



Edmund G. Brown Jr.  
GOVERNOR

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

MINUTES  
EXECUTIVE COMMITTEE MEETING  
MAY 16, 2018  
SACRAMENTO

**A. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM**

Committee Members Present

Sylvia Kwan, Chair  
Tian Feng, Vice Chair  
Denise Campos

Committee Members Absent

Matthew McGuinness

Board Staff Present

Vickie Mayer, Interim Executive Officer  
Brianna Miller, Program Manager, Landscape Architects Technical  
Committee (LATC)  
Trish Rodriguez, LATC Special Projects Manager  
Mel Knox, Administration Analyst

Guests Present

Mark Christian, Director of Government Relations, The American  
Institute of Architects, California Council (AIACC)  
Jay Hyde, California Building Officials (CALBO)  
Doug McCauley, Chief Deputy Director, California Department of  
Housing and Community Development

Committee Chair Sylvia Kwan called the meeting to order at 1:00 p.m., and Vice Chair Tian Feng called roll. Three members of the Committee constitute a quorum for the transaction of business. There being three members present at the time of roll, a quorum was established.

**B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

There were no comments from the public.

**C. REVIEW AND POSSIBLE ACTION ON JANUARY 17, 2018  
EXECUTIVE COMMITTEE MEETING MINUTES**

Ms. Kwan asked for comments concerning the January 17, 2018 Executive Committee Meeting Minutes.

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

- **Tian Feng moved to approve the January 17, 2018 Executive Committee Minutes.**

**Denise Campos seconded the motion.**

**Members Campos, Feng, and Chair Kwan voted in favor of the motion. Member McGuinness was absent. The motion passed 3-0.**

**D. DISCUSS AND POSSIBLE ACTION ON THE 2017–2018 STRATEGIC PLAN OBJECTIVE TO PREPARE FOR THE SUNSET REVIEW PROCESS IN ORDER TO FACILITATE A POSITIVE OUTCOME**

Vickie Mayer reminded the Committee that the Board and LATC must complete the Sunset Review process once every four years. Ms. Mayer noted that the review process provides the Legislature and the Board an opportunity to discuss its performance and make recommendations for improvement.

Ms. Mayer informed that the Board's next Sunset Review Report is due to the Legislature on December 1, 2018, with the hearing likely to be scheduled in February or March of 2019. She reported that staff prepared responses using the 2017 questionnaire as a guide. Ms. Mayer noted that staff updated the responses from the Board's prior review in 2014. She also informed that statistical data for the current fiscal year will be added to the report once available, and then the trends will be analyzed, and the text revised as appropriate.

Ms. Mayer reported that staff is currently reviewing the 2018 background papers for common issues among the boards currently under review; those issues include lack of updated Strategic Plans and Disciplinary Guidelines and conducting continuing education audits, as well as staffing issues.

Ms. Mayer advised that the LATC reviewed its first draft Sunset Review Report on May 4, 2018, and members and legal counsel provided input. She also reported that the LATC appointed a two-person working group (members Andrew Bowden and Patricia Trauth) that will assist the LATC Program Manager with completing the Report as needed similar to the Board's Executive Committee's input.

The draft Reports, Ms. Mayer explained, will be presented to the Board at its meetings on June 13, 2018 and September 12, 2018, when the Board will be asked after its final review to delegate authority to the Board President, Vice President, and Executive Officer (EO) to make any necessary changes to the Reports prior to submittal to the Legislature. She informed that the Board will then prepare written responses to the issues identified in the Background Paper which is normally provided approximately two weeks prior to the hearing and submit a formal written response in April 2019 (approximately 30 days after the hearing). Ms. Mayer stated that the new EO will have an opportunity to review the Reports prior to the September Board meeting and may have suggestions to contribute to the Reports.

Ms. Mayer reported that the Department of Consumer Affairs is offering training on May 24, 2018, for board executives and staff that will include an overview of the Sunset Review process for each board currently undergoing Sunset Review. She hoped that the 2018 Sunset Review questionnaire would be provided at the training. Ms. Mayer advised that the Board's and LATC's Reports will

be subject to change in the event the 2018 template has different questions than that of the previous year.

The Executive Committee reviewed the draft Sunset Review Reports contained in the meeting packet, discussed the responses to questions, and made suggested edits. Staff was directed to incorporate in the input provided for the next drafts to be reviewed by the Board.

**E. ADJOURNMENT**

The meeting adjourned at 3:03 p.m.