



BOARD MEETING MINUTES

Department of Consumer Affairs
1625 North Market Boulevard, Monterey Room
Sacramento, CA 95834

Thursday, July 11, 2013

The open session meeting was called to order by Michael Erickson, Ph.D., Board President at 9:35 a.m. A quorum was present and due notice had been sent to all interested parties.

Members Present:

Michael Erickson, Ph.D., Board President
Lucille Acquaye-Baddoo
Johanna Arias-Bhatia
Miguel Gallardo, Ph.D.
Andrew Harlem, Ph.D.
Nicole J. Jones
Linda Starr

Others Present:

Jeffrey Thomas, Assistant Executive Officer
Norine Marks, Legal Counsel
Kristy Shellans, Legal Counsel
Jeffrey Sears, Personnel Officer
Deborah Morales, Investigative Analyst
Linda Kassis, Administrative Services Coordinator
Lavinia Snyder, Licensing/Registration Coordinator
Denise Russell, Special Investigator
Nicole Walker, Special Investigator
Colette McDowell, Continuing Education Analyst
Julie Brown, Enforcement Analyst

Agenda Item #1 – Public Comment for Items Not on the Agenda

None.

Dr. Erickson announced that he received an email from Robert Kahane on July 8, 2013 resigning his position as Executive Officer effective that date.

Agenda Item 2

The Board adjourned into closed session pursuant to Government Code Section 11126(c)(3) to discuss and vote on disciplinary matters including stipulations and proposed decisions.

Agenda Item 3

The Board adjourned into closed session pursuant to Government Code Section 11126(a)(1) to discuss the continued employment of the Executive Officer.

Agenda Item 4

The Board adjourned into closed session pursuant to Government Code Section 11126(a)(1) to discuss and take action regarding the appointment of an Acting or Interim Executive Officer.

RETURN TO OPEN SESSION

Agenda Item #5 – Report on Actions Taken in Closed Session

Dr. Erickson announced that the Board has voted to appoint Thomas O'Connor into the position of Interim Executive Officer effective July 15, 2013 until the position is filled, not to exceed six months.

Agenda Item #6 – Process for Selection of a New Executive Officer

Dr. Erickson introduced Jeffrey Sears, Personnel Officer with the Department of Consumer Affairs Office of Human Resources (OHR). Mr. Sears explained the Executive Officer Recruitment process to the Board. He stated that the first action needed is to appoint a two-member selection committee who would work with OHR to finalize the Executive Officer duty statement and advertise the vacant position. Mr. Sears explained that a committee of more than two members would require their meetings to be noticed. Once applications have been received, Mr. Sears indicated that OHR can perform an initial screening of the applications to identify any candidates that do not qualify. He explained that the selection committee could conduct initial interviews to reduce the candidate pool to the most qualified applicants, and from there, the full Board would interview the final candidates at a later time. Mr. Sears explained that a quorum of the Board is required to vote on the final selection.

Discussion ensued regarding the desirable qualifications for candidates. Mr. Sears recommended delegating this function to the search committee as it is easier to work on these issues in a more focused environment. He also stated that it is not required for the members of the search committee to be located in Sacramento. He recommended, however, that the initial and final interviews be held in Sacramento since that is where the position will be located, therefore, most candidates will be from the Sacramento area and candidates would be required to pay for their own travel to attend the interviews if they are held elsewhere.

Dr. Erickson stated that he would like the Board to take a fast track approach in the interest of time and efficiency. He stated that he would like to appoint a two-person selection committee to work with OHR in finalizing the duty statement and advertising the vacant position, conduct interviews of the top ten applicants and to reduce the candidate pool to the top four or five candidates to be interviewed at the October Board meeting, or as soon as feasible.

It was M(Erickson)/S(Acquaye-Baddoo)/C to appoint a selection committee to work with OHR, to include in the qualifications that a baccalaureate degree is desired but not required, and that the selection committee review applications, conduct initial interviews, and select a handful of the most qualified applicants to the Board meeting to be interviewed by the full Board.

Vote: 7 – 0

Dr. Erickson appointed Ms. Jones and Ms. Starr to the selection committee.

The Board adjourned at 1:32.

President

Date