



**California State Board of Guide Dogs for the Blind
Board Meeting Minutes**

Monday, January 25, 2016
1:04 p.m. – 2:40 p.m.

Department of Consumer Affairs – San Francisco Room
1625 N. Market Blvd N-318
Sacramento, CA 95834

Maguire Thomas Partners Gas Tower
555 W. Fifth Street
Floor 20, # 20-083
Los Angeles, CA 90013

Board Members

Eric Holm, President
Carmen Delgado, Vice President
Catherine Carlton
Rosa Gomez
Gwen Marelli
Joan Patche

Executive Officer

Brian Skewis

Legal Counsel

Shela Barker

AGENDA

1. Call to Order/President's Welcome
President Holm welcomed everybody to the Board's meeting, explained the ground rules for the meeting including a 2 minute time limit for each public comment, and called the meeting to order at 1:08 p.m.
2. Roll Call/Establishment of a Quorum
EO Skewis took roll recording six of seven members present and establishing a quorum.
3. Approval of the October 26, 2015 Board Meeting Minutes
Member Patche motioned to approve the October 26, 2015 meeting minutes as presented to the Board

Vice President Delgado seconded the motion.

Motion Passed: 6 ayes, 0 no's, 1 abstention (Carlton)
4. Executive Officer's Report
 - a. Budget Report
EO Skewis reported that as of fiscal month 6 the Board had expended \$84K of the \$204K budget and that the Board is projected to end the year with an approximated \$40K budgetary



surplus and approximately \$74K in the Board's fund. The program restructure has been implemented and the Board's fund should remain solvent for the foreseeable future.

Member Carlton asked if that meant that the Board is solvent indefinitely or just through the end of the year.

EO Skewis explained that there will be about \$74K in the fund at the end of the fiscal year and that the Board's expenditures and revenue should be balanced moving forward ensuring a stable fund condition.

b. Examination Update

EO Skewis reported that the Board held an exam earlier in the month with 5 applicants from 2 different schools taking and passing the exam. The next exam will likely take place in July.

c. Legislation and Regulation Update

- Implementation of Assembly Bill 181 (Bonilla)

EO Skewis stated that AB 181 became law on January 1, 2015 and contained clean-up language to the Board's code.

- Update on status of clean-up regulations (Control Section 100) as discussed in January 20, 2015 Board meeting

EO Skewis stated that with the implementation of AB 181, some corresponding changes need to be made to the Board's regulatory code. Those changes can be made through a Control Section 100 change and the language was approved in the January 20, 2015 meeting. Board and Department staff will work on making the necessary changes.

- Notice of Examination Regulations

EO Skewis reported that the Board's examination regulation changes were noticed earlier in the month. The changes are currently in a 45 day comment period and the language and corresponding documents can be found on the Board's website.

Vice President Delgado asked how the Board notices regulation changes.

EO Skewis explained that the notice is published by the Office of Administrative Law and the Board is responsible for posting it on the website and mailing it out to individuals on their mailing list.

d. Outreach Update

EO Skewis stated that he is working with Department staff to update all forms and that he took particular interest in a pamphlet entitled "What's So Special About Guide Dogs?" He worked with Department staff to update language and statistics as well as give the pamphlet aesthetic updates.

General conversation took place regarding the size and format of the document, the target audience, and ensuring that it met the accessibility needs of all interested parties.

EO Skewis reported that he is working with the Department's technology department to update the Board's website. The Department would like input regarding specific issues with the website's accessibility and input on websites that are particularly accessible that could be utilized as a guide. He mentioned that these comments could be made in the meeting, but people could also email or call with issues as they are encountered.

Public comment was made suggesting that the Board utilize a contractor that builds websites professionally. General discussion took place regarding website accessibility.

5. Presentation of the Board's 2015 Strategic Plan

EO Skewis noted that the approved language of the Strategic Plan was sent to the Publications Office where they completed the document. Hard copies are available upon request and electronic copies of the document are available on the Board's website.

6. Consideration and possible action on follow-up instruction

a. Consideration of a temporary follow-up instruction permit through legislation and regulation

EO Skewis explained that this concept would require both legislative and regulatory changes. There are other programs under the Department that issue temporary permits which could serve as a guide for structuring the process. He presented draft language that serves as a framework of how the process could work. He mentioned that the language is solely a first draft and that every timeline, fee, etc. could be up for discussion. He then explained the specific suggested changes in statute and regulations.

Board discussion took place stating that this concept could solve a lot of issues with out of state instruction. EO Skewis and Member Carlton discussed the process of approving applications and covering the associated costs. EO Skewis and Member Patche discussed the timeline of approving applications and the need for expedience in certain emergency situations. General discussion took place regarding fingerprint requirements and the timeline associated with the process. EO Skewis answered questions from the public regarding fees and timelines.

Jim Kutsch commended the Board for considering this and suggested removing the temporary aspect of the permit and allowing annual follow-up. The Seeing Eye's issue with licensure was based around the examination process, not the fees associated with licensure. EO Skewis stated that this concept sounded a lot like an instructor's license.

Public comment was made concerning a provision in the language that would require the client's name be included and the need for different applications for each instance of follow-up instruction.

EO Skewis explained that the language is only a proposal, but the way the language is currently written, there would need to be a separate application for each client.



Vice President Delgado motioned to refer this issue to the Practice Task Force and to provide a second draft to the Board.

Member Carlton seconded the motion

Motion Passed: 6 ayes, 0 no's

b. Consideration of a list of licensed instructors available to provide follow-up instruction

EO Skewis reported that after surveying licensed instructors, he obtained a list of six instructors that were willing and available to contract with schools that do not have California licensed Instructors on staff for follow-up instruction. If there are any schools that need to utilize these services, that they can contact the Board to attain the list of instructors available to provide those services.

Member Carlton and EO Skewis discussed a cost comparison of contracting with California licensed instructors compared to sending an instructor in from out of state.

EO Skewis stated that it is intended to be a resource for out of state schools, it is not a requirement.

Member Gomez asked how many schools may need to utilize this service and how many guide dog users need follow-up services from schools that don't have a California licensed Instructor on staff.

EO Skewis explained that there are 17 guide dog schools in the country and approximately 1,000 guide dog users residing in California. There are approximately 130 guide dog users in California whose school does not have a plan for providing follow-up instruction with a licensed Instructor. Those individuals received their guide dogs from 3 different guide dog schools located outside of California.

Public comment was made stating concern for instructors not affiliated with the original school providing instruction and potential liability of this service.

EO Skewis stated that schools outside of California stated that they would utilize licensed instructors, so this list is intended to be a resource for those schools that have identified that they will need the services of a licensed instructor.

7. Agenda Items for Next Meeting
None noted



8. 2016 Meeting Calendar and Locations
EO Skewis stated that quarterly Board Meetings are scheduled for April 18, July 18, and October 17. Additionally there will be subcommittee meetings scheduled as needed.
9. Public Comment on Items Not on the Agenda
None Noted
10. Adjournment
Member Patche motioned to adjourn at 2:40pm

Member Gomez seconded the motion

Motion Massed: 6 ayes, 0 no's