




BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7855 Web www.bvnpt.ca.gov



DATE: November 2, 2017
TO: Board Members
FROM: 
Jen Johnson
Evaluations Program Manager

SUBJECT: *Evaluation Committee Report*

BOARD MEMBERS

PRESENT: Bernice de Bass Martinez, Public Member,
Board Vice-President
Aleta Carpenter, Public Member

STAFF PRESENT: Jen Johnson, Evaluations Program Manager
Rochelle Johnson, Licensing Program Manager
Siqi Chen, Staff Services Analyst
Samantha Calma, Associate Governmental
Program Analyst

The Evaluations Committee has met once since the last Board Meeting, October 20, 2017. The next meeting date is scheduled for January 19, 2018.

ITEMS DISCUSSED:

1. Call Center.
2. Staffing Update.
3. Continuing Education Audit Letter Update-Took to Executive Committee.
4. Updated Renewals/Initial License Fee.
5. PC Surplus Donation Update.
6. Processing Times for Evaluation & Administration Unit.
7. Online Exam Application Process Status.
8. Suggestions for Future Agenda Items.

CALL CENTER UPDATE:

Monthly Meetings are being conducted with DCA Office of Human Resources (HR) to work together to request a call center. Currently, the Board is gathering statistical data to justify the need. In addition, the HR



Analyst is reviewing other Boards that have a call center to see how it is designed and what would be required.

STAFFING UPDATE:

Reporting with Agenda Item 23.D Executive Officer Report.

CONTINUING EDUCATION AUDIT LETTER UPDATE:

See attachment: Agenda Item #17A

UPDATED RENEWAL/INITIAL LICENSE APPLICATION:

Board staff have revised the renewal and initial license application and submitted to legal for review/approval. Highlight revisions include:

- Pocket Card verbiage removed.
- Military Options.
- Processing Times included.

PC DONATION UPDATE:

Previous report indicated, the Board was working with Natomas Unified School District in coordinating the delivery of sixteen (16) PC's and four (4) laptops that were used and deemed in good condition to help schools in their effort to provide higher education to students. However, Natomas & San Juan Unified School District declined the offer. Due to deadlines, the Board moved forward with DGS Property Re-Use. We are scheduled for November 21, 2017 for delivery.

PROCESSING TIMES FOR EVALUATION/ADMINISTRATION UNITS:

Reporting with Agenda Item #23.C Administration Licensing Division Report.

Attachment: Continuing Education Audit Letter Agenda Item 17.A




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

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SUBJECT: Continuing Education (CE) Audit: Update & Closure

Continuing Education Audit Letter

On August 1, 2017, Board staff posted a letter to the BVNPT website notifying its licensee base of the discontinuation of the Continuing Education (CE) audit. The Evaluation Committee also had concerns regarding the workload (return mail, calls, e-mails) a potential second mass mailing would place upon staff. As a result, Board staff consulted with DCA Office of Public Affairs, as well as with Legal to obtain an official legal opinion. Both parties shared Board's staff concerns; therefore, the Evaluation Committee is recommending that the Board approve the online letter as the sole notification in discontinuation of the CE audit.

In addition to the CE Audit letter posted to the website (as reported at the August 2017 Board meeting), the Board has posted the following voice message to the BVNPT Phone Tree for all callers, which was approved by Legal:

The Board of Vocational Nursing and Psychiatric Technicians acknowledges your submission of documents in response to the Continuing Education (CE) Audit. This audit was undertaken to ensure compliance with requirements for renewal of Vocational Nurse and Psychiatric Technician licensure. The Board appreciates your cooperation with the Continuing Education (CE) Audit Project. Please note that no further action is required at this time.

