



COUNTY OF LOS ANGELES

Consumer Affairs Advisory Committee

BOARD OF SUPERVISORS

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

PUBLIC INFORMATION COMMITTEE MINUTES

Thursday, April 15, 2021

11:30 a.m. – 12:30 p.m.

Meeting Held Via Teleconference

Item 1: Call to Order

Committee Chair Jayne called the meeting to order at 11:35 a.m.

Item 2: Roll Call and Confirmation of Quorum

Roll call was taken, and the quorum requirement was met.

Present: Vivian Chan, Ronnie Jayne, Harry Leon,
Absent: Charline Sistrunk
DCBA Staff: Maritza Gutierrez, Keven Chavez, Francisco Mendez
Public: None

Item 3: Approval of Public Information Committee Meeting Minutes

Commissioner Chan moved to approve the minutes of the February 18, 2021, Consumer Affairs Advisory Commission (CAAC) Public Information Committee meeting. The motion was seconded by Commissioner Leon. Motion was approved unanimously via voice vote.

Item 4: CAAC Planning of Department of Consumer and Business Affairs (DCBA) Virtual Outreach Event or Consumer Webinar

The CAAC Public Information Committee discussed the format for the CAAC to participate in a future virtual event or webinar hosted by DCBA. After discussion, Commissioner Chan moved that the Chair, Vice-Chair, or designee have delegated authority to represent the CAAC in a future event or webinar hosted by DCBA, and that the format include, a general summary about the Commission, a general introduction of attending Commissioners, highlights of some topics that have been addressed by the CAAC, and information on how to access the CAAC website. Commissioner Jayne seconded the motion. Motion passed unanimously via voice vote.

Item 5: CAAC 2020 Annual Report – Equity, Diversity and Inclusion Initiative

The CAAC Public Information Committee discussed the topics that should be included in the Equity, Diversity and Inclusion sub-section that is now required in the 2020 CAAC Annual Report. After discussion, Commissioner Chan moved that the Chair of the Public Information Committee receive delegated authority, and with assistance from Commission Services Staff, draft the Equity, Diversity and Inclusion sub-section for the 2020 Annual Report, and once drafted, present the sub-section at a future CAAC full Commission meeting. Commissioner Leon seconded the motion. Motion passed unanimously via roll call vote.

Item 6: Future Agenda Items

None

Item 7: Public Comment

None

Item 8: Adjournment

Commissioner Leon moved to adjourn the CAAC Public Information Committee meeting. Commissioner Chan seconded the motion. The meeting was adjourned at 12:30 p.m.