



CAMTC Board of Directors Meeting

September 26-27, 2018

260 Portofino Way
Redondo Beach, CA 90045

OPEN SESSION MINUTES

Directors Present: *Ron Bates, Allison Budlong, Mike Callagy, Jeff Forman, Minouche Kandel, Mike Marylander, Stephany Powell, Sean Thuilliez, Dixie Wall, Mark Dixon.*

Directors Absent: *Shana Faber, Heather Forshey*

Staff: *Ahmos Netanel, CEO; Jon Walters, Director of Operations; Beverly May, Director of Governmental Affairs; Rick McElroy, Director of Professional Standards Division; Roberta Rolnick, Outreach Director; Jennifer Schwartzel, CFO*

General Counsel: *Jill England*
Special Counsel: *Alison Siegel*

Staff Absent: *Joe Bob Smith, Director of Educational Standards Division*

Identified Guests: *Bernadette Murray, Keith Grant, Selena Lee, Patricia Russette Gillette, Katie Mickey, Madonna Polley, Ben Drillings*

1. Call to Order

Chairman Dixon called the meeting to order at 1:30 pm on September 26, 2018 and established a quorum.

2. Chair's comments

Chairman Dixon reminded the Board of the Rules of Debate.

3. Approval of Minutes

MOTION 9262018:1 Bates/Callagy Motion to approve open session minutes of May 31, 2018 Board meeting

MOTION PASSES

ROLL CALL VOTE: 8 Yes; 0 No; 0 abstain

Ron Bates – yes

Allison Budlong - yes

Mike Callagy – yes

Jeff Forman – yes

Minouche Kandel - yes

Michael Marylander – yes

Stephany Powell – not present

Sean Thuilliez – not present

Dixie Wall – yes

Mark Dixon – yes

4. Election of Officers

MOTION 9262018:2 Callagy/Bates Motion to turn the meeting over the Counsel Jill England to conduct the election of officers

MOTION PASSES

ROLL CALL VOTE: 9 Yes; 0 No; 0 abstain

Ron Bates – yes

Allison Budlong - yes

Mike Callagy – yes

Jeff Forman – yes

Minouche Kandel - yes

Michael Marylander – yes

Stephany Powell – not present

Sean Thuilliez – not present

Dixie Wall – yes

Mark Dixon - yes

MOTION 9262018:3 Bates/Callagy Motion to elect the current officers as a slate (Mark Dixon, Chairman; Jeff Forman Vice Chairman; Allison Budlong, Secretary; Michael Marylander, Treasurer).

MOTION PASSES

ROLL CALL VOTE: 8 Yes; 0 No; 0 abstain

Ron Bates – yes

Allison Budlong - yes

Mike Callagy – yes

Jeff Forman – yes

Minouche Kandel - yes

Michael Marylander – yes

Stephany Powell – not present

Sean Thuilliez – not present

Dixie Wall – yes

Mark Dixon – yes

MOTION 9262018:4 Bates/Callagy Motion to return the floor to Chairman Dixon

MOTION PASSES

ROLL CALL VOTE: 8 Yes; 0 No; 0 abstain

Ron Bates – yes

Allison Budlong - yes

Mike Callagy – yes

Jeff Forman – yes

Minouche Kandel - yes

Michael Marylander – yes

Stephany Powell – not present

Sean Thuilliez – not present

Dixie Wall – yes

Mark Dixon – yes

5. Schools Advisory Committee update and recommendations

Mr. Forman stated that all members of the Schools Advisory Committee attended the meeting this morning.

Jeff Forman summarized the recommendations and concerns of the Schools Advisory Committee. One was support for the proposed policy for Purged Schools to be considered by the Board. The Committee has asked that the next Schools Newsletter ask schools to report challenges that students are having with the application. A recommendation was made for the Board to consider requiring continuing education during Sunset, some of which would be in-person ethics training.

Thirteen schools responded to the first Schools Survey and a common theme was a lack of communication from CAMTC. In response, CAMTC plans to have monthly calls open to anyone to discuss school-related issues.

6. Reconsider Policy for purging school approval applications and instituting grace period for students

Alison Siegel discussed the rationale for extending the grace period from 90 to 120 days for applications from students who attended purged schools in light of the cessation of the requirement for an approved exam as of January 2019 for a period of two years.

MOTION 9262018:5 Forman/Wall Motion to increase grace period for students from purged schools from 90 to 120 days.

MOTION PASSES

ROLL CALL VOTE: 7 Yes; 0 No; 1 Abstain

Ron Bates – Yes

Allison Budlong - Abstain

Mike Callagy – Yes

Jeff Forman – Yes

Minouche Kandel - Yes

Michael Marylander – Yes

Stephany Powell – not present

Sean Thuilliez – not present

Dixie Wall – Yes

Mark Dixon – Yes

7. Proposed amendments to the Policies and Procedures for Approval of Schools

Alison Siegel summarized the proposed changes that are detailed beginning on page 18 of the Board Packet. The proposed changes, if approved, will go into effect October 1, 2018, or January 2020 to coincide with the effective dates of the school approval fee increases.

MOTION 9262018:6 Kandel/Bates Motion to approve the proposed amendments to the Policies and Procedures for Approval of Schools (to be effective October 1, 2018) with minor edits as noted: Section (B)(a)(4) change “program” to “programs”; Section (B)(a)(5) change “program” to “programs or hours”; Section (B)(a)(6) “worksheet” to “worksheets” and Section (B)(a)(7) change “program” to “programs”.

MOTION PASSES

ROLL CALL VOTE: 7 Yes; 0 No; 2 Abstain

Ron Bates – yes

Allison Budlong - abstain

Mike Callagy – yes

Jeff Forman – yes

Minouche Kandel - yes

Michael Marylander – yes

Stephany Powell –abstain

Sean Thuilliez – not present

Dixie Wall – yes

Mark Dixon – yes

8. Closed Session with CAMTC Legal Counsel Pursuant to California Government Code section 11126(e) - litigation update

The Board went into closed session at 2:21 pm, and returned to open session at 3:08 pm.

9. Chief Executive Officer’s report

- Legislative Update - The only bill related to massage that passed was SB 1480 which repeals the requirement to pass an approved exam for two years effective January 1, 2019. Other bills related to massage died. Staff is gearing up for implementation.
- California Police Chiefs Association – We are continuing the relationship.
- League of California Cities –CAMTC arranged for the San Mateo Chief Deputy County Counsel Silbermans’ presentation on Revocable Registrations. It was very well received.
- Local Government– San Diego city is revising ordinance. CAMTC has been interacting with them from the beginning. They intend to require revocable registrations.
- Staff – CAMTC now has 4 in-house attorneys in addition to outside counsel Jill England and Alison Siegel. We are currently short one paralegal who retired.

- Operations - Performance continues to improve beyond expectations.
- Schools – We will implement changes based on the results of the recent survey of schools, including a monthly call open to anyone.
- Performance Measures – Disciplinary Performance Measures - PM4 (timeframe to close actionable complaints against certificate holders) is very important to stakeholders and CAMTC consistently outperforms its stated target.
- Outreach – Staff has been very busy with outreach events.

10. Records Retention Policy Alison Siegel summarized the current policy and proposed changes to retention of Applications for Certification to match current standards and policies. CAMTC has been scanning and maintaining electronic copies as well as hardcopies. There is no longer a need to maintain applications in hard copy.

MOTION 9262018:7 Bates/Budlong Motion to approve the proposed amendments to Records Retention Policy.

8-0 MOTION PASSES

ROLL CALL VOTE: 8 Yes; 0 No; 0 Abstain

Ron Bates – yes

Allison Budlong - yes

Mike Callagy – yes

Jeff Forman – yes

Minouche Kandel - yes

Michael Marylander – yes

Dixie Wall – yes

Mark Dixon – yes

11. Treasurer’s Report – Michael Marylander reported:

- **Applications Received** – the number of re-certifications are a little more than new certifications being issued. Approximately 85-86% of certificate holders recertify.
- **Financial Statements** – budget is very close to actual in terms of new applications received. Revenue and expenses are both below budget.

12. Director of Operations’ report

Jon Walters reported on the processing time which was reported through August in the Board Packet. Despite a set-back with some data loss that had to be recovered, new applications

without background issues are being processed in 12 days, and re-certifications within 7 days (without background issues). Customer service response times have diminished significantly with the institution of some policies such as added staff and management direction.

13. Director of PSD's report

Rick McElroy reported on the new powerpoint presentations that have been developed specific for general training and command staff that Roberta helped with. He continues to train police and command staff and code enforcement. PSD staff has developed a successful plan to get Declarations from LAPD, something which has not occurred in the past, for a number of reasons.

14. Director of Educational Standards' report

Alison Siegel said that she had nothing to report for Joe Bob Smith that is not in his written report.

15. Outreach Director's report

Roberta Rolnick reported on the upcoming outreach events include CASEO (Code enforcement officers) in 2 weeks in Monterey; web page modifications including a site map and better search. Banners on California Police Chiefs Association website take the viewer to the CAMTC website.

Mr. Netanel reported on the robust list of activities and programs involving CAMTC and the California Chiefs Police Chiefs Association as well as the Code Enforcement association and leadership.

16. Amendments to Staff Expense Reimbursement Policy

Ahmos Netanel reported that this change is being requested by the Auditor for cases where a receipt may not be available.

MOTION 9262018:8 Bates/Callagy Motion to approve the proposed amendments to Staff Reimbursement Policy with the condition to report verbally on the implementation again in twelve months.

9-0 MOTION PASSES

ROLL CALL VOTE: 9 Yes; 0 No; 0 Abstain

Ron Bates – yes

Allison Budlong - yes

Mike Callagy – yes

Jeff Forman – yes

Minouche Kandel - yes

Michael Marylander – yes

Stephany Powell - yes

Dixie Wall – yes

Mark Dixon – yes

17. Public comments regarding issues not in this agenda/suggested agenda items for future meetings

There were no comments from the public.

18. Items/suggestions from Board members for future meeting agendas

Minouche Kandel asked if CAMTC can consider a type of public service outreach regarding inappropriate behavior by clients. Mark, Beverly and Ahmos will see if other massage organizations address this subject when they attend the FSMTB meeting next week.

Meeting recessed at 4:31 pm until 8:30 am on September 27, 2018.

Meeting continued on September 27, 2018 beginning at 8:30am.

19. Closed Session regarding the appointment, employment, evaluation of performance, or dismissal of an employee pursuant to California Government Code Section 11126(a) - CEO performance review

20. Returned to open session at 12:08pm and announced action taken in closed session

Jill England reported in open session that the Board assigned Chairman Dixon and Ron Bates to research firms that do CEO compensation studies and come back to the Board with the names of at least two such firms. The Board will then discuss whether to hire a firm and if so, which one, at its November meeting.

21. 2019 Strategic Priorities Marylander/Thuilliez Motion to accept the proposed 5 Strategic Objectives and Key Results:

- #1 Sunset Review**
- #2 Accountability**
- #3 Exam – evaluation of cost, process, need**
- #4 Non-English Speakers**
- #5 Outreach to Schools and Students**

6-0 MOTION PASSES

ROLL CALL VOTE: 6 Yes; 0 No; 0 Abstain

Ron Bates – yes

Allison Budlong - yes

Jeff Forman – yes

Michael Marylander – yes

Stephany Powell – yes

Sean Thuillez -yes

Mark Dixon – yes

22. Director of Governmental Affairs and Special Projects’ report

- **Local Government Update** – Beverly May reported on highlights of activities in amending local massage ordinances, including current changes being considered in San Diego city, San Francisco and Los Angeles County and the new ordinance in Antioch. Ms. May discussed nuisance abatement being used in San Jose and San Francisco to close illicit establishments.
- **Human Trafficking** – Ms. May discussed San Francisco beginning to focus on Labor Trafficking in massage.
- **Legislative Updates** –HR 1023, a federal bill, has not moved. Ms. May discussed her attendance at the Legislative Roundtables that included the boards and bureaus under the Department of Consumer Affairs. She noted the challenge that all organizations face when legislators advocate for individuals or small groups of constituents whose interests conflict with the mandate for public protection.
- **Certification and Application Management System (CAMS)** – Ms. May reported on the progress being made in completing CAMS and the process to complete it. She presented the timelines for completion as requested by the Board.

23. Public comments regarding issues not in this agenda/suggested agenda items for future meetings

No comments were made.

24. Items/suggestions from Board members for future meeting agendas

No items were suggested.

25. Adjourn

Chairman Dixon adjourned the meeting at 1:31 pm on September 27, 2018.

Minutes Approved: November 15, 2018

Allison Budlong, Secretary