

CALIFORNIA BOARD OF OCCUPATIONAL THERAPY

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State of California
Department of Consumer Affairs
Arnold Schwarzenegger, Governor



**CALIFORNIA BOARD OF OCCUPATIONAL THERAPY
TELECONFERENCE MEETING MINUTES**

April 28, 2005

Sacramento, Rancho Mirage, Los Angeles, Poway

SUNSET REVIEW COMMITTEE

Committee Members Present

Mary Evert
Hugh Smith

Staff Present

Gladys Mitchell, Executive Officer
Norine Marks, Legal Counsel
April Freeman, Associate Governmental Program Analyst
Jeff Hanson, Staff Services Analyst
Marsha Gove, Office Technician

Public Present

Luella Grangaard
Cynthia Burt

A. Call to Order, Roll Call, Establishment of a Quorum

Executive Officer Gladys Mitchell called the meeting to order at 10:47 a.m. and called the roll.

B. Introductions

Committee members introduced themselves. Members of the public introduced themselves.

C. Review of Committee Process

Hugh Smith identified members of the Sunset Review Committee as himself, Mary Evert, Cynthia Burt, Roberta Murphy and Richard Bookwalter. He stated that the first order of business concerning the Sunset Review report was gathering the data as outlined in the questionnaire provided by the Legislature's Joint Commission on Boards, Commissions & Consumer Protection.

The Committee went through the questionnaire and delegated each section to either a Committee member, the Board president, the executive officer or staff members. The following time line for preparing the report was established:

May – Data Gathering

June – Review First Draft

July – Finalize Draft

August – Present Report to the Board at the Board Meeting

September – Send Report to the Department of Consumer Affairs and Legislature

D. Public Comment Session

There were no public comments.

E. Adjournment

The meeting adjourned at 11:18 a.m.