



**BUILDING INSPECTION COMMISSION (BIC)
Department of Building Inspection (DBI)**

REGULAR MEETING

Wednesday, August 15, 2012 at 9:00 a.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416

Aired Live on SFGTV Channel 78

ADOPTED November 21, 2012

MINUTES

The regular meeting of the Building Inspection Commission was called to order at 9:10 a.m. by President McCarthy.

1. Call to Order and Roll Call - Roll call was taken and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Angus McCarthy, **President**

Frank Lee, **Commissioner**

James McCray, **Commissioner**

Debra Walker, **Commissioner**

Sonya Harris, **Secretary**

Warren Mar, **Vice-President**

Kevin Clinch, **Commissioner, excused**

Myrna Melgar, **Commissioner**

D.B.I. REPRESENTATIVES:

Tom Hui, **Acting Director**

Edward Sweeney, **Acting Deputy Director, Permit Services**

Pamela Levin, **Deputy Director, Administrative Services**

William Strawn, **Legislative and Public Affairs**

Kirk Means, **Building Inspector Technical Services**

Daniel Lowrey, **Acting Deputy Director, Inspection Services**

Gail Revels, **Acting Manager Finance Services**

CITY ATTORNEY REPRESENTATIVE

John Malamut, **Deputy City Attorney**

2. President's Announcement(s).

President McCarthy said that he wanted to acknowledge Nancy Curvino of Inspection Services, Nancy Gutierrez of Records Management and Patricia Jayin of Help Desk/Technical Services who received letters of recognition from the public for their good service. President McCarthy extended condolences on behalf of the Commission and the Department to the family of Frederic Freund who served on the Code Advisory Committee for about 14 years. President McCarthy had no further announcements. There was no public comment on this item.

3. General Public Comment: The BIC will take public comment on matters within the Commission's jurisdiction that are not part of this agenda.

President McCarthy said that the Commission would not tolerate any public comment regarding personal comments on the staff.

Mr. Spencer Gosch said that he wanted to bring to the Commission's attention the fact that Pam Levin and Vivian Day have failed miserably with the Q-Matic system and have spent over \$1M of the Department's money on this failed project. Mr. Gosch stated that Ms. Levin should be terminated and jailed. Mr. Gosch said that members of the public who have an ax to grind with DBI should begin to attend the BIC meetings. Mr. Gosch said that he had asked President McCarthy to put the item of racism on the agenda, as there is a very serious problem of Chinese racism, and said that there has been no response to his request. Mr. Gosch stated that someone has instituted a successful policy of only hiring Chinese-American workers, particularly in the engineering division. Mr. Gosch said that he was again asking for an inquiry into this problem and said that condoning racist behavior is also a racist behavior. Mr. Gosch accused all of the Commissioners and the Mayor of being racist.

Mr. Henry Karnilowicz thanked the Commission for suspending the Q-Matic system at the last meeting. Mr. Karnilowicz said that things were running much more efficiently and thanked Deputy Director Ed Sweeney and Chief Building Inspector Tony Grieco for checking in on the 5th floor and taking action when needed. Mr. Karnilowicz said that this is what customer service is all about. Mr. Karnilowicz stated that at one time, Building, Plumbing and Electrical divisions all had their own clerk and suggested that this was a better system than having just one clerk handle all of the telephone calls; he asked that things go back to the old way of doing business as it was more efficient.

4. Discussion of attrition values for DBI compared to other departments.

Mr. Manish Goyal gave a presentation on comparing DBI's attrition practices to those of other City departments. Mr. Goyal compared DBI to the District Attorney's Office and to the Treasurer/Tax Collector and stated that DBI with 267 average employees over three years is at a very comparable 8%. Mr. Goyal said that some departments are at a 9% attrition rate. Mr. Goyal said that there are some variations due to the amount of retirements in any given year and also for the time it takes to fill a position. Mr. Goyal explained the Mayor's Office involvement with the positions.

Commissioner Lee asked if DBI set the attrition rate. Mr. Goyal said that the Mayor's Office worked with DBI, in particular Ms. Levin and staff, to determine the appropriate attrition rate as the economy ramps up. Mr. Goyal stated that the Mayor's Office wanted to give DBI the flexibility to hire needed individuals.

President McCarthy said that one of the reasons this was on his radar was the crisis DBI went through previously regarding hiring. President McCarthy said that if there are other departments that are at a 9% attrition rate then maybe DBI should be there also. President McCarthy said that he just wanted to make sure that when the economy ramps up DBI will have the flexibility to be able to hire appropriately. Ms. Levin stated that the building industry is cyclical therefore DBI is cyclical so if the Department knows that things are getting tight positions might not get filled and if things are getting better the Department will work with the Mayor's Office to make sure that DBI is not over budget; it really is a balancing act.

President McCarthy thanked the Mayor's Office for their presentation.

5. Update on the BIC Sub-committees: Access Appeals Commission (AAC), Board of Examiners (BOE), and Code Advisory Committee (CAC).

Mr. William Strawn, of Legislative and Public Affairs, said that he would speak on the Access Appeals Commission (AAC) and the Board of Examiners (BOE) and would call on Inspector Kirk Means to speak on the Code Advisory Committee (CAC). Mr. Strawn explained that the Access Appeals Commission is a five-person Commission that meets twice a month and is comprised of people from the disabled community, the construction industry and a public member. Mr. Strawn stated that the idea behind this Commission is that when someone has a dispute about the way the disability access rules are being interpreted, particularly by DBI, then the applicant has the right, through written appeal to the AAC to have the Commission make a ruling on it.

Commissioner Walker asked if the Access Appeals Commission could help in a proactive way, rather than a reactive way with some of the issues that have come forward recently regarding local, state and federal laws attempting to address access issues. Deputy City Attorney John Malamut said that he could look into that, but said that the rules of the AAC have been set out legislatively with various requirements to the Administrative Code and the Charter so those might need to be amended.

Mr. Strawn said that the Board of Examiners (BOE) is a ten person committee full of experts particularly in engineering and construction along with some fire personnel. The BOE meets on request when someone is looking at an equivalency or an alternative type of building approach that may not be specified in the San Francisco Codes; as a consequence they only meet a couple of times a year. Mr. Strawn turned the presentation over to Mr. Kirk Means of the Code Advisory Committee.

Building Inspector Kirk Means stated that he is with the Technical Services Division of DBI and is Secretary to the Code Advisory Committee. Mr. Means said that he wanted to let the Commission know that the Code Advisory Committee has been having joint meetings with the Access Appeals Commission regarding disabled access in particular in order to use their expertise to deal with the code issues.

Mr. Means stated that the Code Advisory Committee (CAC) consists of 17 members who are qualified by training and experience to deliberate and make recommendations on matters pertaining to the development and improvement of the content of the San Francisco Building Code, Mechanical Code, Electrical Code, Plumbing Code, Green Building Code and Housing Code as well as related rules and regulations or proposed ordinances that the Director of the Building Inspection Department determines may have an impact on construction permits. Specific recommendations of this Committee are directed to the Building Inspection Commission for their further action.

The CAC is made up of a wide variety of qualified persons that include: a Major Projects Architect, Historical Preservation Architect, Commercial Property Owner/Manager, Disability Access Advocate, Electrical Engineer/Contractor, Major Projects Structural Engineer, Mechanical

Engineer/Contractor, 3 Members-At-Large, Remodel Contractor, Residential Projects Contractor, Small Projects Architect, Small Projects Civil Engineer, Fire Protection Engineer, Major Projects Contractor and a member of the General Business Community.

Mr. Means said that the Chairman of the CAC was present and asked Mr. Edgar Fennie to speak.

Mr. Fennie thanked the Commission for recognizing Mr. Freund and said that Mr. Freund was a tremendous asset to the CAC and would be sorely missed. Mr. Fennie said that the CAC was the go between regarding regulations and the real world. Mr. Fennie stated that the expertise of the committee members is really important and said that the CAC works very hard to develop input into the Administrative Bulletins especially with disability access issues and with proposed ordinances that have an impact on construction permits. Mr. Fennie spoke about the several sub-committees within the CAC and said that all issues are eventually referred to the Department and the Commission. Mr. Fennie explained that these ordinances have a real impact on construction permits.

Mr. Fennie said that there are some very important issues before the CAC at the moment and mentioned habitable living space, water bottle filling stations, touch screens on elevators, several State Code Emergency Revisions, UMB issues regarding ramps, soft-story buildings and ADA issues.

Commissioner Walker thanked the committee for all the work that has been done and for all of their expertise. Commissioner Walker said that it was important to keep on top of the UMB issues as it has been a long time since there has been any update. Mr. Fennie said that the Committee would recommend that there be a spot check review on some of the UMB upgrades as there have been many changes over the years. Commissioner Walker stated that DBI has a strong motion fund that the Director is in charge of and said that perhaps some funds could be directed at spot checking some of the UMB plans.

Commissioner Walker asked if the Committee members were given any stipend. Mr. Fennie stated that the CAC members do not receive any compensation. Commissioner McCray said that he noticed that most of the seats on the sub-committees would be expiring in 2013. Secretary Harris explained that there is a Sub-Committee of the BIC that meets to recruit and select members for the AAC, BOE and CAC.

Commissioner Lee expressed his appreciation for the CAC members as they put in a lot of hours and asked if there was anything that the BIC could do to support the CAC. Mr. Fennie said that the Committee would request that the BIC send a representative to their meeting once in a while and to make sure that items continue through the BIC as it moves from the CAC. Mr. Fennie stated that with so many members on the CAC the Committee relies heavily on the recommendations of the sub-committees where issues are really vetted.

President McCarthy asked about the process of how the legislation is passed to the BIC as it seems to be either feast or famine and many times an important item might get lost if there are too many items at one time. Mr. Fennie said that the CAC does reach out to the public for input and tries to inform as many stakeholders as possible when issues are addressed, but said that there are items that slip through the cracks. Mr. Fennie stated that the State Code is on a three year cycle and

when the new Codes come forward that is when the CAC is very busy, but the sub-committees and the entire CAC work well together and do not have a great deal of conflict. President McCarthy stated that it is remarkable how the Committee can come to a consensus with so many members and said that the work of the CAC is greatly appreciated.

Vice-President Mar said that it is important for some of the Commissioners to attend these CAC meetings, but cautioned that only three Commissioners could attend at one time. President McCarthy asked if there was a better way to inform the public of items that would be of interest to different groups. Inspector Kirk Means said that there is a great deal of paperwork that goes out with the agenda for these meetings and many people do not open the attachments for further information. Inspector Means said that 500-600 people are notified of the meetings and said that when an item comes up that he thinks a particular group of stakeholders would be interested in he makes sure that the different groups are notified.

Commissioner Walker said that it is up to the Commissioners to notify different constituencies regarding items taken up by the CAC as the Commissioners receive notification of the meetings and what is going to be discussed, so some of the responsibility lies with the Commissioners. Commissioner Lee suggested that the notice for the CAC meetings be sent to every list that the Department has until someone asks to be removed.

Deputy City Attorney John Malamut suggested that in the Director's report at each meeting regarding upcoming legislation perhaps there could be a more expansive explanation given so that those watching the proceedings would have a heads up. President McCarthy said that was a good suggestion and that as Commissioner Walker pointed out the Commissioners will have to be more diligent in looking out for the issues for their constituents.

Commissioner McCray asked about the Litigation Committee. Commissioner Walker explained that the Litigation Committee is made up of members of the BIC and is held in Closed Session regarding cases sent to the City Attorney. Commissioner Walker stated that the members of the Litigation Committee give an update to the BIC quarterly.

Commissioner McCray was excused from the meeting at this time. The time was 10:10 a.m.

6. Director's Report.

a. Update on DBI's budget.

Deputy Director Pamela Levin explained that this is the first year that the Department is dealing with a two year budget process, and said that the first year is based on the usual type of budgeting mechanism and the second year shows significant changes that the Department thinks will happen. Ms. Levin said that the process will be reopened again in December and DBI will go through the normal process of looking at the needs and the revenue; for today's purposes the discussion regarding the second year is just a planning document.

Ms. Levin gave some highlights for the 2012/2013 budget:

- A decrease in salaries and fringes other than what was projected by the Department of Human Resources (DHR) and the Mayor's Office after changes in union negotiations

- The Board of Supervisors wanted to increase Code Enforcement efforts at DBI and added in two building inspectors and one clerk
- Overall DBI is adding 29 fte; added at 0.77 as people are not hired until October
- There is a decrease of \$823,000 mostly due to Proposition C that increased the individual employees cost and decreased the City's cost of pensions
- Training had been neglected at DBI for the past few years in order to spend money to bring employees back to keep up with the work load; after negotiation with the budget analyst the training budget was cut by \$75,000 as the value of training for Disabled Access was overstated
- There is an increase of 1.92% COLA for the MOUs that DBI has with non-profits that was agreed to by the Mayor's Office
- There is a large budget for equipment for MIS and IT as the Department never manages to spend it; the IT group is very frugal
- Work Orders were reduced; as the Mayor's Office works through with other departments these figures will change
- DBI had a high level of vacancies and the budget analyst was going to increase the attrition and cut DBI's budget. The Department explained that 69 positions would be hired by July 1 and it seems that DBI is on schedule for that at this point in time. The budget analyst agreed to have funds in reserve, but DBI will still have to go back to the Mayor's Office and the budget analyst to prove that there are more people on board than was scheduled for January 1. This was a good compromise and will help for next year as the funds will be available to fund positions
- For 2012/2013 the Department is adding 29 position and in 2012/2014 another 10
- Since 2013/2014 is really just a plan, with the growth that is happening in the Department right now there will be others things that will change in the budget

There were no Commissioner comments or public comments on this item.

b. Update on proposed legislation.

Mr. William Strawn of DBI's Legislative and Public Affairs said that there were some pending legislation that was referred to earlier regarding bottle filing stations around the City in order to reduce plastic water bottles in landfills. Mr. Strawn stated that this would be discussed again at the Code Advisory Committee on September 12th and said that Supervisor Chiu and his staff had been invited to that meeting to provide their perspective. Mr. Strawn said that in general the Department does try to let staff members of the BOS know about items they are interested in that are coming before the CAC.

Mr. Strawn reported that there is an ordinance dealing with on-site water reuse which at the moment is a voluntary program, and is now in a trial basis. Mr. Strawn said that there are annual fees that go along with this ordinance for the PUC to review certain reports and said that DBI was expecting some sticker shock reaction if this legislation goes through.

Mr. Strawn said that another item that is coming up is borrowed light, the glazing light, which is an item that will be going back to the green building subcommittee and will be discussed in September. Mr. Strawn stated that the BOS may be trying to tie this to a LEED standard.

Mr. Strawn said that the item regarding efficiency units is being continued to the full Board in September and said that this legislation is still in the pending stage.

Mr. Strawn reported that there is interest in modifying the apartment conversion ordinance, the so-called Chapter 4A; there have been a couple of discussions where the Department has provided feedback particularly from the Housing Inspection Division (HIS). Mr. Strawn said that HIS would act as the enforcing unit on that particular legislation and said that it is expected that the draft legislation will be introduced by early September.

Mr. Strawn stated that the long awaited ordinance dealing with commercial space and disability requirements for small businesses that was passed unanimously in its first reading on July 31st is expected to be adopted at the September 4th BOS meeting. Mr. Strawn said that there will be new guidelines to help small businesses.

Mr. Strawn reported that the emergency disability legislation received from the state that took effect August 1st has been posted on the DBI website and stated that there was no other new legislation information to discuss until the September meeting of the BOS takes place.

Commissioner McCray asked about Mr. Strawn's written report where he referred to the annual Board hearing on assessment of liens pertaining to code enforcement non-responsiveness where it shows that there are 93 properties on this year's list. Mr. McCray asked about the process of collecting these fees. Mr. Strawn said that perhaps the Deputy City Attorney could explain the process. Deputy City Attorney John Malamut that various departments come before the Board of Supervisors with a list of properties and during that hearing the BOS asks the Department representative to meet with various owners who have showed up at the Board hearing to see if they can resolve some of those matters; after a couple of hours people return to the Board hearing and the Department lets the Board know which liens are going to be imposed. Mr. Malamut said that then the Board votes and these monies owed go as a tax lien against the property owner to be paid off in the next tax cycle.

President McCarthy said that he had received a report from the Milken Institute that basically shows the best cities for aging in which San Francisco is ranked #11, which is pretty good. President McCarthy said that he would give the report to Mr. Strawn.

c. Update on Permit Tracking System.

Acting Director Tom Hui said that the PTS system was moving ahead and all of the various DBI divisions are reviewing items in order to give feedback. Mr. Hui said that there would be a more in depth report as the Manager handling the PTS is at training. President McCarthy said that he was looking forward to next month's report.

d. Update on other technology projects.

Deputy Director Pamela Levin reported that in the past month the Department has tried to improve the 3R and records request process and are now accepting 3R requests over the web; the Department is still working on making the process easier and will soon be able to provide the 3-R

request via email. Ms. Levin said that very few people have availed of this service so far.

Ms. Levin reported that several departments, Planning and Fire, have increased their fees during the last budget process so DBI is doing regular updating of the fee schedule in order to collect the right amounts. Ms. Levin said that the cash management system is a project the DBI is working on with the treasurer/tax collector and letting that department go first with implementation to take place in September. Ms. Levin said that the treasure/tax collector have received the equipment and done training, but said that the project has been delayed several times; DBI hopes to start sometime in October.

Ms. Levin said that the field tablets for the inspectors was being tested by a small group in order to work out the kinks and to assess what types of apps would be needed, including a FEMA application. Ms. Levin stated that after this testing the Department will purchase a full array of tablets to be ready for the Permit Tracking System. Ms. Levin said that there is going to be a demonstration for the inspectors and then there will be some beta testing, but said that it looks like DBI will be able to get a great deal more functionality than what was originally thought so that is exciting.

Ms. Levin reported that the Mission Corridor serving room equipment project is expected to kickoff in August and should be done in December. Ms. Levin said that once that is setup Planning will move out of DBI's fourth floor and then that room can be used for DBI to expand some of the things that Records Management is doing.

President McCarthy asked if the Department had done any outreach to the real estate community and in particular the Board of Realtors regarding the ability of being able to get a 3-R report online. Ms. Levin said that the Department had done outreach and were in fact having a meeting later in the day with the Board of Realtors to make them aware of the upgrades. President McCarthy stated that he wanted to commend the Department for accommodating these people as it takes a lot of work and now it seems that those that wanted this so badly are not taking advantage of it. President McCarthy said that staff has come under a lot of criticism and have done a great deal to accommodate the stakeholders and said that when new policies are put into place it is expected that they will be used.

Commissioner Walker said that it should be part of the Commissioner's responsibilities to contact some of the people who have been complaining and let them know that this service is available; each Commissioner should reach out to their constituency.

Commissioner Lee asked who would be developing the programs for the tablets that the inspectors are going to be using; will it be DBI staff or is the Department hiring someone to develop that. Ms. Levin said that there are programs that already exist that the Department just has to get licenses for, FEMA has some free type of programs and Accella has developed some specialized programs for DBI so it is a mixture that will be added to over time.

Acting Director Tom Hui said that he had a few items to discuss. Mr. Hui wanted to let the Commissioners know that some members of the Department are now starting at 7:30 a.m. in order to help the small homeowners and contractors pick up permits that do not require plans. Mr. Hui said that other Departments in the building such as Planning will not open at 7:30 a.m., but DBI

will speak with the Fire Department as their personnel are in the building early.

Mr. Hui stated that there has been complaints about code interpretation as plan checkers can have different determinations. Mr. Hui said that now there is a code committee in place to make any changes in the code for Administration Bulletins or the Department may issue an information sheet temporarily to staff to apply the Code uniformly.

Mr. Hui reported that there was a large fire on Ocean Avenue, but thankfully there were no serious injuries. Mr. Hui said that several staff members responded to the fire and one emergency order had to be issued to demolish a building. Mr. Hui stated that the Department is working diligently to help the other businesses that were damaged to get streamlined through the DBI process in order to be able to get back to business as soon as possible.

Mr. Hui stated that regarding helping small businesses with ADA issues he had promised the Commission that the Department would hold some brown bag trainings, but unfortunately Senior Inspector Richard Halloran is on two months medical leave. Mr. Hui said that Inspector Halloran is the only CASp certified inspector and said that he wanted to do a complete seminar instead of doing things piecemeal. Mr. Hui said that in October there will be two classes that inspectors and engineers will be taking to get training on ADA updates.

President McCarthy, Commissioner Walker and Commissioner Melgar asked about what the State requirements were for the Department having a certain number of CASp certified inspectors. Mr. Hui said he was not sure. Deputy City Attorney John Malamut said that since this item was not on the agenda it could be addressed at the next meeting. President McCarthy said that two inspectors had recently taken the exam and the results should be back shortly. Acting Director Hui said that the goal of the Department is to get as many inspectors qualified as possible, but it is \$1,000 to take the exam.

7. Commissioner's Questions and Matters.

- a. Inquiries to Staff. At this time, Commissioners may make inquiries to staff regarding various documents, policies, practices, and procedures, which are of interest to the Commission.**

Commissioner Melgar said that she would like to have a better understanding as a policy body of what the Department's hiring practices are and how DBI complies not just with labor laws, but how the Department is implementing best practices. Commissioner Melgar said that the City espouses equal opportunity principles and hiring and said that she would really like to make sure that the Department is doing that. Commissioner Melgar stated that this Department has been sued recently by an employee who felt that as a woman she was mistreated and said that other departments have been sued recently and settled for large amounts of dollars for their hiring practices and for not following the law. Commissioner Melgar stated that as a Commissioner she would like to be able to defend DBI's practices in a way that is justifiable, quantifiable and would like to be able to point to policies and procedures and due diligence that has been made by the Department. Commissioner Melgar asked if at the next meeting there could be a presentation about how DBI is doing and the role of DHR in guiding the Department. Vice-President Mar said that he would concur with that request and asked that there be a joint presentation by the Department and DHR. The Commissioners asked that a presentation explain about civil service

lists, posting of new hires, promotions and things such as diversity training. Deputy Director Pamela Levin said that the Department is working with DHR to come up with a presentation on these issues.

Commissioner Walker said that she supported this conversation and asked what the Commissioners should do when complaints are presented to the BIC specifically at meetings in public comment. Commissioner Walker said that there is an allegation hanging out there and she does not think that it should just be ignored. Deputy City Attorney John Malamut said that the City Attorney's Office represents the City through the appointed boards and commissions and elected officials of City departments, but does not respond affirmatively to allegations that are made at public meetings by members of the public. Mr. Malamut said that if on the other hand the DBI Director or a Commissioner approached the CAO to discuss a matter then the CAO would go to the Director or the Commissioner in that way. Mr. Malamut said that the CAO is involved to some extent with whistle blower complaints so that is one way that the public could formally lodge a complaint.

Commissioner Walker said that generally she thinks this deserves looking into whether it is valid or not, but any allegations should be looked into by somebody. Commissioner Walker stated that the BIC does not have the capacity to do anything so she was uncertain as to how to proceed.

Vice-President Mar said that the City and DBI is represented by various unions and said that he felt that the unions should be partners with DBI in helping to resolve these problems. Vice-President Mar stated that this is not just a management/union thing and said that it affects all of the workers who are represented by many unions.

Commissioner Melgar said that she would appreciate a better understanding and timeline of the process for hiring of a permanent director. Commissioner Melgar stated that she knew it was the Mayor's hire, but said that she would like to make sure there is a thorough search and would like to know about the criteria. Commissioner Walker said that it is not the Mayor's hire, but it is under the Commission's jurisdiction to hire a Director. Commissioner Walker asked that this item be put on the agenda for the next meeting of the BIC.

b. Future Meetings/Agendas. At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Building Inspection Commission.

Secretary Harris announced that the next meeting would be held on September 19, 2012.

Vice-President Mar asked that the issue of ADA requirements for the small businesses be on the next agenda and asked that the Board of Supervisors be notified that this was going to be discussed. Commissioner Lee said that along with this item he would like to have the issue of the CASp inspectors discussed and asked what the public could expect from the Department with additional certified inspectors. President McCarthy said that the Director should report on what the game plan is going to be with letting the public know about the CASp inspectors and what kind of access they will have to these inspectors.

There was no further Commissioner or public comment on this item.

8. Review and approval of the minutes of the Regular Meeting of April 18, 2012.

Commissioner Walker made a motion, seconded by Commissioner Melgar that the minutes be approved. The motion carried unanimously.

RESOLUTION NO. BIC 042-12

9. Review and approval of the minutes of the Regular Meeting of May 16, 2012.

Commissioner Walker made a motion, seconded by Commissioner Melgar that the minutes be approved. The motion carried unanimously.

RESOLUTION NO. BIC 043-12

10. Review and approval of the minutes of the Regular Meeting of June 20, 2012.

Commissioner Melgar made a motion, seconded by Commissioner Walker that the minutes be approved. The motion carried unanimously.

RESOLUTION NO. BIC 044-12

11. Adjournment.

Commissioner McCray made a motion, seconded by Commissioner Walker that the meeting be adjourned. The motion carried unanimously.

RESOLUTION NO. BIC 045-12

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Ann Aherne
Commission Secretary/Retired

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Report on the State requirement for CASP Inspectors and what number the Department is required to have. – President McCarthy, Commissioners Melgar & Walker	Page 9
Presentation by DBI and DHR to explain about civil service lists, posting of new hires, promotions and things such as diversity training. Vice-President Mar & Commissioner Melgar	Pages 9 & 10
Report on the process & timeline for hiring a permanent Director. – Commissioner Melgar	Page 10