



Open Session Meeting Minutes

Monday, August 13, 2018
1:00 – 4:00 pm

CalEPA Headquarters Building - 2nd Floor/Sierra Hearing Room
1001 I Street, Sacramento, CA 95814

Members present:

- Sabrina Ashjian
- Diandra Bremond
- Adrian Carpenter

Staff present:

- Peter Williams, General Counsel and Deputy Secretary, Business, Consumer Services and Housing Agency
- Sonya Logman, Deputy Secretary, Business, Consumer Services and Housing Agency
- Philip Laird, Deputy General Counsel, Business, Consumer Services and Housing Agency
- Catherine Ohaegbu, Assistant Director, Business, Consumer Services and Housing Agency

Public present:

- Deborah Hoffman, Business, Consumer Services and Housing Agency
- Russ Heimerich, Business, Consumer Services and Housing Agency
- Patricia Ochoa, Business, Consumer Services and Housing Agency
- Aurora Rudd, Business, Consumer Services and Housing Agency
- Sunny Anderson, organization not listed
- 1 member of the public

Summary:

1. General Counsel Williams, called the meeting to order at 1:01 pm and took roll. Panel members Sabrina Ashjian, Diandra Bremond and Adrian Carpenter were present. Quorum was established.
2. Each of the Panel Members gave a brief introduction of what county they reside in (Ashjian – Fresno; Bremond – Los Angeles; Carpenter – Yuba) and an overview of their most recent professional work. They also expressed sincere appreciation to the Governor for appointing them to serve on the Panel.
3. Deputy Secretary Logman gave an informational presentation on the work that the Business, Consumer Services and Housing Agency has conducted on behalf of the Panel to begin establishing their organization. The presentation covered activities conducted between January to July 2018, which generally included updates on: securing an office location, various



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interagency agreements for administrative services, information technology, communications, branding, and personnel. Logman also covered policies and other agreements that would need to be established after the hire of the Panel's full-time staff.

4. General Counsel Williams gave an informational presentation on the Bagley-Keene Open Meeting Act.
5. General Counsel Williams reviewed the staff report and provided an overview of the proposed CCAP Conflict of Interest Code required by Government Code Section 87300.
 - a. Williams informed the panel that if they have a personal interest in an item before the Panel, then they must recuse themselves.
 - b. Williams reviewed the importance of timely filing of each member's Form 700 – Statement of Economic Interest. He advised that certain income outside of salary must be reported and any questions should be directed to staff attorney, who will consult with the FPPC.

Motion (Ashjian): Approve the proposed CCAP Conflict of Interest Code as drafted by staff and file with the appropriate entity. Second: Bremond. Motion passed 3-0.

6. General Counsel Williams gave an overview of the proposed CCAP Board Policy Manual. He provided specific advice regarding incompatible activities, social media presence, and ex-parte communication. Deputy Secretary Logman added that the Panel should consider the manual a living document, to be amended over time to meet the evolving needs of the organization.

Motion (Ashjian): Approve the CCAP Board Policy Manual as proposed by staff. Second: Bremond. Motion passed 3-0.

7. Deputy Secretary Logman facilitated the election of the Chair as outlined in the adopted Board Policy Manual. Panel members were asked to make interest to serve as Panel Chair known. Ashjian and Bremond expressed interest to serve as Chair.

Motion (Carpenter): Elect Ashjian to serve as the Panel Chair. Bremond and Carpenter received no nominations. Motion passed 2-1.

8. General Counsel Williams provided a brief introduction of the Administrative Procedures Act. Deputy General Counsel Laird gave an informational presentation that reviewed the specific requirements of the Administrative Procedures Act.
9. General Counsel Williams provided an overview of the proposed regulation text to establish the Panel's procedures and timelines. He noted that the proposed text conforms with the statutory requirement that they are to be modeled after the Alcohol Beverage Control Appeals Board laws and regulations.

Motion (Bremond): Approve the proposed regulation text and authorize Business, Consumer Services & Housing Agency staff to (1) complete and submit the rulemaking package to the Office of Administrative Law (OAL) to formally notice the proposed



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regulations and schedule a hearing on the rulemaking to establish regulations under Title 16, Division 45 of the California Code of Regulations and (2) make non-substantive changes to the language as needed. Ashjian seconded. Motion passed 3-0.

10. The public did not request to comment on items not on the agenda.
11. Deputy Secretary Logman reviewed the board report that outlined a possible meeting schedule for the Panel through the end of 2018. The Panel discussed various possible individual conflicts and upcoming holidays which resulted in a modified schedule.

Motion (Ashjian): Adopt a revised 2018 meeting schedule, with future meeting dates on: Wednesday, October 17; Wednesday November 28; and Thursday, December 20. Bremond seconded. Motion passed 3-0.

12. Deputy Secretary Logman requested the Panel members to submit future agenda items and suggested having the three state licensing bureaus present an overview of the licensing framework at the next Panel meeting. No other future agenda items mentioned.
13. Open session suspended at 2:15 pm to begin closed session under authority of Government Code 11126(a)(1).

Open session resumed at 2:27 pm.

Ashjian announced that the Panel moved to hire candidates for the Executive Officer and Assistant Chief Counsel positions under the Panel; with announcement subject to the appropriate hiring processes and acceptance by the candidates.

14. **Motion (Ashjian): Adjourn the meeting. Bremond seconded. Motion passed 3-0.**

Meeting adjourned at 2:30 pm.