



CAMTC Board of Directors Meeting

September 19, 2013
Hilton Garden Inn
Admiralty Room
4200 Admiralty Way
Marina Del Rey, CA 90292

OPEN SESSION MINUTES

In attendance

Directors: Judi Calvert, Mark Dixon, Keith Grant, Elna Leonardo, Michael Marylander, Christian Pezza, Jean Robinson, Roberta Rolnick, Marcy Schaubeck, Michael Sinel, Joe Bob Smith, Caroling Tseng, Deb Tuck, Dixie Wall

Directors Absent: William Armour, Michael Callagy, Nayada Dhanaphatana, Ben Drillings, Guy Fuson, Paul Schwinghamer

Staff: Ahmos Netanel, CEO; Sheryl LaFlamme, Operations Manager; Beverly May, Director of Governmental Affairs; Rick McElroy, Director of PSD

General Counsel: Jill England

Guests: Matt Gray, Steve Kim, Jamie Roth, Nathan O'Hara, Lucy O'Hara

1. Call to Order

Chairman Dixon called the meeting to order at 8:30am and established a quorum.

Chairman Dixon reminded the Board of the rules of debate.

Mr. Netanel stated that on September 18, 2013, the board passed a motion to require an exam approved by the board, post Sunset, for all applicants. Because of this passed motion, Mr. Netanel stated that the 250 hour + exam portal to CMT was not necessary, post Sunset.

Motion (1): Rolnick/Tuck – Move to eliminate 250 hours + exam portal to CMT at Sunset.

12-0, 1 Abstain (Grant)
MOTION PASSES

The board discussed keeping the 250 hours + CE portal to CMT, post Sunset.

Motion (2): Robinson/Marylander - Move to keep 250 hours + CE portal to CMT post Sunset.

13-0

MOTION PASSES

Mr. Netanel stated that for 2014, he recommends that staff embrace Sunset as the dominating priority and that all projects be in support of this objective.

Motion (3): Wall/Rolnick – Move to send a clear message that the Board’s most important focus is Sunset.

11-0, 2 Abstain (Robinson, Schaubeck)

MOTION PASSES

2. Approval of Minutes

Motion (4): Dixon/Marylander – Approved May 9, 2013 open session minutes with corrections.

13-0

MOTION PASSES

3. CEO Report

Mr. Netanel notified the Board that staff has been focusing on preparing the Sunset review document, which is due on November 1, 2013.

Mr. Netanel stated that customer service is continuing to provide an exceptionally high level of responsiveness and most applications without background and/or education issues are approved in one week from the time they are completed.

Mr. Netanel stated in order to reduce PSD’s backlog, it is essential to identify where the applicant files are at any given moment. A new procedure was put in place where PSD is tracking each file as it progresses through their department. The files are currently being tracked in four categories:

1. Waiting Room
2. At PSD
3. Waiting for PDL or PRL
4. Waiting for NOD

Mr. Netanel stated that he is monitoring the progress of each individual case in the system.

After reassessing our IT options, Mr. Netanel stated he decided against custom building a data solution for CAMTC. Mr. Netanel stated he is in active discussions with Iron Data, a leading process management technology solution company specializing in the public sector.

Mr. Netanel stated that as of 8/31/2013, CAMTC exceeded expectations on the balance sheet and on the P&L statement.

Mr. Netanel gave the Board a recap on some of CAMTC's outreach activities during the past three months.

4. Treasurer's Report

Mr. Marylander stated that since September 2009 to the end of August 2013, CAMTC has processed 56,596 applications, and year to date, CAMTC is averaging 223 applications per week, which is above budget by 14%. Mr. Marylander stated that recertifications are averaging about 70%.

5. Director of Governmental Affairs Report

Ms. May stated that 86 cities currently require certification and that the largest of the jurisdictions that require certification in policy only is Los Angeles County with a population close to 10 million.

Ms. May informed the board that the former Chair of the Assembly Business and Professions Committee, Richard Gordon, has stepped down as Chair but remains on the committee. Assembly member Barbara Bonilla has been named the new Chair of the Assembly Business and Professions Committee.

Ms. May informed the board that Laura Metune left the Bureau for Private Postsecondary Education (BPPE) and her replacement is former Deputy Director, Joanne Wenzel.

6. Revisions to Schools Procedures

Motion 5: Wall/Tuck – Move to adopt the process for the un-approval of schools, as amended.

14-0

MOTION PASSES

Matt Gray spoke on behalf of Hamilton College.

The Board went into Closed Session with CAMTC Legal Counsel Pursuant to California Government Code Section 11126(e) at 11:17am and returned to open session at 1:25p.m.

Jamie Roth spoke on behalf of Ojai School of Massage.

The Board went into Closed Session with CAMTC Legal Counsel Pursuant to California Government Code Section 11126(e) at 2:00pm and returned to open session at 2:25p.m.

7. Establish 2014 Meeting Schedule

PROPOSED FUTURE MEETINGS:

12/5/2013

3/26/2014

6/26/2014

9/17-18/2014

12/11/2014

8. Approval of CAMTC's motions for FSMTB's meeting

Motion (6): Rolnick/Grant – CAMTC to authorize its delegate to the FSMTB's annual conference to introduce a motion where FSMTB will engage a large reputable organization to develop an objective analysis and offer effective solutions to the challenge of illicit massage establishments.

10-0, 1 abstain (Wall)

MOTION PASSES

9. Staff Research of Protocol for Communication in foreign languages

Motion (7): Pezza/Grant – Instruct staff to research, compile and organize a protocol for foreign language, with information as to what other professional boards in California and other states do or don't do. Staff to come back with information at the March 2014 board meeting. Staff has discretion to delay research if necessary, to make other Sunset projects a priority.

Rolnick – Friendly Amendment – Move to include Pezza in the research.

Pezza/Grant accepts friendly amendment.

10-0, 1 Abstain (Wall)

MOTION PASSES

10. Adding an Evaluation/Translation Agency

Table to future meeting.

11. Waiver of Filing Fee – Change of support documents required

Motion 8: Schaubeck/Calvert – Move to remove 1099/W2 tax forms and replace with the 1040 Federal Tax form on the Waiver for Hearing Filing Fee form.

10-0

MOTION PASSES

The Board went into Closed Session regarding the appointment, employment, evaluation of performance, or dismissal of an employee pursuant to California Government Code Section 11126(a) at 3:23pm and returned to open Session at 3:26p.m.

No action taken in Closed Session.

Chairman Dixon adjourned the meeting at 3:30 p.m.

Minutes Approved: December 5, 2013

Roberta Rolnick, Secretary