

ISSUE MEMORANDUM

DATE	February 1, 2019
TO	Board Members Board of Optometry
FROM	<i>Cyd Brandvein</i> Cyd Brandvein, President Board of Optometry
SUBJECT	President's Report

A. 2019 Election of Board Members

As it is the intent for many of our current officers to not seek re-nomination, it is important that board members are made aware of the offices available and the process by which nominations and elections shall occur.

[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.

As stated in the [Board Member Handbook](#), elections must take place prior to the end of the fiscal year. Additionally, the Board President is required to solicit nominees not less than 45 days prior to the open election of new Board officers. With the last board meeting of the 2018 fiscal year set for April 5th, 2019—nominations must be solicited no later than February 19, 2019.

Nomination and Timeline

Nomination Ballots Distributed	Friday, February 1, 2019
Ballots Must be Received	<i>Tuesday, February 19, 2019</i>
Nominees Notified	Friday, March 1, 2019
Nominees Confirm Acceptance and Submit Statements	<i>Friday, March 15, 2019</i>
Secretary/Staff Compile Nominee Statements	Wednesday, March 20, 2019
Nominee Statements Posted with Meeting Materials	Monday, March 24, 2019
Election of New Officers	<i>Friday, April 5, 2019</i>

Available Offices

The available offices are President, Vice President and Secretary. 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.

I encourage my fellow Board Members who have yet to hold an officers position to consider taking part in one of these roles for the upcoming fiscal year. And I implore all Board Members to encourage and nominate those who they feel can help the Board to better fulfill its charter of public protection.

B. Discussion of New Administration's Budgetary Commitments to DCA

Newly-inaugurated Governor Gavin Newsom released his proposed fiscal year 2019-2020 budget on Thursday, January 10th. Several budget changes orders were approved for the Department of Consumer Affairs. These investments represent a commitment to work of the Board and the many entities of DCA that advance consumer protection.

Attachments

- 1) 2019 CSBO Officer Nomination Form (provided in triplicate, please use one for the nomination of each available office)
- 2) DCA Budget Change Proposal Summary
- 3) DCA Memorandum: 2019-20 Governor's Budget Release (3 pages)



OFFICER NOMINATION FORM

NOMINATED OFFICE: ☐ President
☐ Vice President
☐ Secretary

NOMINEE:

<input type="checkbox"/> Madhu Chawla, OD	<input type="checkbox"/> Glenn Kawaguchi, OD
<input type="checkbox"/> Cyd Brandvein	<input type="checkbox"/> Lilian Wang, OD
<input type="checkbox"/> Rachel Michelin	<input type="checkbox"/> Mark Morodomi
<input type="checkbox"/> David Turetsky, OD	<input type="checkbox"/> Maria Salazar Sperber
<input type="checkbox"/> Debra McIntyre, OD	<input type="checkbox"/> Martha Garcia, CLD, SLD

NOMINATED BY:

NOMINATION REASON:

*Please provide a brief
description of why you
believe this nominee is the
best candidate for the
selected office.*

***This field is completely optional. Nominations may be made without any justification.**



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MEMORANDUM

DATE	January 14, 2019
TO	Executive Officers, Bureau and Division Chiefs DCA Boards, Bureaus and Programs
FROM	Taylor Schick, Fiscal Officer Robert de los Reyes, Budget Manager Mark Ito, Budget Manager
SUBJECT	2019-20 Governor's Budget Release

The Governor released the proposed fiscal year 2019-20 Governor's Budget on Thursday, January 10, 2019. The Departmental displays in the Governor's Budget generally include the following:

- 3-yr Expenditures and Positions
- Detailed Budget Adjustments
- Detailed Expenditures by Program
- Expenditures by Category
- Detail of Appropriations and Adjustments
- Fund Condition Statements
- Changes in Authorized Positions

The annual budget cycle provides adjustments to Board and Bureau budgets through various exercises administered by the Department of Finance. These adjustments can be found in the "Detail of Appropriations and Adjustments" section within the Governor's Budget. This display only shows the overall program budget adjustments, it does not provide a detailed breakdown of each of them.

The adjustments that are accounted for in the 2019-20 Governor's Budget include:

- Employee compensation and staff benefits:
 - Salary augmentations approved through the collective bargaining process and by the Director of the California Department of Human Resources (CalHR) for employees excluded from collective bargaining.
 - Staff health and dental benefit adjustments.

- Section 3.60 Pension Contribution:
 - Reflects the new employer retirement contribution rates as adopted by the Legislature and provides an adjustment to accurately reflect the state's share of the retirement costs through the Budget Executive Order process.

Another major item that is accounted for in this release are Budget Change Proposals (BCPs) that can be found in the "Detailed Budget Adjustments" section of the Governor's Budget. Among program specific BCPs, there is one Departmental BCP that addresses the workload needs of FI\$Cal, regulations, investigations, and examinations. The Governor's Budget does not provide detail on these proposals, nor does it display the specific impact to the Department and Boards and Bureaus. However, this information can be found in the BCPs, which are located on [Department of Finance 2019-20 BCPs](#) website. Additionally, please see below for more detailed information regarding the Departmental BCP:

- Consolidated Administrative Workload BCP – The Governor's Budget provides \$5.182 million to fund 24.5 positions for the following:
 - Business Services and Fiscal Operations: Provides two-year limited term funding of \$1.2 million to fund seven positions to address significant workload increases, enhanced audit requirements, and exceedingly complex accounting processes. These resources will result in more timely reconciliation of accounting records, faster processing of invoices, and better reporting of expenditure and revenue information.
 - The Legal Affairs Division: Provides three-year limited term funding of \$1.67 million to fund six Attorney IIIs, one Senior Legal Analyst, and one Research Program Specialist II to create a dedicated Regulations Unit to review the Department's significant and increasing regulatory workload. This will result in improved regulations, timelines, and training for all of our programs, plus faster response times on other non-regulatory workload
 - The Division of Investigation: Provides \$1.98 million to fund 4.5 positions and medical consultant costs to address investigator case workload and aging cases. This will result in more efficient, timely and high quality investigatory work
 - Office of Human Resources: Provides \$46,000 to fund the conversion of three permanent intermittent Office Technician positions into permanent full-time positions to address recruitment and return to work workload. This will maintain the current service levels within OHR.
 - The Office of Professional Examination Services: Provides \$287,000 to fund two Research Data Specialist II positions to meet the increased workload for developing, maintaining, and validating occupational licensing examinations

In addition to the program budget adjustments there are fund level assessments that also are displayed and accounted for in this Governor's Budget release including:

- Supplemental Pension Payments:
 - Chapter 50, Statutes of 2017 (SB 84) authorized the state to make a one-time \$6 billion supplemental pension payment to CalPERS in 2017-18, in addition to the annual state contribution. The additional pension payment will be funded through a loan from the Surplus Money Investment Fund (SMIF). SB 84 requires all funds that are normally responsible for paying retirement contributions, to repay the interest and principal on the SMIF loan. Beginning in 2018-19, in addition to the General Fund, special and non-governmental cost funds will begin repaying their proportionate share of the loan's principal and interest. The Department of Finance currently estimates eight years of loan repayments, through 2024-25.
- Statewide General Administrative Expenditures (Pro Rata):
 - Pro Rata is charged directly at the fund level pursuant to Chapter 31, Statutes of 2016 (SB 836). Previously, Pro Rata was charged to the Departments' appropriations (which indirectly charged the underlying funds). These are costs of the state's centralized administrative service departments including but not limited to the State Controller's Office, Department of Finance, State Treasurer's Office, etc.
- Financial Information System for California (FI\$Cal):
 - Statewide Assessment to all special funds & the General Fund based on appropriation amounts & percentage of total state operations for a respective fiscal year for the cost of the FI\$Cal system. FI\$Cal's costs are allocated to various special and nongovernmental cost funds through the annual statewide Central Service Cost Recovery plan administered by the Department of Finance.

If you have any questions or need assistance in viewing the Governor's Budget display, please contact the Budget Office.

Thank you.

Department of Consumer Affairs

January 10, 2019

Budget Change Proposal Summary

BCP Name	Number of Positions	Dollars (In Thousands)	Entities	Comment
Consolidated Board and Bureau Workload	28.1	-\$54	Board of Accountancy Board of Behavioral Sciences Dental Hygiene Board Physical Therapy Board Physician Assistant Board Board of Psychology Osteopathic Medical Board Board of Pharmacy Dental Board Dental Assisting Program Medical Board Registered Dispensing Optician Program Bureau of Security and Investigative Services Bureau of Real Estate Appraisers	+\$2,196 to address licensing and enforcement workload needs based on increasing workload volumes. -\$2,250 budget reductions for reduced staffing due to discontinued workload.
Consolidated Legislative Workload	22	\$2,826	Board of Behavioral Sciences Cemetery and Funeral Bureau Pharmacy Board Bureau of Household Goods and Services Dental Board Osteopathic Medical Board Contractors State License Board Veterinary Medicine Dental Hygiene	To address workload created by recently passed legislation: AB 93, AB 926, AB 2037, AB 2998, SB 212, SB 501, SB 798, SB 1447, SB 1465, SB 1480, SB 1482, SB 1483
Consolidated Administrative Workload	7	\$1,199	Fiscal Ops/Business Services	Two-year limited term to address significant workload increases, enhanced audit requirements, and exceedingly complex accounting processes.
	8	\$1,666	Legal	Three-year limited term to fund a dedicated Regulations Unit to review the Department's significant regulatory workload.
	4.5	\$804	Division of Investigation (direct billed) - IEU	To address investigator case workload, aging cases and medical consultant costs.
	0	\$1,180	Division of Investigation (direct billed) - HQU	To fund the medical consultant positions who provide the Division with an objective medical review of investigations and evaluate the professional conduct of licensees under investigation
	3	\$46	Human Resources	To convert three permanent intermittent positions into full-time positions to address recruitment and return to work workload.
	2	\$287	Office of Professional Examination Services (direct billed)	To meet the increased workload for developing, maintaining, and validating occupational licensing examinations.
Business Modernization	4	\$502	Board of Accountancy Pharmacy Board	To conduct business process mapping and planning.
Medical Expert Reviewer	0	\$499	Medical Board	To support an increase to the hourly rate for trained Medical Expert Reviewers to address critical needs to reduce Medical Board's disciplinary review timelines.
Registered Nursing Staff Augmentation	67	\$7,080	Board of Registered Nursing	To address critical workload needs in Administrative, Licensing, and Enforcement units. Includes 31 three-year limited term positions.

Position Staffing Ratios:

Total Board and Bureau Changes:	121.1	\$10,853	83%
Total Centralized Pro-Rata Changes:	18	\$2,911	12%
Total Centralized Direct Billed Changes:	6.5	\$2,271	4%
Grand Total Changes	145.6	\$16,035	100%