

Agenda Item #14.A



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

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
Phone 916-263-7800 Fax 916-263-7855 www.bvnpt.ca.gov



DATE:	July 16, 2018
TO:	Executive Committee Members
FROM:	Rochelle Lee Administration and Support Services Manager
SUBJECT:	Executive Committee Meeting Report

Call to Order:

Board President Tammy Endozo called the Executive Committee Meeting to order at 11:15 AM, on July 16, 2018. The meeting took place at the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Sacramento, CA 95833.

Roll Call:

The following committee members were present:

Tammy Endozo, Board President
Bernice Bass de Martinez, Board Vice-President

The following Board staff were present:

Elaine Yamaguchi, Executive Officer
Vicki Lyman, Assistant Executive Officer
Ken Swenson, Legal Counsel
Stacie Higashi, Supervising Special Investigator
Rochelle Lee, Staff Services Manager I
Matt McLean, Staff Services Manager I
Jay Prouty, Staff Services Manager I
Kristine Dano, Back-up Board Consultant

Review of current vacancy list

Rochelle Lee provided a handout listing the status of the current BVNPT vacancies.

- Question regarding NEC Recruitment:
 - How many applications?
 - Request an additional position?

Strategic Plan – Yamaguchi

- The outline and schedule for the new Strategic Plan was distributed by email with this meeting's agenda. If anyone has amendments or changes, submit to Elaine by August 17, 2018 and include updated dates.
- The Draft Agenda for the August Board Meeting will be submitted to Tammy and Bernice by Friday July 20, 2018.
- The Agenda will be posted on the BVNPT web page by August 10, 2018. Legal will have it reviewed by August 3, 2018.
- Send Board agenda to Tammy and Bernice for a second review by August 19, 2018.
- Discussion of this outline and timeline will be presented at the August Board Meeting in the Executive Committee's report.

Operations Report - Lyman

- Purchase of new chairs for Board staff completed; sit stand desks due to arrive July 20th, and the third-floor file room project is ongoing.
- Pia and Erin will develop a filing system and train staff on the new process. The video conferencing units in the conference room are working. The NECs used the unit for their two-day training in June. They are also utilizing Skype for Business for monthly meetings to save on travel costs.
- Elaine, Erin, Rochelle, Vicki are working with OHR to get pending reorganization and hiring packages approved.
- Bernice requested information from the NECs on Skype for Business to see if she can use it to justify charges to the committees to use it for future committee meetings.

NCSBN Executive Officer Conference update - Yamaguchi

- Elaine provided a report on the annual EO Summit hosted by NCSBN in Wisconsin.
- The focus this year was on Executive Officer competencies and succession planning.
- "Licensing Excellence" is NCSBN's 40th Anniversary theme.
- The NCLEX meeting is scheduled for 9/17-19/2018 in Charlotte, SC. NEC Jessica Gomez will be our representative, assuming the out of state travel request to a banned state is approved.
- Travel to banned states may be an issue for upcoming NCSBN events.
- We are working to improve our presence at national meetings, conferences, etc.
- Elaine provided a copy of the out-of-state travel forms to Tammy and Bernice.

Fee Legislation Update – Yamaguchi

- Legislature is on summer recess.

- The fee language for the schools was excluded and BVNPT was asked by the author's office to hold meetings with stakeholders because of the financial impact to the schools. This information was also provided at the May Board meeting.
- There is a significant difference between stand-alone and omnibus legislation. Omnibus bills are basically used for cleanup language and low-level changes that do not garner opposition. Standalone bills may have opposition and more scrutiny. The current fee legislation is part of an omnibus bill.
- BVNPT will need to propose the fee increase for schools in the next legislative session, probably in a standalone bill.
- Elaine will provide a comprehensive overview of the fund condition in an email to the Executive Committee.
- The Board will review the updated material.

Update on Committee Charge - Endozo

- The committees don't understand their committee charge.
- Bernice is going to attend each of the committee meetings and read the committee charge to each committee. Since Bernice is going to attend each committee meeting, the meetings are subject to the open meeting act and the agenda will need to be posted 10 days in advance. Additionally, a venue needs to be scheduled for each committee meeting to accommodate the open meeting.
- The committees still need to be restructured to eliminate overlap. President Endozo will delegate this charge to Bernice at the August Board meeting.

Department of Justice Fingerprint Records – Lyman

- Previous spreadsheet listing over 18,000 licensees with record in BreEze and no DOJ record reanalyzed using a list from DOJ dated June 2017
 - **NO DOJ, YES BREEZE - 2633**
 - Active - 2158
 - Current Inactive - 62
 - Delinquent – 413
 - **YES DOJ, NO BREEZE - 256**
 - Active - 51
 - Current Inactive – 22
 - Delinquent - 183
 - **NO DOJ, NO BREEZE - 810**
 - Active - 1
 - Current Inactive - 246
 - Delinquent – 563
- Asked for a newer list as a year-old list is unacceptable.
- Waiting for list from DOJ.

- Waiting on HQ to advise how we will move forward as this is DCA wide and not just a BVNPT issue.

Future Agenda Items

- Staffing Update
- Follow up DOJ fingerprint issue
- Follow up on Board Communication
- Strategic Plan
- Operations Report
- Update on Board Procedures Manual

Next Two Meetings

- Monday September 10, 2018 @ 10:30am
- Monday October 15, 2018 @ 10:30am

Adjournment

- Adjourn at 1:15 pm for staff