



Bureau of Security and Investigative Services
Advisory Committee Meeting Minutes
For **November 16, 2023 Meeting**
WebEx Teleconference Meeting

Industry Members Present

Anton Farmby – Public Member
Frank Huntington III – Private Investigator Industry
Mark Miller – Private Patrol Operator Industry
Chris Sayers – Proprietary Security Industry
Glenn Younger – Locksmith Industry

Bureau Staff Present

Lynne Jensen – Chief

DCA Staff Present

Daryl Holloway – DCA Division of Legislative Affairs

Minutes Taken By

Kerry Ortman – BSIS Policy Manager
Briana Goularte – BSIS Policy Analyst

1. Call to Order/ Roll Call

The meeting was called to order at 10:08 am by Chief Lynne Jensen. BSIS Policy Analyst (PA), Kerry Ortman, called roll. Only 4 committee members are present. A quorum was not established so there will not be a vote on the meeting minutes from the August 17, 2023 Advisory Committee Meeting.

2. Review and Approval of Advisory Committee Meeting Minutes from August 17, 2023

No vote as quorum was not established. Chief Jensen did open the floor to the committee members for any questions about the meeting minutes. Q&A was closed with no questions from the committee members.

3. Department of Consumer Affairs Executive Update

At 10:10 am, Chief Lynne Jensen directed department updates to Daryl Holloway from DCA's Division of Legislative Affairs.

Daryl began with Business, Consumer Services and Housing Agency Updates. Business, Consumer Services and Housing Agency (BCHS) Secretary Lourdes Castro Ramirez has been appointed as the Chief of Housing and Homelessness in the Office of Los Angeles Mayor Karen Bass, effective November 2. Until a new Secretary is appointed by Governor Newsom, Tad Egawa, General Counsel at Agency, is serving as the BCHS Acting Secretary.

Daryl moves on to DEI updates. Training continues to be a priority for the DEI Steering Committee. In October, 138 DCA leaders and 26 board members completed DEI Human Centered Approach training provided by University of Massachusetts consultant Dr. Bernard Gibson. On November 7, 2023, University of Massachusetts (UMASS) consultant Christopher Veal will provide a virtual training entitled -- DEI Dialogue for Leaders -- to DCA managers, supervisors, and leadership. DCA's Deputy Director of Communications recently met with the Consulate of Mexico in San Francisco to share information and resources about DCA as well as hear about areas of interest to the Consulate. As a result of the meeting, DCA offered partnership for future in person and online events and to share available consumer resources.

DCA's Tribal Liaison and DCA's DEI Steering Committee Chair, Yeaphana LaMarr, recently introduced the Executive Officer of the Board for Vocational Nursing and Psychiatric Technicians to Britta Guerrero, Executive Officer of the Sacramento Native American Health Clinic. The meeting was to discuss the possibility of tribal health clinics serving as locations for vocational nursing students needing to obtain clinical hours required for licensure. Participants also discussed strategies to encourage members of California's tribal communities to consider becoming a health care provider. Future discussions, to include consortiums of tribal health providers (Consortium for Urban Indian Health and the California Rural Indian Health Board), are in the planning stages. If your Board has DEI efforts to share, please send them to DCA Board and Bureau Relations (BBR).

Daryl provided four meeting options pursuant to the Bagley Keene Open Meeting Act.

Daryl provided a board member training reminder that all DCA employees and appointees, including board and advisory council members, will need to complete the sexual harassment prevention training and information security awareness training by December 31, 2023. If board members need assistance accessing LMS and these trainings, please contact Board and Bureau Relations.

Daryl moved on to discuss out-of-state travel updates. California's restricted states travel list was eliminated and replaced with a new public awareness project that will consult with community leaders to promote California's values of acceptance and inclusion of the LGBTQ+ community across the country.

Daryl then addressed that this year's Our Promise Giving at Work Campaign officially kicked-off on October 5 and runs through December 31, 2023. For additional information on how to give, please contact Yvonne Dorantes.

Lastly, Daryl shared the fall newsletter is available online at the Board member resources page on the DCA webpage and opened the discussion for questions from the committee. Glenn Younger inquired who will have to complete this training. Daryl explained this requirement is for all members who possess a DCA email address.

4. Bureau Chief's Introduction, Welcome Remarks, and Bureau Updates

At 10:20 am, Chief Lynne Jensen provided position opening updates for the following Advisory Committee positions: public member, alarm industry member, training facility member. Can apply at www.dca.ca.gov.

Chief Jensen advised Baton Permitting revisions take affect January 1, 2024.

AB 2515 lifetime permit has been nullified and become a bi-annual renewal process in addition to continuing education training. BSIS will be issuing permits in replacement for the training facilities.

AB 1244 increases the experience requirement for obtaining a private patrol operator's license.

AB 229 overhaul of how the bureau teaches Powers to Arrest and their firearms permitting training. Put them into Office of Administrative Law (OAL) which is the final steps prior to approval. Pending feedback from OAL at this time. Please subscribe to our email listserv to receive the training material upon disbursement.

Our telework schedule consists of three days in office and two days remote. This will continue for the foreseeable future. It is a big draw and we lose staff consistently due to other State Agencies that have full-time telework. Due to handling criminal background information, we cannot take this duty off premises. Disciplinary Review Committee Hearings have been in person for a while not and while remain in person.

I strongly encourage everyone to apply and renew online rather than via mail. It is more accurate due to the system flagging errors. We encourage everyone to email rather than call to reach BSIS staff directly at bsis@dca.ca.gov.

DOJ timeframe to routinely approve non-problematic fingerprints is up to six weeks. As a result, our timelines have shifted.

Due to the large volume of substantial legislative impacting BSIS that has been signed into law within the last few years, we are now authorized for 80 positions. This has increased over the last 10 years from approximately 55 positions. Every time a large bill passes, we have the chance to request additional staffing due to increased workload. This request is analyzed by the Department of Finance, internal DCA budget, and by Agency. It was agreed upon that new duties and responsibilities are significant enough for a 25 position increase.

We are in the beginning phases of our Sunset Review for 2024. All DCA Boards and Bureaus go through a sunset process where the legislature takes an in-depth look at everything we have done over the last four or 5 years. We submit a report to the legislature of approximately 500-700 pages long consisting of Data Tables, Narratives, and a huge undertaking. I have to go in front of the legislature during the Sunset Review hearings and answer questions. Chief Jensen will advise the Advisory Committee of hearing dates.

Chief Jensen opened the discussion to questions from the committee. Anton Farmby inquired what the renewal process will look like for baton permit holders (AB 2515). Chief Jensen explained BSIS has broken it down into last name and year their permit was issued. Letters have been disbursed to all baton permit holders with the schedule attached. The letter is accessible on bsis.ca.gov. No grandfathering clauses are applicable.

5. Update on the Bureau's Licensing Unit

At 10:32 am Chief Jensen provided updates regarding the BSIS Licensing Unit.

AB 2515 Applications must submit a complete application and fee directly to the Bureau. How it previously operated, BSIS would issue a certain number of permits directly to the training facility and the facility would send a roster upon the applicants' completion. All baton permits will be subject to expiration and renewal every two years. Application for an initial permit and those renewing an existing baton permit must complete a baton training course at a licensed baton training facility. The continuing education portion is self-certified. A baton permit will be able to be associated to a private patrol operator licensee including a sole proprietor, partner, or qualified manager. Active-duty peace officer will be provided specific training exemptions Firearms permitting process. BSIS will stop selling baton permits to training facilities effective November 1, 2023. BSIS will honor baton permits issued by facilities prior to December 31, 2023.

Chief Jensen reviewed the Staff Report and advised the most acquired permits are 315,000 security guards, firearms permit, and private patrol operator (PPO). Due to AB 1244, BSIS has experienced an influx of PPO license applications in efforts to process prior to effective date. We will see a significant reduction in baton permits once the renewal requirement takes effect.

Chief Jensen shared changes made within BreEZe since the last Advisory Committee Meeting. All address changes, whether received online or in person, will require the same number of steps to process internally. The paper processing previously required additional information and has now been streamlined. DCA has changed their logo and is necessary due to the BreEze system autogenerating the information.

On September 27th, BSIS disbursed letters to all baton training facilities, instructors, and PPOs to inform them of the law regarding baton permits. BSIS is actively performing

site visits and enforcement action within the community. Chief Jensen opened the discussion to questions from the committee.

6. Update on the Bureau's Enforcement Unit

At 10:44 am, Chief Jensen provided the committee with BSIS Enforcement Unit updates.

Disciplinary Review Unit (DRU) is where all applications go if they require a more extensive review. BSIS denies less than 2% of applications received. BSIS cannot provide information regarding the probability of application acceptance prior to submitting an application. DRU consists of 2 AGPAs, 2 SSAs, 3 program tech IIs, 1 office tech, and 1 SSM. DRU obtains and reviews all criminal offender record information including wrap sheets, subsequent arrest notifications, subsequent dispositions, and firearm prohibition from the California Department of Justice. Case Management Unit is comprised of 4 AGPAs who manage and facilitate all cases sent to the AGs Office for appeals, denials, and formal discipline. Cases currently pending include accusations to revoke licenses, statement of issues denying a license, citation appeals, firearm revocation appeals, and firearm assessment appeals. We currently have 8 cases and 94 are pending at the AGs office for more traditional discipline.

Compliant Intake & Compliant Resolution – 5 SSAs, 1 management services tech, 1 AGPAs, and 1 SSM I. Average number of days for staff to initiate a compliant is three days from receipt. 348 pending cases, 149 of which are incident reports.

8 AGPAs, 1 MST, 2 special investigators, 1 manager. The average investigation timeframe of complaints from initiation to closure is 80 days.

At 11:08 am, Chief Jensen directed administrative updates to Kerry Ortman, BSIS Policy Manager. New license types: baton, new QM license type, and new PI license type

7. Update on Legislation Impacting the Bureau and Private Security Industries

At 11:11 am, Kerry Ortman began the updates on legislation impacting the Bureau and Private Security Industries.

AB 1244 to hold a current and valid QM certificate will require the DCA Director to issue a certificate to a person who meets the requirements as prescribed within the act. SB 544 four different options that impact different types of boards, bureaus commissions, and as advisory. Virtual options will require a designated location for the public to attend and participate in person. SB 802 was cancelled at the request of the author. Chief Jensen opened the discussion to questions from the committee.

8. Update on Enacted or Pending Regulations

At 11:18 am, Kerry Ortman updated the Committee on the enacted or pending regulations.

Awaiting further instruction from OAL regarding the Powers to Arrest. Begun the rulemaking process to increase fees across all license types to address upcoming budget shortfalls. We anticipate having this package together within the next six months but anticipate approximately two years until implementation.

9. Public Comment on Items Not on the Agenda

At 11:23 am, Chief Jensen opens public comment for items not on the agenda. Seeing no additional comments, Chief Jensen closed comments on this agenda item.

10. Committee Members' Recommendations for Future Advisory Committee Meeting Agenda Items

At 11:24 am, Chief Jensen opens discussion to committee members for recommendations on future Advisory Committee Meeting agenda items.

Anton Farmby expressed interest in getting the word out regarding licenses to stakeholders and various industries.

11. Adjournment

At 11:28 am, the Chief adjourned the meeting.