



**STATE BOARD OF GUIDE DOGS FOR THE BLIND**  
1625 N. Market Blvd., S-202, Sacramento, CA 95834  
P (916) 574-7826 F (916) 574-7829 | [www.guidedogboard.ca.gov](http://www.guidedogboard.ca.gov)

Monday, May 5, 2014 (1:00 – 3:00 p.m.)  
Guide Dogs for the Blind  
350 Los Ranchitos Road  
San Rafael, CA 94903

**Teleconference Phone Number: 866-881-6917**  
**Participant Code: 91486005**

Board Members

*Eric Holm, President*  
*Joe Xavier, Secretary*  
*Kathy Bowler*  
*Don Brown*  
*Catherine Carlton*  
*Carmen Delgado*  
*Gwen Marelli*

Executive Officer

*Brian Skewis*

Board Staff

*Rosemary Robinson*

Legal Counsel

*Rebecca Bon*  
*Sabina Knight*

AGENDA

1. Call to Order/Roll Call (E. Holm/J. Xavier)
2. President's Welcome (E. Holm)
3. Approval of Board Meeting Minutes January 13, 2014
4. Committee Reports
  - a. Legislative Committee Update (E. Holm)
  - b. Outreach and Education Committee Update (J. Xavier)
  - c. Is your "Service Dog" a Fake? (E. Holm)
  - d. Consumer Survey (All)
5. Executive Officer's Report (B. Skewis)
  - a. Budget Report
  - b. Examination Update
  - c. Strategic Plan Update
6. Discussion on and possible action on updating technology requirements for practical exam. (All)

7. Agenda Items for Next Meeting
8. Meeting Calendar and Location
9. Public Comment on Items Not on the Agenda
10. Adjournment

*Action may be taken on any item on the agenda. Agenda items may be taken out of order. Meetings of the Board of Guide Dogs for the Blind are open to the public except when specifically noticed otherwise in accordance with the Open Meeting Act. The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Rosemary Robinson at (916) 574-7826 or by e-mail at [Rosemary.Robinson@dca.ca.gov](mailto:Rosemary.Robinson@dca.ca.gov) or send a request to 1625 N. Market Blvd., Suite N-112, Sacramento, CA 95834. Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation.*

# Meeting Materials

## 3. Approval of Board Meeting Minutes January 13, 2014

### **DRAFT MINUTES**

Monday, January 13, 2014  
2:23 p.m. – 3:40 p.m.  
State Capitol, Room 4203  
Sacramento, CA 95814

### **Teleconference**

#### Board Members Present

*Eric Holm, President*

*Joe Xavier, Secretary*

*Don Brown*

*Catherine Carlton*

*Carmen Delgado*

*Gwen Marelli*

#### Acting Executive Officer (AEO)

*Marc Mason*

#### Board Staff

*Rosemary Robinson*

#### Legal Counsel

*Sabina Knight*

*Rebecca Bon*

#### Guests

*Robert Acosta, Guide Dog Users Inc. (GDUI)*

*Lillian Scathe, Guide Dog Users of California  
(GDUC)*

*Brian Skewis, Department of Consumer Affairs  
(DCA)*

### AGENDA

#### Open Session:

1. Call to Order/ Roll Call (Eric Holm/Joe Xavier)  
Board President Eric Holm called the meeting to order at 2:23 p.m.  
Board Secretary Xavier took roll. Six Board Members were recorded as present and a quorum was established.
2. President's Welcome and swearing in of new Board Member (E. Holm)  
President Holm welcomed everyone and new board member to the meeting.  
Board President Eric swore in new member, Gwen Marelli.
3. Approval of Board Meeting Minutes September 16, 2013 (E. Holm)  
President Holm asked for a motion to approve the September 16, 2013 meeting minutes as written.

Member Carlton motioned to accept the meeting minutes of September 16, 2013 as written.

Member Delgado seconded the motion.

Board Vote: Motion Passed

4. Committee Reports

a. Legislative Committee Update (E. Holm)  
None to Report

b. Outreach and Education Committee Update (J. Xavier)

- **Social Media Update** (Acting Executive Officer, M. Mason)  
Mason reported the Social Media was unavailable to obtain a report.
- **Etiquette Campaign Update** (M. Mason)  
No Etiquette Campaign Update Reported
- **2014 Campaign – Fake Service Animals** (M. Mason)  
AEO Mason reported the 2014 Campaign, to educate the public on the impact of illegitimate service dogs on guide dog teams. Senator Lieu's Senate and Professions Committee, January 13, 2014 Informational Hearing on Fake Service Animals was postponed due to absence of witnesses. Senator Lieu's office will contact the Board when a hearing date has been scheduled.
- **Consumer Survey Update** (J. Xavier)  
Board Staff R. Robinson reported that Dennis Zanchi, Solid division, DCA completed the survey draft and the survey was sent out to Board Members for review. The board discussed technical and accessible issues and Member Delgado discussed the survey questions that were in need of attention. Member Brown offered to work with Zanchi on the technical issues. Robinson will report all technical issues and survey questions that need to be deleted or modified to Zanchi. Mason will schedule a teleconference Meeting in March to finalize content.
- c. Practice Task Force Update (M. Mason)  
None to report

5. Executive Officer's Report (M. Mason)

- **Budget Report**  
B. Skewis (DCA), the Boards Budget Analyst, reported that based on projections, the Board's fund will be insolvent in fiscal year 2015-16. The licensed schools are the Board's primary revenue source, subsequent are instructor license renewals. Expenditures are at a minimum. Skewis

directed the question of the Board's Statutes and Regulations to AEO Mason. Mason referenced The California Code of Regulations 2262.1 and The Business and Professions Code Section 7200.7. Mason stated we are not at our .005 statutory maximum. Mason and Skewis will discuss potential solutions to fund insolvency to present at Board meeting.

The board will review potential solutions and discuss as agenda item for the May 5, 2014 Board Meeting.

### **§ 2262.1. Annual School Renewal Payment.**

(a) On or before April 30, 2010, the rate for calculating the annual school renewal fee pursuant to Section 7200.7 is 0.004 of all school expenses incurred in the most recently concluded school calendar year, as determined by the immediately preceding fiscal year audit required annually by section 7217 of the Code.

(b) After April 30, 2010, the rate for calculating the annual school renewal fee pursuant to Section 7200.7 is 0.00425 of all school expenses incurred in the most recently concluded school calendar year, as determined by the immediately preceding fiscal year audit required annually by section 7217 of the Code.

(c) The renewal fee shall be paid no later than April 30th of each calendar year.

Note: Authority cited: Sections 7200.7 and 7208, Business and Professions Code.

Reference: Sections 7200.7 and 7217, Business and Professions Code.

### **HISTORY**

1. New section filed 2-22-2010 as an emergency; operative 2-22-2010 (Register 2010, No. 9). A Certificate of Compliance must be transmitted to OAL by 8-23-2010 or emergency language will be repealed by operation of law on the following day.

2. Certificate of Compliance as to 2-22-2010 order transmitted to OAL 6-24-2010 and filed 7-21-2010; operative 8-20-2010 (Register 2010, No. 30).

3. Editorial correction of History 2 (Register 2010, No. 31).

- **Examination Update**

AEO Mason reported, December 10, 2013, Leonela Canseco, Emily Goodland, Carol Schmid, Nick Terrones, Lisa Weil became licensed guide dog instructors.

Next guide dog instructor examinations projected for June 2014.

- **Strategic Plan Update**

AEO Mason reported that the Strategic Plan is outdated. Solid, DCA will work with the Board to update a Strategic Plan.

6. Regulatory Hearing

None to report

7. Veteran's Affairs Health Insurance Reimbursement Standards Regulations (M. Mason)

Veterans Affairs is on the Federal level. AEO Mason reported we are waiting for a response to the letter sent to the Veterans Affairs office, explaining The State Board of Guide Dogs for the Blind role. Letter was mailed 9/26/2013 and was returned undeliverable. Letter was resent in November 2013.

8. Agenda Items for Next Meeting

Review Budget and Preliminary Proposal on Fiscal Status

Approval November 22, 2013 Board Minutes

Approval January 13, 2014 Board Minutes

Consumer Survey

Service Dog Fraud Campaign

9. Meeting Calendar and Location

AEO Mason reported the following upcoming meetings:

**Board Meeting**

Monday, May 5, 2014

Guide Dogs for the Blind, Inc

350 Los Ranchitos Road

San Rafael, CA 94903

**Board Meeting**

Monday, September 22, 2014

Guide Dogs of the Desert

60740 Dillon Road

Whitewater, CA 92282

**Board Meeting**

Monday, January, 2015

Department of Consumer Affairs

1625 N Market Boulevard

Sacramento, CA 95834

10. Public Comment on Items Not on the Agenda

None

11. Adjournment

President Holm motioned to adjourn at 3:40 p.m. Member Xavier seconded the motion.

#### 4. Committee Reports

- **Legislative Committee**

AB 2165 (Patterson) - This bill would require the Board to complete, within 45 days, the application review process with respect to each person who has filed with the board an application for issuance of a license, and to issue, within 45 days, a license to an applicant who has successfully satisfied all licensure requirements, as specified. The bill would also require each board to offer each examination the board provides for licensure, a minimum of 6 times per year, unless the board uses a national examination. The bill would also authorize a person who has satisfied the educational requirements of the licensing act of which he or she seeks licensure to immediately apply for and take the professional examination required for licensure regardless of whether his or her application for licensure is then pending with the board for which he or she seeks licensure.

#### 5. Executive Officers Report

- **Budget Report**

The Board is operating well within its current year budget authority, however the ongoing solvency of the fund continues to be an issue. Based on the 2014-15 Governor's Budget fund condition statement, the Board will be insolvent by the last quarter of fiscal year 2015-16. This is due to an approximate \$50k imbalance between the Board's authorized expenditure authority and its projected revenue. Given the legislative and regulatory change timelines, it is imperative that the Board examine possible solutions as soon as possible. Below are brief descriptions and analyses of potential solutions.

- A. **Fee Increase:** The majority of the Board's revenue is generated by renewal fees from the three licensed guide dogs schools in California. These schools currently pay their annual renewal fee based on a multiplier of 0.00425 times their annual expenditures. The Board has the authority to raise that multiplier up to 0.005 times a school's annual expenditures through the regulatory process. Based on current projections, an increase to the statutory renewal fee capacity would generate approximately \$25k in additional revenue; only half of the fund imbalance.
- B. **Budget Reduction:** Of the Boards approximate \$199K budget, only 5% could be considered discretionary assuming full staffing levels, an adequate examination schedule, and fully expended departmental distributed and statewide prorata charges.
- C. **Program Expansion:** Considering Senator Lieu's informational hearing about fake service dogs, there may be an opportunity to expand the scope of the Board to generate new sources of revenue as well as increase the visibility of the Board in California and the United States. Some expansion concepts to consider would be: the licensing of other service dog schools in California, the

licensing of out of state guide dog providers and/or trainers, the certification of service dogs, etc.

- **Examination Update**

Staff hopes to schedule an exam in June or July and will work with examinees to accommodate the most practical date and time.

- **Strategic Plan Update**

Department of Consumer Affairs staff will provide the proper information to Board staff prior to the next Board meeting when strategic planning can be discussed as an agenda item.

6. Discussion on and possible action on updating technology requirements for practical exam.

7. Agenda Items for Next Meeting

8. Meeting Calendar and Location

**Board Meeting**

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