

# Agenda Item #16.




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

**Board of Vocational Nursing and Psychiatric Technicians**  
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**DATE** August 11, 2017

**TO** Samantha James-Perez  
Cheryl Turner

**FROM**   
Rochelle Johnson, Staff Services Manager I  
Board of Vocational Nursing and Psychiatric Technicians

**SUBJECT** Administrative Committee Report

**Recommended:**

- Modify the Board's Organizational structure to include Establishment of an Administrative Committee
- Authorize the proposed Administrative Committee to consider and make recommendations relative to matters regarding staff not including Personnel issues/matters

**Points discussed:**

- Address employee concerns, not including HR issues
- Staff meetings with Board member
- Research the possible creation of a suggestion and complaint system
- Provide open lines of communication
- No labor issues will be discussed
- Creation of a staff survey

**Tasks to be accomplished:**

- Board Member Administrative Procedure Manual update verbiage on Rules for Contacting Staff on page 7 (completed)
- Update Standing Committee language to include the Administrative Committee on page 12 (completed)
- One-on-one meetings with staff occurred on 8/3/2017 and 8/4/2017
- Next meeting TBD in next quarter and prior to next Board meeting