

Agenda Item #7.



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

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
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DATE: August 14, 2017

TO: Board Members

FROM:  Executive Committee

SUBJECT: Voting Procedures

The Executive Committee recommends revision of existing procedures utilized for the transmission of petitioner and respondent information and documents to Board Members. Additionally, revision of the procedure for submission of votes by Board Members is recommended. Currently, such documents are transmitted to Board Members per U.S. mail.

Pursuant to existing procedures, proposed decisions relative to petitioners and respondents are received from the Office of Administrative Hearings and the Office of the Attorney General. Upon receipt, these decisions are forwarded to Board Members for voting and adoption of final decisions. Currently, the Discipline Unit forwards proposed decisions, stipulated decisions, and defaults for consideration biweekly. An average of 15 – 20 cases are sent for Board vote per mail out.

Effective September 1, 2017, the Executive Committee recommends utilization of Cloud Technology for the transmittal of proposed decisions, stipulated decisions, and defaults. As confirmed by Department of Consumer Affairs' Office of Information Technology, this technology offers a secure portal for the transmission of documents and materials to Board Members and the submission of votes by Board Members. In so doing, the revised procedure offers enhanced efficiency and security at a cost savings to the Board.

Recommendations:

1. Revise existing procedures to include utilization of Cloud Technology, a secure portal, for the transmittal of proposed decisions, stipulated decisions, and defaults to Board Members for voting and adoption, effective September 1, 2017.
2. Revise existing procedures to include utilization of Cloud Technology, a secure portal, for voting and adoption of final decisions by Board Members, effective September 1, 2017.