1. Licensing Program Update

Ms. Ollinger provided updates on the application workload, limited liability companies, fee increases and application revisions. She also reviewed various charts and reports located in the Board packet.

2. Testing Division Update

Chief of Testing Heidi Lincer-Hill provided the Testing division update. Ms. Lincer – Hill reported on staffing issues, testing centers, examination wait times, and examination development.

3. Examination Development Presentation

This item was taken out of order between Item H and Item I.

4. Review and Approval of Construction Management Education Account Committee Proposal Regarding Grants to Qualifying Programs

Motion to Approve Construction Management Education Account Committee Proposal Regarding Grants to Qualifying Programs

MOTION: A motion was made by Board Member Joan Hancock and seconded by Board Member Ed Lang to approve the Construction Management Education Proposal Regarding Grants to Qualifying Programs. The motion carried unanimously, 13-0.

**G. PUBLIC AFFAIRS COMMITTEE REPORT**

Public Affairs Chair Joan Hancock and Chief of Public Affairs Rick Lopes provided the Public Affairs Committee Report. Ms. Hancock updated the Board on the Wellness Fair and Senior Scam StopperSM seminars. She also commended staff for the hard work put forward, and specifically Melanie Bedwell for all of time and hard work she has put into the 2012 law book.

1. Public Affairs Program Update

Mr. Lopes provided updates on staffing, website highlights, media relations, disaster outreach, publication highlights, community outreach, and employee wellness highlights.

H. ENFORCEMENT COMMITTEE REPORT

Chair Matt Kelly provided the Board with updates on the staff meeting that was held in Norwalk in September. Mr. Kelly noted some discussion points that took place at the meeting among the Board members present and the staff. He then introduced Enforcement Chief David Fogt to provide the program update.

1. Enforcement Program Update

Mr. Fogt reported on staff vacancies, Intake and Mediation Center highlights, Investigative Center highlights, Case Management, Training, and the success of partnering with District Attorneys.

Chair Matt Kelly introduced Enforcement's Doug Galbraith who gave the Board an update on the status of training within the Enforcement division.

2. Report on Consumer Satisfaction Survey

Registrar Steve Sands briefed the Board on the most recent Consumer Satisfaction Survey results, and noted the increasing satisfaction statistics. Mr. Sands introduced Heidi Lincer-Hill who elaborated on the survey data.

F. EXAMINATION DEVELOPMENT PRESENTATION**3. Examination Development Presentation**

Testing Chief Heidi Lincer-Hill provided an Examination Development presentation.



I. EXECUTIVE COMMITTEE REPORT

Board Chair Bob Lamb provided highlights from the Executive Committee meeting, which was held in November.

1. Motion to Approve the Amended November 3, 2011 Executive Committee Summary Report

MOTION: A motion was made by Board Member Joan Hancock and seconded by Board Member John O'Rourke to approve the Amended November 3, 2011, Executive Committee Summary Report. The amendment is where Adjournment should be Item H and the incomplete sentence in Item G should read, "Mr. Sands advised the Committee that the upcoming strategic planning process will be similar to our previous process and welcomed any suggestions from the Board." The motion carried unanimously, 13-0.

2. Administration and Information Technology Update

Ms. Christenson updated the Board on the Statistical Summary Report. She also covered personnel and business services. Ms. Christenson then introduced Information Technology Chief Amy Cox-O'Farrell who presented the IT division update. Ms. Cox'O-Farrell covered IT staffing, limited liability company projects, CSLB's website, BreEZe, and the California Email Services system.

3. Budget Update

Budget Analyst Jonathan Buttle reviewed the status of revenue and expenditures through detailed charts located in the Board packet.

4. Review and Possible Recommendation Regarding the Board Member Administrative Procedure Manual

Ms. Christenson briefed the board on the Procedure Manual contents, which was approved by the Executive Committee. She then asked for a motion to approve the Procedure Manual.

Motion to Approve the Board Member Administrative Procedure Manual

MOTION: A motion was made by Board Member Paul Schifino and seconded by Board Member Matt Kelly to approve the Board Member Administrative Procedure Manual. The motion carried unanimously, 13-0.

5. Update of 2011-2012 Strategic Plan Objectives

Registrar Steve Sands provided the Board with a brief overview of the current objectives that will be discussed at the April 2012 Strategic Planning Session.



6. 2012-2013 Strategic Planning Meeting

Mr. Sands touched on meeting material that will be up for discussion at April's 2012-2013 Strategic Planning Meeting.

J. REVIEW OF TENTATIVE SCHEDULE

Mr. Sands advised the Board that the next meeting will be held in San Jose. He also provided the Board with future meeting dates for 2012.

K. ADJOURNMENT

Board Chair Robert Lamb adjourned the Board meeting at 3:05 p.m.

Robert Lamb, Chair

Date

Stephen P. Sands, Registrar

Date