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**To:** Board Members **Date:** August 4, 2017  
**From:** Cyd Brandvein **Telephone:** (916) 575-7170  
Board President  
**Subject: Agenda Item 9 - President's Report**

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*The Board's Mission is to protect the health and safety of California consumers through licensing, education, and regulation of the practice of Optometry.*

## **A. Welcome, Announcements and Introductions**

Introductions of Board staff and members of the public (voluntary)

## **B. 2017–18 Board Meeting Dates and Locations**

The proposed quarterly board meeting dates and locations are as follows:

- November 3, 2017 – Riverside
- January 26, 2018 – Bay Area
- April 20, 2018 – Sacramento
- August 3, 2018 – San Diego
- November 2, 2018 – Bay Area

Staff will provide cost assessments on meeting locations at the meeting.

## **C. Committee Appointments and Discussion**

The Board is comprised of 11 members representing differing perspectives and strengths. The Board's Executive Team would like to capitalize on these individual strengths and provide an opportunity for all members to have input on various committees. Below is a list of available committees. Please identify which committee(s) you are interested in serving:

### Legislation and Regulation

Responsible for recommending legislative and regulatory priorities to the Board and assisting staff with drafting language for Board-sponsored legislation and recommending official positions on current legislation. The committee also recommends regulatory additions and amendments.

### Practice and Education

Advises Board staff on matters relating to optometric practice, including standards of practice and scope of practice issues. Reviews staff responses to proposed regulatory changes that may affect optometric practice. Also reviews requests for approval of continuing education courses, and offers guidance to Board staff regarding continuing education issues.

#### Consumer Protection

Oversees the development and administration of legally defensible licensing examinations and consulting on improvements/enhancements to licensing and enforcement policies and procedures.

#### Public Relations – Outreach

Assists with the development of outreach and development of educational materials to the Board's stakeholders

To reduce costs and promote efficiencies, all future committee meetings will be scheduled on the same day and preferably 30 days prior to each quarterly Board meeting.

### **D. DCA Director's Meeting**

DCA Director Dean Grafilo and members of his management team provided an overview of agency actions that will assist our board and the other boards in the DCA family with streamlining processes through shared tools and administrative developments in support of its boards and their mission specific delivery of consumer protection.

Respective DCA divisions provided an overview of the new QBIRT licensing dashboard that provides transparency into pending application workload, new digital print services processes, legal affairs staff changes, project concepts for the future leadership development initiative, new board member per diem certification and business modernization efforts including an electronic transcript process using cloud technology piloted by the Board of Registered Nursing. Lastly, we heard about DCA's Our Promise Campaign, the only statutorily authorized workplace campaign for employees of the State of California. Details will be shared over the coming months.

### **E. New DCA Per Diem Form**

DCA is finalizing a new per diem form to streamline processes, promote uniformity and capture necessary information not previously captured. The draft form is attached for review. Once finalized, the form and instructions will be distributed to all members.

### **F. Revised Executive Officer Evaluation Process**

To provide an opportunity for performance feedback more frequently than once a year, the EO evaluation process will consist of two stages: 1) A mid-year check-in and 2) A yearly review. The mid-year check-in will enable the Board to provide the EO with guidance and progress monitoring within the context of performance management. The yearly review will serve as the foundation for salary review and adjustment consideration. Both will be held in closed session, unless the EO requests a public hearing.

### **G. Board Member Activities**

The Board would like to recognize all of the great work individual members do for the community and share accomplishments. Board Members will be provided an opportunity to share any community activities they have been involved and any other accomplishments with the Board.



Department of Consumer Affairs  
Office of Human Resources  
**MEMBER PER DIEM CERTIFICATION FORM**

Member Name:	Board:
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**AUTHORITY**

Each member of a board, commission or committee created pursuant to various chapters of Division 3 (commencing with Section 5000) of the Business and Professions Code is eligible to receive a per diem of \$100.00 for each day actually spent in the discharge of official duties, unless on any day served, the member also received compensation for their regular public employment (Business and Professions Code section 103).

**TO BE COMPLETED BY THE MEMBER**

*Please complete the information below, sign, date and return the form to the Board's Executive Officer/Director.*

Date of official duties (month/date/year)	Type of meeting/activity	Did you receive compensation, including vacation pay, from regular public employment for this day?*
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

\* By answering "Yes", the member is not eligible for per diem.

I declare under penalty of perjury under the laws of the State of California that all of my representations on this certification form are true, correct to the best of my knowledge and belief and contain no material omissions of fact.

\_\_\_\_\_  
Signature Date

**TO BE COMPLETED BY THE BOARD/BUREAU**

Certification of member's attendance:

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Phone Number