



Edmund G. Brown Jr.  
GOVERNOR

# CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## NOTICE OF BOARD MEETING

**December 15-16, 2016**  
**Stanley Mosk Library and Courts Building**  
**914 Capitol Mall, Room 500**  
**Sacramento, CA 95814**  
**(916) 651-6466 or (916) 575-7221 (Board)**

The California Architects Board will hold a Board meeting, as noted above. The notice and agenda for this meeting and other meetings of the Board can be found on the Board's website: [cab.ca.gov](http://cab.ca.gov). For further information regarding this agenda, please see below or you may contact Mel Knox at (916) 575-7221.

The Board plans to webcast this meeting on its website at [cab.ca.gov](http://cab.ca.gov). Webcast availability cannot, however, be guaranteed due to limited resources or technical difficulties. The meeting will not be cancelled if webcast is not available. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at a physical location. Adjournment, if it is the only item that occurs after a closed session, may not be webcast.

### **Agenda** **December 15, 2016** **10:30 a.m. to 5:00 p.m.** **(or until completion of business)**

- A. Call to Order/Roll Call/Establishment of a Quorum
- B. President's Procedural Remarks and Board Member Introductory Comments
- C. Public Comment on Items Not on Agenda  
*(The Board may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Board's next Strategic Planning session and/or place the matter on the agenda of a future meeting [Government Code sections 11125 and 11125.7(a)].)*
- D. Review and Possible Action on September 29, 2016 Board Meeting Minutes
- E. Executive Officer's Report - Update on November 2016 Monthly Report on Board's Administrative/Management; and Examination, Licensing and Enforcement Programs

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F. Election of 2017 Board Officers

G. Regulatory and Enforcement Committee (REC) Report

1. Update on November 8, 2016 REC Meeting
2. Update and Possible Action on Recommendation Regarding Proposed Language to Amend Business and Professions Code Section 5536.22 (Written Contract)
3. Discuss and Possible Action on Recommendation Regarding Proposed Amendment to Title 16, California Code of Regulations (CCR) Sections 152 (Citations) and 152.5 (Contest of Citations, Informal Conference)
4. Update and Possible Action on Recommendation Regarding Proposed Amendments to Board's *Disciplinary Guidelines* and Title 16, CCR Section 154 (Disciplinary Guidelines)

H. Communications Committee Report

1. Update on November 10, 2016 Communications Committee Meeting
2. Update and Possible Action on Recommendation Regarding 2015-2016 Strategic Plan Objective to Collaborate with Professional Organizations and Universities to Raise Awareness at Community Colleges and High Schools About the Profession and the Paths to Licensure
3. Update and Possible Action on 2015-2016 Strategic Plan Objective to Survey Recipients of the Board's Educational Materials to Determine the Effectiveness of Outreach Efforts
4. Update and Possible Action on Recommendation Regarding 2015-2016 Strategic Plan Objective to Collaborate with Department of Consumer Affairs' Office of Public Affairs to Improve Outreach and Communication

I. Executive Committee Report

1. Update on December 1, 2016 Executive Committee Meeting
2. Discuss and Possible Action on Recommendation Regarding 2016 Octavius Morgan Distinguished Service Awards
3. Update and Possible Action on Recommendation Regarding 2015-2016 Strategic Plan Objective to Review, Leverage, and Evaluate Effectiveness of Board's Liaison Program to Build Stronger Relationships with Organizations
4. Discuss and Possible Action on Recommendation Regarding 2015-2016 Strategic Plan Objective to Annually Present Consumer Satisfaction Survey Data to Measure Performance and Identify Areas for Improvement
5. Update and Possible Action on Recommendation Regarding 2015-2016 Strategic Plan Objective to Analyze Fees to Determine Whether they are Appropriate
6. Update and Possible Action on Recommendation Regarding 2015-2016 Strategic Plan Objective to Complete Sunset Review Process and Implement Recommendation(s) to Comply with Legislature's Directives

J. Update on Landscape Architects Technical Committee November 4, 2016 Meeting

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K. Closed Session

1. Review and Possible Action on September 29, 2016 Closed Session Minutes
2. Pursuant to Government Code Section 11126(e)(1), the Board will Confer with Legal Counsel on Litigation Regarding *Marie Lundin vs. California Architects Board, et al.*, Department of Fair Employment and Housing, Case No. 585824-164724
3. Pursuant to Government Code Section 11126(c)(3), the Board will Deliberate on Disciplinary Matters

L. Reconvene Open Session

M. Recess

**Agenda**  
**December 16, 2016**  
**9:00 a.m. to 5:00 p.m.**  
**(or until completion of business)**

N. Call to Order/Roll Call/Establishment of a Quorum

O. Public Comment on Items Not on Agenda

*(The Board may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Board's Strategic Planning session and/or place the matter on the agenda of a future meeting [Government Code sections 11125 and 11125.7(a)].)*

P. Strategic Planning Session

Q. Review of Future Board Meeting Dates

R. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to the Board taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting [Government Code sections 11125 and 11125.7(a)].

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The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Mel Knox at (916) 575-7221, emailing mel.knox@dca.ca.gov, or sending a written request to the Board. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

*Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. (Business and Professions Code section 5510.15)*