



# ISSUE MEMORANDUM

<b>DATE</b>	May 31, 2024
<b>TO</b>	Members, California State Board of Optometry (CSBO)
<b>FROM</b>	Lillian Wang, O.D., President
<b>SUBJECT</b>	Agenda Item #5 – Discussion and Possible Action on Board President’s Report

**A. Welcome Member Dawson, CLD/SLD**

The Board will welcome and introduce Member Dawson.

**B. Board Officer Elections**

[Business and Professions Code § 3014](#) states that the board shall elect from its membership a president, a vice president, and a secretary who shall hold office for one year or until the election and qualification of a successor. The terms of President, Vice President, and Secretary shall be effective from July 1, 2024, until June 30, 2025.

All officers may be elected on one motion or ballot as a slate of officers unless more than one Board member is running per office. An officer may be re-elected and serve for more than one term.

Pursuant to the Board’s Administrative Manual, the Board President is required to solicit nominees not less than 45 days prior to the open election of new Board officers, as President Wang did at the February 16, 2024, Board Meeting.

**Nominations Received as of March 31, 2024:**

**Board President:**

Dr. Jeffrey Garcia, OD, was nominated by Dr. Lillian Wang, OD.

**Board Vice President:**

Eunie Linden was nominated by Dr. Lillian Wang, OD.

**Board Secretary:**

Dr. Stacy Bragg, OD, was nominated by Dr. Lillian Wang, OD.

Nominees will have the opportunity to make a candidate statement.

Specific duties, as identified in the Board Member Handbook, are as follows:

**President**

- **Board Business:** Conducts the Board’s business in a professional manner and with appropriate transparency, adhering to the highest ethical standards.

Shall use Roberts Rules of Order as a guide and shall use the provisions of the Open Meeting Act during all Board Meetings.

- **Board Vote:** Conducts roll call vote.
- **Board Affairs:** Ensures that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning and orientation of new Board Members.
- **Governance:** Ensures the prevalence of Board governance policies and practices, acting as a representative of the Board as a whole.
- **Board Meeting Agendas:** Develops agendas for meetings with the Executive Officer and Legal Counsel. Presides at Board Meetings.
- **Executive Officer:** Establishes search and selection committee for hiring an Executive Officer. The committee will work with DCA on the search. Convenes Board discussions for evaluating Executive Officer each fiscal year.
- **Board Committees:** Seeks volunteers for committees and coordinates individual Board Member assignments. Makes sure each committee has a chairperson and stays in touch with chairpersons to be sure that their work is carried out.
- **Yearly Elections:** Solicits nominees not less than 45 days prior to open elections at Board Meeting.
- **Community and Professional Representation:** Represents the Board in the community on behalf of the organization (as does the Executive Officer and Public Outreach Committee).

#### **Vice President**

- **Board Business:** Performs the duties and responsibilities of the President when the President is absent.
- **Board Budget:** Serves as the Board's budget liaison with staff and shall assist staff in the monitoring and reporting of the budget to the Board. Review budget change orders with staff.
- **Strategic Plan:** Serves as the Board's strategic planning liaison with staff and shall assist staff in the monitoring and reporting of the strategic plan to the Board.
- **Board Member On-Boarding:** Welcomes new members to the Board, is available to answer questions, and assist new Board Members with understanding their role and responsibilities. May participate in on-Boarding meeting with staff and new members.

#### **Secretary**

- **Attendance:** Calls roll to establish quorum
- **Board Motions:** Restates the motion prior to discussion.
- **Board Business:** Reviews draft minutes for accuracy.
- **Board Minutes:** Ensures accuracy and availability, including but not limited to date, time and location of meeting; list of those present and absent; list of items discussed; list of reports presented; and text of motions presented and description of their disposition. Reviews and provides edits to draft minutes which have been transcribed by staff following recorded webcasts, note taking and other methods to record public meetings.
- **Yearly Elections:** Reviews template for nominee statements and oversees the compilation of statements for inclusion in Board Meeting Materials.

- **Board Documents:** Maintains copies of administrative documents, e.g., Board Member Handbook, Administrative Law Book, Bagley-Keene Open Meeting Act for reference during Board Meeting.

**Suggested Motion:**

I move to elect the Board officers as nominated here today – Dr. Jeffrey Garcia, OD for President, Eunie Linden for Vice President, and Dr. Stacy Bragg, OD, for Secretary – for a one-year term, beginning July 1, 2024.

**C. Discussion of Board and Committee Composition**

With the election of new board officers, the Board shall discuss its composition and potential changes to the Board's committees.

**Committee Members**

**Children's Vision Workgroup**

Eunie Linden, J.D. – Chair

Paul Hsu

**Consumer Protection, Public Relations, and Outreach Committee**

Eunie Linden, J.D. – Chair

Sandra Sims, J.D.

Robert Klepa, J.D.

Jeffrey Garcia, O.D.

**Legislation and Regulation Committee**

Jeffrey Garcia, O.D. – Chair

Lillian Wang, O.D.

Eunie Linden, J.D.

Paul Hsu

**NBEO/ARBO Workgroup**

Lillian Wang, O.D. – Chair

Joseph Pruitt, O.D.

**Optometry and Optician Practice Act Workgroup**

Stacy Bragg, O.D. – Chair

Robert Klepa, J.D.

**Practice and Education Committee**

Lillian Wang, O.D. – Chair

Jeffrey Garcia, O.D.

Stacy Bragg, O.D.

**Telehealth Workgroup**

Stacy Bragg, O.D. – Chair

Robert Klepa, J.D.

**Sunset Review Workgroup**

Jeffrey Garcia, O.D. – Chair

Eunie Linden, J.D.