



DATE: February 1, 2018

TO: Board Members

FROM: Jen Johnson, SSMI
Licensing Program Manager

SUBJECT: **Licensing Committee Report**

BOARD MEMBERS

PRESENT: **Tammy Endozo**, LVN Member, Board President
Paul Sellers, PT Member

STAFF PRESENT: **Ken Swenson**, Board Legal Counsel
Jen Johnson, Licensing Program Manager
Rochelle Lee, Admin./Support Services Manager
Siqi Chen, Staff Services Analyst

The Licensing Committee met once since the last Board Meeting, on January 19, 2018. The next meeting is scheduled for March 27, 2018.

1. Staffing Update
 - Staff reviewed the current vacancies in the Licensing Division and provided an update on the recruitments.
2. Unassigned Cash, Cite and Fine Update
 - Board Legal Counsel Ken Swenson will follow up with Enforcements and with Deputy Attorney General, Brett Kingsbury on Enforcement Stipulations.
3. Pocket Cards: Status of Notification of Employers
 - Licensing Division Manager Jen Johnson reported on outreach to California Correctional Health Care Services (CCHCS), California Association of Psychiatric Technicians (CAPT) & Department of Public Health (CDPH). All Executive Health Care staff at facilities that employ LVN's & PT's were notified via teleconference, newsletters, and on websites.

4. Call Center
 - Support Services Manager Rochelle Lee reported that efforts are still pending HR feedback. Will meet with C&P Analyst on 2/20/18.
5. Licensing Division Performance Measures
 - Statistics regarding Applications and Phones were presented.
6. Equivalency Application Time Study
 - Time Study for Cashiering, Mailroom, and Label Desk was presented.
 - Average Time for Cashiering and Mailroom is 1 day.
 - Average Time for Label Desk is 5 days.
7. Committee Membership
 - Board President Tammy Endozo reported that she will leave this Committee and Board Member Paula Amezola De Herrera will serve. Board Member Paul Sellers will be Committee Chair, effective 1/20/18.