



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR

**Executive Office**

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November 8, 2019

Yvonne Fenner  
 Executive Officer  
 Court Reporters Board of California  
 2535 Capitol Oaks Drive, Suite 230  
 Sacramento, CA 95833

Executive Officer Fenner:

Thank you for this opportunity to submit a written update from the Department of Consumer Affairs (DCA) to the Court Reporters Board of California. You will find below an update on recent Department activities:

**DEPARTMENT OF CONSUMER AFFAIRS DIRECTOR APPOINTMENT**

We are pleased to share that, on October 8, 2019, Governor Newsom announced his appointment of Kimberly Kirchmeyer as Director of Department of Consumer Affairs. Ms. Kirchmeyer enters her new role with a wealth of DCA experience. Ms. Kirchmeyer has served as Executive Director of the Medical Board of California since 2013, where she was deputy director from 2011 to 2013. She was deputy director of board and bureau relations at the Department of Consumer Affairs from 2009 to 2011 and deputy director at the Medical Board of California from 2005 to 2009, where she was a staff services manager from 2001 to 2005 and an associate governmental program analyst from 1999 to 2001. Ms. Kirchmeyer is also a member of the International Association of Medical Regulatory Authorities, Federation of State Medical Boards Committees, Administrators in Medicine, and the United States Medical Licensing Examination State Board Advisory Panel.

We look forward to Ms. Kirchmeyer's leadership and working with her to carry out her vision for the Department!

**EXECUTIVE TEAM UPDATE**

It is bittersweet to report the departure of some of our colleagues in the DCA executive team:

- Chief Deputy Director, Chris Shultz, was appointed by Governor Newsom to serve as Chief Deputy Commissioner at the California Department of Business Oversight. Mr. Shultz's last day with the Department was Friday, November 1, 2019.
- Deputy Director Christopher Castrillo's last day with the Department will be Friday, November 22, 2019. Mr. Castrillo is exploring opportunities for the coming year.

- Deputy Director Dennis Cuevas-Romero's last day with the Department will be Friday, November 15, 2019. Mr. Cuevas-Romero accepted a position with the American Civil Liberties Union.
- Assistant Deputy Director Karen Nelson's last day with the Department was Thursday, October 31, 2019. Ms. Nelson accepted a position as Chief Impact Officer with the American Leadership Forum – Mountain Valley Chapter.
- Assistant Deputy Director Patrick Le's last day with the Department was September 6, 2019. Mr. Le accepted a position as a consultant with the Assembly Business and Professions Committee.

Mr. Shultz, Mr. Castrillo, Mr. Cuevas-Romero, Ms. Nelson, and Mr. Le have been integral members of DCA's executive staff and their contributions to the Department will be dearly missed. We wish them well in the next chapter of each of their careers.

### **BOARD MEMBER RESOURCES CENTER ONLINE PORTAL**

The DCA Board Member Resource Center has been revamped and relocated to the DCA public website ([dca.ca.gov](http://dca.ca.gov)).

The DCA Board Member Resource Center is an online tool designed to provide information and resources to current board and committee members, and to those who are interested in becoming appointed to serve as a board or committee member. Examples of items offered via the Resource Center are: informational tools regarding required trainings and Form 700, the DCA Travel Guide, the Bagley-Keene Open Meeting Act, Board meeting dates, and appointment information for individuals interested in an appointment to a board or committee.

We encourage you to visit the refreshed, newly designed page and we welcome your feedback!

### **NEW PUBLICATION – “DCA – WE’RE LISTENING”**

DCA's Communications Division has been working to find ways to improve the interactions of the public with DCA and our boards and bureaus; to help them understand how to bring to you their concerns, comments, accolades, and complaints as effectively as possible.

Toward that effort, the Communications Division created a simple, visual how-to guide for Californians who want to approach us.

It's called “DCA-We're Listening,” and it lays out everything the public needs to know about giving their feedback to DCA, our boards and bureaus. From public comment etiquette to meeting mechanics, this guide is the perfect primer for approaching the podium.

The guide is available in both brochure and poster form. The brochures work great at the welcome table for any public meeting, and anywhere else interested parties may see it. The poster will hang in DCA's two Sacramento hearing rooms, but additional copies are available for purchase, laminated with foam backing, to go in any room where you may hold a public meeting. If you would like more information, please contact the Communications Division.

## **FUTURE LEADERSHIP DEVELOPMENT PROGRAM**

The third cohort had its kick-off meeting on September 24, 2019. Eight individuals were selected to be a part of this year's cohort. We look forward to reporting on the cohort's progress throughout this eight-month leadership program.

Thank you again for your valued partnership. Please let us know if the Department can be of service to your board. If you have any questions, feel free to contact [Christopher.Castrillo@DCA.ca.gov](mailto:Christopher.Castrillo@DCA.ca.gov).

All the best,

A handwritten signature in blue ink, appearing to read "Chris Castrillo", with a long horizontal flourish extending to the right.

Christopher Castrillo  
Deputy Director, Board and Bureau Services  
Department of Consumer Affairs