



**Department of Consumer Affairs
Board of Vocational Nursing and Psychiatric Technicians
Evaluation Committee Meeting Minutes
April 13, 2018**

I. Call to order

Chair Bernice Bass de Martinez called to order the meeting of the Evaluation Committee at 10:09 a.m. on April 13, 2018 at the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, Ca 95833.

II. Roll call

The following committee members were present:

Bernice Bass de Martinez, Committee Chair, Vice-President

Aleta Carpenter, Public Member

Elaine Yamaguchi, Executive Officer

Vicki Lyman, Assistant Executive Officer

Ken Swenson, DCA Legal Counsel

Jen Johnson, Licensing Program Manager

Siqi Chen, Evaluation Analyst

The following committee members were absent:

Rochelle Lee, Administration/Support Services Manager

III. Updates

1. Call Center reorganization is in progress. The Board is updating the reception staff duty statements to re-classify the Office Technician classification to Program Technician II. Additionally, the Office Services Supervisor III (OSSIII) will be re-classified to Supervising Program Technician II (SPTII). All duty statements are in the approval process at Human Resources at DCA.
2. Staffing: See attached Administration & Licensing Staffing Update.
3. The Continuing Education (CE) Audit Revamp workgroup met on March 19, 2018 and May 4, 2018. Current processes were discussed. Jessica Gomez, Nursing Education Consultant (NEC) created IV Therapy/Blood Withdrawal and CEU checklists for Education Committee and CE Audit workgroup for preliminary review and discussion.

The CE Audit programming is scheduled for the BreZE May 2018 release. The Board's CE Audit process will be streamlined. BreZE will identify the audit population and flag the licensees to be audited. A mailing list will be generated for a mail merge.

4. Updated Renewals/ILF Forms: DCA Legal Counsel, Ken Swenson will provide update at Board Meeting.
5. Performance Measures for Licensing Division were presented by Jen Johnson. (Contained in Licensing Division Report)
6. Chair Bernice Bass de Martinez pointed out that Goal 5 from DCA's Strategic Plan pertains to the Evaluation Committee. Specifically:
 - 5.1: Educate DCA staff about the roles, expertise, and services provided by DCA divisions to the boards and bureaus to solidify working relationships.
 - 5.2: Establish and maintain real-time position control to monitor board and bureau vacancy metrics.

IV. Future Meetings

July 9, 2018 at 10:00am-12:00pm.

V. Action Items

- Call Center reorganization;
- CE Audit workgroup to develop road map for processes;
- DCA Legal Counsel, Ken Swenson to review Updated Renewals/ILF forms; and
- Strategic Goals.

VI. Adjournment

Evaluation Committee adjourned at 11:58am.

Attachment A – Staffing Update

Minutes submitted by: Jen Johnson _____ *Date:* _____

Minutes approved by: Vicki Lyman _____ *Date:* _____



BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS

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DATE	March 22, 2018
TO	Board Members
FROM	Jen Johnson, Staff Services Manager I Board of Vocational Nursing and Psychiatric Technicians
SUBJECT	Staffing Update

The Licensing Division has the following vacancies:

Unit	Position	Status
Administration/Support Services	Office Technician (New Position)	On hold.
	Office Services Supervisor III	On hold for reclassification
	Office Technician (Cashier)	Employee resigned 3/22/18. Position posting is in progress
Evaluation		No vacancies