



**Professional Fiduciaries Bureau
Advisory Committee Meeting**

NOTICE OF IN PERSON AND TELECONFERENCE MEETING

Meeting Date and Time

Wednesday, March 12, 2025, at 10:00 a.m.

Meeting Location

This meeting will be held by teleconference via Webex Events, webcast, and in person at the following location:

Department of Consumer Affairs
1625 North Market Blvd.,
First Floor Hearing Room, Suite S-102
Sacramento, CA 95834

Advisory Committee Members

Bertha Hayden Sanchez, Chair (attending remotely)
Elizabeth Ichikawa, Vice Chair (attending remotely)
Joyce Anthony (attending remotely)
James Moore (attending remotely)
Linda Ng (attending remotely)
Alfred Torregano (attending remotely)

Members of the public are not required to identify themselves. When signing into the Webex platform, attendees may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format:
XXXXX@mailinator.com.

To access the Webex event, attendees will need to click the following link and enter their first name, last name, email, and the event password listed below:
<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=me8d0254b894c77e10ca61602f03c06a1>

If joining using the link above:

Webinar number: 2484 722 7064

Webinar password: PFB312

If joining by phone:

+1-415-655-0001 US Toll

Access code: 2484 722 7064

Passcode: 732312

Instructions to connect to the meeting can be found at the end of this agenda. Due to potential technical difficulties, please consider submitting written comments by March 11, 2025 to fiduciary@dca.ca.gov.

Members of the public may also view a livestream of this meeting at <https://thedcapage.blog/webcasts/>. Using the livestream link will allow only for observation with closed captioning. Livestream availability cannot be guaranteed due to resource limitations or technical difficulties. The meeting will not be cancelled if livestream becomes unavailable.

This meeting is available to the public in person, via Webex and webcast. The meeting is accessible to the physically disabled. A person who needs disability-related accommodations or modifications to participate in the meeting may make a request by contacting the Bureau by phone (916) 574-7498, TDD Line (916) 326-2297, or email fiduciary@dca.ca.gov. Written requests can be sent to the Professional Fiduciaries Bureau, 1625 N. Market Street, Suite S-209, Sacramento, CA 95834. Providing your request at least five (5) business days prior to the meeting will help ensure availability of the requested accommodations.

AGENDA

Discussion and action may be taken on any agenda item.

- 1) Call to Order – Bertha Sanchez Hayden, Chair
- 2) Roll Call and Establishment of Quorum – Angela Cuadra, Program Analyst
- 3) Advisory Committee Members, Bureau Program Manager, Staff and Legal Counsel Introductions
- 4) Public Comment on Items Not on the Agenda

Please note: The Advisory Committee may not discuss or take action on this agenda item except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125 and 11125.7(a)]

- 5) Reading of the Professional Fiduciaries Bureau Mission Statement – Terri McClain, Program Manager
- 6) Discussion and Approval of the Advisory Committee Meeting Minutes from December 11, 2024 – Bertha Sanchez Hayden, Chair
- 7) Update from the Director's Office – DCA Executive Staff
- 8) Budget Report – DCA Budget Analyst

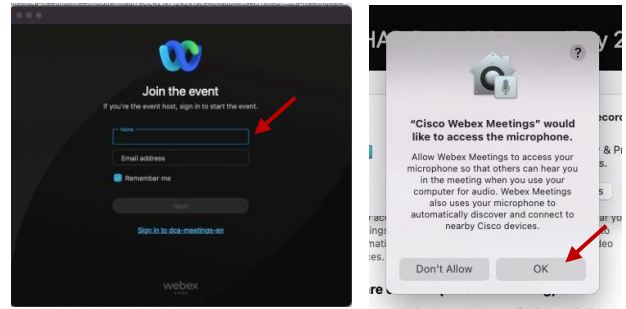
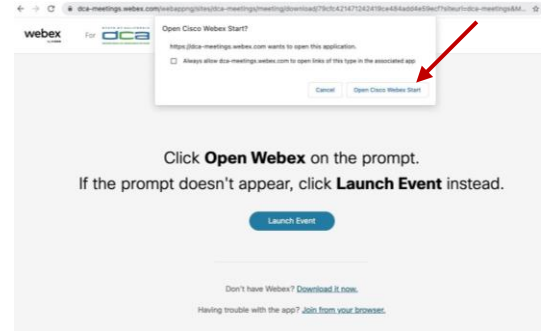
- Budget Overview and Update
- 9) Legislative Office – DCA Legislative Analyst
 - AB 586 (Flora) Professional fiduciaries.
 - 10) Bureau Updates – Terri McClain, Program Manager
 - Application, Licensing and Enforcement Statistics
 - Los Angeles Fire Response
 - Outreach Events
 - E-Newsletter
 - 11) 2025 Chair and Vice Chair Elections – Terri McClain, Program Manager
 - 12) Future Agenda Items – Angela Cuadra, Program Analyst
 - 13) Future Meeting Dates
 - Wednesday, June 11, 2025
 - Wednesday, September 10, 2025
 - Wednesday, December 10, 2025
 - 14) Adjournment

This agenda is available on the Professional Fiduciaries Bureau's website at www.fiduciary.ca.gov. 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 Bureau and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Bureau are open to the public.

The Bureau welcomes and encourages public participation at its Advisory Committee meetings. 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 their discretion, apportion two minutes per speaker for 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, 11125.7(a)).

If joining using the meeting link

- 1 Click on the meeting link. This can be found in the meeting notice you received.
- 2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.
- 3 Enter your name and email address*. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.

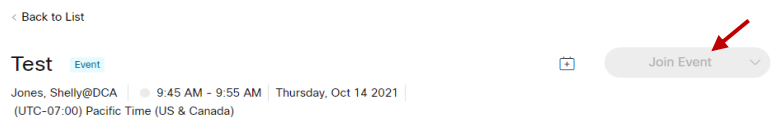
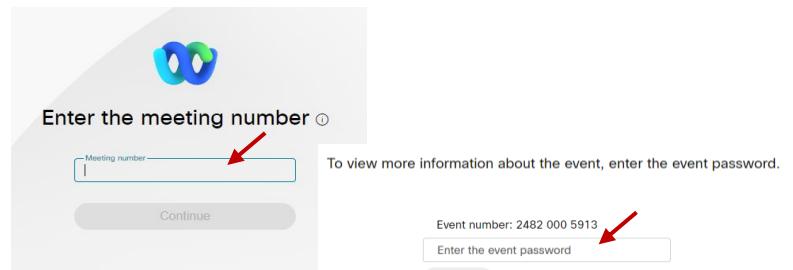
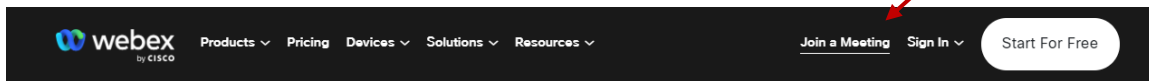


* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

OR

If joining from Webex.com

- 1 Click on "Join a Meeting" at the top of the Webex window.
- 2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.
- 3 The meeting information will be displayed. Click "Join Event".



Join information

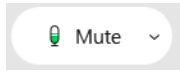
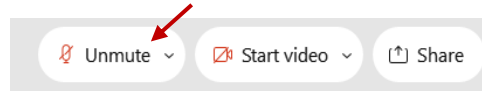
OR

Connect via telephone*:

You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

Microphone control (mute/unmute button) is located on the command row.



Green microphone = Unmuted: People in the meeting can hear you.



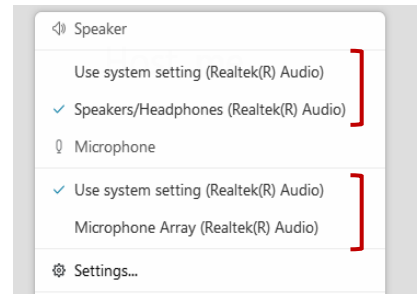
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".



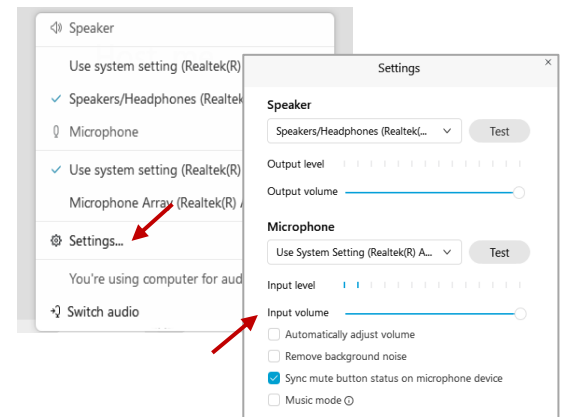
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

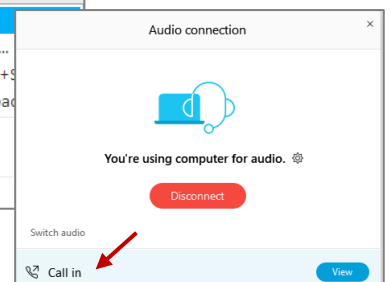
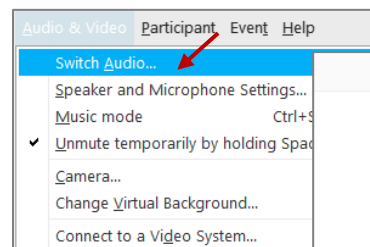
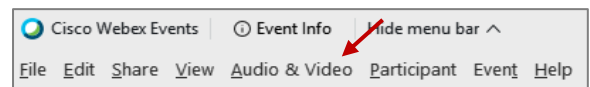
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



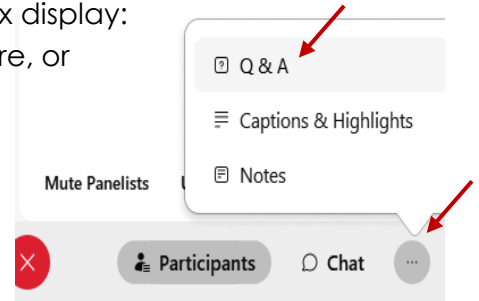
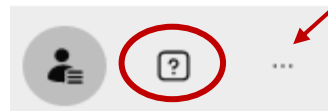
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

NOTE: This feature is not accessible to those joining the meeting via telephone.

Q&A Feature

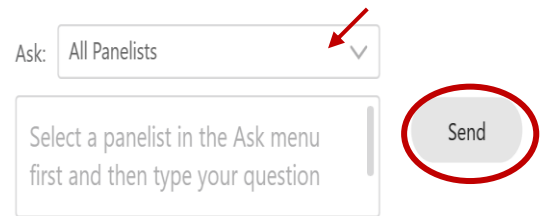
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



OR

Hand Raise Feature

- 1
- Hovering over your own name.
 - Clicking the hand icon that appears next to your name.
 - Repeat this process to lower your hand.

If connected via telephone:

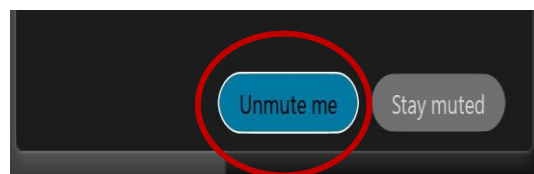
- Utilize the raise hand feature by pressing *3 to raise your hand.
- Repeat this process to lower your hand.

Unmuting Your Microphone



The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

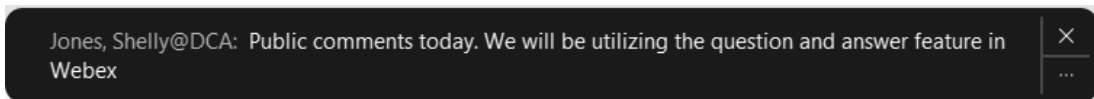


OR

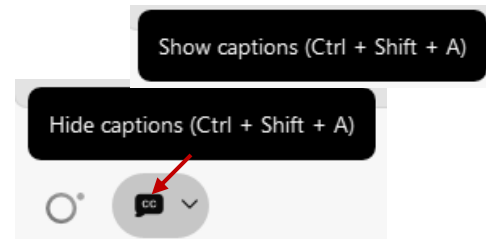
If connected via telephone:

- Press *3 to unmute your microphone.

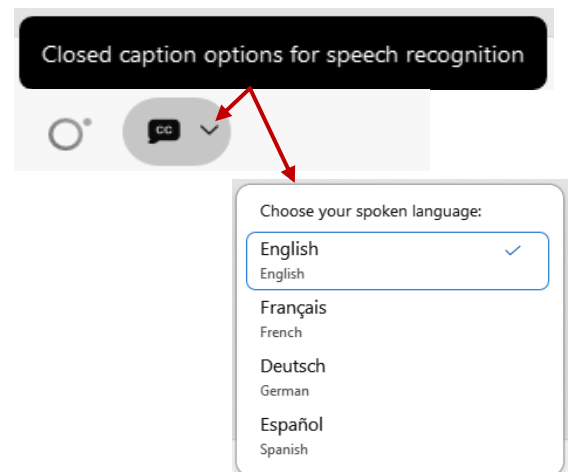
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.

