



Executive Officer's Report

February 5, 2016

I. Administration Division Update

- A. **Board Members** – The Board currently has one public member position vacant. Anyone interested in serving on the Board should contact the Senate Rules Committee Appointment Secretary at (916) 651-4151, or email at Sharon.Olsen@sen.ca.gov.
- B. **BreEZe** – The Board successfully transitioned to the new BreEZe licensing and enforcement system on January 19, 2016.

Board staff have been working and preparing for this transition for the past two years developing business rules, testing, training, and testing some more. This launch was the culmination of countless hours of work and dedication by Board staff.

While everyone played a role in the successful launch, there are some staff in particular that I'd like to recognize for their efforts; Daisy Fuentes, Amy Wyckoff, Conor Janicik, Heidi Temple, Shawn Nibbelink, and Benito Dimailig for their extensive work in User Acceptance Testing, as well as, Tricia Bergen, Pia Ilustrisimo-Ravelo, and Susan Johnson for their work in Data Validation, and Matt McLean for his work on the new Breeze reports.

As a whole, the transition has been essentially a rousing success with normal operations able to be conducted. Board staff are currently identifying a handful of issues that will require some data clean-up in order for reports to be accurate and for applications to be processed as planned, but no major issues at all.

- C. **Budget** – The Board is currently operating within its fiscal appropriation thus far within the fiscal year with one exception. As with last year, our expenditures for our Attorney General and Office of Administrative Hearings line items are trending higher than projected. This was expected, so we will be working with DCA Budgets to request an augmentation to our budget to cover the expected overages. We will continue to meet regularly with DCA Budgets to ensure our expense projections match our actual and projected expenditures.

The signing of AB 179 requires the DCA Director to appoint an Administrative and Enforcement Monitor to the Board by March 1, 2016. The Monitor will be reporting their findings on Board operations periodically to the DCA Director, as well as the Legislature. The salary and benefits for this position will be paid for by DCA for this fiscal year (FY) (2015-16) while the following two FYs will be paid in full by the Board. We are working with DCA Budgets on how this position will be paid for in the 2016-17

and 2017-18 FYs, and a Budget Change Proposal (BCP) has been submitted to augment our budget for those next two FYs in anticipation of this expense.

Fund Condition:

Another change associated with the signing of AB 179, the Vocational Nursing Fund and the Psychiatric Technician Fund will be combined effective July 1, 2016. With this merging of funds, the Board is still presently projected to have a 13.3 month reserve through FY 2017-18, and this includes projected costs associated with the BreEZe Project and the Administrative and Enforcement Program Monitor.

II. Personnel Update

Since May 1, 2015, the Board has filled 21 total permanent positions and has a conditional offer out to one other candidate.

A. Board Vacancies (Authorized Positions) – Since the November Board Meeting, the Board filled 6 authorized positions. The Board has 9.5 positions vacant for a 14.0% vacancy rate (i.e., 9.5 vacant positions out of 67.9 total authorized positions). The vacant positions are currently in the following Divisions:

- 3 Licensing/Administration Division (Assistant Executive Officer, Program Technician (PT) II, and Office Technician (OT))
- 3.5 Enforcement Division (Staff Services Analyst (SSA), Supervising Special Investigator (SSI), and Special Investigator (SI))
- 3 Education Division (Nursing Education Consultants (NEC) and Management Services Technician (MST))

<u>New Hires</u>	<u>Date</u>	<u>Classification</u>
Mark Jaramillo	January 4, 2016	Office Assistant
Lashonda Shannon	January 4, 2016	SSA
Paul Bradshaw	December 2, 2015	SI
Dedria Evans	December 2, 2015	OT

<u>Promotions/Transfers</u>	<u>Date</u>	<u>Classification</u>
Laura Sherman	December 2, 2015	AGPA (Internal Promotion)
Matthew McLean	February 1, 2016	SSA (Internal Transfer)

<u>Retirements</u>	<u>Date</u>	<u>Classification</u>
Margie Benedetto	December 31, 2015	AGPA
Danetta Garcia	December 31, 2015	MST

<u>Separations</u>	<u>Date</u>	<u>Classification</u>
Kelly Martin	December 1, 2015	SI
Tricia Yu	January 31, 2016	Supervising SI

B. Board Vacancies: BL 12-03 – In July 2012, Budget Letter (BL) 12-03 directed the Board to eliminate budgeted salary savings and allocate that amount to accurately reflect how state operation funds are being expended. That directive resulted in the elimination of 3.8 of the Board's authorized positions. However, the Board was notified it could fill those positions because the funding for those positions is still available. The Board has four BL 12-03 positions:

- 2 PT II positions (full-time) and;
- 2 OT positions (full-time)

The PT II positions and one of the OT positions are currently filled, with the remaining OT position having a conditional job offer.

C. Board Vacancies: Retired Annuitant (RA) – The Board received approval to hire five RAs to support daily operations during the Breeze conversion and four RAs to assist the Education Division with its workload.

Of the nine approved RA positions, two vacancies exist; one in the Education Division and one in the Enforcement Division.

D. Overtime – During this FY (7/1/15 through 12/31/15), Board staff worked approximately **1,196.5** hours of overtime as shown below:

Education Division: 34.25
Enforcement Division: 386.25
Licensing/Admin. Division: 776

The need for overtime continues to require justification, and each request is reviewed thoroughly before it is approved.

E. Nursing Education Consultants (NEC) – The Board now has two remaining authorized vacant NEC positions. Both vacancies are currently posted as 'home-based' positions. The Board has coordinated with the DCA Office of Human Resources (OHR), and a new certification list is available for the classification.

In the meantime, the Board is also working with DCA-OHR on a classification study with the Board's goal of increasing the compensation for the Supervising NEC and NEC staff. The Board has provided DCA-OHR access to our recruitment information, and DCA-OHR will also request similar information from the Board of Registered Nursing (BRN), which is the only other entity that utilizes the NEC classification. DCA-OHR will, after receiving approval from the DCA Director, submit a recommended proposal to CalHR. Proposals to CalHR are due by January 29, 2016.

In conjunction with the classification study, I have also reached out to DCA to document processes of the day-to-day job functions of the Nursing Education Consultants in an

effort to either identify efficiencies and reduce their workload or possibly identify functions or tasks that could be completed by a different classification (that may be easier to fill). This exercise is scheduled to begin in the late March/early April timeframe.

Supervising NEC Cheryl Anderson and I have also met with our counterparts with the Board of Registered Nursing (BRN) to compare notes on our respective Education Divisions. Here is a quick overview of BRN's operational structure:

- 12-NEC's and 2-SNEC's, with 8-NEC's being home-based in Southern California
- BRN has 140+ schools, so each NEC is assigned 12/13 schools
- New school applications are assigned amongst the NEC's based on location

In comparison, we have about 200 schools that, best case, are divided amongst five NEC's, but in our current mode, three. Obviously, even best case, our NEC's would have three times as many schools to oversee as their peers at BRN. In our discussion with BRN, they found that assessing fees for new school applications (\$5,000) and for major curriculum revisions (\$500) did not slow down the incoming flow. However, they suggested that creating a new revenue flow could help in justifying additional positions through this funding.

F. Fee Audit

There have been a number of questions brought up recently regarding charging for new school applications and the imbalance between VN and PT renewal costs. Any adjustments or additions to fees will likely require a regulation change, so I plan on having a Fee Audit completed by a third party vendor to evaluate the services we provide, and wish to provide, in order for the Board to be able to best evaluate options and recommendations.

Fee Audits conducted by other DCA Boards have cost in the vicinity of \$30K-\$40K to conduct, so I am coordinating with DCA Budgets to determine if this is an expense we can absorb this fiscal year or if this needs to be scheduled after July 1, 2016.