



CONTRACTORS STATE LICENSE BOARD

BOARD MEETING MINUTES

Board Meeting Minutes November 29, 2021

A. CALL TO ORDER, ROLL CALL, ESTABLISHMENT OF QUORUM, AND CHAIR'S INTRODUCTION

Board Chair Susan Granzella called the meeting of the Contractors State License Board (CSLB) to order at 9:00 a.m., Monday, November 29, 2021, via public webcast.

A quorum was established. Board Vice Chair Mary Teichert led the Board in the Pledge of Allegiance.

New Board Members Cynthia Rich and Steve Panelli introduced themselves.

Board Members Present

Susan Granzella, Chair
Rodney Cobos
David De La Torre
Miguel Galarza
Donald Giarratano
Diana Love

Michael Mark
Steve Panelli
Cynthia Rich
Jim Ruane
Johnny Simpson
Mary Teichert

Board Member Frank Altamura had an approved absence.

CSLB Staff Present

David Fogt, Registrar
Tonya Corcoran, Chief Deputy Registrar
Jessie Flores, Deputy Chief of Enforcement
Michael Jamnetski, Chief of Legislation
Kayla Bosley, Executive Staff
Mike Melliza, Chief of Administration
Justin Paddock, Chief of Licensing
Stacey Paul, Budget Manager
Jason Perez, Chief of Information Technology

DCA Staff Present

Jason Hurtado, Legal Counsel

B. PUBLIC COMMENT SESSION FOR ITEMS NOT ON THE AGENDA AND FUTURE AGENDA ITEM REQUESTS

Mark Smith, Advocate for the Sacramento Regional Builders Association and the Sacramento Builders Exchange Alliance, thanked Chair Granzella for presenting



opening remarks via video at the 2021 Women in Construction Conference. Smith expressed appreciation to Chair Granzella for presenting on short notice and noted that over 500 members were in attendance.

C. PRESENTATION OF CERTIFICATES OF RECOGNITION – MAY INCLUDE ORAL PRESENTATIONS COMMEMORATING ACHIEVEMENTS AND SERVICE OF CSLB STAFF

Information Technology Staff

Chair Granzella thanked the information technology (IT) staff, Jason Perez, Mike Collins, Raju Sah, Wayne Rodger, Glenda Takimoto, Bill Schroeder, Peter DiFalco, Aravind Natarajan and Andrea Sisto for their exceptional work on the single qualifier project that enables 96 percent of licensees to renew their license online. Chair Granzella commented on the work of the IT Advisory Group and noted the progress over the past year.

Staff Comment

Registrar David Fogt commented on the fine work of the IT staff and highlighted the achievement of making information available at no charge and implementing business friendly changes such as providing for same-day processing of license renewals through online renewal.

Registrar Fogt expressed appreciation for Chair Granzella providing opening comments at the 2021 Women in Construction under short notice that was mentioned earlier during Agenda item B - public comment.

Board Comment

Vice Chair Teichert expressed her appreciation to Chair Granzella for leading the discussion.

Chair Granzella expressed appreciation to board staff and Public Affairs for their assistance.

D. LEGISLATION

Chair Granzella led the discussion of agenda item (D)(1) which memorializes in regulation (Title 16 of the California Code of Regulations: section 810, 831, 832.10 and 832.46) the action the Board took at the July 27, 2021 Board Meeting.

Chair Granzella memorialized the Board's action at the July 27, 2021 meeting, specifically that the Board moved and voted to rescind all prior staff determinations that a C-46 licensee may install Battery Energy Storage Systems (BESS) as incidental and supplemental work and adopt U.C. Berkeley's



recommendation to preclude the C-46 Solar Contract from installing BESS in any setting.

Chair Granzella informed the Board that on September 23, 2021, the California Solar and Storage Association filed a petition for writ of mandate and complaint on the grounds that CSLB did not comply with the Administrative Procedures Act (APA) when it moved to preclude the C-46 from BESS installation without going through the formal rulemaking process.

Chair Granzella noted staff were requesting Board authorization to commence the regulatory rulemaking process under the APA regarding the permissible scope of work by C-46 licensees related to Battery Energy Storage Systems but wanted to first update the Board on meetings held with industry representatives.

Chair Granzella, Vice Chair Teichert, and CSLB staff had two meetings with industry representatives on November 22, 2021: Meeting first with CalSSA and holding a second meeting with representatives of the National Electrical Contractor Association and International Brotherhood of Electrical Workers. The meetings were an opportunity for CSLB to hear from each perspective group regarding their positions on the proposed regulatory language in the board packet. Chair Granzella expressed that the parties effectively presented their positions.

Chair Granzella proposed 2 options for the Board to consider.

Option 1: The Board may consider approving the proposed text as presented in the Board packet and authorize staff to commence the regulatory rulemaking process in compliance with the APA. Chair Granzella noted staff would have one year to complete the regulatory rulemaking once the notice of proposed action was published and further discussed the various public comment periods and noticing requirements under the APA.

Option 2: The Board may elect to not move forward with the proposed regulation text today, and instead refer the matter to the Board's Legislative Committee. Staff would obtain additional stakeholder input and develop alternative regulatory language that may be acceptable to both the solar and electrical stakeholders. This would require further industry meetings. Chair Granzella noted that this would provide stakeholders more opportunity to reach common ground.

Chair Granzella read the staff recommendation noted on page 12 of the board packet as the proposed motion for Option 1.

Chair Granzella then stated the proposed motion for Option 2, specifically: First, refer this matter to the Board's Legislative committee meeting; second, direct staff to collect additional stakeholder input; and third develop alternative



regulatory language that may be acceptable to both the solar and electrical stakeholders.

Board Comment

Vice Chair Teichert noted her participation in the meetings with Chair Granzella, CSLB staff and attorneys, and industry stakeholders. Vice Chair Teichert made a motion for Option 2 and discussed her rationale. She noted that industry shared common interest specific to consumer safety being driven by competent installers, all support small contractors especially women and minority owned contractors, and shared support of the state's goal on alternative energy. Vice Chair Teichert acknowledged the process has been long and exhaustive, but that investing the time for one more round of input could generate a solution that preserves safety, safe installation, and allows for hundreds of women and minority contractors to remain in business. Vice Chair Teichert confirmed that she was making the motion for Option 2 as Chair Granzella outlined.

Board Member David De La Torre seconded that motion.

Board Member Rodney Cobos asked if Option 1 allowed for stakeholder input. Legal Counsel Jason Hurtado responded that during the 45-day comment period both the solar and electrical industry can provide input.

Vice Chair Teichert added that public input is provided for in Option 1 and Option 2 and opined it could be faster with Option 2 having input at the onset of the process.

Board Member Johnny Simpson noted the lengthy process, numerous meetings held to date, and that the public provided input. He expressed he was not in favor of Option 2 as it further stalls the process and recommended Option 1 to begin the rulemaking process. He noted that the parties can continue to meet under Option 1.

Board Member Simpson asked for consideration of adding a timeframe to the motion. Vice Chair Teichert agreed and asked CSLB staff on the timeframe needed.

Registrar Fogt stated that if Option 2 was to pass, the goal would be to conduct stakeholder meetings in December and/or January with the goal of having a Legislative committee meeting in February. The recommendation of the Legislative committee would be brought to the full Board at the March board meeting.

A friendly amendment was made to add a timeframe.



Board Secretary Diana Love commented that she agreed with Vice Chair Teichert and expressed concern with contractors closing down. She said she understands the safety concerns raised to date but would like to see the industries come together. She said she supports Option 2.

Board Member Miguel Galarza commented he was in favor of the motion as it provided additional time to consider the impacts to contractors in the industry and those joining the industry.

Board Member Steve Panelli stated he agreed with Option 2 if Board Member Simpson's amendment is included.

Board Member David De La Torre stated his agreement with a deadline. He said the Board is obligated to exhaust good faith efforts, which Option 2 provides for.

Board Member Michael Mark asked for clarification on the amendment.

Legal Counsel Hurtado clarified the intent of the amendment is that if both stakeholders fail to reach an agreement on proposed text, then come March the Board would vote on the original text as presented today.

Vice Chair Teichert, who made the motion, and Board Member David De La Torre, who seconded the motion, agreed with the amendment as stated by Legal Counsel Hurtado.

Secretary Love asked if the March deadline is a hard a fast deadline? Can it be extended.

Board Member Simpson responded as the amendment maker, that he does not want an extension as part of this.

Legal Counsel Hurtado stated Secretary Love's comments were duly noted but that the amended motion was approved by Mary Teichert and David De La Torre who made and seconded the motion.

Public Comment

John Bardner left a comment in the WebEx chat that stated: Enphase is one of the largest suppliers of residential solar and ESS. Enphase's installers commission between 50 and 100 ESS systems per day. ESS training is available online and in person at their offices and at University.EnphaseEnergy.com. 4,340 have been trained here to date, approximately 200 per month on an ongoing basis. Design training is 2.12 hours, install training is 7.5 hours, sales training 4.6 hours. Training qualifies for NAB, CEP, CEUS. ESS commissioning requires use of our installer toolkit that's a smartphone app. ITK ESS modules is not enabled



until company has at least one individual who has completed both design and install training. Each installer must complete installer training in order to enable ITK ESS module. We make no distinction between C10, C46 or electricians.

Damon Franz, policy manager with Tesla: To date the C-46 and C-10 have installed over 80,000 Tesla power walls without safety incident and is skeptical of a safety need to change. Tesla installers go through a rigorous onboarding process before being allowed to install. There are exams on numerous aspects of the process. He also noted that the battery is developed to be inherently safe even if it was not installed properly. Franz stated that the C-46 can be as competent or more based on their experience and expressed appreciation that the Board is trying to reach an agreeable solution.

Andrew Tanner, from Yotta Energy, asked that the Board work out the language to allow for C-46 to continue to install. Tanner said their batteries are a unique design and technology is always evolving. Tanner stated that the current language would imply that C46 contractors are qualified to connect MC4 connectors to solar modules but are unqualified to connect MC4 connectors to Yotta batteries. Tanner thought this is arbitrary and unworkable. Tanner stated the current language would have C46 do the solar install and C10 contractors connect the solar modules to Yotta's batteries. Tanner pointed out that their company's technology highlights the shortcomings of the proposed regulation.

Bernadette DelChairo, CalSSA, said her organization was in support of the option proposed even with the timeframe. DelChairo stated that CalSSA sent a packet with proposed alternative regulatory language that would set restrictions on the C-46 contractor based on battery risk, size and complexity consistent with current practices in the industry and that would be supported by the handful of incidences raised in the labor center report. DelChairo also stated that CalSSA is looking forward to working with the Legislative Committee. DelChairo stated they also submitted a critique of labor center report and encouraged the Board to take a closer look. CalSSA believed the proposed rule in the board packet is unlawful in a number of respects and they are having the law firm Shute, Mihaly and Weinberger review it. DelChairo said CalSSA appreciates the opportunity to work out an alternative to the regulations proposed. They think they can work with the Board to improve public safety while upholding all of the goals of clean energy reliability and diversity within the clean energy industry of California.

Bill Brooks stated they are a registered electrical and mechanical engineer in California. Brooks stated that the NECA-IBEW claims and concerns from five years ago are false. Brooks said that they California residential code, building code and fire codes have been significantly updated in relation to energy storage systems and that they were involved in a lot of that regulation and permitting requirements that cities and local communities have been using. Brooks commented that one of the Board members mentioned there should be an inspection process in place and Brooks commented that there are inspections already in place. Brooks stated that time has actually shown that



these systems are safe whether they are installed by C46's or C10's and they believe there is no reason to change or modify the requirements.

Upon conclusion of public comment, Chair Granzella asked for staff to restate the motion.

The amended motion was restated by Legal Counsel Hurtado who commented that the motion before the Board is Option 2 and restated the amended motion.

Restated Amended Motion: 1) Refer this matter to the Board's Legislative committee 2) Direct staff to collect additional stakeholder input 3) Develop alternative regulatory language that may be acceptable to both the solar and electrical stakeholders and 4) If no alternative language is ready for the March 2022 board meeting, present the current regulatory text in Option 1 for the Board's approval.

Vice Chair Teichert and Board Member De La Torre confirmed the motion. No further board or public comment was made.

Mary Teichert made the motion, David De La Torre seconded, the motion carried, 12-0.

YEA:, Susan Granzella, Rodney Cobos, David De La Torre, Miguel Galarza, Donald Giarratano, Diana Love, Michael Mark, Steve Panelli, Cynthia Rich, Jim Ruane, Johnny Simpson, Mary Teichert

NAY: None

ABSENT: Frank Altamura

Legislative Committee Chair James Ruane introduced agenda item 2 which was a legislative proposal that would update and clarify home improvement contract requirements. Committee Chair Ruane noted the board packet contained a summary of the project the legislative staff was working on to clarify and improve CSLB's home improvement contract requirements.

Legislative Chief Michael Jamnetski noted that this is a very large project that would amend twenty or more sections of the home improvement requirements outlined in the business and profession codes. He said the intent of the changes would be to make it clearer, which would benefit both consumers and contractors. He further noted that language would be presented at a future meeting.

Committee Chair Ruane moved to agenda item 3 to discuss the legislative proposal that would increase the administrative civil penalties for unlicensed contracting and licensee failure to comply with building permit requirements. The proposal was brought before the legislative committee to consider sponsoring this as a new bill for the 2022 legislative session.



Committee Chair Ruane noted that CSLB has been working with the California Energy Commission to workshop solutions that ensure HVAC equipment is appropriately permitted and inspected in compliance with Title 24 clean energy standards. He said the purpose is to further the state's building decarbonization goals. He provided clarification that this proposal applies to increased civil penalties for licensed practice. Staff would work with stakeholders on a separate plan to address unlicensed practice.

Chief Jamnetski stated this applies to licensed contractors and administrative civil penalties issued as part of a citation. It raises the penalty amount for various health and safety violations including building permit violations. Chief Jamnetski explained that violations of section 7110 is being added to 7099.2 which provides a higher civil penalty tier - up to \$30,000. He further stated that building permits are currently covered under 7110 section of law, but clarifying language was added regarding building permits was added 7110 (h).

Committee Chair Ruane read the staff recommendation and suggested the motion that the full Board approve sponsorship of this legislative proposal that increases administrative fines for a licensed contractor failing to comply with various state codes, including failure to comply with building permit requirements, and authorize staff to seek an author to carry this legislative proposal, and if an author is obtained, work with the authors office and any essential stakeholders on ensuring the success of the bill as it goes through the legislative process.

Public Comment

Rose Weibe, Executive Director for Council for Interior Design Interior, stated interior designers should be excluded from CSLB law as they do not practice under chapter nine. Rose Weibe stated CID should not be required to add language to their interior design contracts that relates to CSLB divisions chapter nine. Weibe said certified interior designer contract information can be found in the California Business Professions Code 5807. Weibe declared that CID should also be excluded from agenda item number D3 because they do not do installation and they do not contract, hire or pay such individuals. Weibe clarified that they want the language clarified to not include certified interior designers as they do not practice under chapter nine.

Committee Chair Ruane called for a motion.

Motion: "that the full Board approve sponsorship of this legislative proposal that increases administrative fines for a licensed contractor failing to comply with various state codes, including failure to comply with building permit requirements, and authorize staff to seek an author to carry this legislative proposal, and if an author is obtained, work with the authors office and any essential stakeholders on ensuring the success of the bill as it goes through the legislative process."



Michael Mark made the motion and Johnny Simpson seconded the motion. No further board member or public comments were received.

Michael Mark made the motion, Johnny Simpson seconded, the motion carried, 12-0.

YEA: Susan Granzella, Rodney Cobos, David De La Torre, Miguel Galarza, Donald Giarratano, Diana Love, Michael Mark, Steve Panelli, Cynthia Rich, Jim Ruane, Johnny Simpson, Mary Teichert

NAY: None

ABSENT: Frank Altamura

That concluded the Legislative update.

E. PUBLIC AFFAIRS

Public Affairs Committee Chair Michael Mark provided the Public Affairs update noting that the Public Affairs Office (PAO) is the communications arm of CSLB working with media conducting consumer and stakeholder outreach, maintaining social media presence, and creating publications and videos for licensee and consumer education.

Committee Chair Mark highlighted the work performed in response to the unprecedented wildfires, noting CSLB provided in-person staffing at nine local assistance centers in counties throughout California. He noted the work with the El Dorado County District Attorney's Office to meet with survivors of the Caldor Fire, and the work of CSLB's SWIFT unit posting warning signs and conducting sweeps in disaster areas.

Committee Chair Mark highlighted PAO producing videos and workshops and announced that on December 10, 2021, CSLB will hold its first online Spanish Get Licensed to Build workshop which will be held monthly thereafter.

The Quick Tips: Contracting in Disaster Areas video was played. Committee Chair Mark noted that staff is currently working on Spanish translations for a number of these videos.

Committee Chair Mark discussed information in the packet related to social media highlights, industry bulletins issued, and responses to media inquiries. He concluded the update by noting the graphic design work completed and that the Contractors License Law and Reference Book is expected to be available in January.

There was no board or public comment. That concluded the PAO update.



F. LICENSING

1. Licensing and Testing Program Update and Statistical Summary

Licensing Committee Chair Miguel Galarza provided remarks on general licensing statistics. Committee Chair Galarza noted that the application units are fully staffed and processing times are expected to decrease. Committee Chair Galarza noted call center wait times are also being reduced. Committee Chair Galarza noted renewals are steady and reminded licensees that they can go to the CSLB's website and complete their renewal online. Committee Chair Galarza asked Licensing Chief Justin Paddock to address the call center wait time and the status on the Experience Verification Unit (EVU).

Chief Paddock updated the Board on EVU, noting that under current regulation CSLB is required to review 3 percent of applications to investigate if statements made on the applications are accurate and correct. He said since COVID started, the licensing staff have not been able to meet this 3 percent requirement and have engaged the help of the Enforcement Division staff to assist. He said licensing is working with CSLB personnel to move one position to the Enforcement Division to address the EVU workload.

Chief Paddock updated the Board on the call wait time noting a 10- to 14-minute wait time on certain days and times. Chief Paddock noted that this is due to staff absenteeism and network issues, but also that Mondays are heavier call volume days. He noted the call volume and wait times are currently lower which is typical during the holiday season and will continue to monitor it. When feasible, licensing is planning to have staff return to the office as needed.

There was no board or public comment.

Committee Chair Galarza reported on the testing program. He noted the examination backlog and staff efforts to reduce the backlog due to the test center closures during the pandemic. Pre-pandemic, CSLB had 4,500 pending exams and today pending exams are below 5,500. The remaining backlog will be addressed by spring of next year as the Board will be outsourcing testing to PSI. Committee Chair Galarza explained the examination unit progress in continuing to hold workshops as part of the occupational analysis for updating exams and he stated that the new B-2 residential remodeling contractor trade exam was released in August.

Board Comment

Chair Granzella requested information on how CSLB is planning and managing the transition to a new testing format.



Chief Paddock clarified what is being transitioned is the exam administration and that exam development remains with the Board.

Public Comment

None

2. Construction Management Education Account Awards

Chair Galarza reviewed the Construction Management Education Account (CMEA) potential grant awards item noting that four institutions applied. Staff proposed granting awards to the CMEA advisory committee based on the number of graduates each program had that academic year. Chair Galarza noted that the CMEA advisory committee had made no alterations to the proposal.

Chief Paddock explained the CMEA fund holds over \$495,000 but the Board’s current appropriation is \$100,000 to provide to eligible programs. Chief Paddock commented that CSLB has a pending proposal under consideration by the Department of Finance, to increase grant funding for 2022 from \$100,000 to \$175,000. Chief Paddock explained the two staff recommendations before the Board for consideration. The first is to authorize the grant funding at the current allocation of \$100,000 should the request for fund augmentation be denied. The second recommendation is to authorize the grant funding of \$175,000 if the Department of Finance approves CSLB’s request.

Committee Chair Galarza proposed the following motion:

Motion: To direct staff to distribute the 2021 CMEA grant awards according to the staff recommendation on page 69, based on the determination received by the Department of Finance.

For reference the two-part staff recommendation outlined in the board packet is noted below:

- 1) That the Board authorize the following Construction Management Education Act grant disbursements for 2022 if the Department of Finance denies CSLB’s request for a fund augmentation:

Institution	Number of Applicable Graduates	Award Amount per Graduate	Grant Award
CSU Chico	111	\$307.69	\$34,154.00
CSU Sacramento	58	\$307.69	\$17,846.00



CSU Fresno	36	\$307.69	\$11,077.00
Cal Poly, San Luis Obispo	120	\$307.69	\$36,923.00
Total	325		\$100,000.00

2) That the Board authorize the following Construction Management Education Act grant disbursements for 2022 if the Department of Finance approves CSLB’s request for a fund augmentation:

Institution	Number of Applicable Graduates	Award Amount per Graduate	Grant Award
CSU Chico	111	\$538.46	\$59,769.00
CSU Sacramento	58	\$538.46	\$31,231.00
CSU Fresno	36	\$538.46	\$19,385.00
Cal Poly, San Luis Obispo	120	\$538.46	\$64,615.00
Total	325		\$175,000.00

David De La Torre made the motion and Rodney Cobos seconded the motion.

Board Comment

None

Public Comment

James Alvarez, new C-15 contractor, said he received the new licensee letter and had questions on how to file his taxes. He also asked if the Board is planning to expand testing locations, and if the industry expert program is still in effect.

Chief Paddock responded and asked for his contact information.

The roll for the motion was called.

David De La Torre made the motion, Rodney Cobos seconded, the motion carried, 12-0.

YEA: Susan Granzella, Rodney Cobos, David De La Torre, Miguel Galarza, Donald Giarratano, Diana Love, Michael Mark, Steve Panelli, Cynthia Rich, Jim Ruane, Johnny Simpson, Mary Teichert

NAY: None



ABSENT: Frank Altamura

That concluded the licensing and testing update.

F. ENFORCEMENT

1. Enforcement Program Update

Enforcement Committee Chair Rodney Cobos began his update by providing two highlights. The first on the predatory unlicensed contractor Koke who was preying on victims of California's 2017 Tubbs Fire. Acting on a tip from Senator McGuire's office, a CSLB peace officer began an investigation. CSLB peace officer executed a search warrant assisted by the FBI, the Sonoma County District Attorney's office, and the Santa Rosa police department. He stated a follow-up investigation led to multiple charges being filed against Koke and an accomplice. In August 2021, Koke plead guilty to several charges and was sentenced to jail time, court probation and restitution. CSLB's investigation was beneficial in the passage of Senate Bill 1189 (McGuire) last year, which expanded the provisions of the business and professions code to allow felony charges for all unlicensed contracting activity in a declared disaster area.

The second highlight was on the aiding and abetting of an unlicensed contractor by a licensed contractor, which was discovered through a consumer complaint. The licensed contractor's license was revoked on June 11, 2021. For the suspected unlicensed contractor, the investigator referred the matter to the Los Angeles County District Attorney's office.

Committee Chair Cobos commented on enforcement statistics and noted a 5 percent year-over-year increase in consumer filed complaints. Despite the measurable increase, he said enforcement is maintaining a manageable caseload. He said staff is focusing on filling vacancies.

There was no board or public comment on agenda item G-1.

Chair Cobos moved to agenda item G-2, the review and discussion of Assembly Bill 137, which created the solar energy restitution program. AB 137 included one-time funding of \$5 million; \$4 million for restitution and \$1 million for administration. Cobos noted that CSLB continues to work closely with CPUC, DFPI and the Dolores Huerta Foundation to ensure fair and equitable restitution to homeowner's who were harmed.

He said in October 2021, a bi-lingual webinar was held with CSLB staff and the Dolores Huerta Foundation to cover eligible claims, where to locate the forms, the steps necessary to file an acceptable claim and timelines of payment. He said that by November 1, 2021, CSLB staff conducted an initial review of the 22 claims received with



the estimated injury amount of \$440,000. He said CSLB has formed a workgroup to continue its work on the restitution program.

There was no board or public comment. That concluded the enforcement update.

G. EXECUTIVE

1. Review and Possible Approval of September 22 and 23, 2021 Board Meeting Minutes.

Chair Granzella introduced the item and asked for board member and public comment after the motion and before roll call. No comments were made.

MOTION: To approve the September 22 and 23, 2021 Board Meeting Minutes. Johnny Simpson moved; Jim Ruane seconded. The motion carried, 9-0.

YEA: Susan Granzella, Rodney Cobos, Miguel Galarza, Donald Giarratano, Diana Love, Michael Mark, Jim Ruane, Johnny Simpson, Mary Teichert

NAY: None

ABSTAIN: Steve Panelli, Cindi Rich

ABSENT: Frank Altamura, David De La Torre

2. Review and Possible Approval of September 29, 2021 Board Meeting Minutes.

Chair Granzella introduced the item and asked for board member and public comment after the motion and again before roll call. No comments were made.

MOTION: To approve the September 29, 2021 Board Meeting Minutes. Johnny Simpson moved; Diana Love seconded. The motion carried unanimously, 10-0.

YEA: Susan Granzella, Rodney Cobos, David De La Torre, Miguel Galarza, Donald Giarratano, Diana Love, Michael Mark, Jim Ruane, Johnny Simpson, Mary Teichert

NAY: None

ABSTAIN: Steve Panelli, Cindi Rich

ABSENT: Frank Altamura



3. Registrars Report

Registrar Fogt commented that CSLB will need to hold a Legislative Committee meeting in February and noted the committee members are the same as the Licensing Committee. Registrar Fogt noted that the strategic plan, which will be discussed later today, will need to have target dates added and suggested that these be done in Committee meetings to bring back to the full Board at the next quarterly meeting in March. Registrar Fogt also noted that the Board has met with the Nevada Board in June of each year, and they have expressed an interest in meeting this year, as well. He said Board members will be surveyed for the end of March.

Registrar Fogt commented on the January 2022 fee changes and noted that an industry bulletin was sent out announcing this to interested parties. The Board received only a few comments asking the Board to strategize on how to address unlicensed activity. Unlicensed activity is a strategic plan objective.

There was no public or board member comment.

4. Strategic Planning Session

Chair Granzella directed the Board to page 123 of the board packet to review the 2022-2024 strategic plan. Chair Granzella noted that SOLID Training and Planning Solutions office and CSLB staff have worked to prepare the draft report and thanked Shelly Jones for service as the board meeting moderator and for facilitating the process and board discussion for developing the plan. Jones noted that once the plan was approved, it can be finalized and adopted.

Chair Granzella began the review and discussion of the draft strategic plan beginning with the review of the introductory material. Chair Granzella noted that on page 125, the strategic plan date should read “2022-2024.”

Secretary Love asked to make an alteration to the mission statement adding the verbiage “including home improvement” after construction.

There were no additional board comments and no public comments on the introductory materials.

Chair Granzella proceeded to review each goal portion of the report separately.

Goal #1 Licensing and Testing – No board or public comment.

Goal #2 Enforcement – Board Member Galarza noted a grammatical edit to item 2.2 removing the word “and” to read “Research the scope of unlicensed practice...”.

Vice Chair Teichert suggested rephrasing 2.5 to research the need to establish a public works unit to ensure we aren’t doing the work of other agencies.



Goal #3 Legislation – No board or public comment.

Goal #4 Public Affairs – No board or public comment.

Goal #5 Executive - No board or public comment.

Chair Granzella introduced the following motion.

Motion: The Board accepts the report presented today with the alterations that were discussed and delegates the Registrar to make all changes to the report as discussed and publish the report on behalf of the Board as its 2022-2024 strategic plan.

Jim Ruane moved; Diana Love seconded.

Board Comment

Board Member Cindi Rich commented that language of the individual objectives could be clarified and made more user friendly. Board Member Rich asked if the language could also be reviewed to better quantify the objectives.

Chair Granzella noted that these objectives will be regularly reviewed by individual committees and target dates added for clarity.

Public Comment

None

The motion carried unanimously, 10–0.

YEA: Susan Granzella, Rodney Cobos, David De La Torre, Miguel Galarza, Donald Giarratano, Diana Love, Michael Mark, Steve Panelli, Cindi Rich, Jim Ruane, Johnny Simpson, Mary Teichert

NAY: None

ABSTAIN: None

ABSENT: Frank Altamura

5. Information Technology Update (Heard out of order)

Information Technology (IT) Chief Jason Perez provided the update and highlighted CSLB is currently processing over 40 percent of renewals online. It is expected that this will increase with the new modifications to allow for additional business entities with a single qualifier to renew online. This expanded functionality was released in the beginning of October 2021 and provides 96 percent of CSLB’s current licensees the opportunity to renew online.



Chief Perez noted the-month-over month increases with the Online Citation Payment application and thanked the Enforcement Division for the seamless transition of adding online transactions into their business processes.

Chief Perez advised that the IT division has made modifications to renewal notices and updated CSLB forms and CSLB processes in preparation for the January 1, 2022 CSLB fee increase. He said once completed, additional IT resources will be dedicated to the exam administration outsourcing project which is scheduled for spring 2022.

There was no board or public comment. That concluded the IT update.

6. Budge Update (Heard out of order)

Budget Manager Stacey Paul reviewed the Fiscal Year 2021/22 budget and expenditures noting that the first quarter revenue is up 6.2 percent over the prior year and there is a 15.4 percent increase in new license and application fees.

Manager Paul reviewed the fund condition noting that the Board started the fiscal year with \$3.7 million in reserves and is projected to increase reserves by year-end to \$7.7 million.

Manager Paul updated the Board on the Board-approved \$5M expenditure reduction plan, noting that almost \$1 million in savings has already been realized. Manager Paul concluded her report noting that the Board is seeing an increase in new applications and the issuance of new licenses.

Board Comment

Chair Granzella acknowledged the work of the Board and staff to remain solvent.

Board Member Simpson expressed his appreciation noting staff did a great job.

Public Comment

None

That concluded the budget update.

7. Administration Update

Chief of Administration Mike Melliza reported the Board averaged 46 vacancies the first quarter of fiscal year 2021/22 and that personnel staff works with CSLB hiring managers and Department of Consumer Affairs' (DCA) Office of Human Resources to identify and minimize any delays in recruitment for key positions.



The Personnel Unit assisted employees affected by the COVID-19 pandemic with benefits made available under federal and state legislation. Working from home, CSLB staff adapted quickly and efficiently to keep CSLB’s mission-critical services running. He said those whose duties required in-person attendance performed their work safely following state guidelines.

Chief Melliza noted that the transition to a teleworking environment did come with challenges. He said CSLB is focused on the level of production and its level of service to the public. He said CSLB continues to work with managers, supervisors, and staff through workgroups to identify ways to provide better guidelines and assistance to staff and provide better tools to supervisors and managers to manage workload. Chief Melliza said CSLB continues to identify and make improvements in process enhancements and technology to better serve the public.

There was no board or public comment. That concluded the administrative update.

ADJOURNMENT

Motion to adjourn David De La Torre; second Rodney Cobos. Susan Granzella adjourned the meeting at approximately 11:49 a.m.

Susan Granzella, Chair

Date

David Fogt, Registrar

Date