



Edmund G. Brown Jr.  
GOVERNOR

CALIFORNIA ARCHITECTS BOARD  
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

***THIS MEETING HAS BEEN CANCELLED***

**Executive Committee Members**

Matt McGuinness, Chair  
Sylvia Kwan, Vice-Chair  
Jon Alan Baker  
Tian Feng

**NOTICE OF MEETING  
EXECUTIVE COMMITTEE**

*Action may be taken on  
any item listed on the  
agenda.*

**November 15, 2017**

**DLR Group | Kwan Henmi  
456 Montgomery Street, Suite  
200 San Francisco, CA 94104  
(415) 901-7200**

The California Architects Board (Board) will hold an Executive Committee meeting, as noted above, and via teleconference at the following location:

*BakerNowicki Design Studio  
731 Ninth Avenue, Suite A  
San Diego, CA 92101  
(619) 795-2450*

**AGENDA  
9:00 a.m. to 1:00 p.m.  
(or until completion of business)**

- A. Call to Order/Roll Call/Establishment of a Quorum
- B. Public Comment on Items not on the Agenda  
*The Executive Committee 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).)*
- C. Review and Possible Action on December 1, 2016 Executive Committee Meeting Minutes
- D. Discuss and Possible Action on the Following 2017–2018 Strategic Plan Objectives to:
  1. Determine Current Business Process Needs for BreEZe to Allow for a Smoother Transition to the Program

2420 DEL PASO ROAD,  
SUITE 105  
SACRAMENTO,  
CA 95834

916-574-7220 T  
916-575-7283 F

cab@dca.ca.gov  
www.cab.ca.gov

*(Continued on Reverse)*

2. Identify Organizational Relationships That Should be Maintained and/or Established in Order to Enhance the Board's Mission to Regulate the Profession and Protect the Public
3. Prepare for the Sunset Review Process in Order to Facilitate a Positive Outcome
4. Monitor Sunset Review, Including the California Council for Interior Design Certification, to Understand the Process and Advocate on Common Issues
5. Encourage Collaboration with Other Related Boards in an Effort to Share Best Practices
6. Enhance an Onboarding Program for New Board Members to Increase Board Member Understanding of Board Functions and Purpose
7. Assess and Enhance Existing Committee Charges, Process, Procedures, Appointments, etc. to Improve Effectiveness
8. Expand Cross-Training Program for Board Staff and Revise Operational Manuals to Retain Knowledge and Increase Organizational Effectiveness

#### E. 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 Committee Chair 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 Committee are open to the public. This meeting will not be webcast. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at a physical location.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to the Committee taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee 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)).

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

**Person:** Mel Knox

**Telephone:** (916) 575-7221

**Telecommunications Relay Service:** Dial 711

**Email:** mel.knox@dca.ca.gov

**Mailing Address:**

California Architects Board

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) 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).***