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# COUNTY OF LOS ANGELES

## Consumer Affairs Advisory Committee

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BOARD OF SUPERVISORS

Hilda L. Solis  
Holly J. Mitchell  
Sheila Kuehl  
Janice Hahn  
Kathryn Barger

### EXECUTIVE COMMITTEE MINUTES

Friday, April 15, 2021

10:15 a.m. – 11:15 a.m.

Meeting Held Via Teleconference

#### Item 1: Call to Order

Executive Committee Chair Ostroy called the meeting to order at 10:20 a.m.

#### Item 2: Roll Call and Confirmation of Quorum

Roll call was taken and the quorum requirement was met.

**Present:** Gregory Gorman, Joan Patsy Ostroy, Ronnie Jayne

**Absent:** Eugene Willis Jr.

**DCBA Staff:** Maritza Gutierrez, Francisco Mendez

**Public:** None

#### Item 3: Approval of Executive Committee Meeting Minutes

Commissioner Jayne moved to approve the minutes of the December 18, 2020, Consumer Affairs Advisory Commission (CAAC) Executive Committee meeting. The motion was seconded by Commissioner Gorman. Motion passed unanimously via voice vote.

#### Item 4: CAAC 2020 Annual Report

Francisco Mendez, Department of Consumer and Business Affairs (DCBA) Commission Liaison, presented the CAAC 2020 Annual Report to the Executive Committee for review. No revisions or changes were noted. Commissioner Jayne then moved that the current version of 2020 Annual Report, with the equity, diversity, and inclusivity sub-section to be added once drafted, be sent to the full CAAC for approval. Commissioner Gorman seconded the motion. Motion passed unanimously via roll call vote.

#### Item 5: CAAC 2021 Commission Goals

The Executive Committee meeting reviewed the already established 2020 Commission Goals. The Committee also discussed and established two additional goals for 2021. After discussion, Commissioner Jayne moved that the existing goals be applied for 2021, with minor changes, and that the two newly established goals by the Executive Committee also be added for 2021. Once drafted, the goals would be presented at the next calendared CAAC meeting for review and approval. Commissioner Gorman seconded the motion. Motion passed unanimously via roll call vote.

#### Item 6: CAAC Legislative and Public Information Committee Updates

Commissioner Eugene Willis Jr. was not available to provide the Legislative Committee update. Commissioner Gorman provided the update on behalf of Commissioner Willis Jr. and stated that the Legislative Committee received a presentation on the Small Claims and Mediation process. Commissioner Gorman recommended that this item be presented at the next CAAC full meeting

and that the department determine how the CAAC can assist in increasing awareness on the availability of these programs. Commissioner Jayne stated that the Public Information Committee meeting has not met but will discuss strategies for the CAAC to participate in virtual events. The Committee will also draft the equity, diversity, and inclusivity sub-section for the 2020 Annual Report.

**Item 7: DCBA Department Update**

Maritza Gutierrez, Chief of Consumer Counseling for DCBA, shared that the next round of mediation trainings is scheduled for June 7, 9 and 10 of 2021. Ms. Gutierrez also stated that a meeting with representatives from Supervisorial District 2 was held earlier that morning to discuss program updates and district needs. Finally, Ms. Gutierrez invited the Chair of the CAAC to address the mediation trainees at the upcoming training in June in an effort to meet the CAAC goal of attending events hosted by DCBA.

**Item 8: Future Agenda Items**

- Discussion on quorum issues at CAAC full meeting

**Item 9: Public Comment**

None.

**Item 10: Adjournment**

Commissioner Gorman moved to adjourn the CAAC Executive Committee meeting. Commissioner Jayne seconded the motion. The meeting was adjourned at 10:53 a.m.