



APPROVED MINUTES

Monday, October 25, 2010

10:30 a.m. – 3:30 p.m.

350 Los Ranchitos Road

San Rafael, CA 94903

(800) 295-5050

Board Members

Jeff Neidich, President

Tom Scott, Vice-President

Belinda Barragan

Eric Holm

Joe Xavier

Executive Officer

Antonette Sorrick

Board Staff

Cenne Jackson

Legal Counsel

Michael Santiago

Guests

Sherrill Neidich

Brian Stiger, Director, Department of Consumer Affairs (DCA)

April Alameda, DCA

Officer Sherry Hicks, San Francisco Police

Department (SFPD)

Officer John Denny, SFPD

Bill Herndon

Nancy Linn

Etta Allen, President, Guide Dogs for the Blind

(GDB) Board of Directors

Peter O'Reilly, GDB

Kelly Martin, GDB

Kathy Kelly, GDB

AGENDA

Open Session:

1. Call to Order/ Roll Call (J. Neidich)

Board President Jeff Neidich called the meeting to order at 10:30 a.m. Executive Officer Sorrick took roll. Five Board Members were recorded as present and a quorum was established.

2. President's Welcome (J. Neidich)

President Neidich thanked everyone in attendance and announced his guide dog Nieman's retirement.

3. Approval of Board Meeting Minutes June 23, 2010 (J. Neidich)

President Neidich asked for a motion to approve the June 23, 2010 meeting minutes unless amendments were needed.

Board Member Holm motioned to accept the meeting minutes of June 23, 2010 as written. Board Member Xavier seconded the motion.

Board Vote: Motion passed.

4. Welcome and Presentation from Etta Allen (Chair, Board of Directors, Guide Dogs for the Blind, Inc. (GDB)) and Morgan Watkins (Acting President and CEO, GDB)

President Neidich introduced Etta Allen. She welcomed the Board to the campus and congratulated President Neidich on his guide dog's retirement. Peter O'Reilly, Training Supervisor, GDB reported that the three week training program was working very well and felt that the use of more positive reinforcement had aided in the new training program's success. O'Reilly announced that the GDB Board of Directors had been discussing building a new facility, but as a result of the current economic state the school, they had decided to postpone building plans.

5. Commendations to Officer Sherry Hicks, Former Sergeant William Herndon and Officer John Denny – San Francisco Police Department (Dangerous and Vicious Dog Unit) for contributions to the Guide Dog Community

The Board honored the San Francisco Police Department's Dangerous and Vicious Dog Unit by presenting them with commendations to show appreciation for the work that they have done for the Guide Dog Community. Retired Sergeant William Herndon reported that he didn't understand the importance of a guide dog until he and Officer Denny had gone to GDB and were educated on guide dogs and their working partners. Herndon and Officer Hicks reported that the SFPD was working on a general order to deal with discipline related to guide dog issues such as dog attacks. President Neidich asked if SFPD could provide the Board with a copy of the general order once it was finalized so it could be posted on the Board's Web site. Executive Officer Sorrick presented the Unit with commendations.

6. Committee Reports

a. Legislative Committee Update (T. Scott)

State Legislation

AB 1659 (Huber) – State Government: Agency Repeals

Summary: An act to add Article 7.5 (commencing with Section 9147.7) to Chapter 1.5 of Part 1 of Division 2 of Title 2 of the Government Code, relating to state government.

Bill Status: Signed by the Governor on September 30, 2010.

AB 2130 (Huber) – Professions and Vocations: Sunset Review

Summary: An act to amend Section 22 of, to repeal Section 101.1 of, and to repeal Division 1.2 (commencing with Section 473) of, the Business and Professions Code, to amend Section 4351 of, and to repeal Chapter 9 (commencing with Section 4351) of Part 3 of Division 3 of, the Food and Agricultural Code, to amend Sections 9148.51 and 9148.52 of, and to amend and repeal Sections 8164.1, 8164.2, and 8164.3 of, the Government Code, to amend and repeal Sections 1777, 1777.2, and 1777.4 of the Health and Safety Code, to amend and repeal Sections 5073.5, 5073.7, and 5074 of the Public Resources Code, relating to professions and vocations

Bill Status: Signed by the Governor on September 30, 2010

Executive Officer Sorrick asked Director Brian Stiger to address the repeal of section 101 of AB 2130 and how it would affect the Boards if they were sunset. Director Stiger reported that there was some uncertainty as to if DCA would be able to oversee a Board that had been sunset as they had in the past (via a Bureau or Program). DCA requested a legal opinion from the Legal office and will share the information provided to all affected boards.

SB 250 (Florez) – Dogs and Cats; Spaying and Neutering

Summary: Restricts the ownership of unsterilized dogs and cats and requires surgical sterilization of the animal in specified circumstances.

Bill Status: Assembly Inactive File

SB 294 (Negrete McLeod) – Regulatory Boards Operations

Summary: An act to amend Sections 2001, 2020, 2531, 2569, 2570.19, 2701, 2708, 2920, 2933, 3010.5, 3014.6, 3504, 3512, 3685, 3686, 3710, 3716, 4620, 4928, 4934, 4990, 4990.04, 5000, 5015.6, 5510, 5517, 5552.5, 5620, 5621, 5622, 5810, 6510, 6710, 6714, 7000.5, 7011, 7200, 7303, 8000, 8005, 8520, 8528, 8710, 11506, 18602, 18613, 22259 of, to amend and repeal Section 2531.75 of, and to add Section 4614 to, the Business and Professions Code, and to amend Section 94950 of the Education Code, relating to professions and vocations.

Bill Status: Signed by the Governor on September 30, 2010

SB 1491 (Senate Business Professions and Economic Development Committee) – In Home Training

In-Home Guide Dog Instruction

Summary: An act to amend Sections 5020, 5021, 5024, 5076, 5090, 5109, 5120, 5122, 7028.6, 7028.7, 7028.9, 7058.5, 7099.2, 7110, 7210.7, 7316, 7317, 7320.1, 7352, and 7410 of, and to repeal Section 5109.5 of, the Business and Professions Code, to amend Section 11126 of the Government Code, and to amend Sections 7054.6 and 8344 of, and to

repeal Section 8340 of, the Health and Safety Code, relating to professions and vocations.

Bill Status: Signed by the Governor on September 28, 2010

Federal Legislation

H.R. 3266 (Rep. Klein, Ron – FL-22) – Wounded Warrior K-9 Corps.

Summary: Establishes a grant program to encourage the use of assistance dogs by certain members of the Armed Forces and veterans.

Bill Status: Referred to the Subcommittee on Economic Opportunity on July 24, 2009.

Board Position: Support

Staff Recommendation: Continue to watch.

H.R. 4378 (Rep. Kissell, Larry – NC – 8)

Summary: To amend the Americans with Disabilities Act to require that the same access to transportation and public accommodations be afforded to certified trainers of service animals as is afforded under such Act to individuals with disabilities who use such service animals.

Bill Status: Referred to the Subcommittee on the Constitution, Civil Rights, and Civil Liberties on March 1, 2010.

Staff recommendation: Continue to watch.

H.R. 5381 (Rep. Waxman, Henry A.) – Motor Vehicle Safety Act of 2010

Summary: To require motor vehicle safety standards relating to vehicle electronics and to reauthorize and provide greater transparency, accountability, and safety authority to the National Highway Traffic Safety Administration.

Vice President Scott requested a motion to support H.R. 5381. President Neidich motioned to support the bill. Board Member Barragan seconded the motion.

Board Vote: Motion passed.

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

Web site Update

Board Member Xavier reported that Executive Officer Sorrick was able to obtain geographical breakdown of the web hits.

Total Web hits

June – 36,920

July – 36,524

August – 38,469

Top Five Pages

June

1. Home page – 6,852
2. Laws and Regulations - 451
3. Licensees – 410
4. Consumers – 398
5. Apprentices – 396

July

1. Home page – 7,158
2. Licensees – 453
3. Laws and Regulations – 452
4. Consumers – 448
5. Apprentices – 446

August

1. Home page – 6,845
2. Licensees – 503
3. Laws and Regulations – 496
4. Apprentices – 464
5. Applicants – 456

Total Visits and Pages per Visit by Country/Region/City June 1 – August 31, 2010

Country/Region/City	Visits	P/Visit
United States- Sacramento 385815 1214943	3077	9.45
United States-San Marcos 298832 -979413	1507	1.02
United States- Fresno 367477 -1197723	986	37.66
United States- Quincy 472342 -1198525	911	2.04
United States-San Antonio 294241 -984936	721	1.05
United States-New York 407142 -740059	676	1.05
Country/Region/City	Visits	P/Visit
Russian Federation- Moscow 557557 376176	459	2.72
United States- Pottersville 437311 -738192	407	1.99
United States-Washtenaw County 422533 -838367	224	1.01
United States-Point Pleasant Beach 400872 -740463	154	1.85

United States- Redmond 476739 -1221215	148	1.01
United States- Minneapolis 449799 -932638	133	1.15
United States-Los Angeles 340522 -1182436	127	3.21
China- Beijing 399046 1164081	126	2.21
United States- Kissimmee 282919 -814075	123	1
United States- Fresno 368419 -1197950	123	33.79
United States-San Francisco 377791 -1224200	122	1.31
China- Shanghai 312307 1214729	111	1.41
China- Beijing 399055 1163958	95	1
United States- Thornton 381629 -1215169	95	7.59
United States-San Francisco 377749 -1224194	83	5.49
United States-Rio Linda 386910 -1214485	75	2.03
United States-Rio Linda 386766 -1214445	73	26.41
United States-Mountain View 374149 -1220589	70	1.14
United States- Clayton 364516 -1031841	60	1.2
United States-San Diego 327153 -1171572	47	3.45
Netherlands-s Hertogenbosch 516900 53036	46	4.07
France-Paris 488566 23509	45	2.53
United States- Chicago 418500 -876500	43	1.53

Strategic Plan Update

Board Member Xavier reported that the Outreach & Education Committee was working on a Communications Plan that they anticipated would be ready for the Board's review at the next Meeting. The Committee prepared a statement promoting the value of a California license. This statement was developed for voluntary use during student training curriculum. The statement reads as follows:

The State Board of Guide Dogs for the Blind (Board) was established in 1948 to protect guide dog consumers by licensing and regulating guide dog instructors and guide dog schools in California. The Board sets minimum training standards for the guide dog and the instructor, and holds each school accountable by annual inspections.

- Instructors are required to have three years of experience before taking a written and practical exam. All applicants for licensure as instructors are also required to have a Department of Justice and Federal Bureau of Investigations criminal background check.
- Guide Dog Schools are annually inspected by the Board to ensure they meet State standards, including that students and dogs receive the required number of instruction hours and that the dogs are competent guides.

Guide dog users benefit from the mandatory prerequisites for licensure, mandatory continuing education requirements, and the annual inspections of the schools.

No other state in the union is providing the same protections as California because this is the only state that requires licensure. State training standards and mandatory reporting requirements for guide dog schools add a significant measure of protection for consumers. Furthermore, the Board is held accountable by the California State Legislature through the Sunset Review, a process by which boards and commissions in the State are reviewed for their effectiveness in meeting the goal of consumer protection. For more information on the Board, call (866) 512-9103 or visit its website at www.guidedogboard.ca.gov

Board Member Xavier motioned to approve the statement as written. Vice President Scott seconded the motion.

Board Vote: Motion passed.

Dog Attacks on Guide Dogs Campaign

Board Member Xavier reported that the tip sheets for veterinarians and first responders had been distributed to 70,000 plus law enforcement, veterinarians, and first responders. Executive Officer Sorrick reported that a tip sheet for consumers would be produced next. Board Member Barragan asked if the tip card could also be produced in Spanish. Executive Officer Sorrick replied that she would look into the tip card being produced in both Braille and Spanish.

Q&A Event – Service Animal Definition

Board Member Xavier reported that the Board would be hosting a Q&A Event on the changing definition of a service animal on February 23, 2011

in Sacramento. Ideas for a name for the event were then solicited from the Board.

Board Member Xavier motioned to title the Q&A event, "What is a Service Animal, and why you need to know." Board Member Holm seconded the motion.

Board Vote: Motion passed.

Board Member Xavier reported that he had been a guest speaker for the California Association of Guide Dog Users (CAGDU). CAGDU requested the Board look at when interference with a service animal would become a criminal issue. Additionally, CAGDU requested the Board find a way for out of state schools to be able to provide in-home instruction in California. President Neidich requested a legal opinion from Legal Counsel Santiago to present at the next Board Meeting. Board Member Xavier also reported that CAGDU had some concern about the webcast being accessible to everyone. Executive Officer Sorrick reported that she had previously sent a webcast to former Board Member Candela and he was able to view the webcast. President Neidich said that he too had viewed a webcast from DCA with no issues.

7. Practice Task Force – Discussion and Possible Action to Initiate a Rulemaking to Amend Sections of Title 16, Division 22 of the California Code of Regulations related to (K. Kelly)

Section 2252 (Definitions)

2252 Current Language

For purposes of this chapter, the term "Board" means the California State Board of Guide Dogs for the Blind; and the term "Code" means the Business and Professions Code.

2252 Recommended Language

For purposes of this chapter,

(a) The term "Board" means ~~the~~ California State Board of Guide Dogs for the Blind;

(b) The term "Code" means, unless otherwise designated, Business and Professions Code.

(c) The term "guide dog" means a dog being trained or that has completed training to provide mobility assistance to a blind person.

(d) The term "client" means a student who is receiving instruction, a blind person who has completed instruction, or a graduate who has completed instruction from a guide dog school or instructor licensed by the Board.

(e) The term "guide dog team" is the man-dog unit or person-dog unit as discussed in the Code.

(f) The term "instructor" means anyone that instructs persons who are blind in the use of guide dogs, or who trains guide dogs for the blind.

(g) The term "apprentice" means anyone that works for a licensed guide dog school that meets the standards as set forth by sections 2260 and 2266.

(h) The term "instruction" means to instruct a blind person in the use of a guide dog. Instruction includes follow-up instruction with a client.

President Neidich motioned to approve the language as written. Board Member Holm seconded the motion.

Board Vote: Motion passed.

Section 2275 (Sterilization of Dogs) currently reads:

§ 2275. Sterilization of Dogs

The school shall give to each blind person who receives a guide dog a certificate of a veterinarian stating that the guide dog has been neutered. The school shall retain a copy of such document in its records.

Section 2275 recommended language:

§ 2275. Sterilization of Dogs

The school shall give to each blind person who receives a guide dog a certificate from a veterinarian stating that the guide dog has been spayed or neutered. The school shall retain a copy of such document in its records.

Vice President Scott motioned to approve section 2275 as presented. Board Member Barragan seconded the motion.

Board Vote: Motion passed.

Section 2284 (Instructor – When License Required) currently reads:

§ 2284. Instructor -When License Required.

Anyone instructing a blind person in the use of a guide dog must be licensed by the Board, provided, however, that a school may employ apprentices to assist in such instruction. No apprentice shall act as an instructor except under the direct and immediate supervision of a licensed instructor.

Section 2284 (Instructor – When License Required)) recommended language:

§ 2284. Instructor -When License Required.

Anyone instructing a blind person in the use of a guide dog must be licensed by the Board, provided, however, that a school may employ apprentices to assist in such instruction. No apprentice shall act as an instructor except under the supervision of a licensed instructor.

Vice President Scott motioned to approve the language as written. Board Member Barragan seconded the motion.

Board Vote: Motion passed.

Section 7209.5 (Definition of "Instructor") currently reads:

Except as the context otherwise requires, as used in this chapter the term "instructor" means a person who instructs blind persons in the use of guide dogs or who engages in the business of training, selling, hiring, or supplying guide dogs for the blind.

Executive Officer Sorrick reported that the Practice Task Force recommended utilizing the regulatory process to make changes to section 2252 (Definitions) in lieu of any statutory change via legislation. No Further action was taken.

Section 7215 (Requirements of a Guide Dog) currently reads:

No person shall sell, give, or furnish any guide dog or seeing-eye dog to a blind person unless the following requirements have been met:

- (a) The dog has been immunized against distemper and rabies.
- (b) The dog has been neutered.
- (c) The dog has been examined by a licensed veterinarian and found to be in good health.

A certificate from a veterinarian certifying to the foregoing shall be delivered to the recipient of the dog at the time of delivery of the dog.

Section 7215 (Requirements of a Guide Dog) recommended language:

No person shall sell, give, or furnish any guide dog to a blind person unless the following requirements have been met:

- (a) The dog has been immunized against distemper and rabies.*
- (b) The dog has been spayed or neutered.*
- (c) The dog has been examined by a licensed veterinarian and found to be in good health.*

A certificate from a veterinarian certifying to the foregoing shall be delivered to the recipient of the dog at the time of successful completion of instruction.

Vice President Scott motioned to approve the recommended language as written. President Neidich seconded the motion.

Board Vote: Motion passed

8. Regulatory Hearing (M. Santiago)

Legal Counsel Santiago called the hearing to order at 1:47 p.m. Legal Counsel Michael Santiago opened the regulatory hearing with the reading of the hearing process and an introduction to the four regulatory sections. The floor was open to comments. No comments were given. The regulatory hearing was concluded at 1:51 p.m.

9. Discussion and Possible Adoption of Modified Text (M. Santiago)

Section 2260 (Completion of Requirements for License as Instructor) as proposed in the original regulatory notice read as follows:

§ 2260. Completion of Requirements for License as Instructor.

a) An applicant for an instructor's license must have had three years of full time experience, including training at least 22 guide dog teams that have successfully completed instruction.

b) The experience shall be obtained while under the supervision of an instructor that meets standards equivalent to those licensed by the Board, as determined by the Board.

c) The experience shall include training dogs in all aspects required by Sections 2266 and 2282.

d) "Full time" means an average of 32 hours per week.

e) The applicant must submit verification to the Board that his experience meets the requirements of this section. The verification must come from an individual in a supervisory position from the guide dog school where the experience was obtained. The verification must state that the applicant has met the requirements as specified in subsection (a).

Legal Counsel Santiago recommended the Board consider amending the language as follows:

§ 2260. Completion of Requirements for License as Instructor.

(a) If an applicant for an instructor's license verifies training 22 guide dog teams but does not have the required three years actual experience as an instructor, any experience as an apprentice may be credited towards the required three years actual experience as an instructor. The experience as an apprentice must be under the supervision of a licensed instructor or an instructor that meets standards equivalent to an instructor licensed by the Board, as determined by the Board. Such experience as an apprentice shall include training dogs in all aspects required by sections 2266 and 2282.

(b) Any experience as an instructor or apprentice that is being used to fulfill the required three years actual experience as an instructor, must be full-time experience. "Full-time" means an average of 32 hours per week.

(c) The applicant must submit verification to the Board that his experience meets the requirements of this section. The verification must come from an individual in a supervisory position from the guide dog school where the experience was obtained. The verification must state that the applicant has met the requirements as specified in this section.

President Neidich motioned to adopt the modified text. Board Member Holm seconded the motion.

Board Vote: Motion passed.

Section 2266 (Apprentice Standards; Minimum Instruction) as proposed in the original regulatory notice read as follows:

§ 2266. Apprentice Standards; Minimum Instruction.

(a) A school shall not employ or retain in its employ an apprentice who is not suited temperamentally and otherwise to work with blind persons in the use of guide dogs.

(b) Each guide dog school licensed by the board shall require every apprentice to undergo a systematic organized program of instruction which has been approved by the board. Such organized program of instruction shall be under a licensed instructor and shall include the following subjects:

(1) Care and selection of dogs;

(2) Obedience training of dogs;

(3) Training of dogs preparatory to becoming guides for blind people;

(4) Required reading on blindness and its effects;

(5) Course of instruction in the California Guide Dogs for the Blind Act and the regulations of the board;

(6) Basic principles of travel and mobility training for blind people.

(c) No apprentice shall be permitted to instruct any guide dog team except under the direct and immediate supervision of a licensed instructor, and until he has completed not less than twenty hours of such instruction

Legal Counsel Santiago recommended the Board consider amending the language as follows:

§ 2266. Apprentice Standards; Minimum Instruction.

(a) A school shall not employ or retain in its employ an apprentice who is not suited temperamentally and otherwise to work with blind persons in the use of guide dogs.

(b) Each guide dog school licensed by the board shall require every apprentice to undergo a systematic organized program of instruction which has been approved by the board. Such organized program of instruction shall be under a licensed instructor and shall include the following subjects:

(1) Care and selection of dogs;

(2) Obedience training of dogs;

(3) Training of dogs preparatory to becoming guides for blind people;

(4) Required reading on blindness and its effects;

(5) Course of instruction in the California Guide Dogs for the Blind Act and the regulations of the board;

(6) Basic principles of travel and mobility training for blind people.

(c) No apprentice shall be permitted to instruct any guide dog team except under the supervision of a licensed instructor.

Vice President Scott motioned to adopt the modified text as presented. Board Member Xavier seconded the motion.

Board Vote: Motion passed.

Legal Counsel Santiago requested a motion to delegate the authority to Executive Officer Sorrick to adopt the modified text both in 2260 and 2266 and move the rulemaking package forward at the end of the 15 day comment period so long as there were no adverse comments received by the Board. President Neidich made the motion as recommended by Legal Counsel Santiago. Board Member Barragan seconded the motion.

Board Vote: Motion passed.

10. Draft Statutory Changes for Discussion and Possible Adoption

Section 7204 (Duties of Secretary; Recordkeeping) currently reads as follows:

The secretary shall keep all the records of the board and discharge such other duties as the board shall, from time to time, prescribe.

Staff Recommended Language

Section 7204 (Duties of Secretary; Recordkeeping)

The Executive Officer shall keep all the records of the board and discharge such other duties as the board shall, from time to time, prescribe.

Vice President Scott motioned to adopt the recommended language. Board Member Barragan seconded the motion.

Board Vote: Motion passed.

Section 7211 (Application; Fees) currently reads as follows:

(a) Each applicant for an instructor's license shall file an application with the secretary of the board at least 10 days before the date fixed for examination, and shall pay to the secretary at the time of filing an application the sum of two hundred fifty dollars (\$250). No license shall be granted until the applicant has satisfactorily completed the examination prescribed by the board and has shown that he or she is equipped by a school or by equivalent facilities satisfactory to the board. An annual fee of one hundred dollars (\$100) shall be required for the renewal of a license. (b) All fees received under this chapter shall be deposited in the Guide Dogs for the Blind Fund.

Staff Recommended Language

Section 7211 (Application; Fees)

(a) Each applicant for an instructor's license shall file an application with the board at least 10 days before the date fixed for examination, and shall pay to the board at the time of filing an application the sum of two hundred fifty dollars (\$250). No license shall be granted until the applicant has satisfactorily completed the examination prescribed by the board and has shown that he or she is equipped by a school or by equivalent facilities satisfactory to the board. An annual fee of one hundred dollars (\$100) shall be required for the renewal of a license. (b) All fees received under this chapter shall be deposited in the Guide Dogs for the Blind Fund.

Board Member Holm motioned to adopt the recommended language as written. Board Member Xavier seconded the motion.

Board Vote: Motion passed.

11. EDF Update (T. Scott/M. Santiago)

Vice President Scott reported that based on the information the Board has, and the Board's current statutory and regulatory limitations, Eye Dog Foundation it is out of the Board's jurisdiction.

12. Presentation of Initial Draft Compliance Inspection Proposal (E. Holm/A. Sorricks)

Board Member Holm reported that he and Executive Officer Sorricks had created a survey to aid in updating the inspection process. Kathy Kelly asked what the Board wanted out of the survey. President Neidich requested that Board Member Holm and Executive Officer Sorricks present the draft proposal and draft survey to the Practice Task Force for feedback. The Board did not take any further action on this item.

13. Executive Officer's Report (A. Sorrick)

Budget Report

Executive Officer Sorrick reported that with the three year OPES contract that the Board would have a 5.81 % surplus in fiscal year 2010/2011. The Board estimates collecting \$1,000 in applications, \$135,000 in renewal fees, and the estimated interest earned on investments would be \$2,000 for a total of \$138,000 in revenue. Current year expenditure authority is \$190,000. If both revenue and expenditures are realized, the fund balance at the end of FY 2010/11 would be \$183,000 with 11.3 months in reserve. Projections for the next two fiscal years were reported with projected reserves of 7.7 months (FY 2011/12) and 3.9 months (FY 2012/13).

Occupational Analysis (Discussion and Possible Action to Approve a new Occupational Analysis) - (Office of Professional Examination Services - OPES)

Nancy Linn (OPES) explained to the Board that it was time to conduct a new Occupational Analysis for the instructor licensure examination. The Board was given two payment plan options; a two fiscal year plan and a three fiscal year payment plan. Under the two year plan the program would expend just under \$12,000 in both FY 2010-11 and 2011-12, whereas under the three year payment plan the program would expend \$8,000 in FY 2010-11 and 2011-12 and just under \$8,000 in 2012-13.

Vice President Scott questioned whether the Board should increase the instructor fees to offset the cost of the Occupational Analysis. He also wanted to see how this could be prorated over the five to seven years between analyses. Director Stiger and Executive Officer Sorrick explained fee increases were only approved by if there was going to be a deficit in the Board's budget. As there is no projected deficit in the near future, no further action was taken on the recommendation.

Vice President Scott motioned to approve the Board initiating a three fiscal year payment plan with the Office of Professional Examination Services. Board Member Xavier seconded the motion.

Board Vote: Motion Passed.

Examination Update

Executive Officer Sorrick reported that the next scheduled exams were to be held on March 7-8, 2011.

Hearing Cost Information – Cite and Fine

Executive Officer Sorrick reported that per Vice President Scott's request staff asked DCA boards what were the costs associated with hearings for contested citations and fines. Majority of contested citations and fines were reported as resolved informally with staff which would be of no cost to the Board. If resolved formally it would cost an average of \$4,000.

Director's Report

Director Stiger complemented President Neidich on his encouragement of public comment. Director Stiger reported that DCA was in the process of implementing their Consumer Protection Enforcement Initiative (CPEI). CPEI was established approximately a year ago in an effort to improve the way DCA enforces and disciplines its licensees. As a result of CPEI, DCA has created a new database known as the Breeze project. The Breeze Project is going to replace DCA's current licensing and enforcement system and would be available to all boards.

14. Election of Officers

President Neidich nominated Board Member Eric Holm to be the Board's new President. Vice President Scott Seconded the nomination. Board Member Holm accepted.

Board Vote: Motioned passed.

President Neidich requested a nomination for Vice President. Board Member Xavier nominated Vice President Scott. Board Member Holm seconded the motion. Vice President Scott accepted.

Board Vote: motion passed.

President Neidich nominated Board Member Joe Xavier for Secretary. Board Member Barragan seconded the motion. Board Member Xavier accepted the nomination

Board Vote: Motion passed.

15. Agenda Items for Next Meeting

Update on the survey after input from the Practice Task Force
Committee Reports

Legal review in home training for out-of-state instructors

16. Meeting Calendar and Location

Executive Officer Sorrick recommended the following dates/locations:

February 22, 2011 at DCA headquarters in Sacramento

June 2011 at the Guide Dogs of America campus

October 2011 at the Guide Dogs of the Desert campus

17. Public Comment on Items Not on the Agenda

Kathy Kelly commended Executive Officer Sorrick and the Board for allowing the schools to have an active part in creating legislation and regulations that reflect the current practices of the licensees.

18. Adjournment

President Neidich called for a motion to adjourn the meeting at 2:56 p.m. Board Member Holm motioned to adjourn.