



**Professional Fiduciaries Bureau
Advisory Committee Meeting Minutes
Wednesday, December 10, 2025**

Committee Members Present

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

Committee Members Absent

James Moore

Staff Present

Cynthia Antar, Program Manager, Professional Fiduciaries Bureau
Sabina Knight, 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 10:01 a.m.

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

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

3. Advisory Committee Members, Bureau Program Manager, Staff and Legal Counsel Introductions – Bertha Sanchez Hayden, Chair

Advisory Committee Members, Bureau staff and legal counsel introduced themselves.

4. Public Comment on Items Not on the Agenda - Bertha Sanchez Hayden, Chair

Chair Sanchez Hayden explained this agenda item is intended for the public to comment on items not included on the agenda, and for items on the agenda, the public may make comments during that specific agenda item. It was further clarified that public comment is not intended to discuss specific disciplinary cases.

Public Comment:

An anonymous member of the public commented he would like an explanation of the agenda and requested that the Bureau transfer disciplinary actions and investigations to the court. Legal Counsel Knight stated the Bureau is not able to discuss specific enforcement actions during this meeting and asked the moderator to add the Bureau's email address into the chat box so the caller could submit his suggestion to the Bureau. The moderator added the email address to the chat and provided the email address verbally for the caller.

5. Reading of the Professional Fiduciaries Bureau Mission Statement – Cynthia Antar, Program Manager

Ms. Antar read the Bureau's mission statement, "to protect consumers through licensing, education, and enforcement of the Professional Fiduciaries Act, and promote and uphold competency and ethical standards across the profession."

Advisory Committee Member Comments: None.

Public Comment:

An anonymous member of the public commented that the mission statement should be disseminated to the public and that the courts should be notified of revoked or disciplined licenses.

6. Discussion and Approval of the Advisory Committee Meeting Minutes from September 10, 2025 – Bertha Sanchez Hayden, Chair

Advisory Committee Member Torregano motioned to approve the meeting minutes as written and to allow Bureau staff to make non-substantive edits as needed. Advisory Committee Member Anthony seconded the motion. There was no discussion from the Advisory Committee Members. A roll call vote was held. Chair Sanchez Hayden and Advisory Committee Members Ichikawa, Anthony, Ng and Torregano voted to approve the motion. Advisory Committee Member Moore was absent. The motion carried 5-0.

Advisory Committee Member Comments: None.

Public Comment: An anonymous member of the public commented that the public does not have the same information or access to be involved in decision making.

7. Update from the Director's Office – Department of Consumer Affairs (DCA/Department) Executive Staff

Lucy Saldivar, Deputy Director of Board and Bureau Relations, introduced herself. Saldivar was appointed by Governor Newsom in October 2025 to serve as the Department of Consumer Affairs (DCA) Deputy Director of Board and Bureau Relations. Prior to her appointment she worked in the State Legislature serving as Chief of Staff for Assembly Member Lisa Calderon, as an Assembly Fellow and Legislative Assistant in the Assembly Office of Jacqui Irwin. She is an alumna of the Hope Leadership Institute program and a member of the California Latino Capital Association Foundation.

Deputy Director Saldivar provided the following update on behalf of the Department.

Deputy Director Saldivar welcomed Shelly Jones, Assistant Deputy Director of Board and Bureau Relations, to the Department's executive team. Assistant Deputy Director Jones was appointed by Governor Newsom in September 2025 as the Assistant Deputy Director of the Board and Bureau Relations. Assistant Deputy Director Jones brings 29 years of state experience. and has been with DCA since 2015. Since 2015, Jones has served in several capacities with DCA, including the Board and Bureau Relations team, and the Strategic Organization, Leadership and Individual Development (SOLID) and Organizational Improvement Offices. Prior to joining DCA, Jones served in multiple roles at the Juvenile Parole Board of the California Department of Corrections.

Director Kimberly Kirchmeyer will retire on December 30, 2025, after 36 years of service at DCA. Ms. Saldivar shared Director Kirchmeyer's appreciation for the Bureau during her appointment at DCA.

As a reminder, DCA encouraged committee members to review the list of required trainings to ensure continued compliance. Sexual Harassment Prevention (SHP) training is mandated to be completed within 30 days of appointment and every two years thereafter. On October 27, 2025, DCA launched its new SHP training in the Department's Learning Management System (LMS). Advisory Committee members were advised if they have not yet completed the training in 2024-2025, that the new version has been assigned to their account. Advisory Committee members can log into their account and begin the training. If there are any questions or if assistance is needed, they can email the Board and Bureau Relations team at memberrelations@dca.ca.gov.

Deputy Director Saldivar concluded her update mentioning DCA's honor to join in two annual charitable campaigns: the Our Promise California State Employees Giving at Work campaign and the State Employees Food Drive. State employees and committee members have the opportunity to support the nonprofit causes that they are passionate about through payroll deductions or one-time donations. These contributions have a positive impact on our communities and are a way for DCA to show that it cares for California.

Advisory Committee Member Comments: None.

Public Comment:

James Counts welcomed the new members and commented that the Bureau has budget problems and if not fixed, will cause possible elimination of the Bureau. He requested Deputy Director Saldivar listen to the comments he would provide on the next agenda item and the Bureau Chief agenda item and work with the Bureau to fix these issues.

An anonymous member of the public commented that he agreed with James Counts comment on the budget, asked about the plans to fill the Bureau Chief position, and asked about bond requirements for licensees.

8. Budget Report – DCA Budget Analyst

Brendan Vue, Budget Analyst at the Department of Consumer Affairs, provided the Bureau's budget update including an overview of expenditures and the Bureau's fund condition. Budget Analyst Vue noted the projections on the expenditure handout were based on actual data through fiscal month three and included 2024-2025 actual expenditures and the 2025-2026 budgeted and projected expenditures. He stated the Bureau had a beginning base budget of a little over \$1.1 million and is projected to spend \$788,000 creating a reversion to the Bureau's fund of approximately \$251,000 or 24.15%.

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

Budget Analyst. Vue provided an overview of the Bureau's fund condition. The Bureau began Fiscal Year (FY) 2024-2025 with a balance of \$301,000, collected \$1,298,000 in revenue, and expended \$715,000. The Bureau closed FY 2024-2025 with \$885,000 or 12.2 months in reserve. For Current Year (CY) 2025-2026, the Bureau projects just over

\$1.36 million in revenue. The Bureau's 2025-2026 expenditures are currently based on the 2025 Budget Act with Fiscal Month (FM) 3 projections at \$873,000 leaving the Bureau with a fund balance of just over \$1.3 million or 13.1 months in reserve. Budget Analyst 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 while there has been some progress with the budget, he is concerned about the Bureau's ongoing fund condition because the expenditures are increasing more than the revenue each year.

An anonymous member of the public commented that there is a loss of revenue when the Bureau significantly reduces citation fine amounts.

9. Legislative Update and Discussion – DCA Legislative Manager

Chair Bertha Sanchez Hayden stated currently there are no Assembly or Senate bills slated for discussion.

Ms. Susan Kilcrease, a Legislative and Regulatory Analyst at the Department of Consumer Affairs, provided an update on legislative timelines for the upcoming year.

Advisory Committee Member Comments: None.

Public Comment:

An anonymous member of the public commented that he would like to ask a question and when would that time begin. The moderator stated that this is a time to comment on the Legislative update and was not a question-and-answer session. The moderator provided the fiduciary@dca.ca.gov email address for the caller to send his questions to the Bureau.

10. Bureau Updates – Cynthia Antar, Program Manager

Program Manager Antar presented application, licensing, and enforcement statistics from July 1, 2025, through September 30, 2025.

As of September 30, 2025, there were 893 active licenses, 18 inactive, and 32 retired licenses. For the first quarter of Fiscal Year 2025-2026, the Bureau received 29 initial applications to take the exam and issued 36 new licenses. Processing time to approve applicants to take the exam was 62 days and to issue new licenses was 8 days. The Bureau processed 210 licensing renewals, and the average processing time was 38 days.

The Bureau received 46 complaints and closed 58 complaints. The average number of days to close complaints was 211 days. As of September 30, 2025, there were 159 complaints pending, and the Bureau issued seven citations and referred one case to the Attorney General's Office for possible disciplinary action.

Advisory Committee Member Comments: None.

Public Comment:

James Counts commented that there is a high number of licensees that are retiring or otherwise dropping off from being licensed. The number of new licensees versus the number of licensees that drop off, does not meet the financial needs of the Bureau. One thing to consider is to request during the next Sunset Review the ability to increase renewal and licensing fees.

An anonymous member of the public commented he was waiting to hear comments on why the Bureau is allowing licensees to not follow rules and guidelines.

11. Future Agenda Items – Angela Cuadra, Program Analyst

Program Analyst Cuadra noted there were no requests for future agenda items.

Advisory Committee Member Comments: None.

Public Comment:

James Counts suggested that the Bureau add a discussion on what may need to be included in the next Sunset Review report to the Legislature and what can be done to fix the budget. Specifically, implementing an annual Consumer Price Index (CPI) increase to slowly raise the fee to address the budget. Also, any way the Legislature can help modify or reduce the charges from DCA to the Bureau.

An anonymous member of the public commented on the Bagley-Keene Open Meeting Act, citations, databases, and Judge misconduct. Legal Counsel Knight suggested the commenter state his request for an item to be considered for inclusion on a future

agenda.

12. Future Meeting Dates

Chair Sanchez Hayden confirmed the date of the next Advisory Committee Meeting on Wednesday, March 11, 2026. She noted the June 2026 meeting had been changed since it was announced at the last meeting. The Bureau has scheduled Advisory Committee Meetings to be held on June 3, 2026, September 9, 2026, and December 9, 2026.

Advisory Committee Member Comments: Chair Sanchez Hayden, Committee Members Torregano and Anthony, noted a conflict for the June 3, 2026, meeting date.

Public Comment:

An anonymous member of the public asked when he could provide items to be on the March 11, 2026 meeting. Legal Counsel Knight stated this agenda item is to set the dates for the next meetings, not the items which will be discussed at those meetings.

James Counts commented that the Bureau should consider changing the day of the meeting to a day other than Wednesday.

13. Adjournment

Chair Sanchez Hayden adjourned the meeting at 11:07 a.m.