



CONTRACTORS STATE LICENSE BOARD

BOARD MEETING MINUTES

Wednesday, February 19, 2014

A. CALL TO ORDER

Board Chair Joan Hancock called the meeting of the Contractors State License Board (CSLB) to order at 9:00 a.m. on Wednesday, February 19, 2014, in the Sandpebble A, B, C Room at the Hyatt Regency, located at 13111 Sycamore Drive, Norwalk, CA 90650. A quorum was established.

Board Member David Dias led the Board in the Pledge of Allegiance.

Board Members Present

Joan Hancock, Chair
David Dias, Vice Chair
Ed Lang, Secretary
Pastor Herrera Jr.
Kevin J. Albanese
Robert J. Lamb II
John O'Rourke

Agustin Beltran
Frank Schetter
Bruce Rust
Paul Schifino
Linda Clifford
Nancy Springer

CSLB Staff Present

Stephen P. Sands, Registrar
Cindi Christenson, Chief Deputy Registrar
Karen Robinson, Licensing Chief
Laura Zuniga, Legislative Chief
Kurt Heppler, DCA Legal Counsel

David Fogt, Enforcement Chief
Rick Lopes, Public Affairs Chief
Erin Echard, Executive Staff
Tom O'Hair, Public Affairs Staff

Public Visitors

Mike Abdulaziz
Rick Pires
Joe Upchurch
Gal Bigaleizn
Jose Mejia
Emily Cohen
Madison Hull

Phil Vermeulen
Tony Forchette
Angelika Austin
Ayllor Giladd
Sue Gathman
Richard Markuson

B. CHAIR'S REMARKS AND BOARD MEMBER COMMENTS

Board Chair Joan Hancock opened the meeting by introducing new Board Member Agustin "Augie" Beltran. Augie has worked as a carpenter and in various facets of the construction industry for the last 25 years and is happy to be appointed as CSLB Board Member. Ms. Hancock also thanked former Board Member Matt Kelly for his service and presented him with a Senate Resolution from Senator Darrell Steinberg. Matt will be missed. Ms. Hancock also shared a certificate of appreciation that Assembly Member



Mariko Yamada presented at the 300th Senior Scam StopperSM seminar, held in Woodland in January. Also recognized were three CSLB employees: Nicole Ricks, Leanne Young, and Nyssa Smith, for their work in the GreenWorksUS investigation.

C. PUBLIC COMMENT SESSION

Former Board Member Matt Kelly thanked the Board for the opportunity to serve during the last 10 years.

D. REVIEW AND APPROVAL OF THE DECEMBER 10, 2013, BOARD MEETING MINUTES

Motion to Approve the December 10, 2013, Board Meeting Minutes

MOTION: A motion was made by Board Member David Dias and seconded by Board Member Bob Lamb to Approve the December 10, 2013, Board Meeting Minutes. The motion carried unanimously, 13-0.

E. ENFORCEMENT COMMITTEE REPORT

Enforcement Committee Chair Ed Lang informed the Board that new investigators are being hired in remote geographical locations and the Budget Change Proposal to expand the Subsequent Arrest Unit has been approved. Those vacancies will be filled as soon as possible.

1. Enforcement Program Update

Enforcement Chief David Fogt advised the Board that the Building Permit Enforcement program has become priority. Chief Fogt also detailed activity in the Intake and Mediation Centers, Investigative Centers, Case Management, and SWIFT, and gave an update on training and general complaint-handling. Chief Fogt also gave an overview of the PG&E partnership status and the HVAC Inspection Program.

2. Possible Update on Electrician Certification Policy

Registrar Steve Sands informed the Board that the Department of Industrial Relations is reviewing enforcement policies regarding the law that requires certification of electrical workers.

F. PUBLIC AFFAIRS COMMITTEE REPORT

Public Affairs Committee Chair Pastor Herrera Jr. informed the Board that the CSLB website redesign is on track to be available in the spring. Mr. Herrera also encouraged everyone to check out the CSLB Most Wanted List, located on the website.

1. Public Affairs Program Update

Public Affairs Chief Rick Lopes presented community outreach, publication, and Internet highlights, and noted the continued steady growth in social media followers on Facebook, Twitter, and YouTube. Public Affairs staff has been



working hard to distribute materials and information to the public regarding the drought and landscaping scams. Mr. Lopes also informed the Board that new video equipment already has helped expand the division's ability to communicate with broadcast media outside Sacramento and California, at a significantly reduced cost. Public Affairs staff is now able to videotape media interviews and upload the video to TV stations over the Internet. Plans are underway to expand these resources for other outreach opportunities, including training and employee relations.

G. LEGISLATIVE COMMITTEE REPORT

Legislative Committee Chair Paul Schifino informed the Board that CSLB currently is working on the Sunset Report, which is due in November. CSLB will have its Sunset Review in 2015. He also noted that a 2014 Legislative Calendar has been included in the packet for informational purposes.

1. Legislative Program Update

Legislative Chief Laura Zuniga gave a brief update regarding Legislative proposals voted on during the December 10, 2013 Board Meeting. The language for the Legislative Proposal related to Business and Professions Code (BPC) section 7011.4 has been revised by DCA. The Legislative Proposal related to BPC § 7027.2 regarding advertisements issued by contractors that are not licensed has been revised. The Legislative Proposal related to BPC § 7110.5 would allow CSLB flexibility in pursuing disciplinary action as a result of a referral from the Labor Commissioner. The Legislative Proposal related to BPC § 7017 is being put on hold until next year in order to allow for more time to identify potential solutions. The Legislative Proposal related to BPC § 7028 will be introduced as a new bill in order to clarify that an individual contracting with a suspended license is subject to the same disciplinary action as an individual contracting without a license.

2. Review and Approval of Recommended Staff Position to Add Photographs to Pocket Cards and Home Improvement Salesperson Registrations

CSLB staff does not support the recommendation to add photos to license pocket cards and home improvement salesperson registration cards at this time.

Motion to Approve the Recommended Staff Position to Add Photographs to Pocket Card and Home Improvement Salesperson Registration

MOTION: The Board agreed with staff's determination and a motion was made by Board Member Kevin J. Albanese and seconded by Board Member Agustin Beltran to oppose the recommendation to add photographs to license pocket cards and home improvement salesperson registration cards. The motion carried unanimously, 13-0.

**H. LICENSING COMMITTEE REPORT**

Licensing Committee Chair Frank Schetter stated that the Licensing Committee has not met since the last Board meeting and turned the remainder of the report over to Licensing Chief Karen Robinson.

1. Licensing Program Update

Licensing Chief Karen Robinson reported on the licensing application workload and processing times, as well as progress in the LLC, Workers' Compensation, Criminal Background, and Judgment Units and the Licensing Information Center (LIC). She also noted that the LIC Manager position is now vacant.

2. Testing Program Update

Ms. Robinson provided updates on the Examination Administration Unit, eight testing centers, testing wait times and the ongoing Customer Satisfaction Survey. The Testing Chief position has been filled by Wendi Balvanz.

I. EXECUTIVE COMMITTEE REPORT

Executive Committee Chair Joan Hancock asked Chief Deputy Registrar Cindi Christenson to present the Executive Committee Report.

1. Administration Update

Ms. Christenson provided updates on the Personnel and Business Services Units. There are 40 staff vacancies.

2. Information Technology Update

Ms. Christenson told the Board that CSLB is part of Phase 3 of the BreEZe project, which is now estimated to go live by the end of 2015. CSLB now has a redundant data back-up system in Fresno. IT staff is working on the disclosure of partnering agencies disciplinary action project for CSLB's website.

3. Budget Update

Ms. Christenson provided updates on the Fiscal Year Budget and Expenditures line items, which are currently at 49 percent. She noted that there was a 1.6 percent drop in revenue, mainly due to an increase in renewal delinquencies.

4. Review and Approval of the 2014 Board Member Administrative Manual

A few minor technical errors have been corrected in this document.

Motion to Approve the 2014 Board Member Administrative Manual

MOTION: A motion was made by Board Member Linda Clifford and seconded by Board Member Ed Lang to Approve the 2014 Board Member Administrative Manual. The motion carried unanimously, 13-0.

**5. Review of the 2013 Accomplishments and Activities Report**

Ms. Christenson reviewed the annual publication, which is in final duplication. Board Member Linda Clifford commended the Board and staff for all the hard work they have successfully accomplished.

6. Review of 2013-2014 Strategic Plan Objectives

Ms. Christenson provided the status of the current Board objectives.

7. Review of 2014-2015 Strategic Planning Process

Ms. Christenson provided an overview of the April Strategic Planning Meeting in San Diego.

J. REVIEW OF TENTATIVE SCHEDULE

Ms. Christenson informed the Board that the next meeting and Strategic Planning Session will take place in San Diego on April 23 and 24, 2014.

K. ADJOURNMENT

Board Chair Joan Hancock adjourned the Board meeting at 11:16 a.m.

Joan Hancock, Chair

Date

Stephen P. Sands, Registrar

Date