



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

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DATE	April 6, 2018
TO	Board Members
FROM	Rochelle Lee Administration and Support Services Manager
SUBJECT	Executive Committee Meeting Report

CALL TO ORDER: 11:04 a.m.

REVIEW OF CURRENT VACANCY LIST

- SSM I went over the vacancy report - No questions

BMOT Training

- Rochelle provided clarification on the timeline for required training for Board members.
- President Endozo determined Paula and Paul both need training provided by BVNPT staff. Vice President Bass de Martinez would like to attend the training to see how it has changed.
- Elaine will determine a training date and finalize the training materials.

STAFF ENGAGEMENT SURVEY RESULTS

- Elaine shared results of the Staff Engagement Survey.
- The management team will work together and address overall concerns from the survey.
- The management team is working to improve the Board.
- Elaine and Vicki will meet with staff regarding the survey results and work to improve communication and transparency with staff.
- BVNPT will conduct another survey in six months.

Noted: The President and Vice President were happy to see survey results which showed staff felt supported by their managers.

Discussion followed on the Administration committee determining how they would like to proceed with the survey results. They can look at the big picture and work as a team to address issues/concerns. The Administration Committee should share with the survey results with the full Board.

Other items discussed:

- Training continues to be offered and BVNPT has a high enrollment rate with SOLID.
- Elaine discussed her one-on-one meetings with all staff.
- Elaine discussed her vision of building an effective leadership team. Elaine and Vicki will provide coaching for the managers.

COMMITTEE RESTRUCTURE

This topic will be carried over to the next Executive Committee meeting on May 2, 2018.

Notes from last meeting: Where does the Admin. Committee stand? This committee will remain. The committee didn't function until the latter part of 2016. Therefore, it will not be removed or combined with any other committees.

DIRECT CHARGE TO COMMITTEES

This item will be carried over to the next Executive Committee meeting on May 2, 2018.

Notes from last meeting: Board President Endozo will determine the charges for each committee and give a formal charge to all committees and their mission. The idea is to make the committee work more direct and focused.

REVIEW OF BOARD MEETING AGENDA FOR MAY'S MEETING

This item will be carried over to the next Executive Committee meeting on May 2, 2018.

Discussion of Special Board on April 20, 2018 meeting regarding teleconference information needs to be determined.

Elaine and Vicki will follow up with Jenny Penales, Board Analyst.

SUGGESTION FOR FUTURE AGENDA ITEMS

Review of vacancy listing

BMOT training clarification

Update on onboarding training for new Board members

Results of solicitation of input from Board members regarding Committee Restructure

Update on direct charge to committees

Draft Board Agenda for May 16-18, 2018

Next Executive meeting is May 2, 2018

Need to determine next two meetings

ADJOURNMENT

Adjourn at 11:55 am