



STATE BOARD OF GUIDE DOGS FOR THE BLIND

1625 North Market Boulevard, Suite N-112, Sacramento, CA 95834
P (916) 574-7826 F (916) 574-7829 | www.guidedogboard.ca.gov

APPROVED MINUTES

Friday, November 22, 2013

3:00 p.m. – Completion of Business

Department of Consumer Affairs

1625 N. Market Blvd., Trinity Room

Sacramento, CA 95834

(916) 574-8200

820 Mission Avenue, #12

San Rafael, California 94901

(415) 425-5613

7955 Onyx Court

Rancho Cucamonga, CA 97130

(951) 892-5885

Westin San Francisco Airport

1 Old Bayshore Highway

Business Center

Millbrae, CA 94030

(916) 947-2570

Department of Rehabilitation

721 Capitol Mall, Room 169

Sacramento CA 95814

(916) 558-5815

2304 Loma Prieta Lane

Menlo Park, CA 94025

(650) 926 9446

1921 BellaColla Drive

South Lake Tahoe, CA 96150

(530) 573-8933

1947 Center Street

Berkeley, CA 94704

(510) 235-1777

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

Board Members

Eric Holm, President
Larry Grable, Vice President
Joe Xavier, Secretary
Kathy Bowler
Don Brown
Catherine Carlton
Carmen Delgado
Kathy Kelly Guide Dogs for the Blind, Inc
(GDB)
Margie Donovan, Guide Dog Users, Inc.
(GDUI)
Jeffery Sears, Department of Consumer
Affairs, Office of Human Resources (DCA)
Korey Landry (DCA)
Betty Saetun (DCA)
Greg Pruden (DCA)
Betty Saeteun (DCA)
Olivia Trejo (DCA)
Diana Vandray (DCA)

Executive Officer

Antonette Sorrick

Board Staff

Rosemary Robinson

Legal Counsel

Rebecca Bon
Sabina Knight

AGENDA

Open Session:

1. Call to Order/Roll Call (E. Holm/J. Xavier)
Board President Eric Holm called the meeting to order at 3:01 PM.
Board Secretary Xavier took roll. Seven Board Members were recorded as present and a quorum was established.
2. President's Welcome (E. Holm)
Board President Eric welcomed everyone to the meeting
3. Process for Selection of a New Executive Officer
Jeffrey Sears, DCA Personnel Officer, Office of Human Resources explained the interview and selection process and the Board's responsibilities.
4. The Board met in closed session pursuant to Government Code section 11126(a)(1) to discuss the appointment of an Executive Officer
Board discussed the duty statement and announcement for a new Executive Officer.

Member Brown motioned to accept announcement and duty statement for the new Executive Officer as discussed.

Member Delgado second the motion

Board Vote: Motion Passed

RETURN TO OPEN SESSION

5. Report on Actions Taken in Closed Session (if necessary, pursuant to Government Code section 11125.2).

Board Members Kathy Bowler and Carmen Delgado were assigned to the selection committee that will review qualified candidates. Final candidates will be interviewed by the Board where the selection of a new Executive Officer will be selected. Spears offered DCA's assistance to the board. Executive Officer Antonette Sorrick recommended Marc Mason, current manager for the Board of Behavioral Sciences to perform duties as Interim Executive Officer.

Member Grable motioned to bring Marc Mason on as Interim Executive Officer. Member Xavier seconded the motion.

Board Vote: Motion Passed.

6. Meeting Calendar and Location

Board Meeting

January 13, 2014

Department of Consumer Affairs

1625 N. Market Blvd

Sacramento, CA 95834

Board Meeting

May, 2014

Guide Dogs for the Blind

350 Los Ranchitos Road

San Rafael, CA 94903

Board Meeting

September, 2014

Guide Dogs of the Desert

0740 Dillon Road

Whitewater, CA 92282

7. Public Comment on Items Not on the Agenda

Margie Donovan (GDUC) voiced concern the Board was not in compliance with The Bagley-Keene Open Meeting Act.

8. Adjournment

Member Grable motioned to adjourn the meeting at 4:11 p.m.

Member Delgado seconded the motion.

**THE BOARD OF GUIDE DOGS FOR THE BLIND
INVITES APPLICATIONS FOR THE POSITION OF
EXECUTIVE OFFICER
614-110-0029-001
\$4424 - 5499 (per month)**

The Executive Officer is hired by the Board and serves at its pleasure. The Executive Officer is responsible for carrying out the policies of the seven-member Board and for planning, organizing and directing the activities of the Board in the areas of Administration, Enforcement and Licensure. The Executive Officer maintains and enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code Sections 7200 *et. seq.* The position is exempt from civil service and is located in Sacramento, CA.

All applicants must possess the following qualifications:

- **Administrative experience;** including, but not limited to the ability to prepare, understand and work with a government budget, develop regulations, rulemaking, policy development and implementation.
- **Supervisory experience,** including the ability to organize and control the flow of work and manage professional and clerical staff within an office.
- **Regulatory and/or enforcement experience,** such as processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.
- **Legislative or lobbying experience/coordination,** including appearing and advocating before legislative committees.
- Experience working with and/or in taking direction from a board, committee or commission.

In addition, the following qualifications are desirable:

- A baccalaureate degree from an accredited college or university. An advanced or professional degree in public policy, administration or political science is preferable.
- Knowledge of current consumer issues facing the Board and the licensed professions.
- The ability to communicate effectively with all levels of individuals.
 - Demonstrated ability to work within a large organizational or governmental structure.
 - A consultative approach to problem solving and the ability to facilitate coalition building.

Interested persons must submit either 1) an electronic or hard copy resume/CV or 2) a State application (Std. 678) AND a one-page **Statement of Qualifications** that specifically addresses the qualifications identified above to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Street, Suite N-321
Sacramento, CA 95834
Attn: **Brianne Gregory**
Or via email to: brianne.gregory@dca.ca.gov

**All submissions must be received by 5:00 p.m. on DATE.
and must include email and telephone contact information.**

All applications will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses incurred by applicants for interviews are the sole responsibility and at the expense of each candidate.

For further information, please contact Jeffrey Sears, DCA Personnel Officer, at (916) 574-8300.

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

DUTY STATEMENT

Executive Officer
Board of Guide Dogs for the Blind
614-110-0029-001
Monthly Salary Range: \$4,424 – 5,499

The Executive Officer is responsible for carrying out the mission and policies of the Board and serves at the pleasure of the 7-member Board. The Executive Officer is the chief operating officer of the Board and oversees all functions performed by this Board and promotes the primary mission of protecting the public's health, safety and welfare through ensuring the competency and qualifications of providers of board-regulated services. The responsibilities include:

Licensing and Enforcement: Direct the processing of applications for licensure or registration, ensuring only qualified applicants are issued licensure or registration. Manage and direct the Board's Continuing Professional Development (continuing education) Program.

Oversight of the handling of enforcement cases, processing complaints, investigations, prosecution and disciplinary actions performed by the Office of the Attorney General, Division of Investigation and Office of Administrative Hearings. Ensure the Board's citation and fine program is in compliance with the Board's mandates and operating pursuant to Board policies and procedures.

Administrative and Managerial: Recruitment, training, motivation, evaluation and management of staff. Development of the Board budget. Responsibility for timely implementation of and follow-through on Board approved policies and actions. Responsible for smooth-running Board and Committee meetings, timely agendas and Board packets, and all Board communications. Ensure compliance with the Open Meeting Act. Designated spokesperson for the Board to the Legislature and professional groups. Cooperation in attitude and interactions with all Board, staff and constituencies to create and maintain mutual respect and partnership.

Legislation and Regulations: Identify the need for new legislation. Recommend modification of existing statutes or regulations to conform to Board policy. Draft specific language to effect statute or regulatory change. Oversee and ensure compliance with all aspects of the legislative and rulemaking process. Prepare author's statements and fact sheets. Testify before legislative committees on the Board's behalf. Advocate consumer protection and lobby on behalf of the consumer and the Board. Obtain authors for legislation, as needed.

Public Contact

The Executive Officer is responsible for interpretation and clarification of the Board's licensure act (B&P Code Section 7200), regulations and policies and represents the Board before professional associations, other governmental agencies, consumer groups, legislators and other programs. The Executive Officer will solicit support on issues affecting the Board and obtain information and feedback for the Board, as needed.

revised 07/13