



**Professional Fiduciaries Bureau (Bureau)
Advisory Committee Meeting
Wednesday, August 14, 2019**

Meeting Minutes

Committee Members Present

Kathleen Thomson, Chair
Wendy Hatch, Vice Chair
James Moore
King Gee

Committee Members Absent

Hang Le To

Department of Consumer Affairs (DCA) Staff Present

Rebecca May, Bureau Chief
Angela Cuadra, Bureau Program Analyst
Fred Chan-You, DCA Legal Counsel

- 1) Call to Order – Ms. Thomson called the meeting to order at 10:05 a.m. and stated the meeting date and location.
- 2) Roll Call & Establishment of Quorum –
Ms. Cuadra called roll. Committee members Ms. Kathleen Thomson, Ms. Wendy Hatch, Mr. King Gee, and Mr. James Moore were present at meeting location 1747 N. Market Blvd, 1st Floor Hearing Room, Sacramento, CA 95834. Ms. Hang Le To was absent. A quorum was established with four members present.
- 3) Advisory Committee, Bureau Chief, Staff and Legal Counsel Introductions – Committee Members, Bureau staff, and Legal Counsel introduced themselves.
- 4) Reading of the Professional Fiduciaries Bureau Mission Statement –
Ms. May read the Bureau’s mission statement.

Public Comment: None.

- 5) Discussion and Possible Approval of the Advisory Committee Meeting Minutes from May 29, 2019 –
Ms. Hatch motioned to approve the minutes as written. Mr. Moore seconded the motion. A vote by roll call was made: Ms. Thomson, Ms. Hatch, Mr. Gee, and Mr. Moore were in

favor. Ms. To was absent for the vote. There was no discussion from the committee members and the motion carried with four votes.

Public Comment: None.

- 6) Update from the Director's Office – Ms. Brianna Miller, Office of Board and Bureau Services, reported on the Director's Quarterly Meeting, mandatory Sexual Harassment Prevention Training, and the Future Leadership Development Program.

Public Comment: None.

- 7) Budget Report – Mr. Paul McDermott, DCA Budget Analyst, presented the expenditure report and fund condition for the Bureau stating there were no changes since the last meeting.

Public Comment: A comment was made regarding the discrepancy between number of active licensees and the renewal fees collected according to the fund condition report. Another comment was made that more funding is needed for enforcement.

- 8) Legislative Update and Discussion – Mr. Alexander Millington, DCA Legislative Affairs Analyst, read the remaining deadline dates for the 2019 legislative year, stated there were no bills directly related to the Bureau, and read the bills and status of each bill.

Committee members asked for clarification on AB 1396, AB 1378, and SB 496.

Public Comment: A comment was made that the Bureau should educate licensees on SB 303. Additionally, the synopsis of the bill is incorrect. A comment was made that the Professional Fiduciaries Association of California takes a neutral position on SB 303.

- 9) Bureau Updates – Ms. May presented the statistics as of April 30, 2019.

- Application Licensing and Enforcement Statistics –

July 1, 2018 – June 30, 2019	
New Licenses	67
Active Licenses	756
Total Licenses Issued	1,118
New Applications Received	119
AG Cases Initiated	5
Citations Issued	14
Complaints Received	126
Complaints Closed	74
Complaints Pending	69

Average Days to Close	132
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- Outreach – Ms. May read the list of upcoming events. Ms. May asked the committee to inform the Bureau of any outreach events by email.
- E-Newsletter – Will be going out twice a year and hopefully by the next meeting. Ms. May requested topic ideas or article submissions for future newsletters.

Committee members asked for clarification on the new licenses and the number of applications received, clarification on the total number of licensees, a breakdown of how complaints were closed, and expressed interest in staff traveling to southern California for outreach.

Public Comment: A complaint was presented to the Bureau by a member of the public.

10) Proposed Rulemakings –

Ms. May reported no new updates to the pending regulations.

Public Comment: None.

11) Future Agenda Items –

- Budget discussion to increase enforcement budget.
- Clarification of when standby order terminates on AB 1396.
- Breakdown of closure reasons for complaints.

Public Comment: A member of the public asked that the committee discuss the mission statement and that agenda items requested at previous meetings be added to a future agenda.

12) Future Meeting Dates

-Wednesday, November 13, 2019

Committee members did not mention any scheduling conflicts.

Public Comment: A public member commented that meetings are no longer held in locations other than Sacramento and asked if those locations will be held in the future.

13) Public Comment on Items Not on the Agenda –

Ms. Thomson explained the purpose of the public comment on items not on the agenda and that there will be a two-minute limit for each commenter.

The following comments were made by the public:

-Complaints are not being acknowledged by the Bureau and the commenter submitted a complaint.

14)Adjournment – The meeting was adjourned at 11:07 a.m.