



**Professional Fiduciaries Bureau
Advisory Committee Meeting Minutes
Wednesday, March 12, 2025**

Committee Members Present

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

Committee Member Absent

Linda Ng

Staff Present

Terri McClain, Program Manager, Professional Fiduciaries Bureau
Helen Geoffroy, Legal Counsel, Department of Consumer Affairs
Angela Cuadra, Program Analyst, Professional Fiduciaries Bureau
Sue Lo, Enforcement Analyst, Professional Fiduciaries Bureau

1. Call to Order – Bertha Sanchez Hayden, Chair

Chair Sanchez Hayden called the meeting to order at 10:00 a.m.

2. Roll Call and Establishment of Quorum – Angela Cuadra, Program Analyst

Ms. Cuadra called the roll. Chair Sanchez Hayden and Committee Members Ichikawa, Anthony, Moore and Torregano were present from remote locations. Committee Member Ng was absent. A quorum was established with five Committee Members present.

3. Advisory Committee Members, Bureau Program Manager, Staff and Legal Counsel Introductions –

Committee Members, Bureau staff and legal counsel introduced themselves.

4. Public Comment on Items Not on the Agenda

Chair Sanchez Hayden explained this agenda item is intended for the public to comment on items not included on today's agenda.

Public Comment: None.

5. Reading of the Professional Fiduciaries Bureau Mission Statement – Terri McClain, Program Manager

Ms. McClain read the Bureau's mission statement.

Advisory Committee Member Comments: None.

Public Comment: None.

6. Discussion and Approval of the Advisory Committee Meeting Minutes from December 11, 2024 – Bertha Sanchez Hayden, Chair

Ms. Anthony motioned to approve the meeting minutes as written and to allow Bureau staff to make non-substantive edits as needed. Mr. Torregano seconded the motion. There was no discussion from the Committee members.

Advisory Committee Member Comments: None.

Public Comment: None.

Ms. Cuadra repeated the motion to approve the minutes as written and allow the Bureau to make non-substantive edits if needed. A roll call vote was held. Chair Sanchez Hayden, Ms. Ichikawa, Ms. Anthony, Mr. Moore, and Mr. Torregano voted to approve the motion. Ms. Cuadra noted that Ms. Ng was absent from the meeting. The motion carried with five votes. Ms. Cuadra noted that the minutes will be posted to the Bureau's website.

7. Update from the Director's Office – DCA Executive Staff

Leslie Barmby provided an update on behalf of the Department of Consumer Affairs (DCA).

Governor Newsom released Executive Order N-15-25 providing relief for local businesses by deferring renewal fees and waiving other fees for DCA licensees in the Los Angeles Wildfire areas whose licenses expire between January 1, 2025 and July 1, 2025. The order postponed renewal fees for one year, waives replacement license or wall certificate fees, and suspended delinquency fees until July 1, 2025. DCA provided messages to be disseminated to impacted licensees and posted on board and bureau websites and appreciates the quick and personal outreach by the boards and bureaus.

On January 10, 2025, Governor Newsom released his proposed 2025-2026 State Budget. DCA vacancies reduction and government efficiency plans were approved by the Department of Finance and may be made official in the Spring revisions. The Governor is committed to funding resources to address California's housing and homelessness crisis. In the Governor's proposed budget is the creation of a dedicated California housing and homeless agency. DCA and other regulators under the Business and Consumer Services and Housing Agency would form a consumer protection agency. This reorganization proposal will be reviewed by the Little Hoover Commission and the Legislature in the Spring.

On December 6, 2024, the Governor appointed Yvonne Dorantes as the Assistant Deputy Director of Legislative and Government Affairs at the California Governor's Office of Emergency Services. Ms. Dorante's last day at DCA was December 31, 2024.

On February 14, 2025, the Governor appointed Melissa Gear as the Deputy Director of Legislative and Government Affairs at the Department of Healthcare Access and Information. Ms. Gear's last day at DCA was February 28, 2025.

DCA appreciates both of their dedication to the Department and wishes them well in their new roles.

Advisory Committee Member Comments:

Chair Sanchez Hayden thanked Ms. Barmby for the update and for the work that is being done to support wildfire victims.

Public Comment: None.

8. Budget Report – DCA Budget Analyst

Brendan Vue, a Budget Analyst at the Department of Consumer Affairs, provided the Bureau's budget update including an overview of expenditures and the fund condition.

Mr. Vue noted the projections on the expenditure handout were based on actual data through fiscal month six and included 2023-2024 actual expenditures. He stated the Bureau had a beginning base budget of a little over \$1.1 million and is projected to spend \$689,000 creating a reversion to the Bureau's fund of approximately \$427,000 or 38.23%.

Mr. Vue reviewed the Bureau's revenue projections handout. He noted this handout included receipts collected through September and the projected revenue through year-end.

Mr. Vue provided an overview of the Bureau's fund condition. The Bureau began FY 2023-2024 actuals or \$256,000, collected \$842,000 in revenue, and expended \$797,000. The Bureau closed FY 2023-2024 with \$301,000 or 4.8 months in reserve. For current fiscal year 2024-2025, the Bureau projects just over \$1.1 million in revenue and \$758,000 in expenditures based on the Governor's Budget Act which will leave the Bureau with \$711,000 or 7 months in reserve. Mr. Vue reminded the Advisory Committee Members that the fund condition is a snapshot in time.

Advisory Committee Member Comments: None.

Public comment: None.

9. Legislative Update and Discussion – DCA Legislative Analyst

Ms. Susan Kilcrease, a Legislative and Regulatory Analyst at the Department of Consumer Affairs, provided an update on legislative timelines for the upcoming year and a status update on AB 586 (Flora) which would include professional fiduciary professional corporations in the definition of a professional fiduciary.

Advisory Committee Member Comments:

Chair Sanchez Hayden requested AB 1105 (Quirk-Silva) be added to the agenda for the next meeting.

Public comment: None.

10. Bureau Updates –Terri McClain, Program Manager

- Application, Licensing and Enforcement Statistics - Ms. McClain presented application, licensing, and enforcement statistics from July 1, 2024, through

December 31, 2024. She noted the date under the number of licensees by status should be December 2024.

- Los Angeles Fire Response – Ms. McClain stated that in response to Executive Order N-15-25, the Bureau contacted its licensees in the affected areas to inform each licensee of the options available for deferral of renewal fees. The information was also posted to the Bureau's website.
- Outreach Events – Ms. McClain stated the Professional Fiduciaries Association (PFAC) invited the Bureau to attend the PFAC Annual Conference in May of 2025. The Bureau was not able to attend but provided brochures for distribution to conference attendees with an overview of the Bureau.
- E-Newsletter – Ms. McClain stated the Winter 2025 E-newsletter was released and is available on the Bureau's website. Advisory Committee Member Linda Ng was featured in this edition of the newsletter. She also stated the Bureau has both Facebook and Twitter accounts and an interested parties list to receive email notification from the Bureau regarding upcoming events, regulations, and meetings

Advisory Committee Member Comments:

Ms. Ichikawa asked about the Bureau's efforts to expand the profession. Ms. McClain replied that the Bureau has been working on outreach efforts to ensure applicants and licensees are informed of the Bureau and changes. She requested any ideas from the Committee Members to increase the outreach efforts. She also stated the Bureau has noticed an increase in applications and renewals this year.

Chair Sanchez Hayden thanked the Bureau for its outreach efforts and for contacting the licensees located in the affected areas of the Los Angeles fires.

Public comment: None.

11. 2025 Chair and Vice Chair Elections – Terri McClain, Program Manager

Ms. Anthony nominated Chair Sanchez Hayden to serve as Advisory Committee Chair of the Professional Fiduciaries Bureau Advisory Committee for 2025. Ms. Ichikawa seconded the nomination. Chair Sanchez Hayden accepted the nomination. There were no other nominations for Chair.

Advisory Committee Member Comments: None.

Public Comment: None.

Ms. Cuadra repeated the nomination to elect Chair Sanchez Hayden as Advisory Committee Chair of the Professional Fiduciaries Bureau Advisory Committee for 2025. A roll call vote was held. Chair Sanchez Hayden, Ms. Ichikawa, Ms. Anthony, Mr. Moore, and Mr. Torregano voted to nominate Chair Sanchez Hayden. Ms. Ng was absent from the meeting. The motion carried by a majority vote.

Ms. Anthony nominated Ms. Ichikawa to serve as Advisory Committee Vice Chair of the Professional Fiduciaries Bureau Advisory Committee for 2025. Chair Sanchez Hayden seconded the nomination. Ms. Ichikawa accepted the nomination. There were no other nominations for Vice Chair.

Advisory Committee Member Comments: None.

Public Comment: None.

Ms. Cuadra repeated the nomination to elect Ms. Ichikawa as Advisory Committee Vice Chair of the Professional Fiduciaries Bureau Advisory Committee for 2025. A roll call vote was held. Chair Sanchez Hayden, Ms. Ichikawa, Ms. Anthony, Mr. Moore, and Mr. Torregano voted to nominate Ms. Ichikawa. Ms. Ng was absent from the meeting. The motion carried by a majority vote.

12. Future Agenda Items – Angela Cuadra, Program Analyst

Ms. Cuadra noted there was a request to include an update on AB 1105 (Quirk-Silva), legislation that proposes to expand the authority of conservators.

Advisory Committee Member Comments: None.

Public comment: None.

13. Future Meeting Dates

Chair Sanchez Hayden provided the following confirmed meeting dates for 2025 Wednesday, June 11, 2025; Wednesday, September 10, 2025; and, Wednesday, December 10, 2025.

Advisory Committee Member Comments: None.

Public comment: None.

14. Adjournment

Chair Sanchez Hayden noted that there was an error on the agenda listing item number thirteen twice and adjourned the meeting at 10:53 a.m.