

**Executive Office**

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## MEMORANDUM

<b>DATE</b>	<b>November 16, 2021</b>
<b>TO</b>	California State Board of Optometry
<b>FROM</b>	Department of Consumer Affairs Board and Bureau Relations
<b>SUBJECT</b>	<b>Report of the Department of Consumer Affairs</b>

Thank you for this opportunity to submit a written update from the Department of Consumer Affairs (DCA) on its current activities to the California State Board of Optometry (Board).

### **COVID-19 SAFETY MEASURES AND TELEWORK**

DCA appreciates all board members and staff who have continued to serve though a pandemic that has affected all of us in many ways. We are working together to find the right balance of staying connected and productive while remaining safe and healthy. DCA and all its boards and bureaus continue to look to the future and use lessons learned to identify long-term efficiencies and policy changes. Staff are working in the office to provide the most effective consumer protection and public service, while also utilizing telework where appropriate.

### **TESTING AND VACCINATION VERIFICATION**

To combat the spread of COVID-19 and protect vulnerable communities, California has implemented enhanced safety measures for state employees and workers in health care settings. State employees must show proof of vaccination or be subject to regular COVID-19 testing. DCA's testing program kicked off in early October with the launch of the DCA Headquarters 1 pilot site. Select programs are designated to test at Headquarters 1 and the list of programs recently expanded due to the capabilities of the site. Board and Committee members must follow health and safety protocols if they plan to visit a DCA location or attend an in-person meeting. Members must verify vaccination or follow testing protocols. Please communicate any plans for in-person meetings as soon as possible so that DCA can assist with coordination of teleconference options for the public, vaccination verification, and COVID-19 testing.

## **REMOTE MEETINGS**

DCA recognizes the difficulty of planning for future meetings as the pandemic continues to evolve. As the law stands today, remote meetings are allowed until January 31, 2022, after which time meetings will need to be in-person in accordance with all aspects of the Open Meetings Act. Many boards and bureaus have experienced benefits to remote meeting options, such as increased public participation, cost savings and a lower carbon footprint due to reduced travel. DCA encourages boards and bureaus to continue utilizing remote meetings this year to protect the health of staff, Board members, and the public. We will continue to keep you updated on any additional changes to meeting requirements.

## **SCAM ALERT**

DCA has been made aware of various scams affecting boards and bureaus. We have shared information about these scams on the DCA website and social media. Please take a moment to visit the [DCA fraud alert website](#) to be aware of these scams and learn how to protect yourself from malicious individuals.

## **REQUIRED BOARD MEMBER TRAININGS**

As a reminder, 2021 is a mandatory Sexual Harassment Prevention Training year. This means all employees and board members are required to complete the training during this year, which is rapidly approaching its end. Board members will now access this training through the Learning Management System (LMS), which is DCA's training portal. Board and Bureau Relations has created profiles for each of your Board and Committee members in the LMS and informed Executive Officer Shara Murphy of the steps you will need to take to login and access the training. Board and Bureau Relations is also happy to assist you with any questions or concerns your Board may have about using LMS.

Thank you again for your valued partnership. Please let us know if DCA can be of service to the Board. If you have any questions, feel free to contact DCA Board and Bureau Relations at [MemberRelations@dca.ca.gov](mailto:MemberRelations@dca.ca.gov).