



MEMORANDUM

DATE	July 26, 2018
TO	Board Members
FROM	Jen Johnson Licensing Program Manager
SUBJECT	Licensing Committee Meeting Report

1. Call to Order

Board Chair Paul Sellers called to order the Licensing Committee Meeting at 10:30 AM, July 12, 2018 at the Board of Vocational Nursing & Psychiatric Technicians, 2535 Capitol Oaks Drive #205, Sacramento, CA 95833.

2. Roll Call

The following Committee Members were present:

Paul Sellers, Chair and PT Board Member
Paula Amezola de Herrera, Board Member

The following staff were present:

Elaine Yamaguchi, Executive Officer
Vicki Lyman, Assistant Executive Officer
Jen Johnson, Licensing Program Manager
Siqi Chen, Staff Services Analyst
Suba Abeywickrama, Staff Services Analyst
Vicky Saavedra, Staff Services Analyst
Demarie Verdialez, Program Technician II

3. Agenda Item #2 Staffing Update

Committee reviewed the current vacancies in the Licensing Division. Jen Johnson provided staffing updates. Evaluations Unit has no current vacancies.

Administration/Support Services has four vacancies.

Committee Discussion:

- **Supervising Program Technician II position with Office of Human Resources (OHR) pending approval.**
- **Office Technician position (1)- lateral transfer to Enforcement.**
- **Office Technician position (1)- lateral transfer to previous agency.**
- **Office Technician (1)- promotional transfer to Enforcement.**

4. **Agenda Item #3 Discussion and Consideration of Unassigned Cash, Cite and Fine Update**

Board Legal Counsel was absent. Tabled discussion until October 1, 2018 Licensing Committee Meeting.

5. **Agenda Item #4 Call Center Update**

Jen Johnson provided an update regarding the call center. All duty statements for reception staff have been revised to reflect application processing and answering incoming calls. Reception staff re-classification to PTH's and duty statements are pending OHR approval.

6. **Agenda Item #5 Review of Licensing Division Performance Measures and Stats (Application/Phones)**

Statistics regarding application processing times and phones were presented to Committee for review. (Attached) Paula Amézola de Herrera requested including last year's quarter statistics for comparison moving forward.

7. **Agenda Item #6 Discussion and Consideration of Strategic Plan**

Board Member, Paula Amézola de Herrera requested Executive Officer to outline sections of the strategic plan that pertains to the Licensing Committee.

8. **Agenda Item #7 Discussion and Consideration of Letter to Board Members**

Paul Sellers and Paula Amézola de Herrera will draft a letter for review to Executive Officer regarding Substance Abuse Awareness and bring it to the Board Members for discussion.

9. **Adjournment**

The meeting adjourned at 11:16 AM

Action Items

- Item #1 Substance Abuse Awareness Letter to Board
- Item#2 Strategic Plan Outline

Attachment(s)

- Attachment A Licensing Division Performance Measures

Application Processing Times

2nd Quarter 2017

VN Application Processing Times

Type of Application	April 2017	May 2017	June 2017	Quarter Average
School Apps (Online)	2	2.75	1.5	2.0
School Apps (In House)	4	3.6	2.7	3.4
Equivalency (Online & In-House)	23.8	28	17.35	22.8
Endorsement (Online)	1	1	1	1.0
Endorsement (In-House)	2.6	2.1	1.7	2.0

PT Application Processing Times

Type of Application	April 2017	May 2017	June 2017	Quarter Average
ILF Apps (Online/In-House)	1.8	1.4	1.3	1.5
Re-Examination App (Online/In-House)	3.0	4.0	2.3	3.0
Results (Pass/Fail)	2.2	1.7	1.6	1.8
Equivalency (Online & In-House)	16.3	10.4	4.25	10.3
School Apps (In house)	6	1.0	2	3.0
School Apps (Online)	7	2.0	1.5	3.5

Note:



Processing time Between 1-4 weeks

Processing time Between 5-8 weeks

Processing time over 8 weeks

Application Processing Times

2nd Quarter 2018

VN Application Processing Times

Type of Application	April 2018	May 2018	June 2018	Quarter Average
School Apps (Online)	1	0.4	0.5	0.5
School Apps (In House)	1.8	1	1	1.0
Equivalency (Online & In-House)	40	38	38	38.0
Endorsement (Online)	1	0.6	1	0.8
Endorsement (In-House)	1	2	0.7	1.4

PT Application Processing Times

Type of Application	April 2018	May 2018	June 2018	Quarter Average
ILF Apps (Online/In-House)	1.0	0.5	1.1	0.9
Re-Examination App (Online/In-House)	1.0	1.1	1.1	1.1
Results (Pass/Fail)	1.0	0.1	0.1	0.4
Equivalency (Online & In-House)	23.0	22.5	10.0	18.5
School Apps (In house)	1	0.5	0.8	0.8
School Apps (Online)	1	0.5	1	0.8