



CONTRACTORS STATE LICENSE BOARD

BOARD MEETING MINUTES

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February 7, 2012

A. CALL TO ORDER

Board Chair Robert Lamb called the meeting of the Contractors State License Board (CSLB) to order at 9:00 a.m. on February 7, 2012, in the Monterey Meeting Room at the Dolce Hayes Mansion, 200 Edenvale Avenue, San Jose, CA 95136. 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
Dave Dias
Pastor Herrera
Matthew Kelly
Louise Kirkbride

Ed Lang
James Miller
Lisa Miller-Strunk
Bruce Rust
Frank Schetter
Mark Thurman

Board Members Excused

Robert Brown
John O'Rourke

DCA/CSLB Staff Present

Stephen Sands, Registrar
Cindi Christenson, Chief Deputy Registrar
Don Chang, Legal Counsel
Amy Cox-O'Farrell, IT Chief
Mike Franklin, Deputy Attorney General

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

B. CHAIR'S REMARKS AND BOARD MEMBER COMMENTS

Board Chair Bob Lamb welcomed the audience on behalf of the Board. Mr. Lamb presented Information Technology Chief Amy Cox-O'Farrell with a plaque to recognize her contributions to CSLB. Ms. Cox-O'Farrell has accepted a new position with the Department of Consumer Affairs' IT department, but will continue to assist CSLB as much as possible.

C. PUBLIC COMMENT SESSION

Public comment was made by Karen Hughes, a concerned home owner. Ms. Hughes and her husband were unhappy with the CSLB Arbitration process.



D. REVIEW AND APPROVAL OF DECEMBER 6, 2011, BOARD MEETING MINUTES

Motion to Approve the December 6, 2011, Board Meeting Minutes

MOTION: A motion was made by Board Member Matt Kelly and seconded by Board Member Dave Dias to approve the December 6, 2011, Board Meeting Minutes. The motion carried unanimously, 13-0.

E. LEGISLATIVE COMMITTEE REPORT

Chair Bob Lamb introduced Legislative Committee Chair Mark Thurman and Chief of Legislation Laura Zuniga to provide the Legislative Report.

1. Status of Legislative Proposals for the upcoming Legislative Session

Chair Mark Thurman and Chief of Legislation Laura Zuniga provided a report on the upcoming Legislative Session.

2. Motion to Approve the Recommended Position on SB 691

MOTION: A motion was made by Board Member Matt Kelly and seconded by Board Member James Miller to approve the Recommended Position on SB 691. The motion carried unanimously, 13-0.

3. Motion to Approve the Recommended Position on SB 957

MOTION: A motion was made by Board Member Matt Kelly and seconded by Board Member Ed Lang to approve the Recommended Position on SB 957. The motion carried unanimously, 13-0.

F. LICENSING COMMITTEE REPORT

Licensing Committee Chair Dave Dias provided the board with a brief overview of the Licensing Committee meeting held at CSLB Headquarters on January 18, 2012. He then introduced Licensing Chief Karen Ollinger, who provided the Licensing Committee Report.

Motion to Approve the January 18, 2012, Licensing Committee Summary Report

MOTION: A motion was made by Board Member Pastor Herrera and seconded by Board Member Bruce Rust to approve the January 18, 2012, Licensing Committee Summary Report. The motion carried unanimously, 13-0.

1. Licensing Program Update

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



2. Testing Division Update

Ms. Ollinger also provided the Testing division update. She touched on staffing issues, testing centers, examination wait times, and examination development.

G. PUBLIC AFFAIRS COMMITTEE REPORT

Public Affairs Chair Joan Hancock and Chief of Public Affairs Rick Lopes provided the Public Affairs Committee Report.

1. Public Affairs Program Update

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

H. ENFORCEMENT COMMITTEE REPORT

Chair Matt Kelly provided the Board with updates from the January Enforcement Committee Meeting in Sacramento. Mr. Kelly asked Board Chair Bob Lamb for a motion to approve the Enforcement Committee Summary Report. He then introduced Enforcement Chief David Fogt to provide the program update.

1. Review and Approval of January 18, 2012, Enforcement Committee Summary Report

Motion to approve the January 18, 2012, Enforcement Committee Summary Report

MOTION: A motion was made by Board Member Mark Thurman and seconded by Board Member Dave Dias to approve the January 18, 2012, Enforcement Committee Summary Report. The motion carried unanimously, 13-0.

2. Enforcement Program Update

Mr. Fogt reported on staff vacancies, Intake and Mediation Centers, Investigative Centers, Case Management, Statewide Investigative Fraud Team (SWIFT), and training.

3. Review and Approval of Changes to Proactive Enforcement Strategy

Enforcement Chief David Fogt presented proposed proactive enforcement changes to the Board and requested a motion to approve 11 SWIFT investigators to partner with the Labor Enforcement Task Force.

Motion to approve Changes to the Proactive Enforcement Strategy

MOTION: A motion was made by Board Member Matt Kelly and seconded by Board Member Ed Lang to approve the amended Proactive Enforcement Strategy. The motion carried unanimously, 13-0.



I. EXECUTIVE COMMITTEE REPORT

Board Chair Bob Lamb introduced Registrar Steve Sands to provide the Executive Committee Report.

1. Administration and Information Technology Update

Registrar Steve Sands gave the Board an update on Personnel Examinations under way, vacant positions within the Board and Business Services Unit. Mr. Sands then introduced Information Technology Chief Amy Cox-O’Farrell who presented the IT division update. Ms. Cox-O’Farrell covered activity related to limited liability company processing, BreEZe, and the California Email Services system.

2. Budget Update

Mr. Sands updated the Board on the status of revenue and expenditures through detailed charts located in the Board packet.

3. 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.

4. 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. He also informed the Board that the meeting will begin at 1:00 p.m. on the first day to provide plenty of time for travel.

J. REVIEW OF TENTATIVE SCHEDULE

Mr. Sands advised the Board that the next meeting will be held in Monterey. He advised the Board that the meeting will be held at a different location than last year, and that the Strategic Planning coordinator, Steve Sphar, would be in contact with them soon for their one-on-one interviews.

K. ADJOURNMENT

Board Chair Robert Lamb adjourned the Board meeting at 10:45 a.m.

Robert Lamb, Chair

Date

Stephen P. Sands, Registrar

Date