Memorandum

To: Boards and Bureaus Subject to Sunset Review Oversight by the Legislature in 2026

From: Assembly Committee on Business and Professions and Senate Committee on Business, Professions and Economic Development

Date: June 30, 2025

Subject: Request for Information and Issues for 2026 Sunset Review Oversight

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Attached please find the 2026 Sunset Questionnaire for the upcoming Sunset Review Oversight conducted by the Senate Committee on Business, Professions and Economic Development and Assembly Committee on Business and Professions (Committees).

This comprehensive process allows the Legislature to review the laws and regulations pertaining to each board[1] and evaluate the board's programs and policies; determine whether the board operates and enforces its regulatory responsibilities and is carrying out its statutory duties; and examine fiscal management practices and financial relationships with other agencies. Through Sunset Review Oversight, boards are also evaluated on key performance measures and targets related to the timeliness of action, enforcement and other necessary efforts to serve the needs of California consumers while promoting regulatory efficiency and effectiveness.

Please complete your report based on the attached questionnaire by _**January 5, 2026**_. Your report provides a snapshot and substantive information about who the board is, who the board licenses, and how the board performs its regulatory functions.

The first sections of your report provide an overview of the board's current regulatory program, and contain pre-formatted tables and charts for you to complete. The latter sections focus on board responses to particular issues you would like to raise or issued raised during the prior Sunset Review Oversight.

Please respond to all questions in the report, including the tables, charts and appropriate statistical information for the fiscal years indicated. In the event that some information may not pertain to the board, please note it on your response, but be sure to include information that is relevant to your activities and programs.

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[1] "Board" refers to board, bureau, commission, department, program or committee.

In completing your report, please note the following:

Section 9 – Board Action and Response to Prior Sunset Issues. This should reflect responses to each individual issue and recommendation raised during the prior Sunset Review Oversight.

Section 10 – New Issues. This is the board's opportunity to raise new issues and make recommendations. These can reflect statutory or regulatory changes, administrative improvements and efforts or respond to issues affecting the practice or board. The Sunset Review Oversight process allows the board to work collaboratively with the Legislature on all issues affecting the board and regulated entities.

Your report provides the basis for the Background Paper staff will prepare. Recommendations in the Background Paper may include necessary statutory changes, necessary regulatory changes, administrative and operational changes, budget changes and other reforms.

Each board should submit 4 printed copies of its final Report to <u>each</u> Committee. Please also submit an electronic copy to each of the Committees (you may submit a PDF version, but we also request a Microsoft Word copy).

We anticipate the announcement of dates for the Sunset Review Oversight hearings in early 2026. Once the hearing dates are set, we request the board to notify its interested parties list of organizations, groups, or individuals regarding these public hearings.

If you have any questions about the attached documents or the Sunset Review Oversight process, please do not hesitate to get in touch with Elissa Silva Elissa.Silva@sen.ca.gov or 916-651-4104 anytime.

[PROGRAM NAME]
BACKGROUND INFORMATION AND OVERVIEW OF
THE CURRENT REGULATORY PROGRAM
As of [DATE]

Section 1 –
Background and Description of the Board and Regulated Profession

Provide a short explanation of the history and function of the board.[1] Describe the occupations/professions that are licensed and/or regulated by the board (Practice Acts vs. Title Acts).[2]

1. Describe the make-up and functions of each of the board's committees (cf., Section 12, Attachment B).

Table 1a. Attendance			
[NAME]			
Date Appointed: [DATE]			
Meeting Type	**Meeting Date**	**Meeting Location**	**Attended?**

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[1] The term "board" in this document refers to a board, bureau, commission, committee, council, department, division, program, or agency, as applicable. Please change the term "board" throughout this document to appropriately refer to the entity being reviewed.

[2] The term "license" in this document includes a license, certificate, permit or registration.

Table 1b. Board/Committee Member Roster					
Member Name (Include any vacancies and a brief member biography)	Date First Appointed	Date Reappointed	Date Term Expires	Appointing Authority	Type (public or professional)

2. In the past four years, was the board unable to hold any meetings due to lack of quorum? If so, please describe. Why? When? How did it impact operations?

3. Describe any major changes to the board since the last Sunset Review, including, but not limited to:

- Internal changes (i.e., reorganization, relocation, change in leadership, strategic planning)

- All legislation sponsored by the board and affecting the board since the last sunset review.

- All regulation changes approved by the board since the last sunset review. Include the status of each regulatory change approved by the board.

4. Describe any major studies conducted by the board (cf. Section 12, Attachment C).

5. List the status of all national associations to which the board belongs.

- Does the board's membership include voting privileges?

- List committees, workshops, working groups, task forces, etc., on which the board participates.

- How many meetings did board representative(s) attend? When and where?

- If the board is using a national exam, how is the board involved in its development, scoring, analysis, and administration?

Fiscal Issues

6. Is the board's fund continuously appropriated? If yes, please cite the statute outlining this continuous appropriation.

7. Using *Table 2.* **Fund Condition**, describe the board's current reserve level, spending, and if a statutory reserve level exists.

Table 2. Fund Condition						(list dollars in thousands)
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
Beginning Balance						
Revenues and Transfers						
Total Resources						
Budget Authority						
Expenditures						
Loans to General Fund						
Accrued Interest, Loans to General Fund						
Loans Repaid From General Fund						
Fund Balance						
Months in Reserve						

8. Describe if/when a deficit is projected to occur and if/when a fee increase or reduction is anticipated. Describe the fee changes (increases or decreases) anticipated by the board.

9. Using *Table 2,* **Fund Condition**, describe year over year expenditure fluctuations and the cause for the fluctuations.

10. Using *Table 3*, **Expenditures by Program Component**, describe the amounts and percentages of expenditures by program component, including the cause of fluctuations aside from increasing personnel costs. Provide a breakdown of the expenditures by the board in each program area. Expenditures by each component (except for pro rata) should be broken out by personnel expenditures and other expenditures.

Table 3. Expenditures by Program Component								(list dollars in thousands)
	FY 2021/22		FY 2022/23		FY 2023/24		FY 2024/25	
	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E	Personnel Services	OE&E
Enforcement								
Examination								
Licensing								
Administration *								
DCA Pro Rata								
Diversion (if applicable)								
TOTALS								
* Administration includes costs for executive staff, board, administrative support, and fiscal services.								

11. Describe the amount the board has spent on business modernization, including contributions to the BreEZe program, which should be described separately.

12. Describe license renewal cycles and the history of fee changes over the last 10 years. Give the fee authority (Business and Professions Code and California Code of Regulations citations) for each fee charged by the board.

Table 4. Fee Schedule and Revenue							(list revenue dollars in thousands)
Fee	Current Fee Amount	Statutory Limit	FY 2021/22 Revenue	FY 2022/23 Revenue	FY 2023/24 Revenue	FY 2024/25 Revenue	% of Total Revenue

13. Describe Budget Change Proposals (BCPs) submitted by the board in the past four fiscal years.

Table 5. Budget Change Proposals (BCPs)								
			Personnel Services				OE&E	
BCP ID #	Fiscal Year	Description of Purpose of BCP	# Staff Requested (include classification)	# Staff Approved (include classification)	$ Requested	$ Approved	$ Requested	$ Approved

Staffing Issues

14. Describe any board staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, succession planning.

15. Describe the board's staff development efforts and total spent annually on staff development. (cf., Section 12, Attachment D).

Table 6. Licensee Population					
		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
	Active[3]				
	Out of State				
	Out of Country				
	Delinquent/Expired				
	Retired Status *if applicable*				
	Inactive				
	Other[4]				
	Active				
	Out of State				
	Out of Country				
	Delinquent/Expired				
	Retired Status *if applicable*				
	Inactive				
	Other				

Note: 'Out of State' and 'Out of Country' are two mutually exclusive categories. A licensee should not be counted in both.

16. What are the board's performance targets/expectations for its licensing[5] program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

17. Using *Table 7a, **Licensing Data by Type***, describe any increase or decrease in the board's average time to process applications, administer exams and/or issue licenses. Have pending applications grown at a rate that exceeds completed applications? If so, what has been done by the board to address them? What are the performance barriers and what improvement plans are in place? What has the board done and what is the board going to do to address any performance issues, i.e., process efficiencies, regulations, BCP, legislation?

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[3] Active status is defined as able to practice. This includes licensees that are renewed, current, and active.
[4] Other is defined as a status type that does not allow practice in California, other than retired or inactive.

Table 7a. Licensing Data by Type

		Received	Approved /Issued	Closed	Pending Applications			Application Process Times		
					Total (Close of FY)	Complete (within Board control)*	Incomplete (outside Board control)*	Complete Apps*	Incomplete Apps*	Total (Close of FY))
FY 2021/22	(Exam)									
	(License)									
	(Renewal)									
FY 2022/23	(Exam)									
	(License)									
	(Renewal)									
FY 2023/24	(Exam)									
	(License)									
	(Renewal)									
FY 2024/25	(Exam)									
	(License)									
	(Renewal)									

* Optional. List if tracked by the board.

Table 7b. License Denial

	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
License Applications Denied (no hearing requested)				
SOIs Filed				
Average Days to File SOI (from request for hearing to SOI filed)				
SOIs Declined				
SOIs Withdrawn				
SOIs Dismissed (license granted)				
License Issued with Probation / Probationary License Issued				
Average Days to Complete (from SOI filing to outcome)				

18. How many licenses or registrations has the board denied over the past four years based on criminal history that is determined to be substantially related to the qualifications, functions, or duties of the profession, pursuant to BPC § 480? Please provide a breakdown of each instance of denial and the acts the board determined were substantially related.

19. How does the board verify information provided by the applicant?

- What process does the board use to check prior criminal history information, prior disciplinary actions, or other unlawful acts of the applicant? Has the board denied any licenses over the last four years based on the applicant's failure to disclose information on the application, including failure to self-disclose criminal history? If so, how many times and for what types of crimes (please be specific)?

- Does the board fingerprint all applicants?

- Have all current licensees been fingerprinted? If not, explain.

- Is there a national databank relating to disciplinary actions? Does the board check the national databank prior to issuing a license? Renewing a license?

- Does the board require primary source documentation?

- Does the board send No Longer Interested notifications to DOJ on a regular and ongoing basis? Is this done electronically? Is there a backlog? If so, describe the extent and efforts to address the backlog.

20. Describe the board's legal requirement and process for out-of-state and out-of-country applicants to obtain licensure.

21. Describe the board's process, if any, for considering military education, training, and experience for purposes of licensing or credentialing requirements, including college credit equivalency.

- How many applicants offered military education, training or experience towards meeting licensing or credentialing requirements, and how many applicants had such education, training or experience accepted by the board?

- How many licensees has the board waived fees or requirements for pursuant to BPC § 114.3, and what has the impact been on board revenues?

- How many applications has the board expedited pursuant to BPC § 115.5?

Examinations

22. Describe the examinations required for licensure. Is a national examination used? Is a California specific examination required? Are examinations offered in a language other than English?

23. What are pass rates for first time vs. retakes in the past 4 fiscal years? Please include pass rates for **all** examinations offered, including examinations offered in a language other than English. *Include a separate data table for each language offered.*

Table 8(a). Examination Data[6]				
California Examination				
	License Type			
	Exam Title			
FY 2021/22	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2022/23	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2023/24	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2024/25	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
	Date of Last OA			
	Name of OA Developer			
	Target OA Date			

Table 8(b). National Examination.				
	License Type			
	Exam Title			
FY 2021/22	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2022/23	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
FY 2023/24	Number of Candidates			
	Overall Pass %			
	Overall Fail %			
	Number of Candidates			

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[6] This table includes all exams for all license types as well as the pass/fail rate. Include as many examination types as necessary to cover all exams for all license types.

FY 2024/25	Overall Pass %			
	Overall Fail %			
	Date of Last OA			
	Name of OA Developer			
	Target OA Date			

24. Is the board using computer based testing? If so, for which tests? Describe how it works. Where is it available? How often are tests administered?

25. Are there existing statutes that hinder the efficient and effective processing of applications and/or examinations? If so, please describe. Has the Board approved any amendments, or is the Board considering amendments to address the hindrances presented by these statutes?

26. When did the Board last conduct an occupational analysis that validated the requirement for a California-specific examination? When does the Board plan to revisit this issue? Has the Board identified any reason to update, revise, or eliminate its current California-specific examination?

School Approvals

27. Describe legal requirements regarding school approval. Who approves your schools? What role does BPPE have in approving schools? How does the board work with BPPE in the school approval process?

28. How many schools are approved by the board? How often are approved schools reviewed? Can the board remove its approval of a school?

29. What are the board's legal requirements regarding approval of international schools?

Continuing Education/Competency Requirements

30. Describe the board's continuing education/competency requirements, if any. Describe any changes made by the board since the last review.

Continuing Education			
Type	Frequency of Renewal	Number of CE Hours Required Each Cycle	Percentage of Licensees Audited

- How does the board verify CE or other competency requirements? Has the Board worked with the Department to receive primary source verification of CE completion through the Department's cloud?

- Does the board conduct CE audits of licensees? Describe the board's policy on CE audits.

- What are consequences for failing a CE audit?

- How many CE audits were conducted in the past four fiscal years? How many fails? What is the percentage of CE failure?

- Who approves CE courses? What is the board's course approval policy?

- Who approves CE providers? If the board approves them, what is the board's application review process?

- How many applications for CE providers and CE courses were received? How many were approved?

- Does the board audit CE providers? If so, describe the board's policy and process.

- Describe the board's effort, if any, to review its CE policy for purpose of moving toward performance based assessments of the licensee's continuing competence.

Section 4 –
Enforcement Program

31. What are the board's performance targets/expectations for its enforcement program? Is the board meeting those expectations? If not, what is the board doing to improve performance?

32. Explain trends in enforcement data and the board's efforts to address any increase in volume, timeframes, ratio of closure to pending cases, or other challenges. What are the performance barriers? What improvement plans are in place? What has the board done and what is the board going to do to address these issues, i.e., process efficiencies, regulations, BCP, legislation?

Table 9. Enforcement Statistics				
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
COMPLAINTS				
Intake				
Received				
Closed without Referral for Investigation				
Referred to INV				
Pending (close of FY)				
Conviction / Arrest				
CONV Received				
CONV Closed Without Referral for Investigation				
CONV Referred to INV				
CONV Pending (close of FY)				
Source of Complaint[7]				
Public				
Licensee/Professional Groups				
Governmental Agencies				
Internal				
Other				
Anonymous				
Average Time to Refer for Investigation (from receipt of complaint / conviction to referral for investigation)				
Average Time to Closure (from receipt of complaint / conviction to closure at intake)				
Average Time at Intake (from receipt of complaint / conviction to closure or referral for investigation)				
INVESTIGATION				
Desk Investigations				
Opened				
Closed				
Average days to close (from assignment to investigation closure)				
Pending (close of FY)				
Non-Sworn Investigation				

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[7] Source of complaint refers to complaints and convictions received. The summation of intake and convictions should match the total of source of complaint.

Opened				
Closed				
Average days to close (from assignment to investigation closure)				
Pending (close of FY)				
Sworn Investigation				
Opened				
Closed				
Average days to close (from assignment to investigation closure)				
Pending (close of FY)				
All investigations[8]				
Opened				
Closed				
Average days for all investigation outcomes (from start investigation to investigation closure or referral for prosecution)				
Average days for investigation closures (from start investigation to investigation closure)				
Average days for investigation when referring for prosecution (from start investigation to referral for prosecution)				
Average days from receipt of complaint to investigation closure				
Pending (close of FY)				
CITATION AND FINE				
Citations Issued				
Average Days to Complete (from complaint receipt / inspection conducted to citation issued)				
Amount of Fines Assessed				
Amount of Fines Reduced, Withdrawn, Dismissed				
Amount Collected				
CRIMINAL ACTION				
Referred for Criminal Prosecution				
ACCUSATION				
Accusations Filed				
Accusations Declined				
Accusations Withdrawn				
Accusations Dismissed				
Average Days from Referral to Accusations Filed (from AG referral to Accusation filed)				
INTERIM ACTION				
ISO & TRO Issued				
PC 23 Orders Issued				
Other Suspension/Restriction Orders Issued				
Referred for Diversion				
Petition to Compel Examination Ordered				
DISCIPLINE				
AG Cases Initiated (cases referred to the AG in that year)				
AG Cases Pending Pre-Accusation (close of FY)				
AG Cases Pending Post-Accusation (close of FY)				
DISCIPLINARY OUTCOMES				
Revocation				

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[8] The summation of desk, non-sworn, and sworn investigations should match the total of all investigations.

Surrender				
Suspension only				
Probation with Suspension				
Probation only				
Public Reprimand / Public Reproval / Public Letter of Reprimand				
Other				
DISCIPLINARY ACTIONS				
Proposed Decision				
Default Decision				
Stipulations				
Average Days to Complete After Accusation (from Accusation filed to imposing formal discipline)				
Average Days from Closure of Investigation to Imposing Formal Discipline				
Average Days to Impose Discipline (from complaint receipt to imposing formal discipline)				
PROBATION				
Probations Completed				
Probationers Pending (close of FY)				
Probationers Tolled *				
Petitions to Revoke Probation / Accusation and Petition to Revoke Probation Filed				
SUBSEQUENT DISCIPLINE[9]				
Probations Revoked				
Probationers License Surrendered				
Additional Probation Only				
Suspension Only Added				
Other Conditions Added Only				
Other Probation Outcome				
SUBSTANCE ABUSING LICENSEES **				
Probationers Subject to Drug Testing				
Drug Tests Ordered				
Positive Drug Tests				
PETITIONS				
Petition for Termination or Modification Granted				
Petition for Termination or Modification Denied				
Petition for Reinstatement Granted				
Petition for Reinstatement Denied				
DIVERSION **				
New Participants				
Successful Completions				
Participants (close of FY)				
Terminations				
Terminations for Public Threat				
Drug Tests Ordered				
Positive Drug Tests				

[9] Do not include these numbers in the Disciplinary Outcomes section above.

Table 10. Enforcement Aging						
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Cases Closed	Average %
Investigations (Average %)						
Closed Within:						
90 Days						
91 - 180 Days						
181 - 1 Year						
1 - 2 Years						
2 - 3 Years						
Over 3 Years						
Total Investigation Cases Closed						
Attorney General Cases (Average %)						
Closed Within:						
0 - 1 Year						
1 - 2 Years						
2 - 3 Years						
3 - 4 Years						
Over 4 Years						
Total Attorney General Cases Closed						

33. What do overall statistics show as to increases or decreases in disciplinary action since last review?

34. How are cases prioritized? What is the board's compliant prioritization policy?

   - Please provide a brief summary of the Board's formal disciplinary process.

35. Are there mandatory reporting requirements? For example, requiring local officials or organizations, or other professionals to report violations, or for civil courts to report to the board actions taken against a licensee. Are there problems with the board receiving the required reports? If so, what could be done to correct the problems?

   - What is the dollar threshold for settlement reports received by the board?

   - What is the average dollar amount of settlements reported to the board?

36. Describe settlements the board, and Office of the Attorney General on behalf of the board, enter into with licensees.

- What is the number of cases, pre-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?

- What is the number of cases, post-accusation, that the board settled for the past four years, compared to the number that resulted in a hearing?

- What is the overall percentage of cases for the past four years that have been settled rather than resulted in a hearing?

37. Does the board operate with a statute of limitations? If so, please describe and provide the citation. If so, how many cases have been lost due to statute of limitations? If not, what is the board's policy on statute of limitations?

38. Describe the board's efforts to address unlicensed activity and the underground economy.

Cite and Fine

39. Discuss the extent to which the board utilizes cite and fine authority. Discuss any changes from last review and describe the last time regulations were updated and any changes that were made. Has the board increased its maximum fines to the $5,000 statutory limit? Does the board have authority to issue fines greater than $5,000? If so, under what circumstances?

40. How is cite and fine used? What types of violations are the basis for citation and fine?

41. How many informal office conferences, Disciplinary Review Committees reviews and/or Administrative Procedure Act appeals of a citation or fine in the last 4 fiscal years?

42. What are the five most common violations for which citations are issued?

43. What is average fine pre- and post- appeal?

44. Describe the board's use of Franchise Tax Board intercepts to collect outstanding fines. If the board does not use Franchise Tax Board intercepts, describe the rationale behind that decision and steps the board has taken to increase its collection rate.

Cost Recovery and Restitution

45. Describe the board's efforts to obtain cost recovery. Discuss any changes from the last review.

46. How many and how much is ordered by the board for revocations, surrenders and probationers? How much do you believe is uncollectable? Explain.

47. Are there cases for which the board does not seek cost recovery? Why?

48. Describe the board's use of Franchise Tax Board intercepts to collect cost recovery. If the board does not use Franchise Tax Board intercepts, describe methods the board uses to collect cost recovery.

Table 11. Cost Recovery[10]				(list dollars in thousands)
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Total Enforcement Expenditures				
Potential Cases for Recovery *				
Cases Recovery Ordered				
Amount of Cost Recovery Ordered				
Amount Collected				

* "Potential Cases for Recovery" are those cases in which disciplinary action has been taken based on violation of the license practice act.

49. Describe the board's efforts to obtain restitution for individual consumers, any formal or informal board restitution policy, and the types of restitution that the board attempts to collect, i.e., monetary, services, etc. Describe the situation in which the board may seek restitution from the licensee to a harmed consumer.

Table 12. Restitution				(list dollars in thousands)
	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Amount Ordered	$	$	$	$
Amount Collected	$	$	$	$

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[10] Cost recovery may include information from prior fiscal years.

50. How does the board use the internet to keep the public informed of board activities? Does the board post board-meeting materials online? When are they posted? How long do they remain on the board's website? When are draft-meeting minutes posted online? When does the board post final meeting minutes? How long do meeting minutes remain available online?

51. Does the board webcast its meetings? What is the board's plan to webcast future board and committee meetings? How long will archived webcast meetings remain available online?

52. Does the board establish an annual meeting calendar and post it on the board's web site?

53. Is the board's complaint disclosure policy consistent with DCA's *Recommended Minimum Standards for Consumer Complaint Disclosure*?

    - Does the board post accusations and disciplinary actions consistent with BPC § 27, if applicable?

    - Does the board post complaint date on its website? If so, please provide a brief description of each data point reported on the website along with any statutory or regulatory authorization.

54. What information does the board provide to the public regarding its licensees (i.e., education completed, awards, certificates, certification, specialty areas, disciplinary action, etc.)?

55. What methods does the board use to provide consumer outreach and education?

Section 6 –
Online Practice Issues

56. Discuss the prevalence of online practice and whether there are issues with unlicensed activity.

    - How does the board regulate online/internet practice?

    - How does the board regulate online/internet business practices outside of California?

- Does the Board need statutory authority or statutory clarification to more effectively regulate online practice, if applicable?

Section 7 –
Workforce Development and Job Creation

57. What actions has the board taken in terms of workforce development?

58. Describe any assessment the board has conducted on the impact of licensing delays.

59. Describe the board's efforts to work with schools to inform potential licensees of the licensing requirements and licensing process.

60. Describe any barriers to licensure and/or employment the board believes exist.

61. Provide any workforce development data collected by the board, such as:

    a. Workforce shortages

    b. Successful training programs.

62. What actions has the board taken to help reduce or eliminate inequities experienced by vulnerable communities, including low- and moderate-income communities, communities of color, and other marginalized communities, or otherwise avoid harming those communities?

Section 8 –
Current Issues

63. Describe how the board is participating in development of online application and payment capability and any other secondary IT issues affecting the board.

    - Is the board utilizing BreEZe? What Release was the board included in? What is the status of the board's change requests?

    - If the board is not utilizing BreEZe, what is the board's plan for future IT needs? What discussions has the board had with DCA about IT needs and options? Is the board currently using a bridge or workaround system?

Section 9 –
Board Action and Response to Prior Sunset Issues

Include the following:

- Background information concerning the issue as it pertains to the board.

- Short discussion of recommendations made by the Committees during prior sunset review.

- What action the board took in response to the recommendation or findings made under prior sunset review.

- Any recommendations the board has for dealing with the issue, if appropriate.

Section 10 –
New Issues

This is the opportunity for the board to inform the Committees of solutions to issues identified by the board and by the Committees. Provide a short discussion of each of the outstanding issues, and the board's recommendation for action that could be taken by the board, by DCA or by the Legislature to resolve these issues (i.e., policy direction, budget changes, and legislative changes) for each of the following:

- Issues raised under prior Sunset Review that have not been addressed.

- New issues identified by the board in this report.

- New issues not previously discussed in this report.

- New issues raised by the Committees.

Section 11 –
Attachments

Please provide the following attachments:

A. Board's administrative manual.

B. Current organizational chart showing relationship of committees to the board and membership of each committee (cf., Section 1, Question 1).

C. Major studies, if any (cf., Section 1, Question 4).

D. Year-end organization charts for last four fiscal years. Each chart should include number of staff by classifications assigned to each major program area (licensing, enforcement, administration, etc.) (cf., Section 3, Question 15).