

CALIFORNIA STATE BOARD OF GUIDE DOGS FOR THE BLIND

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APPROVED MINUTES

Monday, June 24, 2013

1:17 – 3:51 p.m.

Guide Dogs for the Blind, Inc.

350 Los Ranchitos Road (415) 499-4053

Department of Rehabilitation

Conference Room 407

721 Capitol Mall

Sacramento, CA 95814

(916) 558-5528

Board Members Present

Eric Holm, President

Joe Xavier, Secretary

Kathy Bowler

Don Brown

Carmen Delgado

Larry Grable

Executive Officer

Antonette Sorrick

Board Staff

Rosemary Robinson

Legal Counsel

Rebecca Bon

Guests

Chuck Jordan, Guide Dogs of America (GDA)

Paul Lopez, Guide Dogs for the Blind, Inc.

(GDB)

Linda Samulski, Guide Dogs of the Desert

(GDD)

Angie Ruiz, GDB

Bob Wendler, GDD

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

Lillian Scathe, Guide Dog Users of California

(GDUC)

Margie Donovan, GDUC

Pam Metz, GDUC

Ken Metz, GDUC

Donna Pomerantz, California Council of the

Blind (CCB)

Mitch Pomerantz, CCB

Jeff Thom, CCB

AGENDA

Open Session:

1. Call to Order/ Roll Call (E. Holm/J. Xavier)
Board President Eric Holm called the meeting to order at 1:17 p.m.
Board Secretary Xavier took roll. Six Board Members were recorded as present and a quorum was established.
2. President's Welcome (E. Holm)
Board President Eric welcomed new board members and everyone to the meeting.
3. Swearing in of New Board Members (E. Holm)
Board President Eric swore in new members, Kathy Bowler, Don Brown and Carmen Delgado. Catherine Carlton was not present to be sworn in.
4. Approval of Board Meeting Minutes January 14, 2013 (E. Holm)
Board President Eric asked for a motion to approve the January 14, 2013 meeting minutes as written.

Member Grable motioned to accept the meeting minutes of January 14, 2013 as written. Member Bowler seconded the motion.

Board Vote: Motion Passed

5. Committee Reports
 - a. Legislative Committee Update (A. Sorrick)
The following legislative update was given by Executive Officer Sorrick:

SB 822 (Senate Business Professions and Economic Development Committee) - (A. Sorrick)

Summary: Deletes requirement that the Board Members conduct examinations for guide dog instructors. Eliminates reference to "seeing eye dog" in the Code.

Status: Senate Second Reading – May 14, 2013

Board Position: Support

SB 308 (Price)

Summary: Sunset Extension – Extends State Board of Guide Dogs for the Blind and Pilot Project for Arbitration of Disputes between Guide Dog

Users and Guide Dog Schools over Continued Custody and Use of Dogs until January 1, 2018.

Status: Senate Appropriations Committee – Hearing Date, May 20, 2013

Board Position: Support

AB 1252 (Assembly Committee on Health)

Summary: Specifically, this bill:

- 1) Defines the term "hot dog" in the CRFC and clarifies that the reheating and selling of hot dogs constitutes limited food preparation.
- 2) Conforms the definition of "service animal" to the definition contained in the federal Americans for Disabilities Act.
- 3) Requires food handler employees to wash their hands before initially donning gloves for working with food and when changing tasks, as specified. Clarifies that handwashing is not required between glove changes when no contamination of the gloves or hands has occurred.
- 4) Specifies the circumstances under which single-use gloves must be worn and prohibits these gloves from being re-used.
- 5) Requires an employee with a wound to take specified precautions when contacting food and prohibits an employee who has an open or draining wound from handling food.
- 6) Authorizes food facilities to use temporary alternative storage methods, such as a trailer, for food storage during holidays, emergencies, remodels or other circumstances, if approved by the local environmental health department (LEHD).
- 7) Makes clarifying changes to provisions governing the cleansing and sanitization of equipment and utensils.
- 8) Clarifies floor, wall, and ceiling surface requirements for employee dressing rooms, dressing areas, or locker areas.
- 9) Specifies potable water requirements for mobile food facilities that operate at community events.
- 10) Clarifies adequate water heater capacity requirements for mobile food facilities with dish washing sinks.
- 11) Specifies that existing law prohibiting the use of trans fats in all food facilities and governing compliance and enforcement applies to both temporary and mobile food facilities.

Status: Referred to Senate Committee on Health. Hearing Date, TBD.

Board Position: None

Staff Recommendation: Support

Member Bowler motioned to write a letter in support of AB 1252. Member Brown seconded the motion.

Board Vote: Motion Passed

Board President Holm appointed himself and Kathy Bowler to the Legislative Committee.

b. Outreach and Education Committee Update (Joe Xavier)
Chairman Joe Xavier gave the following Outreach and Education Committee update:

- **Social Media Update**

Total Web hits (January 1, 2012 – January 28, 2013) – 379,755

Top Five Pages

Homepage – 79,406

Resources Dog Attacks for first responders – 9,134

Laws and Regulations Page – 8,050

Licensees Homepage – 7,504

Resources – 7,256

Number in ListServ – 47

Total Facebook Likes – 105

Twitter Followers – 141

- **Etiquette Campaign Update**

Guide Dog Day 2012 – Curb to Curb – Crossing Communication Street Etiquette Campaign – partnering with the business community. The campaign is the official kickoff for the education partnership announcement with the California Restaurant Association (CRA). The partnership has four different components; including, training materials, articles in CRA and Department of Consumer Affairs' publications, YouTube video, and ambassador speakers list for CRA membership. Currently, the Board is awaiting regional CRA meeting dates to send ambassador speakers to review the Best Practices tip sheet. Additionally, the California Hospital Association has expressed an interest in partnering with the Board on a similar etiquette campaign.

- **Consumer Survey Update**

The Board's discussion revolved around whether or not it is the Board's responsibility to conduct a survey, would the topic of the survey be consumer satisfaction, what would the Board do with the results, and what the Board would do with the information it received from the survey.

Member Grable motioned to move forward with conducting a survey, to assign reviewing of the three school surveys to the Outreach and Education Committee and come back for discussion at the next Board Meeting. Member Delgado seconded the motion.

Board Vote: No vote taken

Member Brown made a friendly amendment to make the motion be to adopt moving forward with a survey. Board Member Holm seconded the motion.

Board Vote: Motion Passed.

President Holm appointed Board Members Carlton and Delgado to the Outreach and Education Committee.

- c. Practice Task Force Update (Chuck Jordan of GDA provided the Practice Task Force Update on behalf of Practice Task Force Chair K. Kelly)
 - Practitioner Code of Ethics 16 CCR Section 2285 (Standards of Conduct)
 - 16 CCR Sections 2293 (School Requirements Regarding Continued Use of a Guide Dog) and 2294 (Arbitration Requirements)
 - Business and Professions Code Sections 7215.5 (Transfer of Title to Guide Dog) and 7215.6 (Pilot Project for Arbitration of Disputes between Dog Users and Guide Dog Schools over Continued Custody and use of Dogs)

Jordan asked for a motion from the Board to approve the language as presented by the Practice Task Force. The Board discussed re-numbering and replacing the term "he or she" with "the client."

Current Language

➔§ 2285. Standards of Conduct.

(a) A licensee may not release any personal or identifying information regarding a student to any person, other than the board or its staff, without the student's permission.

(b) A licensee shall provide each student with all services generally associated with or offered by the school and with those services required by the Code or regulations.

(c) A licensee shall not engage in undue intimidation or coercion of students or graduates or physical violence or threat thereof to such persons in a manner contrary to the best interests of guide dog usage.

Note: Authority cited: Section 7208, Business and Professions Code.
Reference: Section 7208, Business and Professions Code.

Board Approved Language

Section 2285 – Ethical Standards of Practice for a Guide Dog Instructor or Guide Dog School

A violation of any ethical standard of practice constitutes grounds for disciplinary action. Every person or entity that holds a license issued by the Board shall comply with the following ethical standards of practice:

- a) A licensee may not release any personal or identifying information regarding a client to any person, other than the Board or its staff, without the client's written permission, unless otherwise allowed by local, state or federal regulations. A licensee shall obtain written permission from the client before the client is photographed or tape-recorded for examination or other purpose.
- b) A licensee shall comply with the Guide Dog Act, the California Code of Regulations, and all other related local, state, and federal laws.
- c) A guide dog instructor shall not engage in intimidation or coercion of clients or physical violence or threat of violence, to such persons in a manner contrary to the best interests of guide dog usage.
- d) A guide dog instructor shall provide each client with all services generally associated with or offered by the school and with those services required by the Code or regulations.
- e) A guide dog instructor shall comply with state and federal laws pertaining to non-discrimination.
- f) A guide dog instructor shall take reasonable precautions to avoid imposing or inflicting harm upon the client or to his or her property.
 - 1) A guide dog instructor shall not exploit clients in any manner.
 - 2) A guide dog instructor shall avoid relationships or activities that interfere with professional judgment and objectivity.
- g) A guide dog instructor shall collaborate with clients in setting goals and expectations throughout the training process. Decisions regarding continuing or discontinuing instruction will be made with the client and will be based upon evaluation of the client's needs, abilities, and skills.
- h) A guide dog instructor shall fully inform the client of the nature, risks, and potential outcomes of the training and use of a guide dog.
 - 1) A guide dog instructor shall not make any false, fraudulent, or deceptive statements or claims.

- 2) A guide dog instructor shall provide information or materials regarding the training and use of guide dogs in large print, braille, or electronic format as deemed accessible by the client.
- i) A guide dog school shall obtain written permission from clients involved in outreach, education or fundraising activities and shall retain such permission in the client's record. A guide dog school shall respect the client's right to refuse involvement in outreach, education or fundraising activities.

Board Approved Language with Strikethrough and Underlines

Amend Title 16 CCR, Division 22, Section 2285

Section 2285 – Ethical Standards of Conduct Practice for a Guide Dog Instructor or Guide Dog School

A violation of any ethical standard of practice constitutes grounds for disciplinary action. Every person or entity that holds a license issued by the Board shall comply with the following ethical standards of practice:

- a) A licensee may not release any personal or identifying information regarding a ~~student~~ client to any person, other than the ~~Board~~ or its staff, without the ~~student's~~ client's written permission, unless otherwise allowed by local, state or federal regulations. A licensee shall obtain written permission from the client before the client is photographed or tape-recorded for examination or other purpose.
- b) A licensee shall comply with the Guide Dog Act, the California Code of Regulations, and all other related local, state, and federal laws.
- c) A ~~guide dog instructor~~ licensee shall not engage in intimidation or coercion of ~~students or graduates~~ clients or physical violence or threat ~~thereof to~~ of violence, to such persons in a manner contrary to the best interests of guide dog usage.
- d) A ~~guide dog instructor~~ licensee shall provide each client with all services generally associated with or offered by the school and with those services required by the Code or regulations.
- e) A ~~guide dog instructor~~ shall comply with state and federal laws pertaining to non-discrimination.
- f) A ~~guide dog instructor~~ shall take reasonable precautions to avoid imposing or inflicting harm upon the client or to his or her property.
 - 1) A ~~guide dog instructor~~ shall not exploit clients in any manner.
 - 2) A ~~guide dog instructor~~ shall avoid relationships or activities that interfere with professional judgment and objectivity.
- g) A ~~guide dog instructor~~ shall collaborate with clients in setting goals and expectations throughout the training process. Decisions regarding continuing or discontinuing instruction will be made with the client and will be based upon evaluation of the client's needs, abilities, and skills.

h) A guide dog instructor shall fully inform the client of the nature, risks, and potential outcomes of the training and use of a guide dog.

1) A guide dog instructor shall not make any false, fraudulent, or deceptive statements or claims.

2) A guide dog instructor shall provide information or materials regarding the training and use of guide dogs in large print, braille, or electronic format as deemed accessible by the client.

i) A guide dog school shall obtain written permission from clients involved in outreach, education or fundraising activities and shall retain such permission in the client's record. A guide dog school shall respect the client's right to refuse involvement in outreach, education or fundraising activities.

Board Member Grable motioned to approve the language as amended. Member Xavier seconded the motion.

Board Vote: Motion Passed

President Holm appointed Board Members Brown and Bowler to the Practice Task Force.

6. Closed Session Results of Executive Officer Performance Evaluation (Government Code Section 11126 (a) (1))

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

Budget Report

Sorrick provided the Board with a report on the current fund condition of the Board.

Examination Update

Sorrick reported the Board's upcoming exam was scheduled for December 9 and 10, 2013. Sorrick also announced newly licensed guide dog instructor Melanie Harris.

Strategic Plan Update

Sorrick referenced the strategic update document provided in the meeting materials and asked if there were any questions or concerns. No comments were given.

New Board Logo

Sorrick discussed having a new logo for the Board. The Board reviewed three samples provided by Sorrick.

Member Grable motioned to approve the new logo containing the Golden Retriever insignia. Member Delgado seconded the motion.

Board Vote: Motion Passed

8. Discussion Regarding Proposed Additions and Changes to the Regulations of the Board

Discussion Regarding Proposed Additions and Changes to the Regulations of the Board

Current Language

§ 2253. Delegation of Certain Functions.

The power and discretion conferred by law upon the Board to receive and file accusations; issue notices of hearings, statements to respondent and statements of issue; receive and file notices of defense; determine the time and place of hearings under Section 11508 of the Government Code; issue subpoenas and subpoenas duces tecum; set and calendar cases for hearing and perform other functions necessary to the business-like dispatch of the business of the Board in connection with proceedings under the provisions of Sections 11500 through 11528 of the Government Code, prior to the hearing of such proceedings; and the certification and delivery or mailing of copies of decisions under Section 11518 of the Government Code are hereby delegated to and conferred upon the secretary.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Sections 7204 and 7208, Business and Professions Code; and Sections 11500-11528, Government Code.

HISTORY

1. New NOTE filed 5-22-85; effective thirtieth day thereafter (Register 85, No. 21).

Board Approved Language

§ 2253. Delegation of Certain Functions.

The power and discretion conferred by law upon the Board to receive and file accusations; issue notices of hearings, statements to respondent and statements of issue; receive and file notices of defense; determine the time and place of hearings under Section 11508 of the Government Code; issue subpoenas and subpoenas duces tecum; set and calendar cases for hearing and perform other functions necessary to the business-like dispatch of the business of the Board in connection with proceedings under the provisions of Sections 11500 through 11528 of the Government Code, prior to the hearing of such proceedings; and the certification and delivery or mailing of copies of decisions under Section 11518 of the Government Code are hereby delegated to and conferred upon the Executive Officer.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Sections 7204 and 7208, Business and Professions Code; and Sections 11500-11528, Government Code.

HISTORY

1. New NOTE filed 5-22-85; effective thirtieth day thereafter (Register 85, No. 21).

Board Approved Language with Strikethrough and Underlines

§ 2253. Delegation of Certain Functions.

The power and discretion conferred by law upon the Board to receive and file accusations; issue notices of hearings, statements to respondent and statements of issue; receive and file notices of defense; determine the time and place of hearings under Section 11508 of the Government Code; issue subpoenas and subpoenas duces tecum; set and calendar cases for hearing and perform other functions necessary to the business-like dispatch of the business of the Board in connection with proceedings under the provisions of Sections 11500 through 11528 of the Government Code, prior to the hearing of such proceedings; and the certification and delivery or mailing of copies of decisions under Section 11518 of the Government Code are hereby delegated to and conferred upon the ~~secretary~~ Executive Officer.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Sections 7204 and 7208, Business and Professions Code; and Sections 11500-11528, Government Code.

HISTORY

1. New NOTE filed 5-22-85; effective thirtieth day thereafter (Register 85, No. 21).

Current Language

§ 2262. License Period.

(a) A school license expires on April 30th of each calendar year, and unless renewed by the date of expiration shall be automatically forfeited and may be reinstated or renewed only after payment of the renewal fee.

(b) An instructor's license shall remain in effect for one year after the date of issuance, and unless renewed at the termination of the year, shall be automatically forfeited and may be reinstated or renewed only after compliance with the requirements of the Board.

Note: Authority cited: Sections 7200.5 and 7208, Business and Professions Code. Reference: Sections 7200.7, 7211, 7211.1 and 7217, Business and Professions Code.

HISTORY

1. Repealer of Section 2262 and renumbering of Section 2263 to Section 2262 filed 12-12-80; effective thirtieth day thereafter (Register 80, No. 50). For history of former Section 2262, see Register 77, No. 41).
2. Amendment of section and Note 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.
3. 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).
4. Editorial correction of History 3 (Register 2010, No. 31).

Board Approved Language
§ 2262. License Period.

- (a) A school license expires on April 30th of each calendar year, and unless renewed by the date of expiration shall be automatically forfeited and may be reinstated or renewed only after payment of the renewal fee.
- (b) An instructor's license shall remain in effect for one year after the date of issuance, and unless renewed at the termination of the year, shall be automatically forfeited and may be reinstated or renewed only after compliance with the requirements of the Board.
- (c) A license to solicit funds shall remain in effect for one year after the date of issuance and can only be renewed for four years for a maximum of five years. If the licensee applies for renewal, the Board may grant the renewal on a showing of good cause.
- (d) Before the expiration of the license to solicit funds, a person who holds such a license shall apply for a school license.

Note: Authority cited: Sections 7200.5 and 7208, 7210.6. Business and Professions Code. Reference: Sections 7200.7, 7211, 7211.1 and 7217, Business and Professions Code.

HISTORY

1. Repealer of Section 2262 and renumbering of Section 2263 to Section 2262 filed 12-12-80; effective thirtieth day thereafter (Register 80, No. 50). For history of former Section 2262, see Register 77, No. 41).
2. Amendment of section and Note 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.

3. 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).

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

Board Approved Language with Strikethrough and Underlines
§ 2262. License Period.

(a) A school license expires on April 30th of each calendar year, and unless renewed by the date of expiration shall be automatically forfeited and may be reinstated or renewed only after payment of the renewal fee.

(b) An instructor's license shall remain in effect for one year after the date of issuance, and unless renewed at the termination of the year, shall be automatically forfeited and may be reinstated or renewed only after compliance with the requirements of the Board.

(c) A license to solicit funds shall remain in effect for one year after the date of issuance and can only be renewed for four years for a maximum of five years. If the licensee applies for renewal, the Board may grant the renewal on a showing of good cause.

(d) Before the expiration of the license to solicit funds, a person who holds such a license shall apply for a school license.

Note: Authority cited: Sections 7200.5 and 7208, 7210.6. Business and Professions Code. Reference: Sections 7200.7, 7211, 7211.1 and 7217, Business and Professions Code.

HISTORY

1. Repealer of Section 2262 and renumbering of Section 2263 to Section 2262 filed 12-12-80; effective thirtieth day thereafter (Register 80, No. 50). For history of former Section 2262, see Register 77, No. 41).

2. Amendment of section and Note 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.

3. 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).

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

Current Language

§ 2268.1. License Period.

(a) A license to solicit funds shall remain in effect for one year after the date of issuance and is not renewable or transferable. However, the Board may, in its discretion, extend a license for an additional one year period if the licensee applies to the Board and makes a showing of good cause therefor.

(b) A person who is licensed to solicit funds shall apply for a school license prior to the expiration of the license to solicit funds.

Note: Authority cited: Sections 7208 and 7210.6, Business and Professions Code.
Reference: Section 7210.6, Business and Professions Code.

HISTORY

1. Repealer of Section 2268.1 and renumbering of Section 2269.1 to Section 2268.1 filed 12-12-80; effective thirtieth day thereafter (Register 80, No. 50). For history of former Section 2268.1, see Registers 79, No. 32 and 62, No. 11.

Staff Recommendation

Delete section 2268.1

Amended Language with Strikethrough and Underlines

~~§ 2268.1. License Period.~~

~~(a) A license to solicit funds shall remain in effect for one year after the date of issuance and is not renewable or transferable. However, the Board may, in its discretion, extend a license for an additional one year period if the licensee applies to the Board and makes a showing of good cause therefor.~~

~~(b) A person who is licensed to solicit funds shall apply for a school license prior to the expiration of the license to solicit funds.~~

~~Note: Authority cited: Sections 7208 and 7210.6, Business and Professions Code.
Reference: Section 7210.6, Business and Professions Code.~~

Current Language

§ 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).

Board Approved Language

Move inspection language from section 2273

§2262.1 Annual School Requirements

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

(b) A school and its records shall be open to inspection at all times by the Board, its representatives, or any person or agency authorized by it. A school shall submit such records upon request by the Board within five business days. An inspection by the Board must be performed as a condition of renewal of a school's license. A school must meet all requirements as set forth by sections 2271 (a) (Living Quarters; Attendants), 2276 (Client Instruction), and 2282 (Required Training) for license renewal.

(c) A school shall verify submission to the Board all requisite forms, reports, and fees as required by the State of California, Office of the Attorney General's Registry of Charitable Trusts.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Sections 7200.7, 7208 and 7217, Business and Professions Code.

HISTORY

1. Amendment filed 10-7-77; effective thirtieth day thereafter (Register 77, No. 41).
2. Renumbering of Section 2261 to Section 2263 and new Section 2261 filed 12-12-80; effective thirtieth day thereafter (Register 80, No. 50).
3. Order of Repeal of Subsection (a) filed 6-3-85 by OAL pursuant to Government Code Section 11349.7; designated effective 11-30-85 (Register 85, No. 26).
4. Editorial correction (Register 88, No. 12).
5. New subsection (a) filed 5-19-88; operative 6-18-88 (Register 88, No. 22).
6. Amendment of subsection (a) filed 8-23-96; operative 9-22-96 (Register 96, No. 34). 16 CCR § 2286

Board Approved Language with Strikethrough and Underlines
§2262.1 Annual School Renewal Payment Requirements

- ~~(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 by annually by section 7217 of the Code.~~
- ~~(b)~~ (a) The renewal fee shall be paid no later than April 30th of each calendar year. 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.
- (b) A school and its records shall be open to inspection at all times by the Board, its representatives, or any person or agency authorized by it. A school shall submit such records upon request by the Board within five business days. An inspection by the Board must be performed as a condition of renewal of a school's license. A school must meet all requirements as set forth by sections 2271 (a) (Living Quarters; Attendants), 2276 (Client Instruction), and 2282 (Required Training) for license renewal.
- ~~(d)~~ (c) A school shall verify submission to the Board all requisite forms, reports, and fees as required by the State of California, Office of the Attorney General's Registry of Charitable Trusts.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Sections 7200.7, 7208 and 7217, Business and Professions Code.

HISTORY

1. Amendment filed 10-7-77; effective thirtieth day thereafter (Register 77, No. 41).
2. Renumbering of Section 2261 to Section 2263 and new Section 2261 filed 12-12-80; effective thirtieth day thereafter (Register 80, No. 50).
3. Order of Repeal of Subsection (a) filed 6-3-85 by OAL pursuant to Government Code Section 11349.7; designated effective 11-30-85 (Register 85, No. 26).
4. Editorial correction (Register 88, No. 12).
5. New subsection (a) filed 5-19-88; operative 6-18-88 (Register 88, No. 22).
6. Amendment of subsection (a) filed 8-23-96; operative 9-22-96 (Register 96, No. 34).

Current Language

§ 2286. Continuing Education.

(a) As a condition of renewal of an instructor's license which expires on or after June 30, 1996, the instructor shall provide proof to the board of completion of not less than 8 hours of continuing education obtained within 12 months prior to license renewal. Proof of completion of continuing education shall be in form of a written declaration specifically naming the activity, the dates involved, any costs, and the name of the instructor, and institution or sponsoring organization.

(b) An instructor shall provide proof to the board of completion of one or a combination of any of the following totaling 8 hours:

(1) in a board approved course or seminar, regarding blindness mobility, health issues relating to blindness, instructing blind persons, and care and training of dogs.

(2) attendance at meetings of guide dog user organizations or organizations of the blind.

(3) participation in self-study videos or online coursework (per CCR 16 § 2286(b)(1)).

(c) Pre-approval of courses or attendance of meeting or seminars may be obtained by submitting to the board a description of the activity, the number of hours and the subject matter to be covered, name and address of the instructor, and name of the sponsor or organization providing the activity, writing at least 30 days preceding the activity. The board shall inform the applicant of the status of the activity prior to the onset, unless impractical to do so.

(d) Proof of completion of continuing education shall be in the form of a written declaration signed by the licensee containing the following information: name of the activity, date(s) of the activity, cost instruction or activity, name and address of the instructor, and name of the sponsor or the organization providing the activity.

Note: Authority cited: Sections 7208 and 7211.1, Business and Professions Code.
Reference: Sections 7208 and 7211.1, Business and Professions Code.

HISTORY

1. New section filed 8-23-96; operative 9-22-96 (Register 96, No. 34).
2. Amendment of subsections (b)-(b)(2), new subsection (b)(3) and amendment of subsection (d) filed 11-30-2009; operative 12-30-2009 (Register 2009, No. 49).

Board Approved Language

Move 2286 to 2262.2.

§ 2262.2. Instructor Renewal Requirements.

a) As a condition of renewal of an instructor's license, the instructor shall provide a renewal fee of one hundred dollars (\$100) per year. Additionally, the instructor shall provide proof to the Board of completion of not less than 8 hours of continuing education obtained within 12 months prior to license renewal. Proof of completion of continuing education shall be in form of a written declaration specifically naming the activity, the dates involved, any costs, and the name of the instructor, and institution or sponsoring organization.

(b) An instructor shall provide proof to the Board of completion of one or a combination of any of the following totaling 8 hours:

(1) in a Board approved course or seminar, regarding blindness mobility, health issues relating to blindness, instructing blind persons, and care and training of dogs.

(2) attendance at meetings of guide dog user organizations or organizations of the blind.

(3) participation in self-study videos or online coursework (per CCR 16 § 2262.2 (b)(1)).

(c) Pre-approval of courses or attendance of meeting or seminars may be obtained by submitting to the Board a description of the activity, the number of hours and the subject matter to be covered, name and address of the instructor, and name of the sponsor or organization providing the activity, writing at least 30 days preceding the activity. The Board shall inform the applicant of the status of the activity prior to the onset, unless impractical to do so.

(d) Proof of completion of continuing education shall be in the form of a written declaration signed by the licensee containing the following information: name of the activity, date(s) of the activity, cost instruction or activity, name and address

of the instructor, and name of the sponsor or the organization providing the activity.

Note: Authority cited: Sections 7208, 7211 and 7211.1, Business and Professions Code. Reference: Sections 7208 and 7211.1, Business and Professions Code.

HISTORY

1. New section filed 8-23-96; operative 9-22-96 (Register 96, No. 34).
2. Amendment of subsections (b)-(b)(2), new subsection (b)(3) and amendment of subsection (d) filed 11-30-2009; operative 12-30-2009 (Register 2009, No. 49).

Board Approved Language with Strikethrough and Underlines

§ 228662.2. ~~Continuing Education~~ Instructor Renewal Requirements.

(a) As a condition of renewal of an instructor's license, the instructor shall provide a renewal fee of one hundred dollars (\$100) per year. Additionally, the instructor shall provide proof to the Board of completion of not less than 8 hours of continuing education obtained within 12 months prior to license renewal. Proof of completion of continuing education shall be in form of a written declaration specifically naming the activity, the dates involved, any costs, and the name of the instructor, and institution or sponsoring organization.

(b) An instructor shall provide proof to the Board of completion of one or a combination of any of the following totaling 8 hours:

(1) in a Board approved course or seminar, regarding blindness mobility, health issues relating to blindness, instructing blind persons, and care and training of dogs.

(2) attendance at meetings of guide dog user organizations or organizations of the blind.

(3) participation in self-study videos or online coursework (per CCR 16 § 2262.2 (b)(1)).

(c) Pre-approval of courses or attendance of meeting or seminars may be obtained by submitting to the Board a description of the activity, the number of hours and the subject matter to be covered, name and address of the instructor, and name of the sponsor or organization providing the activity, writing at least 30 days preceding the activity. The Board shall inform the applicant of the status of the activity prior to the onset, unless impractical to do so.

(d) Proof of completion of continuing education shall be in the form of a written declaration signed by the licensee containing the following information: name of the activity, date(s) of the activity, cost instruction or activity, name and address of the instructor, and name of the sponsor or the organization providing the activity.

Note: Authority cited: Sections 7208, 7211 and 7211.1, Business and Professions Code. Reference: Sections 7208 and 7211.1, Business and Professions Code.

HISTORY

1. New section filed 8-23-96; operative 9-22-96 (Register 96, No. 34).

2. Amendment of subsections (b)-(b)(2), new subsection (b)(3) and amendment of subsection (d) filed 11-30-2009; operative 12-30-2009 (Register 2009, No. 49).

Current Language

§ 2278. Names and Addresses of Students.

Schools shall provide the board with a list of all students enrolled, and also with the names and addresses of all students graduated.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.

HISTORY

1. New Sections 2278 and 2279 filed 3-11-48 as an emergency (Register 11, No. 8).
2. Amendment filed 6-8-62; effective thirtieth day thereafter (Register 62, No. 11).
3. New NOTE filed 5-22-85; effective thirtieth day thereafter (Register 85, No. 21).

Board Approved Language

§ 2278. Names and Addresses of Clients.

At the conclusion of each class, a school shall provide the Board with a list of all clients enrolled, and also with the names and addresses of all clients that graduated.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.

HISTORY

1. New Sections 2278 and 2279 filed 3-11-48 as an emergency (Register 11, No. 8).
2. Amendment filed 6-8-62; effective thirtieth day thereafter (Register 62, No. 11).
3. New NOTE filed 5-22-85; effective thirtieth day thereafter (Register 85, No. 21).

Board Approved Language with Strikethrough and Underlines

§ 2278. Names and Addresses of ~~Students~~ Clients.

At the conclusion of each class, a Schools shall provide the board with a list of all-students clients enrolled, and also with the names and addresses of all students clients that graduated.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.

HISTORY

1. New Sections 2278 and 2279 filed 3-11-48 as an emergency (Register 11, No. 8).
2. Amendment filed 6-8-62; effective thirtieth day thereafter (Register 62, No. 11).
3. New NOTE filed 5-22-85; effective thirtieth day thereafter (Register 85, No. 21).

Current Language

§ 2281. Names of Apprentices. [Renumbered]

HISTORY

1. New section filed 6-8-62; effective thirtieth day thereafter (Register 62, No. 11).
2. Renumbering and amendment of Section 2281 to Section 2267 filed 12-12-80; effective thirtieth day thereafter (Register 81, No. 50).
3. Editorial correction (Register 81, No. 18).

16 CCR § 2281, 16 CA ADC § 2281

Staff Recommendation

§ 2281. Notice Requirements for Guide Dog Schools and Instructors.

(a) A licensee engaged in the practice of guide dog instruction shall provide notice of licensure to each client.

(b) Proof of the notice to the client shall be provided by:

(1) Including the notice in a written statement, signed and dated by the client and retained in that client's records, stating the client understands the guide dog instructor is licensed and regulated by the Board.

(c) A licensee engaged in the practice of raising funds for the establishment of a guide school, or licensed guide dog schools raising funds, shall provide this notice to each donor stating that they are licensed and regulated by the Board. Proof of the notice to the donor shall be provided by both of the following methods:

(1) Prominently posting the notice in an area visible to donors on the premises where the licensee provides the licensed services, in which case the notice shall be in at least 48-point type in Arial font.

(2) Including the notice on any solicitation materials including electronic communications, social media, direct mail, and Web sites.

The notice for a guide dog instructor, guide dog school, or a licensee to solicit funds shall include the following statement and information:

NOTICE

[Insert name of guide dog school, guide dog instructor, or licensee to solicit funds]

Guide Dog Instructors, Guide Dog Schools and Licensees to Solicit Funds for the Establishment of a Guide Dog School are Licensed and Regulated by the

State Board of Guide Dogs for the Blind

(916) 574-7825

www.guidedogboard.ca.gov

Note: Authority cited: Sections 138, 7208, 7210.5, Business and Professions Code. Reference: Section 138, Business and Professions Code.

Amended Language with Strikethrough and Underlines

§ 2281. Notice Requirements for Guide Dog Schools and Instructors.

(a) A licensee engaged in the practice of guide dog instruction shall provide notice of licensure to each client.

(b) Proof of the notice to the client shall be provided by:

(1) Including the notice in a written statement, signed and dated by the client and retained in that client's records, stating the client understands the guide dog instructor is licensed and regulated by the Board.

(c) A licensee engaged in the practice of raising funds for the establishment of a guide school, or licensed guide dog schools raising funds, shall provide this notice to each donor stating that they are licensed and regulated by the Board. Proof of the notice to the donor shall be provided by both of the following methods:

(1) Prominently posting the notice in an area visible to donors on the premises where the licensee provides the licensed services, in which case the notice shall be in at least 48-point type in Arial font.

(2) Including the notice on any solicitation materials including electronic communications, social media, direct mail, and Web sites.

The notice for a guide dog instructor, guide dog school, or a licensee to solicit funds shall include the following statement and information:

NOTICE

[Insert name of guide dog school, guide dog instructor, or licensee to solicit funds]

Guide Dog Instructors, Guide Dog Schools and Licensees to Solicit Funds for the Establishment of a Guide Dog School are Licensed and Regulated by the

State Board of Guide Dogs for the Blind

(916) 574-7825

www.guidedogboard.ca.gov

Note: Authority cited: Sections 138, 7208, 7210.5, Business and Professions Code. Reference: Section 138, Business and Professions Code.

Current Language

§ 2282. Required Training.

(a) Guide dogs shall be trained and tested to:

(1) Acknowledge the beginning and end of a block, regardless of curb type.

(2) Stop or pause at notable changes of elevation in walking surfaces.

(3) Respond appropriately to basic directional guide work and obedience commands.

(4) Work sidewalk less and rounded corner areas and appropriately acknowledge intersecting streets.

(5) Move the handler away from obstacles or stop when there is insufficient room for clearance.

- (6) Maintain a safe distance or buffer from potentially threatening vehicles. Target the appropriate up curb location.
- (7) Refocus when directed on its working task when distracted by certain stimulants such as persons, animals, or food.
- (8) Under direction of a handler, negotiate public transportation and ride appropriately.
- (9) Work at a consistent steady pace, providing safe, effective and fluid movement appropriate to its handler and travel conditions.
- (10) Behave appropriately in all locations both in and out of harness.
- (11) Effectively work in buildings, find doors on command, and negotiate stairs, ramps, and elevators as needed.
- (12) Display suitable house manners: free of destructive habits, excessive barking and indiscriminate relieving; be handled easily by client for general care and management; demonstrate the ability to behave properly when left along for a reasonable period of time.

(b) Guide dogs shall be tested by a qualified handler under blindfold. A verification of successful completion of the required training and testing shall be retained by the school in its records.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.

HISTORY

- 1. New section filed 6-8-62; effective thirtieth day thereafter. Former section 2282 renumbered 2282.1 (Register 62, No. 11).
- 2. New NOTE filed 5-22-85; effective thirtieth day thereafter (Register 85, No. 21).
- 3. Renumbering of former section 2282 to section 2282.1 and renumbering of former section 2282.1 to section 2282, including amendment of section, filed 3-17-2011; operative 4-16-2011 (Register 2011, No. 11).

Board Approved Language

§ 2282. Required Training of a Guide Dog.

- (a) Guide dogs shall be trained and tested to:
 - (1) Acknowledge the beginning and end of a block, regardless of curb type.
 - (2) Stop or pause at notable changes of elevation in walking surfaces.

- (3) Respond appropriately to basic directional guide work and obedience commands.
- (4) Work sidewalk less and rounded corner areas and appropriately acknowledge intersecting streets.
- (5) Move the handler away from obstacles or stop when there is insufficient room for clearance.
- (6) Maintain a safe distance or buffer from potentially threatening vehicles. Target the appropriate up curb location.
- (7) Refocus when directed on its working task when distracted by certain stimulants such as persons, animals, or food.
- (8) Under direction of a handler, negotiate public transportation and ride appropriately.
- (9) Work at a consistent steady pace, providing safe, effective and fluid movement appropriate to its handler and travel conditions.
- (10) Behave appropriately in all locations both in and out of harness.
- (11) Effectively work in buildings, find doors on command, and negotiate stairs, ramps, and elevators as needed.
- (12) Display suitable house manners: free of destructive habits, excessive barking and indiscriminate relieving; be handled easily by client for general care and management; demonstrate the ability to behave properly when left along for a reasonable period of time.

(b) Guide dogs shall be tested by a qualified handler under blindfold. A verification of successful completion of the required training and testing shall be retained by the school in its records.

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3. Renumbering of former section 2282 to section 2282.1 and renumbering of former section 2282.1 to section 2282, including amendment of section, filed 3-17-2011; operative 4-16-2011 (Register 2011, No. 11).

Board Approved Language with Strikethrough and Underlines

§ 2282. Required Training of a Guide Dog.

- (a) Guide dogs shall be trained and tested to:
- (1) Acknowledge the beginning and end of a block, regardless of curb type.
 - (2) Stop or pause at notable changes of elevation in walking surfaces.
 - (3) Respond appropriately to basic directional guide work and obedience commands.
 - (4) Work sidewalk less and rounded corner areas and appropriately acknowledge intersecting streets.

- (5) Move the handler away from obstacles or stop when there is insufficient room for clearance.
- (6) Maintain a safe distance or buffer from potentially threatening vehicles. Target the appropriate up curb location.
- (7) Refocus when directed on its working task when distracted by certain stimulants such as persons, animals, or food.
- (8) Under direction of a handler, negotiate public transportation and ride appropriately.
- (9) Work at a consistent steady pace, providing safe, effective and fluid movement appropriate to its handler and travel conditions.
- (10) Behave appropriately in all locations both in and out of harness.
- (11) Effectively work in buildings, find doors on command, and negotiate stairs, ramps, and elevators as needed.
- (12) Display suitable house manners: free of destructive habits, excessive barking and indiscriminate relieving; be handled easily by client for general care and management; demonstrate the ability to behave properly when left along for a reasonable period of time.

(b) Guide dogs shall be tested by a qualified handler under blindfold. A verification of successful completion of the required training and testing shall be retained by the school in its records.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.

HISTORY

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2. New NOTE filed 5-22-85; effective thirtieth day thereafter (Register 85, No. 21).
3. Renumbering of former section 2282 to section 2282.1 and renumbering of former section 2282.1 to section 2282, including amendment of section, filed 3-17-2011; operative 4-16-2011 (Register 2011, No. 11).

Board Member Bowler motioned to assign staff to amend language as discussed and present to the Board at the next meeting. Board Member Brown seconded the motion.

Board Vote: Motion passed

9. Election of Officers

Board Member Grable motioned to re-elect Board Member Holm as President.

Board Vote: Motion passed

Board Member Xavier nominated Board Member Grable as Vice President.

Board Vote: Motion passed

Board Member Holm nominated Board Member Xavier for re-election as Secretary.

Board Vote: Motion passed

10. Agenda Items for Next Meeting

Consumer Survey
Cleanup Regulations

11. Meeting Calendar and Location

Executive Officer Sorrick reported the following upcoming meetings:

Board Meeting

September 16, 2013
Guide Dogs of America
13445 Glenoaks Boulevard
Sylmar, CA 91342

Board Meeting

January 13, 2014
Department of Consumer Affairs
1625 N. Market Blvd
Sacramento, CA 95834

Board Meeting

Monday, May 5, 2014
Guide Dogs for the Blind
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

12. Public Comment on Items Not on the Agenda

Robert Acosta commended the Board on moving forward with a consumer survey.

13. Adjournment

Member Grable motioned to adjourn at 3:51 p.m. Member Bowler seconded the motion.