



## MEMO

**To :** NEW MOTOR VEHICLE BOARD

**Date:** October 31, 2013

**From :** BISMARCK OBANDO  
PRESIDENT

**Subject:** COMMITTEE ASSIGNMENTS

In light of the recent appointments to the Board, it is necessary to make assignments to committees with vacant members or chairs prior to our January 2014 meeting. The Executive Committee vacancy will be filled at the January meeting after the election of officers.

Summarized below are the Board Committees and current assignments (see attached description).

- ADMINISTRATION COMMITTEE  
Vacant, Chair  
Ryan Brooks, Member
- BOARD DEVELOPMENT COMMITTEE  
Ryan Brooks, Chair  
David Lizárraga, Member
- EXECUTIVE COMMITTEE  
Bismarck Obando, Chair  
Vacant, Member
- FISCAL COMMITTEE  
Victoria Rusnak, Chair  
Vacant, Member
- GOVERNMENT AND INDUSTRY AFFAIRS COMMITTEE  
Vacant, Chair  
Vacant, Member
- POLICY AND PROCEDURE COMMITTEE  
Ramon Alvarez, Chair  
Glenn Stevens, Member

If you have any questions, please do not hesitate to contact me at (916) 607-0873 or Bill Brennan at (916) 324-6197.

Attachment

## **BOARD COMMITTEES**

1. **Executive Committee** – comprised of the Board President and Vice President includes approval of Board meeting Agendas, meeting with Department and Agency Directors, monitoring the Business, Transportation & Housing Agency audit of Board activities, and other matters requiring Board representation.
2. **Administration Committee** – personnel, hiring, internal operations (as they relate to administration), office forms (including letterhead) and the Board's web site.
3. **Board Development Committee** – Board Member education, welcoming new Board Members, meeting with the CMCD (all Board members, as their schedules allow, may volunteer for this activity) and the employee recognition program.
4. **Fiscal Committee** – budget and finance matters related to Board operation.
5. **Government and Industry Affairs Committee** – expanding efforts related to government and industry outreach, including the Industry Roundtable. (The term of the new Committee Chair is two years [expires December 2004] and thereafter the Chair serves a one-year term; the remaining committee member is selected by the Chair from among the Board Members on an Ad-Hoc basis, depending on the issue at hand and the members' availability).
6. **Policy and Procedure Committee** – legislative changes, regulations, Board protocol (including parliamentary procedures and meeting minutes), legal action participation, case management and internal operations (as they relate to policy and procedure).