



Professional Fiduciaries Bureau Advisory Committee Meeting

Meeting Location: NOTICE OF TELECONFERENCE MEETING

The Professional Fiduciaries Bureau will meet by teleconference at
10:00 a.m., on Wednesday, September 15, 2021

NOTE: Pursuant to Governor Gavin Newsom's Executive Order [N-08-21](#), dated June 11, 2021, this meeting will be held by teleconference with no physical public locations.

Important Notice to the Public: The Professional Fiduciaries Bureau (Bureau) will hold a public meeting via WebEx Events. To participate in the WebEx Events meeting, please log on to this website the day of the meeting:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m41c41126eb2b9948e539cca67c0ceb40>

Event number: 146 983 9790

Event password: PFB09152021 (73209152 from phone)

Join by phone:

+1-415-655-0001 US Toll

Access code: 146 983 9790

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 September 13, 2021, to fiduciary@dca.ca.gov for consideration.

AGENDA

- 1) Call to Order – Chi Elder, Chair
- 2) Roll Call & Establishment of Quorum – Angela Cuadra, Program Analyst
- 3) Advisory Committee Members, Bureau Chief, Staff and Legal Counsel Introductions
- 4) Public Comment on Items Not on the Agenda (See “Note” below)



- 5) Reading of the Professional Fiduciaries Bureau Mission Statement – Rebecca May, Bureau Chief
- 6) Discussion and Approval of the Advisory Committee Meeting Minutes from June 23, 2021 – Chi Elder, Chair
- 7) Update from the Director’s Office – DCA Executive Staff
- 8) Budget Report – DCA Budget Analyst
 - Budget Overview and Update
- 9) Legislative Update and Discussion – DCA Legislative Analyst
 - AB 29 (Cooper) State bodies: meetings
 - AB 260 (Stone) Guardianships
 - AB 339 (Lee) State and local government: open meetings
 - AB 465 (Nazarian) Professional fiduciaries: prelicensing and renewal or restoration: education
 - AB 574 (Chen) Guardians ad litem: mental illness
 - AB 596 (Nguyen) Appointed legal counsel
 - AB 885 (Quirk) Bagley-Keene Open Meeting Act: teleconferencing
 - AB 1062 (Mathis) Conservators and guardians: disposition of property
 - AB 1194 (Low) Conservatorship
 - SB 602 (Laird) Review of conservatorships: care plans
 - SB 826 (Committee on Business, Professions and Economic Development) Business and professions
- 10) Bureau Updates – Rebecca May, Bureau Chief
 - Application, Licensing and Enforcement Statistics
 - Business Modernization Plan
 - Outreach Events
 - E-Newsletter
 - Delays in Mail Delivery and Receipt
 - Sunset Review
 - Complaint/Investigation Process Overview
 - Strategic Plan – Enforcement Objective
- 11) Strategic Plan Discussion of Recommendations from the Committee for Goal 1: Licensure – Rebecca May, Bureau Chief (Discussion Only)
 - Item 1.1 Increase licensee population to facilitate consumer access to fiduciaries.



- Item 1.2 Create and develop an apprentice program as a pathway to licensure to promote increased knowledge and experience within the profession.
- 12) Proposed Rulemakings Update – Rebecca May, Bureau Chief
 - Proposed Inactive/Retired License Regulation Amending Sections 4560 and 4562, and Adding Article 8.3 (Commencing with Section 4563) and Article 8.5 (Commencing with Section 4571) to, Division 41 of Title 16 of the California Code of Regulations
 - Proposed Client Notification Regulation Adding Article 7.5 (commencing with Section 4550) to Division 41 of Title 16 of the California Code of Regulations
 - 13) Approved Rulemaking Update – Rebecca May, Bureau Chief
 - Mailing Address of the Bureau – Title 1 Code of California Regulations Section 100 Amendment of Section 4402 Division 41 of Title 16 of the California Code of Regulations
 - 14) Future Agenda Items
 - 15) Future Meeting Dates
 - Wednesday, December 8, 2021
 - 16) Adjournment

This agenda can be found 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 Board are open to the public.

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 his or her discretion, apportion available time among 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)).

This meeting is being held via WebEx Events. 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 at (916) 574-7341, email: fiduciary@dca.ca.gov, or send a written request to the Professional Fiduciaries Bureau, 1625 N. Market St., 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. TDD Line: (916) 326-2297.



*The Bureau plans to webcast this meeting on its website at www.fiduciary.ca.gov.
Webcast availability cannot, however, be guaranteed due to limitations on resources or

technical considerations. If you wish to participate or to have a guaranteed opportunity to follow the meeting, you may do so by following the instruction listed above.



HOW TO – Join – DCA WebEx Event

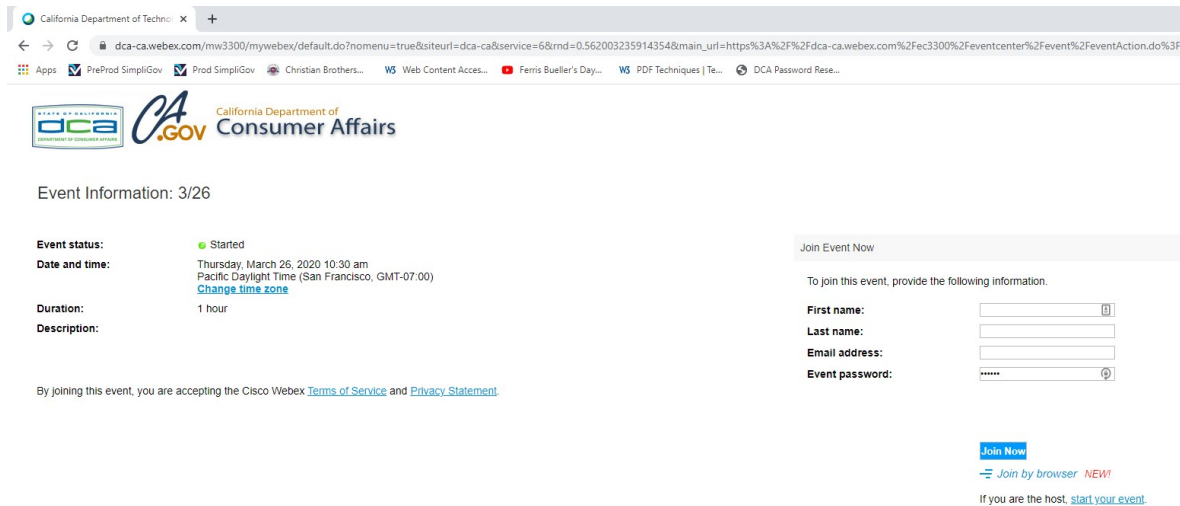
The following contains instructions on how to join a WebEx event hosted by the Department of Consumer Affairs (DCA).

NOTE: The preferred audio connection to our event is via telephone conference and not the microphone and speakers on your computer. Further guidance relevant to the audio connection will be outlined below.

1. Navigate to the WebEx event link provided by the DCA entity (an example link is provided below for reference) via an internet browser.

Example link:

<https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=eb0a73a251f0201d9d5ef3aaa9e978bb5>



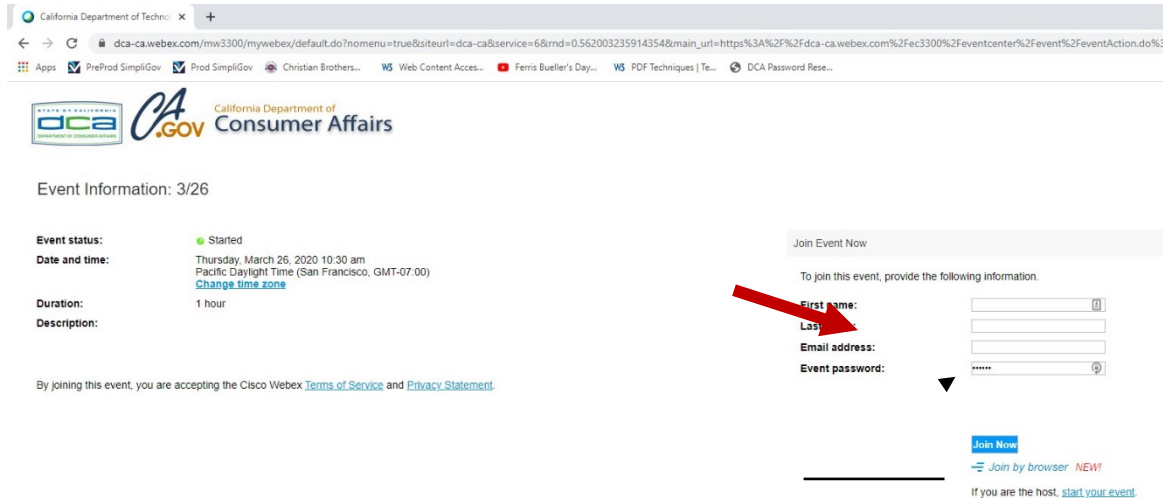
The screenshot shows a web browser window with the URL <https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=eb0a73a251f0201d9d5ef3aaa9e978bb5>. The page header includes the California Department of Consumer Affairs logo and name. The main content is divided into two sections:

- Event Information:** Shows the event has started on Thursday, March 26, 2020 at 10:30 am Pacific Daylight Time (San Francisco, GMT-07:00). The duration is 1 hour. There is a link to "Change time zone".
- Join Event Now:** A form with the following fields:
 - First name:
 - Last name:
 - Email address:
 - Event password:

Below the form, there is a "Join Now" button, a "Join by browser NEW!" link, and a note: "If you are the host, [start your event](#)".

2. The details of the event are presented on the left of the screen and the required information for you to complete is on the right.

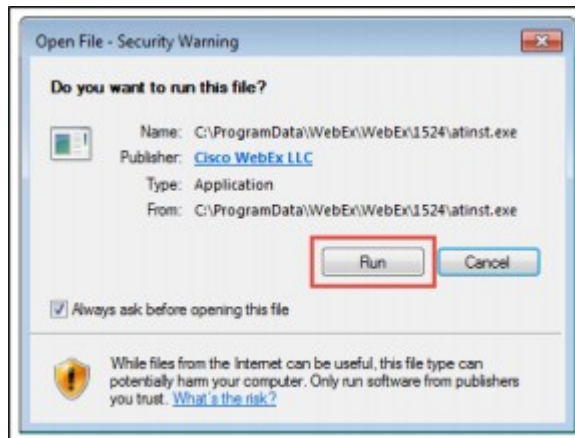
NOTE: If there is a potential that you will participate in this event during a Public Comment period, you must identify yourself in a manner that the event Host can then identify your line and unmute it so the event participants can hear your public comment. The 'First name', 'Last name' and 'Email address' fields do not need to reflect your identity. The department will use the name or moniker you provide here to identify your communication line should you participate during public comment.



3. Click the 'Join Now' button.

NOTE: The event password will be entered automatically. If you alter the password by accident, close the browser and click the event link provided again.

4. If you do not have the WebEx applet installed for your browser, a new window may open, so make sure your pop-up blocker is disabled. You may see a window asking you to open or run new software. Click 'Run'.



Depending on your computer's settings, you may be blocked from running the necessary software. If this is the case, click 'Cancel' and return to the browser tab that looks like the window below. You can bypass the above process.



Starting Webex...



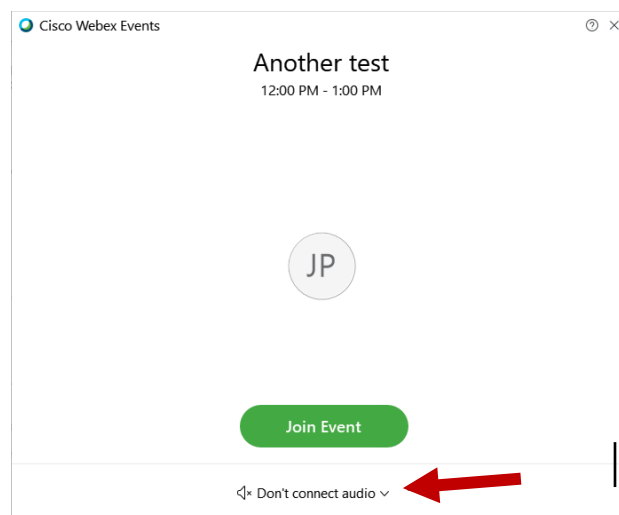
Still having trouble? [Run a temporary application](#) to join this meeting immediately.

5. To bypass step 4, click 'Run a temporary application'.
6. A dialog box will appear at the bottom of the page, click 'Run'.



The temporary software will run, and the meeting window will open.

7. Click the audio menu below the green 'Join Event' button.



8. When the audio menu appears click 'Call in'.

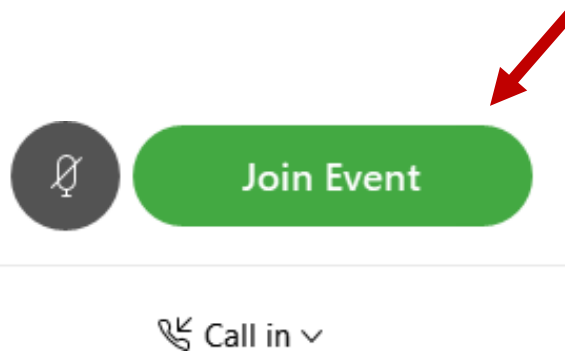


Use computer for audio

Call in ◀

Don't connect to audio

9. Click 'Join Event'. The audio conference call in information will be available after you join the Event.



10. Call into the audio conference with the details provided.

Call In ×

Call in from another application ⓘ

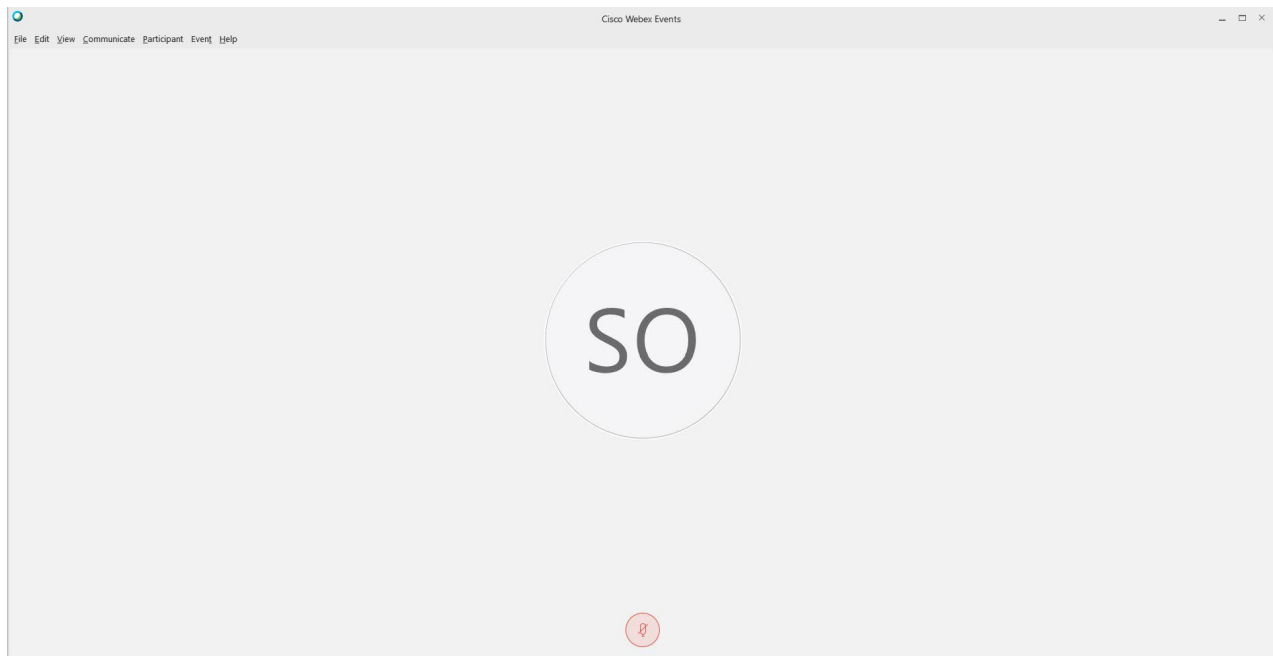
- Call**
US Toll
[REDACTED] 2
[Show all global call-in numbers](#)
- Enter**
Access code [REDACTED] #
Attendee ID [REDACTED] #

NOTE: The audio conference is the preferred method. Using your computer's microphone and speakers is not recommended.

Once you successfully call into the audio conference with the information provided, your screen will look like the screen below and you have joined the event.



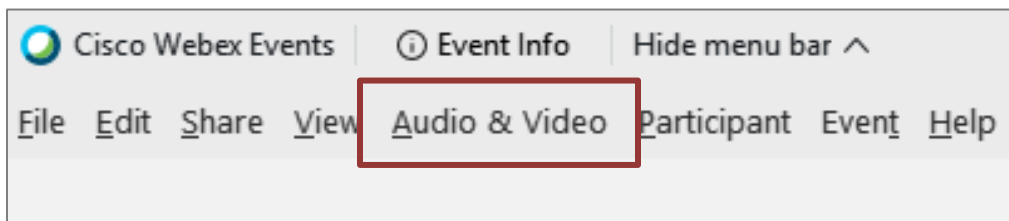
Congratulations!



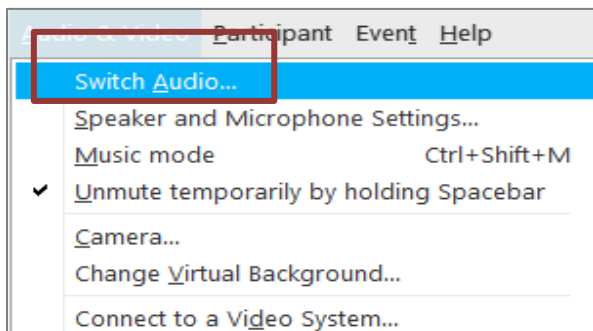
NOTE: Your audio line is muted and can only be unmuted by the event host.

If you join the meeting using your computer's microphone and audio, or you didn't connect audio at all, you can still set that up while you are in the meeting.

1. Select 'Audio & Video' from the menu bar at the top of your screen.

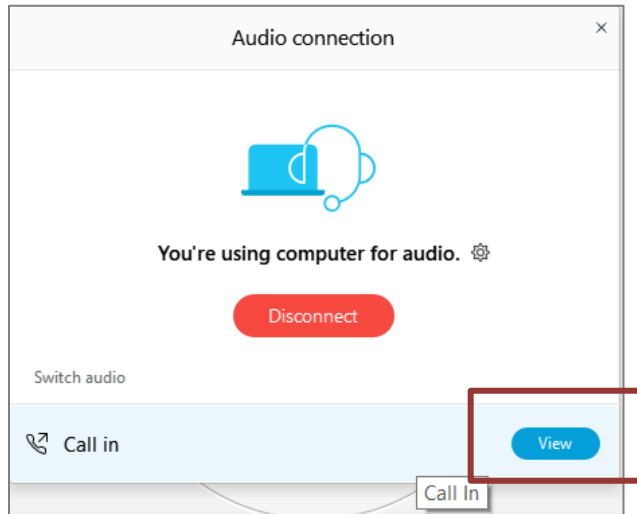


2. Select "Switch Audio" from the drop-down menu.





3. The 'Call In' information can be displayed by selecting 'View'

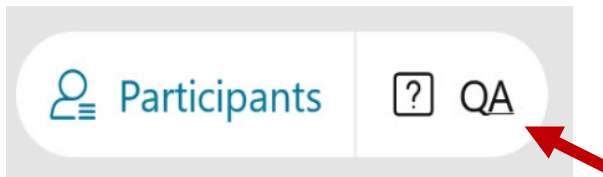


You will then be presented the dial in information for you to call in from any phone.



Participating During a Public Comment Period

At certain times during the event, the facilitator may call for public comment. If you would like to make a public comment, click on the 'Q and A' button near the bottom, center of your WebEx session.



This will bring up the 'Q and A' chat box.

NOTE: The 'Q and A' button will only be available when the event host opens it during a public comment period.

To request time to speak during a public comment period, make sure the 'Ask' menu is set to 'All panelists' and type 'I would like to make a public comment'.

Ask: ▼

Select a panelist in the Ask menu first and then type your question

Attendee lines will be unmuted in the order the requests were received, and you will be allowed to present public comment.

NOTE: Your line will be muted at the end of the allotted public comment duration. You will be given a warning that your time is about to expire.