



# CONTRACTORS STATE LICENSE BOARD

## BOARD MEETING MINUTES

**Tuesday, December 10, 2013**

**A. CALL TO ORDER**

Board Chair Joan Hancock called the meeting of the Contractors State License Board (CSLB) to order at 1:00 p.m. on Tuesday, December 10, 2013, in the Cabernet Room at DoubleTree by Hilton, located at 13111 Sycamore Drive, Norwalk, CA 90650. A quorum was established.

Board Member David Dias led the Board in the Pledge of Allegiance.

**Board Members Present**

Joan Hancock, Chair	Matthew Kelly
David Dias, Vice Chair	Frank Schetter
Ed Lang, Secretary	Bruce Rust
Pastor Herrera Jr.	Paul Schifino
Kevin J. Albanese	Linda Clifford
Robert Lamb	Nancy Springer

**Board Members Excused**

John O'Rourke

**CSLB/DCA Staff Present**

Stephen Sands, Registrar	David Fogt, Enforcement Chief
Cindi Christenson, Chief Deputy Registrar	Rick Lopes, Public Affairs Chief
Karen Robinson, Licensing Chief	Erin Echard, Executive Office
Don Chang, Legal Counsel	Laura Zuniga, Legislative Chief
Kurt Heppler, Legal Counsel	

**Public Visitors**

Ken Grossbart	Phil Vermeulen
Steve Lehtonen	Tony Forchette
Rick Pires	Margi Grein
Nancy Mathias	Tony Elmo
Richard Markuson	Joe Upchurch
Cher Danley	Gal Bigaleizn
Vicki Hightower	Joe Lopez
Angelika Austin	Bruce Rudmes

**B. CHAIR'S REMARKS AND BOARD MEMBER COMMENTS**

Board Chair Joan Hancock opened the meeting by thanking CSLB Norwalk staff for office tours, and congratulated Jeneece Hards on her retirement. Ms. Hancock also expressed appreciation to the staff members who put together the Board packet. Frank Schetter's birthday was recognized in song.



**C. SPECIAL AGENDA ITEM**

Board Chair Joan Hancock introduced the special agenda item meant to memorialize the passing of a legal giant in the construction industry, Sam K. Abdulaziz. She turned the meeting over to Registrar Steve Sands who shared some of his special memories of Mr. Abdulaziz. He was followed by Board Member Matt Kelly; industry representatives Rick Pires, Phil Vermeulen, and Steve Lehtonen; Nevada Contractors Board Executive Officer Margi Grein; Chief of Enforcement David Fogt; Sam's business partner Ken Grossbart; and Sam's son Mike Abdulaziz. Mike Abdulaziz also thanked everyone for the special tribute to his father on behalf of the entire family.

**D. PUBLIC COMMENT SESSION**

Gal Bigaleizn offered a suggestion for the application process regarding license qualifiers.

Joe Lopez expressed displeasure with staff and was dismissed to speak with Assistant Enforcement Deputy Chief Christina Delp.

Steve Lehtonen praised CSLB staff on excellent Board meeting preparation.

**E. REVIEW AND APPROVAL OF THE SEPTEMBER 6, 2013, BOARD MEETING MINUTES**

Motion to Approve the September 6, 2013, Board Meeting Minutes

**MOTION: A motion was made by Board Member Robert Lamb and seconded by Board Member David Dias to Approve the September 6, 2013, Board Meeting Minutes. The motion carried unanimously, 12-0.**

**F. ENFORCEMENT COMMITTEE REPORT**

Enforcement Committee Chair Ed Lang informed the Board that 25 new vehicles were delivered and that new peace officer training will be available for Enforcement staff.

**1. Review and Approval of the October 21, 2013, Enforcement Committee Meeting Summary Report**

Motion to Approve the October 21, 2013, Enforcement Committee Meeting Summary Report

**MOTION: A motion was made by Board Member Robert Lamb and seconded by Board Member Kevin J. Albanese to Approve the October 21, 2013, Enforcement Committee Meeting Summary Report. The motion carried unanimously, 12-0.**



**2. Enforcement Program Update**

Board Chair Joan Hancock and Enforcement Committee Chair Ed Lang recognized Riverside Deputy District Attorneys Elise Farrell and Homan Hosseinoun for partnering with CSLB and their commitment to consumer protection. Chief Fogt advised the Board that two Enforcement Representative (investigator) positions were redirected to the Intake and Mediation Centers (IMCs) for issuance of citations relating to workers' compensation insurance and permit violations. Chief Fogt detailed activity in the IMCs, Investigative Centers, Case Management, and SWIFT. He also provided updates on the Public Works Unit, staffing vacancies, general complaint-handling statistics, and the fall California Blitz.

Senior Peace Officer Deidre Green updated the Board on the effective training CSLB Peace Officers received as well as high profile elder abuse investigations.

A special tribute was made to DCA Supervising Legal Counsel Don Chang, who will no longer serve as primary legal counsel for CSLB due to his well-deserved promotion as DCA's Assistant Chief Counsel.

**3. Possible Update on Electrician Certification Policy**

Registrar Steve Sands informed the Board that the Department of Industrial Relations may be reviewing the criterion that requires certification of electrical workers; however, he is unaware of changes or other formal action.

**G. PUBLIC AFFAIRS COMMITTEE REPORT**

Public Affairs Committee Chair Pastor Herrera Jr. informed the Board that a student assistant will be added to staff and that the 300<sup>th</sup> Senior Scam Stopper Seminar is scheduled for Salinas in January 2014. The NASCLA newsletter has been included in the Board Packet and includes impressive coverage of CSLB.

**1. Public Affairs Program Update**

Public Affairs Chief Rick Lopes gave community outreach, publication, and Internet highlights to the Board (including working with IT to provide a new look and feel to the CSLB public website by spring 2014), and noted that new video production equipment has been purchased and will be used to film Board meetings.

**H. LEGISLATIVE COMMITTEE REPORT**

Legislative Committee Chair Paul Schifino provided the Legislative Report and Chief of Legislation Laura Zuniga provided an update on pending legislation.

**1. Review and Approval of the November 18, 2013, Legislative Committee Meeting Summary Report**



Motion to Approve the November 18, 2013, Legislative Committee Meeting Summary Report

**MOTION: A motion was made by Board Member Robert Lamb and seconded by Board Member David Dias to Approve the November 18, 2013, Legislative Committee Meeting Summary Report. The motion carried unanimously, 12-0.**

**2. Review and Consideration of Recommended Legislative Proposals for the Upcoming Legislative Session**

**a. Amendment to B&P Code Section 7011.4 – NTA Authority**

Motion to Approve the Amendment to B&P Code Section 7011.4

**MOTION: A motion was made by Board Member Pastor Herrera Jr. and seconded by Board Member Kevin J. Albanese to Approve the Amendment to B&P Code Section 7011.4. The motion carried unanimously, 12-0.**

**b. Amendment to B&P Code Section 7027.2 – Content of Advertisements by Unlicensed Contractors**

Public Comment:

- Richard Markuson supports the goal but suggests minor changes to language.
- Phil Vermeulen would like to see a change that includes labor and materials limits.

Motion to Approve the Amendment to B&P Code Section 7027.2

**MOTION: A motion was made by Board Member Ed Lang and seconded by Board Member David Dias to Approve the Amendment to B&P Code Section 7027.2 with authority delegated to Legislative Committee Chair Paul Schifino to approve final language. The motion carried unanimously, 12-0.**

**c. Amendment to B&P Code Section 7110.5 – Initiation of Complaint after Labor Commissioner’s Finding of Violation**

Motion to Approve the Amendment to B&P Code Section 7110.5

**MOTION: A motion was made by Board Member Linda Clifford and seconded by Board Member Nancy Springer to Approve the Amendment to B&P Code Section 7110.5. The motion carried unanimously, 12-0.**

**d. Addition of B&P Code Section to Create Evidence Fund**



Motion to Approve the Addition of B&P Code Section to Create Evidence Fund

**MOTION: A motion was made by Board Member Robert Lamb and seconded by Board Member David Dias to Approve the Addition of B&P Code Section to Create an Evidence Fund. The motion carried unanimously, 12-0.**

**I. LICENSING COMMITTEE REPORT**

Licensing Committee Chair Frank Schetter noted that the Licensing Committee met in Sacramento on October 21, 2013. In addition to staff updates, Licensing division staff provided a presentation on the experience verification process CSLB uses to verify an applicant's journey-level experience prior to licensure.

**1. Review and Approval of October 21, 2013, Licensing Committee Meeting Summary Report**

Motion to Approve the October 21, 2013, Licensing Committee Meeting Summary Report

**MOTION: A motion was made by Board Member David Dias and seconded by Board Member Robert Lamb to Approve the October 21, 2013, Licensing Committee Meeting Summary Report. The motion carried unanimously, 12-0.**

**2. Licensing Program Update**

Licensing Chief Karen Robinson advised the Board that a live presentation and webinar about experience verification was well received. She also reported on the licensing application workload and processing times, and progress in the LLC, Workers' Compensation, Criminal Background, Licensing Information Center (call center), and Judgment Units.

**3. Testing Program Update**

Karen Robinson provided updates on the Examination Administration Unit, eight testing centers, staff recruitment efforts, and testing wait times. The Testing Chief position is now vacant. There will be 2 new code update workshops for C-55 Water Conditioning and C-57 Well Drilling license classifications.

**4. Review and Approval of CMEA Committee Proposal Regarding Grants to Qualifying Programs**

Licensing Committee Chair Frank Schetter provided a brief background about the Construction Management Education Account (CMEA), which was established for the benefit of qualified post-secondary institutions that offer specified construction management education programs.



Motion to Approve the CMEA Committee Proposal Regarding Grants to Qualifying Programs

**MOTION: A motion was made by Board Member Matthew Kelly and seconded by Board Member Pastor Herrera Jr. to approve the CMEA Committee Proposal Regarding Grants to Qualifying Programs. The motion carried unanimously, 12-0.**

**J. EXECUTIVE COMMITTEE REPORT**

Executive Committee Chair Joan Hancock noted that the committee met in Sacramento on November 18, 2013, where the committee was briefed on a Southern California economic summit she attended that included statewide business leaders, educators, foundations, state and local government agency representatives, legislators, and others who discussed important state issues. Ms. Hancock stated that the summit was eye-opening and encouraged anyone interested to Google the California Economic Summit. She also noted that the committee meeting included IT and budget updates, discussion of the strategic planning process, and review of the Board Member Administrative Procedure Manual.

**1. Review and Approval of the November 18, 2013, Executive Committee Meeting Summary Report**

Motion to Approve the November 18, 2013, Executive Committee Meeting Summary Report

**MOTION: A motion was made by Board Member Bruce Rust and seconded by Board Member Kevin J. Albanese to Approve the November 18, 2013, Executive Committee Meeting Summary Report. The motion carried unanimously, 12-0.**

**2. Administration Update**

Chief Deputy Registrar Cindi Christenson provided updates on the Business Services Unit, including facilities that will receive new conference room furniture. There are 39 staff vacancies and personnel examinations continue.

**3. Information Technology Update**

Cindi Christenson notified the Board that CSLB is part of Phase 3 of BreEZe, which is now projected to go live by the end of 2015. CSLB now has a redundant data back-up system in Fresno. IT staff are working on the disclosure of partnering agencies disciplinary action project.

**4. Budget Update**

Cindi Christenson gave updates on the Fiscal Year Budget and Expenditures line items. She noted there was a 2 percent drop in revenue mainly due to an increase in renewal delinquencies. The CMEA fund is low and CSLB is working on solutions to maintain the gifting program.



**5. Review of Strategic Planning Process**

Registrar Steve Sands gave an update on the status of current objectives and a quick overview of the April Strategic Planning Meeting in San Diego.

**K. REVIEW OF TENTATIVE SCHEDULE**

Registrar Steve Sands informed the Board that the next meeting will take place on February 19, 2014, in the San Francisco Airport Bay Area.

**L. ADJOURNMENT**

Board Chair Joan Hancock adjourned the Board meeting at 3:38 p.m.

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Joan Hancock, Chair

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Date

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Stephen P. Sands, Registrar

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Date