

**MINUTES OF THE MEETING OF THE
STRUCTURAL PEST CONTROL BOARD**

April 28, 2022

The meeting was held April 28, 2022, at the Structural Pest Control Board,
2005 Evergreen Street, Suite 1500, Sacramento, CA 95815

Additional Teleconference Locations Were Established as Follows:

Thrasher Termite, 17427 Farley Road West, Los Gatos, CA 95030
Newport Exterminating, 16661 Millikan Avenue, Irvine, CA 92606
Logan Heights Library, Seminar Room 1, 567 S 28th Street, San Diego, CA 92113
2493 Sierra House Trail, South Lake Tahoe, CA 96150

Board Members Present:

Kyle Finley, President
Curtis Good
Magali Flores Nunez
Janet Thrasher

Board Members Absent:

Derek Devermont, Vice President
Nicky Kapadia

Board Staff Present:

Robert Lucas, Assistant Executive Officer
David Skelton, Administrative Analyst

Departmental Staff Present:

Sabina Knight, Legal Counsel
Olivia Trejo, Assistant Chief, Office of Human Resources

I. ROLL CALL / ESTABLISHMENT OF QUORUM

Mr. Finley called the meeting to order at 10:00 A.M. and Mr. Lucas called roll.

Mr. Finley, Mr. Good, Ms. Flores Nunez, and Ms. Thrasher were present.

Mr. Devermont and Ms. Kapadia were absent.

A quorum of the Structural Pest Control Board (SPCB) was established.

II. FLAG SALUTE / PLEDGE OF ALLEGIANCE

Mr. Finley led everyone in a flag salute and recitation of the Pledge of Allegiance.

III. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

There were no public comments for items not on the agenda.

VI. FUTURE AGENDA ITEMS

No future agenda items were identified at this time.

IV. SPCB REGISTRAR RECRUITMENT AND SELECTION PROCESS

a. Presentation by the Department of Consumer Affairs' Office of Human Resources Regarding the Selection Process of a Registrar

Ms. Trejo gave the SPCB an overview of the process of recruiting and selecting a permanent Registrar. Ms. Trejo highlighted the following during her presentation:

- The appointment of a search committee comprised of 2 board members.
- The advertisement and posting of the Registrar recruitment for 30 days.
- The role Department of Consumer (DCA) Human Resources will play in working with the search committee on selecting applicants, scheduling initial interviews, reference checks, and scheduling final interviews in front of the full SPCB.
- The need for the candidate who is ultimately chosen to undergo a Criminal Offender Record Information (CORI) check.
- The need for the results of the final interviews to be kept confidential until each of the unsuccessful candidates, and the successful candidate, are notified.
- The process of working with DCA Public Affairs on the announcement of the SPCB Registrar being hired.

- The need for the DCA Director to approve the hiring the SPCB Registrar.
- The need for the oath of office to be administered by the DCA Director or another board member when the Registrar is hired.

Mr. Good asked if it is possible to reduce the recruitment period from 30 to 15 days due to possible quorum issues the SPCB might encounter.

Ms. Trejo stated that it would be atypical to reduce the recruitment period as most recruitment periods are 30 days or longer. Ms. Trejo added that a request to reduce the recruitment period to 15 days would need to be reviewed by the California Department of Human Resources.

Mr. Finley asked if Mr. Good's term expiring would create issues establishing quorum for the SPCB.

Carrie Holmes, Deputy Director of Board & Bureau Relations, DCA, stated that the SPCB's appointing authorities are aware of the SPCB's situation and every effort is being made to ensure the SPCB will continue to be able to perform its functions.

b. Discussion and Possible Appointment of a Registrar Search Committee

Mr. Good asked if he could serve on the search committee after his term as a board member expired.

Ms. Trejo stated that he could serve on the search committee after his term expired but it would be atypical.

Ms. Knight stated that the search committee is typically comprised of current board members as they are the ones who will work with the Registrar. Ms. Knight added that it is good for new board members to gain the experience of participating in the recruitment and selection process.

Ms. Trejo went over the duties of the search committee again and added that the committee can extend the 30-day recruitment period if the candidate pool is lacking, or can elect to forgo initial interviews and have candidates proceed directly to final interviews in front of the full board. Ms. Trejo added that every Friday, her office will provide the search committee with the applications it has received and after the final filing date will meet with the search committee to determine next steps.

Mr. Finley asked if the search committee can consult with people who are not on the committee during the process.

Ms. Knight stated that it would depend on what was being discussed but generally the committee would have its questions answered by DCA Human Resources or its legal counsel.

Mr. Finley appointed himself and Ms. Thrasher to serve on the SPCB's search committee.

c. Review and Possible Amendments to Registrar Duty Statement

Ms. Trejo outlined the SPCB's Registrar Duty Statement as follows:

Program management responsibilities over enforcement, licensing, and examinations accounting for 60% of the job duties.

Administrative functions accounting for 20% of the job duties.

Legislative and regulatory tasks accounting for 15% of the job duties.

Public contact accounting for 5% of the job duties.

Mr. Finley asked if the duty statement as presented is an accurate reflection of what the SPCB Registrar position entails.

Ms. Trejo stated that the current SPCB Registrar Duty Statement is outdated. Ms. Trejo added that the version being presented at this meeting includes material from the current Duty Statement that remains relevant as well as updates that reflect current Registrar responsibilities.

Ms. Knight stated that DCA Human Resources are experts at this process and this is an ideal time to update the SPCB's Registrar Duty Statement.

Mr. Good moved and Mr. Finley seconded to approve the SPCB Registrar Duty Statement as presented. Passed unanimously.

(AYES: Finley, Good, Flores Nunez, Thrasher. NOES: None. ABSTENTIONS: None.)

d. Review and Approval of the Registrar Recruitment Announcement

Ms. Trejo went over the document that will be distributed advertising the SPCB's Registrar recruitment and highlighted several sections that can be edited to the SPCB's preference.

Ms. Trejo stated that the candidate must complete a Statement of Economic Interests pursuant to California Code of Regulations, Title 16, section 3830 within 30 days of assuming the position, annually prior to April 1st, and within 30 days of leaving the position.

Ms. Trejo stated that each applicant must submit a Statement of Qualifications. Ms. Trejo added that the standard length for the Statement of Qualifications is 3 pages but the SPCB can adjust that if it wishes to.

Ms. Flores Nunez asked if any additional guidance is given to candidates about their letters of professional recommendation. Ms. Flores Nunez stated that since the recruitment is only 30 days it could be challenging for applicants to put together 3 letters of professional recommendation and it could possibly limit the candidate pool.

Ms. Trejo stated that the SPCB can choose to reduce the number of letters of professional recommendation to 2 or it could limit the length to 1 page if it elected to ask for 3 letters of professional recommendation.

Ms. Thrasher moved and Mr. Finley seconded to approve the recruitment flyer as presented with 1 amendment to limit the letters of professional recommendation to 1 page each. Passed unanimously.

(AYES: Finley, Good, Flores Nunez, Thrasher. NOES: None. ABSTENTIONS: None.)

V. CLOSED SESSION

Pursuant to section 11126(a) of the Government Code, the SPCB met in closed session to discuss the possible appointment of an acting or interim Registrar.

VII. ADJOURNMENT

The meeting was adjourned at 10:54 A.M.

Signature on File

July 20, 2022

Kyle Finley, President

Date