



**Professional Fiduciaries Bureau
Advisory Committee Meeting Minutes
Wednesday, June 11, 2025**

Committee Members Present

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

Staff Present

Cynthia Antar, Program Manager, Professional Fiduciaries Bureau
Helen Geoffroy, Legal Counsel, Department of Consumer Affairs
Angela Cuadra, Program 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 Advisory Committee Members Ichikawa, Anthony, Moore and Ng were present from remote locations. Due to technical difficulties, Committee Member Torregano joined the meeting after roll call was taken. A quorum was established with six Committee Members present.

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

Chair Sanchez Hayden noted Terri McClain, a retired annuitant, was no longer assisting the Bureau and welcomed Cynthia Antar as the new Program Manager. Ms. Antar introduced herself and provided her background which includes working as a paralegal in the private sector and approximately 20 years of service with the State of California. 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 – Cynthia Antar, Program Manager

Ms. Antar 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 March 12, 2025 – 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. A roll call vote was held. Chair Sanchez Hayden and Advisory Committee Members Ichikawa, Anthony, Moore, Ng and Torregano voted to approve the motion. The motion carried 6-0.

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 and Advisory Committee Members Ichikawa, Anthony, Moore, Ng and Torregano voted to approve the motion. The motion carried 6-0. Ms. Cuadra noted that the minutes will be posted to the Bureau's website.

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

Shelly Jones provided an update on behalf of the Department of Consumer Affairs (DCA).

Governor Newsom released his proposed 2025-2026 state budget which included a proposal to split DCA's oversight agency, the Business and Consumer Services and Housing Agency, into two state agencies -- the California Housing and Homelessness Agency (CHHA) which will oversee housing and homelessness solutions and safeguard civil rights, and the Business and Consumer Services Agency will be responsible for consumer affairs, licensing and enforcement.

This reorganization proposal was reviewed by the Little Hoover Commission on the 23rd and 24th of April. DCAs Agency Secretary, Director Kirchmeyer, and other department leaders testified in support of the Governor's plan. The Little Hoover Commission recommended allowing the Governor's reorganization plan to take effect and unless rejected by the Legislature, the plan will go into effect on July 5, 2025 and the Business and Consumer Services Agency will become operative on July 1, 2026.

On March 3, 2025, Governor Newsom issued an executive order requiring state agencies and departments to update their hybrid telework policies for employees to increase from two to four days in office per week beginning on July 1, 2025. On March 13, 2025, the California Department of Human Resources issued guidance on implementation of this executive order providing parameters for when agencies and departments can make case by case exceptions to the four days in office minimum requirement. DCA is working closely with programs to identify additional space needed for this transition and hosting bi-weekly meetings with leadership to provide updates and respond to questions. DCA recognizes this transition will require adjustments for many employees and is working together to minimize the impacts.

On April 28, 2025, Levi Hull began serving as the DCA Compliance and Equity Officer. He is responsible for leading and coordinating department wide quality improvement efforts to ensure consistency and regulatory compliance. The position oversees Solid Planning and Training Services, Organizational Improvement Office, Equal Employment Opportunity Office, and Diversity, Equity and Inclusion Steering Committee.

Advisory Committee Member Comments: None.

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 nine 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 \$678,000 creating a reversion to the Bureau's fund of approximately \$355,000 or 34.37%.

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 \$1.2 million in revenue and \$747,000 in expenditures based on the Governor's Budget Act which will leave the Bureau with \$783,000 or 7.7 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: James Counts commented that he is concerned about the Bureau's ongoing fund condition and suggested a review and analysis to implement reductions.

Greg Honegger commented that he did not understand why the renewal fee amount is going down in future years.

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. She also provided a status update on AB 586 (Flora), which would include professional fiduciary professional corporations in the definition of a professional fiduciary and AB 1105 (Quirk-Silva) which would allow a conservator to place a conservatee in a residential facility, intermediate or nursing facility as long as the facility has a secured perimeter or security door that locks after exiting.

Advisory Committee Member Comments: None.

Public Comment: None.

10. Bureau Updates –Cynthia Antar, Program Manager

- Application, Licensing and Enforcement Statistics - Ms. Antar presented application, licensing, and enforcement statistics from July 1, 2024, through March 31, 2025.
- Los Angeles Fire Response – Ms. Antar 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. Antar stated the Bureau was able to attend a conservator workgroup from the California Elder and Disability Justice Coordinating Council on March 13, 2025 and April 15, 2025. Additionally, the Professional Fiduciaries Association (PFAC) invited the Bureau to attend the PFAC Annual Conference in May 2025. While the Bureau would not be able to attend the conference, Ms. Antar shared that brochures for distribution to conference attendees with an overview of the Bureau would be provided. Ms. Antar stated as part of the Bureau’s ongoing outreach and education efforts, a licensee was scheduled to provide an overview of the profession during Agenda Item 11, however, due to technical difficulties the item will be tabled for a future meeting.

Advisory Committee Member Comments: None.

Public Comment: James Counts commented that a clearer picture of statistics could be provided in a table format with history of the past five years.

11. Licensee Presentation – Janet Kahn, Professional Fiduciary

This agenda item was tabled due to technical difficulties.

12. Application and Licensing Process Presentation –Angela Cuadra, Program Analyst

Ms. Cuadra provided an overview of the Bureau’s application, licensing and renewal processes.

The application process begins with the receipt of an application with the processing fee, a completed livescan fingerprint form, and 30 hours of prelicensing education, including at least one hour in the subject topic of cultural competency. Once the application is approved, the applicant must pass the licensing examination and pay the initial licensing fee to obtain a license.

Once licensed, the license is renewed annually and the licensee is required to submit an annual statement at least 60 days prior to the expiration of their license, the renewal

fee and also certify completion of 15 hours of continuing education. Ms. Cuadra reviewed common errors that are made on the application, initial annual statement and annual statements, and provided an overview of the Bureau's processing timelines.

Advisory Committee Member Comments: Chair Sanchez Hayden thanked the Bureau for providing this presentation to assist its applicants.

Public Comment: None.

13. Future Agenda Items – Angela Cuadra, Program Analyst

Ms. Cuadra noted there no requests for future agenda items.

Advisory Committee Member Comments: None.

Public Comment: James Counts commented that the Bureau is only providing reports to the Advisory Committee. He recommended the Advisory Committee address on an annual basis the primary cause of the negative cash flow.

14. Future Meeting Dates

Chair Sanchez Hayden confirmed the future meeting dates of the Advisory Committee on Wednesday, September 10, 2025 and Wednesday, December 10, 2025.

Advisory Committee Member Comments: None.

Public Comment: None.

15. Adjournment

Chair Sanchez Hayden adjourned the meeting at 11:13 a.m.