



ISSUE MEMORANDUM

DATE	May 21, 2021
TO	Members, California State Board of Optometry (CSBO)
FROM	Mark Morodomi, Board President
SUBJECT	Agenda Item #3a – President’s Report: Introduction of New Members

The Board is pleased to introduce two new Board Members.

Eunie Linden, J.D. was appointed by the California Senate Rules Committee to the Board as a public member in 2021. Linden is an attorney who has served as a consultant for the California State Assembly Committee on Business and Professions. She has also served as Deputy Legislative Counsel for the California Office of Legislative Counsel. Most recently, she served as an in-house volunteer attorney with Legal Services of Northern California. Linden earned a Juris Doctor degree from the University of California, Berkeley, School of Law in 2011, a Master of Public Policy degree from the University of California, Los Angeles, in 2008, and a bachelor’s degree from California State University, Long Beach, in 2005.

Sandra D. Sims, J.D. was appointed by Governor Gavin Newsom to the Board as a public member in 2021. Sims as Principal Analyst and Policy Human Resources Analyst for the Los Angeles County Department of Human Resources. She has also served as a Civil Service Advocate at the Department of Children and Family Services. Sims is a member of Screen Actors Guild - American Federation of Television and Radio Artists (SAG-AFTRA). She earned a Bachelor of Arts in political science from the University of California, Los Angeles and Juris Doctor degree from the University of California, Hastings College of the Law.



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TO	Members, California State Board of Optometry (CSBO)
FROM	Mark Morodomi, Board President
SUBJECT	Agenda Item #3b - Board President's Report and Calls for Officer Nominations

[Business and Professions Code § 3014](#) states that the board shall elect from its membership a president, a vice president, and a secretary who shall hold office for one year or until the election and qualification of a successor. All officers may be elected on one motion or ballot as a slate of officers unless more than one Board member is running per office. An officer may be re-elected and serve for more than one term.

Pursuant to the [Board's Administrative Manual](#), the Board President is required to solicit nominees not less than 45 days prior to the open election of new Board officers. With the next Board meeting scheduled for July 9, 2021, the nomination and timeline process are set out below.

Nomination and Timeline

Nomination Ballots Distributed	Friday, May 21, 2021
Ballots Must be Received	Friday, June 4, 2021
Nominees Notified	Tuesday, June 8, 2021
Nominees Confirm Acceptance and Submit Statements	<i>Monday, June 14, 2021</i>
Secretary/Staff Compile Nominee Statements	Friday, June 18, 2021
Nominee Statements Posted with Meeting Materials	Friday, June 25, 2021
Election of New Officers	<i>Friday, July 9, 2021</i>
New Officers Assume Duties	<i>Conclusion of July 9, 2021 Meeting</i>

Specific duties, as identified in the Board Member Handbook, are as follows:

President

- **Board Business:** Conducts the Board's business in a professional manner and with appropriate transparency, adhering to the highest ethical standards. Shall use Roberts Rules of Order as a guide and shall use the provisions of the Open Meeting Act during all Board Meetings.
- **Board Vote:** Conducts roll call vote

- **Board Affairs:** Ensures that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning and orientation of new Board Members.
- **Governance:** Ensures the prevalence of Board governance policies and practices, acting as a representative of the Board as a whole.
- **Board Meeting Agendas:** Develops agendas for meetings with the Executive Officer and Legal Counsel. Presides at Board Meetings.
- **Executive Officer:** Establishes search and selection committee for hiring an Executive Officer. The committee will work with the DCA on the search. Convenes Board discussions for evaluating Executive Officer each fiscal year.
- **Board Committees:** Seeks volunteers for committees and coordinates individual Board Member assignments. Makes sure each committee has a chairperson and stays in touch with chairpersons to be sure that their work is carried out. Obtains debrief from each Board Committee chairperson and reports committee progress and actions to Board at the Board Meeting.
- **Yearly Elections:** Solicits nominees not less than 45 days prior to open elections at Board Meeting.
- **Community and Professional Representation:** Represents the Board in the community on behalf of the organization (as does the Executive Officer and Public Outreach Committee).

Vice President

- **Board Business:** Performs the duties and responsibilities of the President when the President is absent.
- **Board Budget:** Serves as the Board's budget liaison with staff and shall assist staff in the monitoring and reporting of the budget to the Board. Review budget change orders with staff.
- **Strategic Plan:** Serves as the Board's strategic planning liaison with staff and shall assist staff in the monitoring and reporting of the strategic plan to the Board.
- **Board Member On-Boarding:** Welcomes new members to the Board, is available to answer questions, and assist new Board Members with understanding their role and responsibilities. May participate in on-Boarding meeting with staff and new members.

Secretary

- **Attendance:** Calls roll to establish quorum
- **Board Motions:** Restates the motion prior to discussion.
- **Board Business:** Reviews draft minutes for accuracy.
- **Board Minutes:** Ensures accuracy and availability, including but not limited to date, time and location of meeting; list of those present and absent; list of items discussed; list of reports presented; and text of motions presented and description of their disposition. Reviews and provides edits to draft minutes which have been transcribed by staff following recorded webcasts, note taking and other methods to record public meetings.
- **Yearly Elections:** Reviews template for nominee statements and oversees the compilation of statements for inclusion in Board Meeting Materials.
- **Board Documents:** Maintains copies of administrative documents, e.g., Board Member Handbook, Administrative Law Book, Bagley-Keene Open Meeting Act for reference during Board Meeting.



OFFICER NOMINATION FORM

Please provide a brief description of why you believe this nominee is the best candidate for the selected office. Nominations can be made without any justification. This form may also be submitted in email format to the Executive Officer.

Nominated Office:

- President
- Vice President
- Secretary

Nominee:

- Cyd Brandvein
- Jeff Garcia, O.D.
- Glenn Kawaguchi, O.D.
- Eunie Linden
- Debra McIntyre, O.D.
- Mark Morodomi
- David Turetsky, O.D.
- Lillian Wang, O.D.
- Sandra D. Sims

Nominated by:

Reason for Nomination: