

Project Title/ Manager; Board Committee	Project Goal (Description)	Estimated Completion Date	Status
ADMINISTRATION COMMITTEE			
<p>1. <u>Update Guide to the New Motor Vehicle Board</u> Robin Parker; Administration Committee</p>	<p>Update the <i>Guide to the New Motor Vehicle Board</i> to incorporate statutory and regulatory changes.</p>	<p>September 2011</p>	<p>In progress. The <i>Guide</i> is being updated to reflect the regulatory changes and will be presented at the September 27, 2011, General Meeting.</p>
<p>2. <u>Administrative Law Judge Applicants</u> Bill Brennan, Dawn Kindel; Administrative Committee</p>	<p>In compliance with the Board adopted policy and the 1996 Performance Audit conducted by Business, Transportation & Housing Agency, the Board members will consider the Administrative Law Judge applicants to fill the vacancies created by the resignations of ALJs Archibald and Waits.</p>	<p>September 2011</p>	<p>In progress.</p>
<p>3. <u>Status Report Concerning Manufacturer and Distributor Compliance with Vehicle Code Sections 3064/3074, and 3065/3075 (the Filing of Statutorily Required Schedules and Formulas)</u> Dana Winterrowd, Kathy Tomono; Administration Committee</p>	<p>In December 2010 and February 2011, letters were sent to all licensed manufacturers and distributors requesting copies of their current delivery and inspection obligations (“PDI”), PDI schedule of compensation, and warranty reimbursement schedule or formula. Follow-up letters have been sent as well.</p>	<p>December 2011</p>	<p>In progress. A status report concerning manufacturer and distributor compliance will be presented at the December 7, 2011, General Meeting.</p>

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<u>Consideration of the Board's Lease, Potential Alternative Locations, and the Process for Acquisition of a Building</u> Dawn Kindel; Administration Committee	As a result of the December 3, 2010, General Meeting, John Hansen, Chief, DMV Facilities Operations Branch made a presentation at the March 29 General Meeting concerning the Board's lease on its current facility, potential alternative locations, and the process for acquisition of a building including the costs, and pros and cons. There were a number of questions posed by the members that were addressed at the May 26, 2011, General Meeting.	May 2011	<u>Completed</u> At the May 26, 2011, General Meeting, a detailed memorandum was presented concerning the Board's options for its current facility and potential alternative locations. Periodic updates will be provided to the members at future meetings.
BOARD DEVELOPMENT COMMITTEE			
1. <u>Schedule Board Member Education Presentations</u> Robin Parker; Board Development Committee	Develop a schedule for prioritizing topics and speakers for Board member education presentations for upcoming meetings.	September 2011	In progress. A schedule of topics and speakers for Board member education will be presented for discussion at the September 27, 2011, General Meeting.
<u>Solon C. Soteras Employee Recognition Award Recipient</u> Bill Brennan; Board Development Committee	Compile the nominations provided by staff and select a nominee for the Solon C. Soteras Employee Recognition Award.	May 2011	<u>Completed</u> At the May 26, 2011, General meeting, the members of the Board selected Robin Parker as the recipient of the Solon C. Soteras Employee Recognition Award.

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FISCAL COMMITTEE			
1. <u>Quarterly Fiscal Reports</u> Dawn Kindel, Linda Lighter; Fiscal Committee	Quarterly fiscal reports will be provided to the Committee and scheduled for upcoming Board meetings.	Ongoing	In progress. The 1 st , 2 nd , and 3 rd quarter reports for fiscal year 2010-2011 were presented at the December 3, 2010, March 29, 2011, and May 26, 2011, General Meetings, respectively. The 4 th quarter report is tentatively scheduled for December 7, 2011.
2. <u>Status Report on the Collection of Fees for the Arbitration Certification Program</u> Dawn Kindel, Linda Lighter; Fiscal Committee	The staff will provide a report concerning the annual fee collection for the Department of Consumer Affairs, Arbitration Certification Program.	September 2011	In progress. A status report will be provided at the September 27, 2011, General Meeting.
3. <u>Status Report on the Board's Collection of its Annual Fee</u> Dawn Kindel, Linda Lighter; Fiscal Committee	The staff will provide a report concerning the annual fee collection.	December 2011	In progress. A status report will be presented at the December 7, 2011, General Meeting.
<u>Proposed Board Budget for the Next Fiscal Year</u> Dawn Kindel, Linda Lighter; Fiscal Committee	The staff in conjunction with the Fiscal Committee will discuss and consider the Board's proposed budget for fiscal year 2011-2012.	May 2011	<u>Completed</u> At the May 26, 2011, General Meeting, the members adopted the Board's proposed budget for fiscal year 2011-2012.

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<u>Semi-Annual Discussion and Consideration of the Methods for Determining Board Fees</u> Bill Brennan; Fiscal Committee	In response to Board Member Brooks' request, a memorandum outlining how the Board fees are calculated every year to ensure the fees are not a tax and are cost-justified, will be presented for Board consideration.	May 2011	<u>Completed</u> At the May 26, 2011, General Meeting, Bill Brennan determined that the Board funds are properly classified as fees, and the method for determining fee schedules is fair and reasonable. The members converted this from a semi-annual to annual report.
GOVERNMENT AND INDUSTRY AFFAIRS COMMITTEE			
1. <u>Host Industry/Attorney Roundtable</u> Robin Parker; Government and Industry Affairs Committee	Host the traditional Industry Roundtable with representatives from car, truck, motorcycle and recreational vehicle manufacturers/distributors.	March 2012	In progress. The tentative date for the next Roundtable is March 21, 2012.
<u>Participant Questionnaires for Industry/Attorney Roundtable</u> Robin Parker; Government and Industry Affairs Committee	Based upon the feedback provided at the Industry/Attorney Roundtable in the questionnaires, highlight areas for improvement and develop a preliminary list of suggested topics for a future event.	May 2011	<u>Completed</u> Questionnaires were handed out at the Roundtable and sent in a subsequent e-mail. A memorandum summarizing the feedback was presented for information at the May 26, 2011, General Meeting.

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POLICY AND PROCEDURE COMMITTEE			
1. <u>Revised Parliamentary Procedures Concerning Debate and Voting</u> Robin Parker; Policy and Procedure Committee	At the request of Member Hoffman, the Board will consider revising its Parliamentary Procedures concerning debate and voting to accurately reflect the Board's current practice.	September 2011	In progress. The revised Parliamentary Procedures will be considered at the September 27, 2011, General Meeting.
2. <u>Update New Motor Vehicle Board Administrative Law Judges Benchbook</u> ALJ Skrocki, Robin Parker; Policy and Procedure Committee	Update the <i>New Motor Vehicle Board Administrative Law Judges Benchbook</i> .	December 2011	In progress. The revised ALJ Guide will be considered at the December 7, 2011, General Meeting.
2. <u>Promulgate Proposed Regulations that Pertain to the Board's Fee Collection and Arbitration Certification Program Fee Collection</u> Robin Parker; Policy and Procedure Committee	In compliance with the Administrative Procedure Act, amend Sections 553.20, 553.30, 553.50, 553.70, and 553.72 of Title 13 of the California Code of Regulations.	December 2011	In progress. The proposed text was approved at the December 3, 2010, General Meeting. Section 553.20 was amended at the February 4, 2011, meeting to reflect the reinstatement of the Board Fee. The notice was published on July 22, 2011. Public comment closed on September 6, 2011. The final rulemaking packet was sent to Finance on September 7.

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3. <u>Annual Rulemaking Calendar</u> Robin Parker; Policy & Procedure Committee	Consideration of the annual rulemaking calendar if the Board decides to go forward with any new proposed regulatory changes or has outstanding proposed regulatory changes that have not been promulgated.	December 2011	In progress. The 2011 Rulemaking Calendar will be considered at the December 7, 2011, General Meeting.
4. <u>Promulgate Proposed Regulations to Reinstate the Annual Board Fee</u> Robin Parker, Randi Calkins, DMV Legal; Policy and Procedure Committee	In compliance with the Administrative Procedure Act, amend Section 553. The Annual Board Fee per manufacturer or distributor was reinstated to \$.45 per vehicle with a minimum of \$300.00 and the dealer fee was reinstated to \$300.00	January 2012	In progress. The proposed text was approved at the February 4, 2011, meeting to reflect the reinstatement of the Annual Board Fee. The DMV is promulgating this regulation on the Board's behalf. The notice will be published on September 16.
EXECUTIVE COMMITTEE			
<u>Update on Compliance with 1996 Performance Audit and Corrective Action Plan</u> Robin Parker; Executive Committee	The staff will update and report on the Board's compliance with the 1996 Performance Audit conducted by Business, Transportation & Housing Agency, the Corrective Action Plan, and the Proposal Re: Corrective Action Plan.	May 2011	<u>Completed</u> At the May 26, 2011, General Meeting, the members were provided with an annual update of the Board's compliance with the 1996 Performance Audit. The members requested that this be made an exception report.

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<u>Annual Review and Consideration of Board Adopted Delegations</u> Robin Parker; Executive Committee	At the March 18, 1997, General Meeting, the Board adopted the former Budget and Finance Committee’s analysis of the duties of the Board Members and staff in compliance with the 1996 Performance Audit conducted by Business, Transportation & Housing Agency.	May 2011	<u>Completed</u> At the May 26, 2011, General Meeting, the members adopted the revised delegations. The members requested that this be made an exception report.
<u>Consideration of Whether to “Advertise” the Consumer Mediation Program</u> Dawn Kindel; Executive Committee	At the March 29, 2011, General Meeting, Member Pearson raised the issue of whether the Board should “advertise” its Consumer Mediation Program. The staff presented the pros and cons of this in addition to the implications on the 1996 Performance Audit Conducted by Business, Transportation & Housing Agency.	May 2011	<u>Completed</u> At the May 26, 2011, General Meeting, the members approved sending an inter-agency memo in an effort to promote the Consumer Mediation Program and to remind and reinforce the Board’s jurisdiction and its services to other agencies.