



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 21, 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 11:34 a.m.

Item 2: Roll Call and Confirmation of Quorum

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

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| Present: | Vivian Chan, Ronnie Jayne, Michelle Katz |
| Absent: | Carlos Collard |
| DCBA Staff: | Maggie Becerra, Keven Chavez, Taryn Lyon, Morine Merritt, Francisco Mendez |
| Public: | None |

Item 3: Approval of Public Information Committee Meeting Minutes

Commissioner Katz moved to approve the minutes of the December 16, 2021, Consumer Affairs Advisory Commission (CAAC) Public Information Committee meeting. The motion was seconded by Commissioner Chan. Motion was approved unanimously via roll call vote.

Item 4: CAAC – Drafting of 2021 CAAC Annual Report

As motioned during the March 17, 2022, full Commission meeting, the Public Information Committee drafted the 2021 CAAC Annual Report. After drafting and discussion, Commissioner Chan moved to approve and send the 2021 Annual Report as drafted to the CAAC for final review and approval. The motion was seconded by Commissioner Katz. Motion passed unanimously via roll call vote.

Item 5: Standing Item: Department of Consumer and Business Affairs (DCBA) Public Information Outreach Update

Keven Chavez, Public Information Officer for DCBA, shared information on the redesigned DCBA Services flyer. With the help of the Public Information Committee, the flyer will be shared and distributed across Los Angeles County.

Item 6: Future Agenda Items

- Volunteer Program Update
- Wage Enforcement Outreach Plan

Item 7: Public Comment

None

Item 8: Adjournment

Commissioner Chan moved to adjourn the CAAC Public Information Committee meeting. Commissioner Katz seconded the motion. The meeting was adjourned at 12:36 p.m.