



CONTRACTORS STATE LICENSE BOARD

LICENSING COMMITTEE SUMMARY REPORT

A. Call to Order, Roll Call, Establishment of Quorum, and Chair's Introduction

David Dias, Committee Chair, called the Contractors State License Board (CSLB) Licensing Committee meeting to order at 10:00 a.m. on Thursday, November 7, 2019, in the John C. Hall Hearing Room at CSLB Headquarters, 9821 Business Park Drive, Sacramento, CA. 95827. A quorum was established.

Committee Members Present

David Dias, Chair
Kevin Albanese
Agustin "Augie" Beltran
David De La Torre

Committee Members Excused

Marlo Richardson

CSLB Staff Present

David Fogt, Registrar
Tonya Corcoran, Chief Deputy Registrar
Justin Paddock, Chief of Licensing
Michael Jamnetski, Chief of Legislation
Kristy Schieldge, DCA Legal Counsel
Elizabeth Robinson, Licensing Management
Phyliz Jones, Executive Office

Visitors Present

Terry Seabury, WECA	Justin Barrington, Collins Electric
Venessa Ingalls, IBEW	Steve Larson, Collins Electric
Tom Enslow, ABJC	Halston Rowe, Rosendin
Matt Freeze, Rosendin	Richard Markuson, Pacific Advocacy
Jeff Garzotto, Collins Electric	Eddie Bernacci, Politico Group
Cindi Christenson	Ed Murray, CALSSA
Jeremy Flanders, Cupertino Electric	Bernadette DelChiaro, CALSSA
Brad Hearer, CALSSA	

B. Public Comment Session for Items not on the Agenda and Future Agenda Item Request

There was no public comment.



C. Licensing Program Update: Internal Policy and Procedure Changes Related to License Application Review

Committee Chair David Dias reported that recently the Executive Office and the Licensing division examined several policies and procedures the Exam Application Unit and Experience Verification Unit use in their day-to-day activities. After the review, several changes were put in place aimed at reducing processing times and workload.

Chief of Licensing Justin Paddock explained that the Exam Application Unit implemented a verification system for minor errors on applications that will reduce the number returned for correction. When an error is found, a staff member will contact the applicant to discuss the issue while simultaneously completing the verification form and taking notes. The staff member will then make the noted corrections on the application.

Mr. Paddock also reviewed changes in the Experience Verification Unit when an applicant cannot provide sufficient documentation. In cases where the person certifying an applicant's relevant work experience is a CSLB licensee in "good standing" staff will ask them to complete an affidavit, which will be used to advance the verification process for the applicant.

Mr. Paddock concluded by noting that staff in other Licensing units will be reviewing processes to identify other potential improvements.

D. Update and Discussion Regarding Cost Benefit Analysis to Outsource CSLB Exam Administration

Mr. Dias noted that at the September meeting the board authorized staff to postpone finalizing the cost benefit analysis report on outsourcing exam administration until the December 2019 meeting because the Department of Consumer Affairs was negotiating new terms with their exam administrator, PSI Services. The resolution of these discussions will affect the cost comparison between CSLB and PSI Services.

Mr. Paddock added that staff has meet with representatives from PSI and the Department of Consumer Affairs and are close to finalizing numbers for the report that will be presented at the December board meeting.

E. Review and Discussion of Potential Need to Amend the Scope of the Hazardous Substance Removal Certification

Mr. Dias introduced the item and asked Mr. Paddock to provide a briefing on the matter and to identify next steps.



Mr. Paddock explained that contractors who perform hazardous substance removal work or those who install or remove underground storage tanks must hold the Hazardous Removal and Remedial Actions certification. He also stated that the legal requirements for hazardous “removal or remedial action” have not changed since 1993. Because of this, staff have discovered that the hazardous substance removal trade has greatly expanded its scope beyond what is currently in statute.

Mr. Paddock stated that there is a need to clarify the scope of work in this area, specifying what work should and should not be included, and to clarify which license classifications should be authorized to hold the certification.

Registrar David Fogt noted that he has received several calls from industry leaders concerned about debris removal in wildfire areas and that contractors performing this work are not required to hold hazardous certification unless the work includes underground storage tanks or the project site is listed on specified government databases. He also said this work raises significant safety concerns because of asbestos, toxins, and chemicals. Mr. Fogt reported that he told industry leaders that this item would be placed on an upcoming agenda for board discussion and consideration.

Mr. Paddock reiterated that although staff was not currently requesting any board action, they plan to coordinate with the Department of Industrial Relations, Division of Occupational Safety and Health, the Department of Toxic Substance Control, and the State Water Resources Board to develop potential solutions to present to the Licensing Committee in the future.

Committee Member Comment:

Committee Member David De La Torre asked Mr. Paddock if he could explain the definition of the word “demolition” as it relates to the work of remediation or abatement. Mr. Paddock responded that such uncertainty is part of a gray area surrounding this agenda item and that, unfortunately, there is no clear answer.

F. Review and Discussion Regarding Feasibility of Creating a CSLB License Applicant Satisfaction Survey

Mr. Dias explained that currently CSLB surveys individuals who file a complaint with the board after the complaint process has concluded. At the September board meeting staff was asked if a survey is sent to applicants once the licensure process is complete. While applicants are not currently surveyed, in response to the question staff developed a concept for an online applicant survey.



MOTION: To direct staff to present the applicant survey to the full board for consideration and adoption. David De La Torre moved; Augie Beltran seconded. The motion carried unanimously, 4-0.

YEA: David Dias, Kevin Albanese, Augie Beltran, David De La Torre

NAY: None

ABSENT: Marlo Richardson

G. Update, Discussion, and Possible Action to Amend the 2019-2021 Licensing and Testing Strategic Plan Objectives

Mr. Dias asked Mr. Paddock to review this item.

Mr. Paddock noted an error on strategic plan objective 1.12, and that work is ongoing, and that staff have begun surveys and are reaching out to agencies and associations.

Mr. Paddock reported that based on discussions with the IT Advisory Committee staff have shifted focus from the online original application to the online sole owner renewal, with a projected rollout date of February 2020. Work on the online application will resume following launch of the online renewal. Mr. Paddock asked the board to extend the target date for strategic plan objective 1.7 to July 2020.

MOTION: To recommend that the Board amend the Licensing 2019-2021 strategic plan objective 1.7 target date to July 2020. Augie Beltran moved; Kevin Albanese seconded. The motion carried unanimously, 4-0.

YEA: David Dias, Kevin Albanese, Augie Beltran, David De La Torre

NAY: None

ABSENT: Marlo Richardson

H. Adjournment

MOTION: To adjourn the November 7, 2019, Licensing Committee meeting. David De La Torre moved; Augie Beltran seconded. The motion carried unanimously, 4-0.

YEA: David Dias, Kevin Albanese, Augie Beltran, David De La Torre

NAY: None

ABSENT: Marlo Richardson

Licensing Committee Chair David Dias adjourned the CSLB Licensing Committee meeting at approximately 10:21 a.m.