

AGENDA ITEM 25E

CBOT CASES/COMPLAINTS DATA

January 1, 2022 – March 31, 2022

CATEGORY	QUANTITY
<i>Total Complaints Opened/Received:</i>	101
Conviction/Arrest Investigations:	29
Complaints Opened/Received:	72
Applications Denied per BPC 480:	0
Complaints Closed	93
<i>Total Complaints/Cases Pending:</i>	354
DOI Investigations Initiated:	0
DOI Investigation Reports Received:	1
<i>DOI Investigations Pending:</i>	6
Accusations Filed:	0
Statement of Issues Filed:	0
PC 23 Issued:	0
ISO Issued:	0
Petition to Revoke Probation (PTR) Filed:	0
Accusation and PTR Filed:	0
Case(s) Withdrawn:	0
Case(s) Dismissed	0
<i>Total Cases Pending at Office of the Attorney General</i>	8
Cease Practice Order(s) Issued:	1
Cease Practice Order(s) Lifted:	1
Final Decisions Effective:	2

OT CITATIONS

January 1, 2022 - March 31, 2022

#	VIOLATION						FINE	FINE REDUCE	TOTAL FINE DUE	DATE ISSUED	APPEAL RECEIVED					PAYMENT INFO			
	FTC	UPC	ULP	PDU	ADC	OTHER					ABATE	ICRC	ADMIN	DISMISSED	WITHDRAWN	Payment Date	Paid in Full	Payment Amount	Balance (OT)
			1				\$425	\$0	\$425	3/29/2022								\$425	
1						1	\$400	\$0	\$400	3/29/2022								\$400	
1			1				\$375	\$0	\$375	3/29/2022					4/10/2022	1	\$375	\$0	
20	4	0	3	9	4	3	\$9,505	\$0	\$9,505		9	0	0	0	1		9	\$3,095	\$6,410

Violation Key:

FTC - Failure to Cooperate
 UPC - Unprofessional Conduct
 ULP - Unlicensed Practice

PDU - Continuing Education
 ADC - Failure to Notify of Address Change
 OTHER (Negligence, etc.)

OTA CITATIONS
January 1, 2022 - March 31, 2022

#	VIOLATION						FINE	FINE REDUCED	TOTAL FINE DUE	DATE ISSUED	APPEAL REC'D					PAYMENT			
	FTC	UPC	ULP	PDU	ADC	OTHER					ABATE	ICRC	ADMIN	DISMISSED	WITHDRAWN	Payment Date	Paid in Full	Payment Amount	Balance (OTA)
1					1		\$85	\$0	\$85	1/11/2022	1					2/07/2022	1	\$85	\$0
1				1			\$400	\$0	\$400	3/10/2022						4/14/2022		\$400	\$0
1				1			\$200	\$0	\$200	3/15/2022								\$0	\$200
1	1						\$600	\$0	\$600	3/22/2022	1							\$0	\$600
1				1			\$600	\$0	\$600	3/25/2022	1							\$0	\$600
1			1				\$1,600	\$0	\$1,600	3/28/2022								\$0	\$1,600
1			1				\$300	\$0	\$300	3/28/2022								\$0	\$300
1	1						\$600	\$0	\$600	3/29/2022	1							\$0	\$600
1				1			\$300	\$0	\$300	3/30/2022								\$0	\$300
1					1		\$85	\$0	\$85	3/30/2022								\$0	\$85
10	2	0	2	4	2	0	\$4,770	\$0	\$4,770		4	0	0	0	0		1	\$485	\$4,285

Violation Key:

FTC - Failure to Cooperate
UPC - Unprofessional Conduct
ULP - Unlicensed Practice

PDU - Continuing Education
ADC - Failure to Notify of Address Change
OTHER (Negligence, etc.)

CASES PENDING WITH THE OFFICE OF THE ATTORNEY GENERAL

January 1, 2022 – March 31, 2022

DATE TRANSMITTED	COMPLAINT NUMBER	CASE TYPE	CURRENT STATUS
07/26/2017	2016-002	ACC	Accusation filed 11/22/2021; Notice of Defense received 1/12/2022
04/15/2021	2021-263	ACC	Accusation 9/25/2021; Notice of Defense received 10/4/2021; Hearing 5/10/2022
06/23/2021	2021-219	ACC	Accusation filed 12/22/2021; Notice of Defense received 1/08/2022
12/31/2021	2019-231	ACC	Accusation received 04/11/2022
01/20/2022	2021-284	ACC	Accusation to be drafted; with expert reviewer
02/14/2022	2022-153	ACC	Accusation received 04/05/2022
02/25/2022	2020-426	ACC	Accusation to be drafted
03/30/2022	2021-349	ACC	Accusation to be drafted

FINAL DECISION

January 1, 2022 – March 31, 2022

Effective	Name	Type	Violation
03/06/2022	Tarascio, Nanette	Revocation (default Decision)	Criminal Conviction; DUI
03/17/2022	McCoy-Guzman, Tracy	Probation 3 years (Stipulated Settlement)	Failed to Comply with Citation Order -Remediate PDUs due to failed renewal audit

PRACTITIONERS CURRENTLY ON PROBATION

January 1, 2022 – March 31, 2022

NAME	LICENSE #	LENGTH OF PROBATION	EFFECTIVE DATE
Alvarado, Francisco	OT 4563	3 years	09/19/2019
Campbell, Steven	OTA 183	3 years	07/26/2019 *
De Jesus, Geraldine	OT 4769	3 years	10/22/2021
Deras, Carlos	OTA 3975	3 years	12/17/2018 *
Dowd, Joshua	OT 18574	3 years	03/27/2018 *
Edwards, Anna	OTA 2453	3 years	04/26/2019 *
Egler, Daniel	OT 6601	3 years	03/28/2019 *
Gerking, Lisa	OT 8787	2 years	05/18/2020
Gonzalez, Susana	OTA 1298	3 years	07/23/2021
Harding III, Jack	OT 11707	3 years	06/03/2021
Heng, Sonny	OT 18476	3 years	11/03/2021
Jordan, Laura	OT 5826	3 years	08/29/2021
Kelley, Anjuli	OT 11186	3 years	01/16/2014 *
Lopez (Kozina), Lindsay	OTA 3469	3 years	11/27/2021*
McCoy-Guzman, Tracy	OTA 2109	3 years	03/17/2022
Morrison, Crystal	OTA 1561	3 years	04/16/2021
Pompanescu, Duane	OT 3017	3 years	06/03/2021
Powell, Diana C.	OT 6367	3 years	06/03/2016 *
Provost, Ericka	OT 16010	3 years	12/26/2021*
Ryskalczyk, Roxanne	OT 5654	3 years	08/29/2021
Schmidt, Rebecca	OT 8291	3 years	11/27/2009 *
Shin, Judy	OT 5682	4 years	12/02/2019
Suggs, Monica	OTA 1101	2.5 years	03/30/2019
Tolbert, Kristine	OT 4410	4 years	03/29/2019 *
Wilson, Candice	OTA 1436	3 years	07/16/2020 *

* Probation "tolled" or extended beyond original expiration date.

AGENDA ITEM 25F

Listing of future agenda items approved at previous meetings

- Identify committee member appointment criteria for non-licensee/public member to serve on Board committees.
- Consider appointing Disaster Preparedness/Disaster Response ad Hoc committee.
- Make appointments to other committees, as appropriate.
- Schedule a townhall/meeting with the California OT and OTA programs to share the Occupational Therapy Assistant Workforce Needs Assessment and seek further feedback.
- Invite representative from the Accreditation Council for Occupational Therapy Education to discuss the 2018 Standards.
- Invite Dan Logsdon, Council on State Governments to provide update on OT Licensure Compact.
- Public comment requesting the Board consider adding supervision of OTD capstone to PDU regulations.
- Considering legislation from other states' Practice Act to compare to CBOT's practice act
- Discussion on the request to adjust the hourly rate of compensation for occupational therapy advanced practice reviewers.
- Practice Committee's consideration of the following:
 - Consider whether suture removal is within OT scope of practice.
 - Consider whether Advanced Practice approval in Hand Therapy is required to treat tunnel syndrome, repetitive motion injuries, or finger/hand pain, wrist pain, or elbow pain that is not due to trauma or surgery.
 - Review of ACOTE Guidelines and consider reducing advanced practice education and training requirements for students graduating after a certain date (date TBD).
 - Review of education and training requirements for licensees demonstrating competence in advanced practice areas and consideration of reducing education/training hours needed.
 - Recommendation on records retention requirement for an occupational therapy business that closes or is sold or if the practitioner is no longer in private practice.
 - Discussion on the public comment asking for Board position on whether Advanced Practice approval in Hand Therapy is required for non-complicated, non-surgical carpal tunnel syndrome.
- ~~DCA Attorney to review and provide an explanation of SB 731 (Durazo) Criminal Records: relief. Ordered to Inactive File at Request~~

- ~~Discussion on the public comment alleging OTAC is pushing to credential all school-based OTs and PTs.~~

Table to 2023:

Update Board Member Disciplinary Resource Manual (once Disciplinary Guidelines and other enforcement-related regulations are updated).

AGENDA ITEM 25G

Upcoming DCA Deadlines

Date Due	Report/Assignment	DCA Office
January		
	Sunset Reports due to Legislature	Division of Legislative Affairs
	Spring Finance Letters (SFLs)	Budget Office
	Purchasing Year-End Deadlines Reminder	BSO
	SFLs to Agency	Budget
	EEO Policy Acknowledgements—Non-Discrimination and Sexual Harassment Prevention	SOLID & Equal Employment Opportunity (EEO) Office
	Sexual Harassment Prevention Training Notice	SOLID & EEO
	Supervisor's Checklist Notice	Office of Human Resources (OHR)
	Quarterly Workplace Inspection Requirements	OHR
	Mandatory OSHA Compliance Postings—February 1	OHR
	Notice of Retention of Recruitment Documents	OHR
	Official Headquarters Designation	OHR
	Renewal of Telework Agreements	OHR
	Conflict of Interest (COI)—Annual Filing Notice	OHR
February		
	Rulemaking Calendars	Legal Affairs Division
	SFLs to DOF	Budget
	Cal/OSHA Injury and Illness Reports and Postings	OHR
	Board President and Vice President Training	Board and Bureau Relations

March		
	Notice of Deadline to submit purchase/contract requests for fiscal year end	BSO
	Notice of Deadline for Calcard purchases for fiscal year end	BSO
	DCA Purchasing Authority Approval from DGS	Budget
	Architectural Revolving Fund (ARF) requests	Budget
	Legislative Sub-4 Budget Hearings (March thru May)	Budget
	BreEZe Final Project Status Report	OHR
	Group Legal Open Enrollment	OHR
	2nd Quarter Workplace Hazard Inspection	OHR
April		
	Financial Reporting Deadlines Memo	Accounting
	Fleet Acquisition Plan	BSO
	Out of State Travel Blanket to Agency	Budget
	Budget Change Proposal Concept Papers	Budget
	Form 700 (COI) Annual Filing Deadline—April 1st	OHR
	Long Term Disability Open Enrollment (non-represented only)	OHR
	Buy Back Program—(for applicable designations)	OHR
	Retirement Workshop	OHR
	Annual Leave Program Open Enrollment (BU 1, 4, 11, 14, 21)	OHR
	National Take Our Children to Work Day	OHR
	2nd Quarter Workplace Hazard Inspection	OHR
	Out of State Travel Blanket to Agency	Budget
May		
	Request for Reverting Year/Retention Invoices	Accounting
	Examination Planning Requests for Next Fiscal Year	OHR
	Organization Charts Due (signed) to OHR by June 1—dated for July 1	OHR

	Price Book Notice	OHR
	Vacation/Annual Leave—Over Maximum	OHR
June		
	Direct Pay Invoices for Fiscal Year	Accounting
	Fleet Card Program (Voyager) Certification	BSO
	Budget Change Proposals	Budget
	Travel Expense Claims for Fiscal Year (excluding June)	Budget
	Annual Workforce Analysis	SOLID & EEO
	Annual Whistleblower Notice	SOLID & EEO
	Worker's Compensation Employee Notification	OHR
	3rd Quarter Workplace Hazard Inspection	OHR
July		
	Final Trial Balances, Report of Collections Receipts—Current Year	Accounting
	Revenue Refund/Transfers and Dishonored Check clearances—Current Year	Accounting
	FM 13 Accruals Completed	Accounting
	Final Invoices for Intra-Departmental Contracts and MOUs	Accounting
	Outstanding Cost Recovery / Cite and Fine and Intangible Assets Reports—Current Year	Accounting
	Travel Restrictions under Executive Order (Annual reminder)	Executive
	Annual Safety Awards	OHR
	Excess Leave Balance Notification/Plan Submittal	OHR
	Position Control to Agency (6-month vacancy report)	OHR
	Collection of Annual Report Data Begins	OHR
August		
	Year-end Close and Year-end Open Process	Accounting

	Budget Building Schedule (equipment, workload revenue and revenue detail)	Budget
	Pre-Designation of Healthcare Provider Notice	OHR
	Annual State Agency Defensive Driver Training Report	SOLID
September		
	Enforcement Outcome Reports	Budget
	Licensing Outcome Reports	Budget
	State of CA Charitable Campaign	Executive
	Annual Open Enrollment Notice: Health/Dental/Vision/Cobra	OHR
	Annual Retirement Planning/Deadline Reminder	OHR
	Retirement Workshop	OHR
	4th Quarter Workplace Hazard Inspection	OHR
October		
	Purchasing Year-End Deadlines	BSO
	Distributed Cost Meeting	Budget
	Biennial Language Survey (odd years)	SOLID & EEO
	Biennial Language Survey Implementation Plan (even years)	SOLID & EEO
	Business Continuity Plan Certification	Information Security Office (ISO)
	Technology Recovery Program Certification	ISO
	Student Assistant Transcripts Due to OHR (semi-annual notice)	OHR
	Distribute Annual Leave Balance Statements	OHR
	Forms Management Annual Survey	Publications, Design & Editing (PDE)
	Governor Sign/Veto Deadline	Division of Legislative Affairs
	Legislative Budget Change Proposals	Budget

	Board Member Orientation Training	Board and Bureau Relations
	SLAA Drafts	Internal Audits Office
November		
	Time off for Voting/Poll Worker	OHR
	Organization Charts signed by December 1—Dated for January 1	OHR
	State Bar Association Dues Notice	OHR
December		
	Legislative Reporting—Loans between DCA Special Funds	Budget
	Notice of Holiday Informal Time Off	OHR
	Annual FMLA/CFRA Reminder	OHR
	Time Sheets—Calendar Year	OHR
	1st Quarter Workplace Hazard Inspection	OHR
	AWS Calendars—Calendar Year	OHR
	Publishes DCA Annual Report	PDE
	Organizational Charts	OHR
	Procurement of goods/services exceeding DCA's purchasing delegation	BSO
	Non-Competitive Bid and Limited to Brand Submittals that exceed \$25,000	BSO
	AG/OAH Budget Augmentations	Budget
	Information Security Awareness Fundamentals Training	SOLID & ISO
	Sexual Harassment Prevention Training	SOLID & EEO

AGENDA ITEM 25h



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
CALIFORNIA BOARD OF OCCUPATIONAL THERAPY
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Dear Occupational Therapy Practitioner,

The California Board of Occupational Therapy (Board) would like to recognize and thank you for your hard work!

We're reaching out to you in the hope you consider the future of the profession in particular, fieldwork education. You can help by accepting Fieldwork students. Don't know where to start? The California Occupational Therapy Fieldwork Council (Council), comprised of Academic Fieldwork Coordinators from all California OT schools, can help you build a fieldwork program from the ground up.

The Council has resources to support you in all settings. They can create a program that will invigorate and inspire you and complement your practice. The Council can share the latest evidence-based interventions, and provide access to up-to-date regulations and accreditation standards.

Were you aware that you can earn PDUs for Level I and Level 11 Fieldwork supervision? Recognized by the Board and NBCOT, you can earn 1 POU per week for full-time fieldwork supervision.

Fieldwork placement challenges were further exacerbated by the pandemic. The fieldwork journey for ALL OT and OTA students has been a tremendous hardship. Many students have been unable to complete their required clinical rotations. There are too few options for California fieldwork education and fieldwork supervision. Occupational therapy programs and their students are in *urgent* need of Fieldwork placements!!

California's OT and OTA students are *future* licensees. Please help them complete their fieldwork requirements and join the profession. ***This cannot be done without YOU.***

To get started, visit the Board's website at www.bot.ca.gov to find a school you can partner with or contact an Academic Fieldwork Coordinator at the Council's website www.caotfc.org.

Thank you for your time and consideration.

Sincerely,

Sharon Pavlovich, EdD. COTAL
President, California Board of Occupational Therapy

Excerpt from May 20-21, 2021, Board Meeting Minutes with suggested notation (*italicized*) from DCA Attorney regarding vote on Per Diem.

Ms. Do said that there was sufficient discussion on at least that topic, and it made sense that it be changed because the Executive Director would always know who was in attendance.

Ms. Miller asked Ms. Do's opinion on who should approve the 'Per Diem' form.

Ms. Do agreed that she had enough information on that topic as well because the Executive Officer is a neutral party.

Ms. Pavlovich thanked Ms. Do and stated that the policy is in place for checks and balances and that Ms. Miller made a great point that she never approved travel. Ms. Pavlovich said that it seems that everyone wants to make a change but there are so many varying discussions that although she was hesitant to add this to the next agenda, she was willing to do so. Ms. Pavlovich's position was that she wouldn't vote in favor of the revision to the language because she's looking at the bigger picture in terms of workload responsibility, checks and balances and legal opinion.

- Denise Miller moved that regarding Chapter 8, Travel Policies and Per Diem, to replace 'Board President' to 'Executive Director or whoever they designate' in all areas on this section, including approving Board member per diem.
- Beata Morcos seconded the motion.

Mr. Bookwalter asked that the motion be modified because the correct title for Ms. Martin is Executive Officer.

Ms. Miller agreed to amend her motion. Ms. Morcos agreed to amend her second.

- Denise Miller moved that regarding Chapter 8, Travel Policies and Per Diem, to replace 'Board President' to 'Executive Officer or whoever they designate' in all areas on this section, including approving Board member per diem.
- Beata Morcos seconded the motion.

Public Comment

There was no public comment.

Board Member Votes

Richard Bookwalter:	No
Sharon Pavlovich:	No
Lynna Do:	Yes
Jeff Ferro:	Absent
Denise Miller:	Yes
Beata Morcos:	Yes

The motion carried.

Excerpt from May 20-21, 2021, Board Meeting Minutes with suggested notation (*italicized*) from DCA Attorney regarding vote on Per Diem.

NOTE: Later in the meeting, the Executive Officer and Members discussed that this motion may not have passed. Review and research performed after the meeting confirmed that the motion did carry.

1. Executive Officer's Report.
 - a. Operational and budget reports.

Executive Officer Heather Martin reported that there were 3.5 vacancies and the recruitment would not begin until completion of a desk audit/workload study and redirection of partial positions to augment existing reduced time-base positions that are filled full-time. The Board's Probation Monitor was retiring in early July and the request to fill the vacancy was currently being worked on.

- b. Licensing and enforcement data.

Ms. Martin reviewed the included data reports on applications, pending complaints, citation data and the listing of current probationers.

The Board members did not have any questions or comments.

- c. Other informational items (no Board action can be taken)

Ms. Martin reported that the Workforce and Economic Development Division (WEDD) within the California Community Colleges Chancellor's Office, began a new monthly webinar series, including two that highlighted apprenticeships, Board staff began running licensing and enforcement reports and documenting Board Member attendance in anticipation of the upcoming Sunset Review. Lastly, Ms. Martin reported that upcoming retirements are imminent and the risk to the Board's ability to provide services effectively in the future is high. To be proactive, Board staff recently started documenting the Board's first succession plan, including identifying key staff, and will soon begin developing a knowledge transfer plan.

- d. Future agenda Items.

Ms. Martin stated that the items on her list as Future Agenda items were as follows:

- Practice Committee's consideration of the following:
 - Suture removal;
 - Review of ACOTE Guidelines and consider reducing advanced practice education and training requirements for students graduating after a certain date (date TBD).
 - Review of education and training requirements for licensees demonstrating competence in advanced practice areas and consideration of reducing education/training hours needed.
 - Recommendation on records retention requirement for an occupational therapy business that closes or is sold or if the practitioner is no longer in private practice.

Excerpt from May 20-21, 2021, Board Meeting Minutes with suggested notation (*italicized*) from DCA Attorney regarding vote on Per Diem.

- OTD ad hoc committee members to consider the internship/clinical experience completed as part of a Doctor of Occupational Therapy (OTD) and the OT Practice Act requirements; discussion regarding multiple examination attempts by new graduates.
- Make appointments to other committees, as appropriate.
- Review/update of Board Member Disciplinary Resource Manual (once DGs are updated).

Public Comment

There was no public comment.

2. Suggested agenda items for a future meeting.

Denise Miller asked that the outstanding issue regarding what was discussed before the 'per diem' form be added to Future Agenda Items.

President Pavlovich clarified that Ms. Miller meant to add discussion of the 'per diem' form to a future agenda.

Ms. Miller said yes and asked that Ms. Do formulate what should be added because she had a few comments.

Ms. Do asked that travel authorization be discussed at a future meeting.

Ms. Miller reminded Ms. Do that there was already a motion so any discussion would be regarding the 'per diem' form only.

Ms. Do replied that she was under the impression that Ms. Miller's motion did not pass so she thought the form and the language would need to be brought back for discussion.

Ms. Do further explained there were a lot of issues that came up and need further clarification, including how much time gets assigned to each function and which Board functions can be approved aside from Board meetings.

Ms. Miller agreed that what functions constitute earning per diem should be flushed out and what functions should be assigned but that there was a vote that clarified that the Board President would no longer be an approver but the E.O. or her designee would.

Attorney Helen Geoffroy stated that she was informed that a motion cannot have a simple majority in order to pass but it needs to be a majority of the Board, which means it needs 4 votes to pass. Ms. Geoffroy stated that the previous motion did not pass, and the Agenda item would need to be put forward to the next meeting or the meeting after. Ms. Geoffroy apologized for not being aware that 3 votes was not enough.

Excerpt from May 20-21, 2021, Board Meeting Minutes with suggested notation (*italicized*) from DCA Attorney regarding vote on Per Diem.

Ms. Do stated was under the impression that the motion did not pass and that is why she asked to bring everything back. Ms. Do thanked Ms. Geoffroy for the clarification and said she wished to see everything again along with guidance.

Ms. Pavlovich requested that Agenda Item 11 be brought back to another meeting in its entirety. Ms. Miller asked President Pavlovich to ensure that the entire Board be present in order to engage in a dialogue when this item is discussed because it is imperative that the whole Board be present. She also requested that, as part of the vote process, for someone to identify whether a motion has carried after a vote.

NOTE: As noted on page 35 of this document, research confirmed that the motion did carry.

President Pavlovich agreed with Ms. Miller's comments and apologized for any inconvenience incurred as she took on her new role as President.

The Board discussed what should be added to a future Agenda and the suggestions were as follows:

- Agenda Item 11
- Discussion on PDUs and how they pertain to the number of Enforcement cases.
- The public comment regarding school-based credential and the Board's position on the previous legislative bill.
- The public comment regarding advanced practice approval in hand therapy to treat carpal tunnel official position.
- Provide definitive research regarding voting on motions.

Public Comment

There was no public comment.

President Pavlovich thanked everyone that was present and participated on behalf of the Board of Occupational Therapy. She informed the public that the Board would be convening in Closed Session and would only resume Open Session to adjourn the meeting.

CONVENE CLOSED SESSION

The Board convened in Closed Session at 2:41 p.m.

Deliberation and voting on disciplinary matters concluded at 4:17 p.m.

RECONVENE IN OPEN SESSION

The Board reconvened in Open Session at 4:18 p.m.

Adjournment.

The meeting adjourned at 4:18 p.m.



Open Meetings

Beginning April 1, 2022, DCA Boards, Bureaus, Committees, and Commission are again required to hold open meetings in accordance with the Bagley-Keene Open Meeting Act (Act). This includes meeting in-person and/or publicly noticing all board members remote locations.

[Assembly Bill 1733](#) if passed by the Legislature and signed by the Governor, would allow meetings under the Act to be conducted remotely via teleconference and thus, result in broader access and cost savings.

The purpose of this survey is to capture and track the costs and attendance for various meeting formats. **Please complete one survey for each meeting within 30 days after the meeting** (for example if your meeting was April 1, please complete the survey by April 30). Board and Bureau Relations will follow-up with each Board, Bureau, Committee, and Commission, if the survey is not received by the above 30 days due date. If you have any questions, please contact Nicole.Le@dca.ca.gov

1. **Your Name:**
2. **Your E-mail:**
3. **Board/Bureau/Committee/Commission:**
4. **Date of Meeting:**
5. **Cost for Meeting Venue including Equipment (round up to the next dollar):**
6. **Total Board/Committee Member Per Diem (\$100 x number of members attended the meeting x day):**
7. **Total Travel Reimbursements (hotel, car rental, lodging, meals, incidentals) for Board/Committee Members:**
8. **Total Travel Reimbursements (hotel, car rental, lodging, meals, incidentals) for Board Staff:**

9. Did DCA Staff Moderate Your Meeting:

10. For this Meeting, Could People Attend In-Person:

11. Total Number of People Attended In-Person (Primary Physical Meeting Location):

12. For this Meeting, Could People Attend Via WebEx:

13. Total Number of People Attended via WebEx:

14. For this Meeting, Could People Attend Via WebCast:

15. Total Number of People Who Viewed via Webcast:

16. For this Meeting, Could People Attended at Teleconference (Remote/not Primary) Locations:

17. Total Number of People Attended at Teleconference (Remote/not Primary) Locations:

18. Total Number of Teleconference Location: