



# ISSUE MEMORANDUM

<b>DATE</b>	May 31, 2024
<b>TO</b>	Board Members, California State Board of Optometry (CSBO)
<b>FROM</b>	Gregory Pruden, Executive Officer
<b>SUBJECT</b>	Agenda Item #9A– Executive Officer’s Report – Program Update

## 1. Staffing Update:

- The Board’s Policy Analyst, who began in October 2022, accepted a position with another state agency. Their last day was November 24, 2023. The Board advertised the position twice to establish a pool of candidates but was not successful in fielding a pool of qualified applicants. The advertisement was reposted on May 15, 2024 and will remain open until a sufficient pool of candidates is established.
- A copy of the current organizational chart is included at the end of this memo.

## 2. Board Items:

On March 19, 2024, Governor Newsom appointed Martin Dawson, CLD/SLD, to the Board. We welcome Member Dawson to his first meeting. A biography of Member Dawson can be found on the [Board's website](#).

### Sunset Review Workgroup Meeting

Every board and bureau in the Department of Consumer Affairs is subject to oversight by the Legislature’s relevant policy committees. Every few years, each board and bureau go through what is called the Sunset Review process. It is called “sunset review” because the statutory authority of each board expires, or sunsets, on a specific date in law. For CSBO, the law provides a sunset date of January 1, 2026, and if the date is not extended the Board will cease to operate.

The Sunset Review process unfolds in a series of steps:

- The first step involves staff preparation of a Sunset Review report.
- The second step involves board approval of the Sunset Review report.
- The third step involves submitting the report to the Legislature,
- The fourth step requires participation in a Sunset Review legislative hearing.

- The fifth step involves responding to issues raised during the Sunset Review process.
- The sixth step involves collaborating with the Legislature and stakeholders on a Sunset Review bill that extends the Board at least another four (4) years.

Earlier this year, the Board President formed a two-member workgroup, the Sunset Review Workgroup (Vice President Garcia, OD and Secretary Linden JD), to coordinate the Board's sunset review process. On May 13, 2024, the Sunset Review Workgroup conducted its initial meeting to plan and prepare the submission of the Board's 2024 Sunset Review Report. The Committee will meet in June and July and staff expects to submit a draft report for Board review and approval at the August 9, 2024, meeting. The Board may have a final opportunity to review and approve the draft report at the December 6, 2024, meeting, if necessary. The report must be submitted to the Legislature by the end of this year.

The Board will go before the Assembly Committee on Business and Professions and the Senate Committee on Business, Professions and Economic Development during the spring of 2025. The Board President and Executive Officer will both present testimony and answer questions from the members of the Legislature, and the public will have an opportunity to provide public comment. The public can provide comment during the hearing.

As part of this hearing process, the Committees will prepare a background paper concerning the Board, its operations, and other issues. The Board will prepare a response to that paper. The hearing, the background paper, and the Board's response will inform a "sunset bill" introduced by the Committees. The sunset bill, among other things, sets the next sunset date for the Board (most likely four years after the current sunset date, or January 1, 2030)

### **3. Outreach and Committees:**

- The Consumer Protection, Public Relations, and Outreach, Practice and Education, and Legislation and Regulation Committees all met on April 5, 2024.
- On March 26, 2024, the Executive Officer traveled to Western University to attend and participate in the optometry school's laser lab.
- The Board's newsletter, The Spectacle, released its Spring 2024 edition on April 16. It was distributed via ListServ and social media.
- 2024 Law and Regulations Book: In December 2023 the Board reported it was pursuing a contract to update the law and regulations book. The Board executed the contract to update the Laws and Regulations Book on May 13, 2024. It is expected to take no more than six months to produce a revised edition of the law and regulations book.
- The Executive Officer was awarded the 2024 Ken Lawenda Travel Scholarship to attend the Association of Regulatory Boards of Optometry Annual Meeting in Nashville, Tennessee, June 15 – 18. Dr. Lawenda, OD, was a former board member of CSBO who passed away in 2023. The Executive Officer will attend

the meeting as a voting delegate of CSBO. At a future board meeting the Executive Officer will provide a report to members regarding the trip.

**4. CSBO Org Chart, Dated May 1, 2024.**

The CSBO Org Chart is attached below.

**DEPARTMENT OF CONSUMER AFFAIRS  
(DCA) California State Board of Optometry  
(CSBO) May 1, 2024**

**LEGEND**  
**Red: VACANT**  
**LT: Limited Term**  
 All positions are **CORI** designated.  
*\*Reduced Time base of positions effective 7/1/2012, due to 0.60 salary savings required by BL 12-03.*

**Current CSBO Staffing  
 FY 2023/2024  
 Authorized Positions: 19.9**

**EXECUTIVE OFFICER**  
 Gregory Pruden  
 631-120-8905-001

**Enforcement  
 Staff Services Manager I**  
 Joely Walker  
 631-120-4800-003

**Administration/Licensing  
 Staff Services Manager I**  
 Randy Love  
 631-120-4800-002

**Enforcement Unit**  
**Associate Governmental  
 Program Analyst**  
 Vacant  
 631-120-5393-001  
 Kristen Borges  
 631-120-5393-002  
 Vacant (BCP)  
 631-120-5393-005  
 Sidney Villareal  
 631-120-5393-802  
 Vacant (K. Borges)  
 631-120-5393-803  
 Brad Garding  
 631-120-5393-805  
**Staff Services Analyst**  
 Scott Kerswell  
 631-210-5157-001  
**Office Technician (T)**  
 Vacant  
 631-120-1139-004 (0.9)\*

**Administration Unit**  
**Associate Governmental  
 Program Analyst**  
 Erica Bautista(LT)  
 631-120-5393-907  
**Staff Services Analyst**  
 Vacant  
 631-120-5157-806  
**Office Technician (T)**  
 Kristina Eklund  
 631-120-1139-003  
**Office Technician (G)**  
 Deja Littles  
 631-120-1138-001

**Licensing Unit**  
**Associate Governmental  
 Program Analyst**  
 Vacant (BCP)  
 631-120-5393-003 (.50)  
 Vacant (BCP)  
 631-120-5393-004  
 Arsha Qasmi  
 631-120-5393-804  
**Staff Services Analyst**  
 Monica Petersen  
 631-210-5157-002  
 Kathleen Gregorio  
 631-120-5157-003  
**Management Services  
 Technician**  
 Vacant  
 631-120-5278-001 (.50)  
**Office Technician (T)**  
 Vacant  
 631-120-1139-001

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 Gregory Pruden, Executive Officer Date

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 Classification and Recruitment Analyst Date