



MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

FEBRUARY 27, 2019
SAN DIEGO

A. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

On February 27, 2019, Board President, Sylvia Kwan, called the meeting to order at 10:41 a.m. and Board Secretary, Nilza Serrano, called roll.

BOARD MEMBERS PRESENT

Sylvia Kwan, President
Tian Feng, Vice President
Nilza Serrano, Secretary
Pasqual Gutierrez (departed at 3:20 p.m.)
Ebony Lewis
Robert C. Pearman, Jr.
Barry Williams

BOARD MEMBER ABSENT

Denise Campos

GUESTS PRESENT

Nathaniel Berk
Mark Christian, Director of Government Relations, American Institute of Architects (AIA) California
Susan Coddington, Vice President Advocacy, International Interior Design Association (IIDA), CID, LEED AP, CDGLA
Dean R. Grafilo, Director of the California Department of Consumer Affairs (DCA)
Stephanie Gussman
Beth Faber Jacobs, Administrative Law Judge (ALJ) (Present for Agenda Item I and J)
Dr. Mitra Kanaani, Integrated Path to Architectural Licensure (IPAL) Coordinator, NewSchool of Architecture and Design (NewSchool)
Arthur Frank Kent (Present for Agenda Item I)
William Kockler
Marvin Malecha, President and Chief Academic Officer, NewSchool
Karen Nelson, Assistant Deputy Director, Office of Board and Bureau Services, DCA
Lauro Paredes, Deputy Attorney General (DAG) (Present for Agenda Item I)
Katie Toth, Co-Chair Advocacy for IIDA, HP Design Association, Licensed Interior Designer (Florida)
Jon S. Wreschinsky, Landscape Architects Technical Committee (LATC) Member

STAFF PRESENT

Laura Zuniga, Executive Officer (EO)
Vickie Mayer, Assistant EO
Alicia Hegje, Program Manager Administration/Enforcement
Marccus Reinhardt, Program Manager Examination/Licensing
Trish Rodriguez, Program Manager LATC
Tara Welch, Attorney III, DCA
Mike Sanchez, Television Specialist, DCA

Six members of the Board present constitute a quorum. There being seven present at the time of roll, a quorum was established.

B. PRESIDENT'S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS

Ms. Kwan provided the members with some announcements and procedural remarks. She 1) announced the meeting is being webcast, 2) thanked the NewSchool of Architecture and Design for allowing the Board to hold its meeting at their facility, 4) welcomed new LATC member Jon Wreschinsky; and 3) instructed all members to repeated motions for the record, and votes on all motions will be taken by roll-call.

C. UPDATE ON THE DEPARTMENT OF CONSUMER AFFAIRS (DCA) – DEAN GRAFILO, DIRECTOR

Director of DCA, Mr. Grafilo provided an update to the Board. He highlighted that last year the DCA held nine Licensing and Enforcement Report Group meetings; three Substance Abuse Coordination Committee meetings; four Director's Quarterly meetings; a Pro-Rata Workgroup meeting; and two Director, Board Member, and Advisory Committee meetings. He indicated that these activities promote the DCA to an open dialog among the departments, boards, and bureaus, as well as collaboration to further DCA's mission in protecting California's consumers. He thanked the members and staff that participated in these meetings.

Mr. Grafilo also invited the Board to review DCA's Annual Report for a much more comprehensive view of the Department's achievements. He acknowledged he is honored and excited to be part of the new administrative team with the appointment of Gavin Newsom, 40th Governor of California. He advised the Department has met with the transition team and there were many new and familiar faces that have been appointed to various positions. He added DCA is currently working with the Governor's appointment team on vacancies. Mr. Grafilo informed that the Governor's budget proposes to downsize California's debts, and continue to build robust budget reserves by making significant investments in housing, childcare, healthcare, prescription drugs, preschool, and higher education. Following the budget release, he advised the Department hosted a teleconference with EOs, Bureau Chiefs, and other leadership to discuss the Governor's 2019 proposed budget and to review the proposals specific to the Department.

Mr. Grafilo announced that on February 25, 2019, he hosted the 1st 2019 Director's Quarterly meeting, where the DCA provided an update on its Regulations Unit, EOs' salary study, and several division updates. Mr. Grafilo informed the Board that 2019 is a mandatory sexual harassment prevention training year; therefore, all employees and board members are required to complete the training regardless if they took it last year.

Mr. Grafilo offered that the Department and its Division of Legislative Affairs are available to assist anyone with inquiries regarding Sunset Review.

Ms. Serrano expressed to Mr. Grafilo that she is highly satisfied with the leadership, services, and operations that the Board's staff provides.

Mr. Feng asked if the 11 attorney positions for the Regulations Unit are new or existing and if there would be an opportunity for public comments in regard to the proposal. Mr. Grafilo confirmed the positions are new and there would be an opportunity for public comment. Ms. Zuniga expressed the benefits of these new additions and thanked Mr. Grafilo for the Department's efforts in this regard.

D. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Susan Coddington and Kattie Toth representing the IIDA stated they are very pleased that the California Council for Interior Design Certification (CCIDC) provided the Board with a presentation at its last meeting on launching the Commercial Interior Designers' (CID) designation. Mses. Coddington and Toth advised they were unable to attend that meeting and IIDA would like to be a part of the Board's working group session on the issue in the future. Their primary emphasis was on the desire to work together towards understanding the role of the CID in the built environment. Ms. Coddington stated as the Board knows there has been some frustrations with the current situation with the CID stamp not uniformly accepted at building departments throughout the State of California. They indicated they would like to continue the conversation with the Board to work out some of the road blocks and hurdles, so we understand what could be done in the upcoming years to potentially clear up any misunderstandings of what they are trying to accomplish.

Discussion followed as to who should be the leader and included in the working group session. The EO agreed staff could organize the session. It was also agreed it would be beneficial if the Board was provided in advance of the session more detail of the designers' concerns and problems they are having for the Board to better understand the issue.

Barry Williams advised he was recently contacted by a licensee inquiring about the requirements and associated costs to apply for retired architect status. Legal Counsel advised because this issue is not on the agenda the Board should not discuss it and the licensee should contact Board staff for information. The EO advised if the Board wants staff to research what other boards do and charge it can be on a future agenda.

E. PUBLIC COMMENT ON DESIGN AFTER DISASTER – DOUGLAS W. BURDGE

Public comments on this agenda item were not provided as Mr. Burdge was unable to attend the meeting. This item will be considered for a future meeting.

F. PRESENTATION ON NEWSCHOOL OF ARCHITECTURE AND DESIGN'S INTEGRATED PATH TO ARCHITECTURAL LICENSURE (IPAL) PROGRAMS BY DR. MITRA KANAANI, IPAL COORDINATOR

Dr. Mitra Kanaani thanked the Board for its support of IPAL. She informed Board members the NewSchool of Architecture and Design was founded more than 40 years ago by a local practicing architect named Richard Welsh. Dr. Kanaani explained the foundational basis for learning at NewSchool as a system of “learning by doing.” She continued that the mission of NewSchool is one of promoting a culture of provisional practice and clarified that NewSchool uses a practitioner-based model focused on: problem solving, experiential learning, and process-based design. Dr. Kanaani opined that the future of architecture is based upon this philosophy.

Dr. Kanaani informed the Board that NewSchool was accepted into the initial cohort of schools that in 2015 offered an IPAL program. She clarified that while accepted as an IPAL school in 2015, NewSchool postponed the commencement of its program until the fall of the following year because of the accreditation process it was undergoing for the National Architectural Accrediting Board (NAAB). Dr. Kanaani reported that NewSchool is the only institution that offers two masters-level IPAL degree programs. She clarified that the programs are known as “IPAL 4” (M. Arch.) and “IPAL 6” (M.S. in Architecture). Dr. Kanaani explained the operational details for each program and stated there is an option within each path to integrate a masters-level degree in construction management. She then continued to explain the organization of the IPAL degree programs by illustration through the presentation of the respective matrix for each program.

Dr. Kanaani informed the Board that a highlight of the NewSchool IPAL programs is the “shadowing” opportunities afforded students. She elaborated that the shadowing begins with the consortium of 15 firms who provide IPAL students with these opportunities that are very helpful and often transform into internship opportunities.

Dr. Kanaani reported there are three cohorts (totaling 37 students) in the IPAL programs at NewSchool. She provided the Board with a demographical breakdown and noted for Board members there are 12 female and 25 male students; 18 IPAL students are in the 4+3 program (from another degree program) and another 17 are in the 4+2 program (previously earned an undergraduate degree in architecture). Dr. Kanaani added that three students will be graduating from the IPAL programs this year. She concluded her presentation by asking IPAL students Nathaniel Berk, Stephanie Gussman, and William Kockler to briefly speak about their respective experiences in the NewSchool IPAL programs.

After the IPAL students discussed their respective experiences, Dr. Kanaani requested the Board consider an exception to its eligibility requirement for the California Supplemental Examination (CSE) that would allow students who participate in an IPAL program earlier access to the examination.

Marvin Malecha, President and Chief Academic Officer, introduced himself and informed the Board that NewSchool has 540 students with approximately 300 in an architecture program. He added that NewSchool strives for diversity in its student population and reported that approximately 28 percent are international students, with at least 27 percent being from Mexico or of Hispanic ethnicity.

Mr. Malecha in closing informed the Board he was celebrating his 40th year as an architect. He added that a continuation of the NewSchool mission is to inspire citizen architects who understand their responsibility to pay back the greater community. Mr. Malecha then mentioned the “five marks”: 1) accredited education from a rigorous institution; 2) rigorous internship; 3) licensure; 4) membership in a professional organization; and 5) pro-bono activity to assist those who cannot afford architectural services.

Mr. Gutierrez advised the Board and the IPAL students [who previously spoke during the meeting] that he was fortunate enough to be on the National Council of Architectural Registration Boards’ task force that created the IPAL program. He said that many times over its three-year commission he and other members questioned whether they were on the right path. Mr. Gutierrez said the students’ presentation earlier is a demonstration the task force did the right thing in creating IPAL.

**I.* HEARING ON PETITION FOR REINSTATEMENT OF LICENSE –
ARTHUR FRANK KENT**

Administrative Law Judge (ALJ) Beth Faber Jacobs presided over the petition for reinstatement. DAG Lauro Paredes presented the case against Petitioner Arthur Frank Kent. Mr. Kent represented himself and presented his case for license reinstatement. Mr. Kent answered questions from the DAG and members of the Board. ALJ Jacobs closed the hearing.

**J. CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTIONS
11126(C)(3), 11126(F)(4), AND 11126.1, THE BOARD WILL MEET IN CLOSED
SESSION TO:**

- 1. DELIBERATE AND VOTE ON DISCIPLINARY MATTERS**
- 2. REVIEW AND POSSIBLE ACTION ON DECEMBER 13, 2018 CLOSED SESSION
MINUTES**
- 3. ADJOURN CLOSED SESSION**

K. RECONVENE OPEN SESSION

The Board reconvened in Open Session.

G. REVIEW AND POSSIBLE ACTION ON DECEMBER 13-14, 2018 BOARD MEETING MINUTES

Ms. Kwan asked for comments concerning the minutes of the December 13-14, 2018 Board meeting.

- **Nilza Serrano moved to approve the December 13-14, 2018 Board meeting minutes.**

Robert Pearman seconded the motion.

Members Feng, Lewis, Pearman, Serrano, Williams, and President Kwan voted in favor of the motion. Members Campos and Gutierrez were absent. The motion passed 6-0.

H. EXECUTIVE OFFICER'S REPORT – UPDATE ON BOARD'S ADMINISTRATION / MANAGEMENT, EXAMINATION, LICENSING, AND ENFORCEMENT PROGRAMS

Ms. Zuniga provided a brief update to the Board on its programs:

- Board started accepting credit card payments for license renewals the beginning of February;
- Per request of some members, Architect Registration Examination (ARE) statistics were obtained by accredited and non-accredited schools and will be sent to members next week;
- Collection agency contract which was an objective in the Board's prior Strategic Plan is being finalized; and
- Working with Sunset Review legislative committee to identify any pending regulatory proposals previously approved by the Board that can be included in the Sunset bill to expedite the process.

Ebony Lewis asked if the Board can be provided with a report on licensee demographics, diversity, and military background. Legal counsel will research if the Board may legally obtain the information or if it can be provided voluntarily.

Q. LATC REPORT

4. REVIEW AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO CCR, TITLE 16, DIVISION 26, ARTICLE 1, SECTIONS 2655 SUBSTANTIAL RELATIONSHIP CRITERIA; 2656 CRITERIA FOR REHABILITATION; AND 2680 DISCIPLINARY GUIDELINES; AND LATC'S *DISCIPLINARY GUIDELINES*

DCA Legal Counsel, Tara Welch presented proposed amendments to CCR sections 2655 (Substantial Relationship Criteria); 2656 (Criteria for Rehabilitation); and 2680 (Disciplinary Guidelines); and the LATC's *Disciplinary Guidelines*.

Ms. Welch advised the changes under Assembly Bill (AB) 2138 will be operational July 1, 2020 and are very significant related to applicants' criminal convictions and disciplinary actions taken in other jurisdictions. She informed the bill requires every board to adopt regulations to specify how the board will prove a conviction is substantially related to the practice as included under Agenda Item Q.4 of today's meeting materials. She advised under this agenda item it pertains to the landscape architects; however, the Board will be considering it for architects under Agenda Item R as well. Ms. Welch advised that DCA developed a template for adoption by all boards in order to establish uniformity on how disciplinary matters are being handled by every board. She advised the second significant change is establishing rehabilitation criteria and presented two options for the Board's consideration. She explained that Option 1 allows the Board to review an applicant or licensee's criminal probation to see if they were successful in completing criminal probation and consider other factors to determine whether or not the applicant or licensee is appropriately rehabilitated.

Ms. Welch continued that Option 2 is more limiting to the Board in that the Board would only be able to determine if criminal probation was successfully completed and other factors or explanations would not be able to be considered. Mr. Welch stated that DCA has a preference and that courts have determined that successful completion of criminal probation is not necessarily helpful to determine if an individual is safe to practice their profession. She explained because of criminal probation, criminals are under the purview of the courts, probation officers, and the threat of jail, and therefore able to complete criminal probation more successfully which is not helpful in determining if they are safe to practice.

Ms. Welch recapped what the Board has before them is to determine if they agree with the substantially related revisions and which option, number 1 or 2 for rehabilitation criteria. She advised that the LATC recommended the Board to adopt Option 1 at its February 8, 2019 meeting. Discussion ensued to clarify the options and the LATC's recommendation. Ms. Welch also asked the Board to review the LATC's *Disciplinary Guidelines* to make conforming changes to incorporate the new proposed regulatory language.

Ms. Welch recommended a minor and technical revision to the proposed regulatory language for CCR section 2656 (b)(3) to strike "subsection" and replace with "paragraph" to read: "(3) The time that has elapsed since commission of the act(s) or crime(s) referred to in ~~subsection~~ paragraph (1) or (2)."

- **Nilza Serrano moved to adopt the rulemaking package as recommended for CCR sections 2655 and 2656 with Option 1 and modify the LATC's *Disciplinary Guidelines* as revised.**

Barry Williams seconded the motion.

Members Feng, Lewis, Pearman, Serrano, Williams, and President Kwan voted in favor of the motion. Members Campos and Gutierrez were absent. The motion passed 6-0.

Note: this motion was modified and voted on during Agenda Item R to delegate authority to the EO. Agenda Items Q.1-3 continued until later in the meeting.

R. REVIEW AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO CCR, TITLE 16, DIVISION 2, ARTICLE 2, SECTIONS 110 SUBSTANTIAL RELATIONSHIP CRITERIA AND 110.1 CRITERIA FOR REHABILITATION; SECTION 154 DISCIPLINARY GUIDELINES, AND BOARD'S *DISCIPLINARY GUIDELINES*

Ms. Welch advised this agenda item is the same as previously discussed under Q.4 with the corresponding CCR sections 110 and 110.1 for the Board. She recommended a minor change to the reference sections under the proposed regulatory language for CCR sections 110 and 110.1 to not strike reference sections 475 and 492 as indicated in the meeting packet. Ms. Welch also recommended correcting CCR sections 2655 and 2656 Article 1, Division 26 under section E. Criteria to be Considered of the Board's *Disciplinary Guidelines* to the proper sections CCR 110 and 110.1 and Article 2 (inadvertently described as Article 8) of Division 2.

- **Tian Feng moved to adopt the proposed rulemaking as corrected for CCR sections 110 and 110.1 with Option 1 and direct the EO to take all steps necessary to initiate the rulemaking process; authorize the EO to make any technical or non-substantive changes to the rulemaking package; notice the proposed text for a 45 day comment period and if no adverse comments are received during the 45 day comment period and no hearing is requested, adopt the proposed regulatory changes as modified and the Board's *Disciplinary Guidelines* as revised.**

Barry Williams seconded the motion.

There were no comments from the public.

Members Feng, Lewis, Pearman, Serrano, Williams, and President Kwan voted in favor of the motion. Members Campos and Gutierrez were absent. The motion passed 6-0.

- **Tian Feng moved to adopt the proposed rulemaking as corrected for CCR sections 2655 and 2656 with Option 1 and direct the EO to take all steps necessary to initiate the rulemaking process; authorize the EO to make any technical or non-substantive changes to the rulemaking package; notice the proposed text for a 45 day comment period and if no adverse comments are received during the 45 day comment period and no hearing is requested, adopt the proposed regulatory changes as modified and the LATC's *Disciplinary Guidelines* as revised.**

Barry Williams seconded the motion.

There were no comments from the public.

Members Feng, Lewis, Pearman, Serrano, Williams, and President Kwan voted in favor of the motion. Members Campos and Gutierrez were absent. The motion passed 6-0.

L. UPDATE ON 2019 SUNSET REVIEW OF BOARD AND LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) AND POSSIBLE ACTION ON RESPONSES TO BACKGROUND PAPERS

Ms. Zuniga advised the members the Board's Sunset Review hearing is scheduled for March 5, 2019 and a draft of the Background Paper has been provided. Once the paper is finalized before the hearing she will provide the members with a copy. She indicated the paper summarizes the Board's Sunset Review Report and raises new issues the Legislative Committee has identified which includes the Board's consideration to:

1. Add an LATC member to the Board bringing the total to 11 members; and
2. Make technical changes to the Architects Practice Act including allowing continuing education (CE) providers to provide records directly to the Board on the licensee's behalf.

She advised the Legislature is not expecting a verbal response to these issues at the hearing but rather a formal written response is required within 30 days after the hearing. Due to the timing of the next Board meeting, she requested the Board delegate to the Board President to approve the final submittal on behalf of the Board. The Board discussed the pros and cons of adding an LATC member to the Board and suggested the LATC be asked their preference.

Ms. Zuniga continued with the Legislative Committee's new issues for the Board's consideration:

1. Fingerprint applicants;
2. Allow a designee the authority to conduct citation informal conferences;
3. Establish minimum criteria for CE and providers and allow providers to provide records to the Board on the licensee's behalf;
4. Revise written contract requirements in the Business and Professions Code as proposed by the Board; and
5. Continuance of the Board.

The Board discussed the fingerprint requirement and suggested any concerns on how it would be implemented and associated costs be included in the response to the Legislature. Ms. Zuniga advised she hoped to finalize the response this week and send to the members. No action was needed by the Board to delegate authority to the Board President to approve the response to the Legislature as the authority is covered in the Board Member Administrative Manual.

M. REVIEW AND POSSIBLE ACTION ON DRAFT 2019-2021 STRATEGIC PLAN

Ms. Zuniga proposed to the Board the draft Strategic Plan be adopted as a three-year plan. She advised the LATC has already adopted a three-year plan and it is included in the meeting packet. She informed the members the primary reason for extending the plan is due to the unknown impact of the workload associated with Business Modernization and to balance the resources for the extra year. Ms. Zuniga also suggested that Board staff report the status of the objectives annually possibly at the December meetings. She asked for clarification of two of the objectives under the Communications goal area. After discussion, the Board agreed on the following changes to the plan:

1. Objective 3.6 Amended to read: Issue an annual practice brief update on licensee misconduct to increase public and professional awareness.
 2. Objective 3.1 Amended to read: Educate licensees and the public on the penalties for violations of the Architects Practice Act.
 3. Objective 4.1 Add: NAAB
 4. Objective 4.2 Amended to read: Collaborate with high schools to promote the architect profession and promote entry into the profession.
 5. Objective 5.4 Delete: Identify alternative initiatives for a downturn in the economy to establish Board priorities.
 6. Minor technical changes for consistency.
- **Tian Feng moved to approve the draft Board Strategic Plan as revised for three years.**

Ebony Lewis seconded the motion.

There were no comments from the public.

Members Feng, Lewis, Pearman, Serrano, Williams, and President Kwan voted in favor of the motion. Members Campos and Gutierrez were absent. The motion passed 6-0.

N. EXECUTIVE COMMITTEE REPORT

Ms. Kwan advised that the Executive Committee met on January 31, 2019, and the primary items on the agenda were the Board's new logo and the Board Member Administrative Manual. She informed the members based on the Committee's review and comments on the proposed logos, the Board is now considering two variations. Ms. Zuniga advised that initially the Committee reviewed two logos, of which they preferred one over the other and asked for slight variations and color options. Ms. Zuniga directed the Board to the two options for the logo contained in the meeting packet. She provided the members with the color options, DCA's requirements for the new letterhead, and sample letterheads for other DCA boards as a comparison. She advised the letterhead must contain the State seal; Governor's, Agency's and DCA's

name; and the logo if approved by the Board. Members discussed their impressions of the logos and the color options. Ms. Zuniga clarified that color will mostly be used for the logo for Board publications and the members did not need to vote on the colors, only the logo. During the discussion it was determined that most members preferred color scheme A provided in the meeting packet.

- **Ebony Lewis moved to approve logo Option 1.**

Nilza Serrano seconded the motion.

There were no comments from the public.

Members Lewis, Pearman, Serrano, Williams, and President Kwan voted in favor of the motion. Member Feng abstained. Members Campos and Gutierrez were absent. The motion passed 5-0-1.

Ms. Zuniga presented the Executive Committee's recommended revisions to the Board Member Administrative Manual that was previously approved in September 2018. The Board members requested staff obtain clarification on the new language that was added in the "Out-of-State Travel" section about travel to the restricted states. Specifically, the members requested an interpretation of the following sentence:

"The Board is prohibited from requiring any of its employees, officers, or members to travel to a state that, after June 26, 2015, has enacted a law that ..."

The findings of the research will be provided at the next Board meeting.

O. NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

Ms. Zuniga reminded the Board it would not be attending the 2019 NCARB Regional Summit scheduled for March 8-9, 2019, in Nashville, Tennessee. She added there were candidate materials for the upcoming elections located in the meeting packet. Ms. Zuniga asked members whether they wanted to submit a letter to the other members of Region 6 and express support for the candidates or any opinions. It was also noted that prior Board member, Jon Baker will be a candidate for Secretary of the NCARB Board of Directors for fiscal year 19/20 and candidate materials will be considered at the Board's June meeting.

- **Nilza Serrano moved to send a letter of support for Sylvia Kwan, candidate for the Western Council of Architectural Registration Boards' Executive Committee to all Region 6 members.**

Ebony Lewis seconded the motion.

There were no comments from the public.

Members Feng, Lewis, Pearman, Serrano, and Williams voted in favor of the motion. President Kwan abstained. Members Campos and Gutierrez were absent. The motion passed 5-0-1.

P. REVIEW AND POSSIBLE ACTION ON CONTRACT FOR DEBT COLLECTION SERVICES TO COLLECT OUTSTANDING ADMINISTRATIVE FINES AND COST RECOVERIES

The members were advised a collection agency contract was currently under legal review and will be presented to the Board for ratification at its next scheduled meeting.

Q. LATC REPORT (*CONTINUED*)

- 1. UPDATE ON FEBRUARY 8, 2019 LATC MEETING**
- 2. REVIEW AND POSSIBLE ACTION ON DRAFT 2019-2021 STRATEGIC PLAN**
- 3. REVIEW AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, DIVISION 26, ARTICLE 1, SECTION 2603 DELEGATION OF CERTAIN FUNCTIONS**

Program Manager, Trish Rodriguez presented the Board with the LATC's draft Strategic Plan for 2019-2021 and asked for approval.

- **Nilza Serrano moved to approve the draft LATC 2019-2021 Strategic Plan.**

Ebony Williams seconded the motion.

There were no comments from the public.

Members Feng, Lewis, Pearman, Serrano, Williams and President Kwan voted in favor of the motion. Members Campos and Gutierrez were absent. The motion passed 6-0.

Ms. Rodriguez advised that the LATC recommended Board approval to amend proposed language to amend CCR, Title 16, Division 26, Article 1, section 2603 (Delegation of Certain Functions), to align with the Board's to allow the EO to approve settlement agreements for the revocation and surrender of a license.

- **Barry Williams moved to approve the proposed regulatory changes to amend CCR section 2603, direct the EO to take all steps necessary to initiate the rulemaking process, authorize the EO to make any technical or non-substantive changes to the rulemaking package, notice the proposed text for a 45-day comment period, and if no adverse comments are received during the 45-day comment period and no hearing is requested, adopt the proposed regulatory changes as modified.**

Nilza Serrano seconded the motion.

There were no comments from the public.

Members Feng, Lewis, Pearman, Serrano, Williams and President Kwan voted in favor of the motion. Members Campos and Gutierrez were absent. The motion passed 6-0.

S. REVIEW OF FUTURE BOARD MEETING DATES

Ms. Kwan reminded members that the remaining Board meetings for 2019 are scheduled for June 12, 2019 in San Luis Obispo; September 11, 2019 in Berkeley; and December 11, 2019 in Sacramento. Ms. Lewis advised she will be in Los Angeles the day before the June meeting and travel arrangements will need to be made for her from that area. Ms. Kwan advised hotel reservations are being made for members to stay the night before the meeting in San Luis Obispo to allow the meeting to commence early. Mr. Williams announced a meeting room has been secured at California Polytechnic State University, San Luis Obispo. Ms. Kwan asked the members if anyone has any scheduling conflicts to let staff know as soon as possible.

T. ADJOURNMENT

The meeting adjourned at 4:55 p.m.

**Agenda items for this meeting were taken out of order to accommodate presenters of items. The order of business conducted herein follows the transaction of business.*