



EXECUTIVE COMMITTEE MEETING MINUTES

September 8, 2025

**2535 Capitol Oaks Drive, Ste. 205
 Sacramento, CA 95833
 via Webex**

**Board Members
 Present:**

Dr. Mountain, Board President, Chair
 Ms. Carpenter, Board Vice President

Staff Present:

Ms. Yamaguchi, Executive Officer
 Mr. Mark Ito, Assistant Executive Officer
 Dr. McLeod, Supervising Nursing Education Consultant
 Ms. Higashi, Supervising Special Investigator
 Ms. Brown, Licensing Manager
 Mr. Hall, Licensing Supervisor
 Mr. Trimble, Licensing Supervisor
 Ms. Wood, Chief, Enforcement Division
 Mr. Prouty, Discipline Manager
 Mr. Weiler, Admin Manager
 Ms. Brady, Admin Analyst (moderator)

DCA Staff Present:

Ms. Butu, Board General Counsel
 Ms. Schieldge, Board Regulations Counsel

1. Call to Order & Committee Roll Call – Dr. Mountain, Chair.

Dr. Mountain called the meeting to order at 9:31 a.m.

Ms. Butu, Legal Counsel, updated that California law requires all parties to give their consent to being recorded during this meeting. All parties agreed to be recorded.

Committee members introduced themselves.

2. Introduction of Staff and Counsel – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi introduced herself and board staff. Ms. Butu, Board General Counsel, introduced herself. Ms. Schieldge, Regulations Counsel for the Board, introduced herself.

3. Operations Update – Jeff Weiler, Administration Manager.

Mr. Weiler reported that the Board currently has 4 vacancies: one in licensing, three in enforcement, and one in administration. He mentioned that BVNPT staff has lost their HR Liaison, but he is pleased to announce that a qualified and experienced HR analyst will be joining the BVNPT on October 1, 2025.

Mr. Weiler expressed his gratitude to the Board's administrative analyst and all the partners in DCA for successfully resolving the technical issues during the August Board Meeting. Planning for the November Board Meeting has already begun. Additionally, Mr. Weiler reported that the executive staff is actively working on the Board Member Administration Manual. Once it is completed, the manual will be sent for legal review and approval, and then it will be forwarded to the executive committee for their review.

Committee Discussion: None

4. Enforcement Division Update – Antoinette Wood, Chief, Enforcement Division.

Ms. Wood reported that there have been few updates from the Enforcement Division. She shared that since Mr. Maxey, the Enforcement Committee's chair, is no longer on the Board, she will be looking for a replacement committee member. Ms. Wood expressed her desire to have both the licensee perspective and the consumer perspective in the enforcement committee since the enforcement division focuses on consumer protection.

Committee Discussion: Ms. Carpenter inquired if any public members from the board requested the enforcement committee. She asked if that would be problematic, or if we were hoping that someone would move more members onto the board.

Ms. Yamaguchi acknowledged the concern and agreed with Ms. Wood that the balance is best with a licensee and a public member. She provided an update, stating that, as of now, no one has volunteered for the position. The Board may need to rely on someone's goodwill to serve. However, this could change if the Senate or the Governor's office appoints someone before the end of the calendar year.

5. Investigations Division Update – Stacie Higashi, Supervising Special Investigator.

Ms. Higashi reported that there was nothing new in the Investigations Division, and that the team continues to work their cases.

Committee Discussion: None

6. Education Division Update – Judith McLeod, Supervising Nursing Education Consultant.

Dr. McLeod provided an update on the Education Division, which is working on innovative practices and lesson planning forums to be presented on September 25, 2025. Dr. McLeod reported that faculty will be attending, and there will be more people than the 73 responses received. Dr. McLeod said she's looking forward to having a very excellent turnout and sharing a lot of information. Dr. McLeod reported that NCSBN will be presenting on NCLEX updates on Wednesday, and the majority of the NECs will attend that part of the presentation.

Committee Discussion: None

7. Licensing Division Update – Shelley Brown, Licensing Manager.

Ms. Brown provided an update regarding the open licensing technician position. There is currently one position available, and applications will be reviewed in the upcoming weeks, with the hope of filling it soon. Ms. Brown reported that the licensing team is developing a comprehensive phone manual following discussions with the Consumer Information Center (CIC) about taking over the licensing phone calls that come through the general phone line. The CIC has a dedicated call center that handles incoming calls for many of the Boards and Bureaus. Our Board has been meeting with them and is particularly interested in the services they can provide for the Board and its stakeholders. Ms. Brown also shared that the licensing department will be able to process various applications, focus more on training and cross-training, and address items that have been put on hold.

Committee Discussion: None

8. Legislation and Regulations – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi reported that the new legislative season is almost completed and all the bills we were monitoring seem to be moving forward to the Governor's office. This is the time to revisit items previously discussed, such as the technical language approved by the Board in May 2025 to help clarify our statutes for the in-progress regulatory packages on retired licenses. While our request made sense to the Senate BPED staff, they felt that it would be better pursued in a separate bill.

Ms. Schieldge reported that the Board is working on several packages, including the school approval package, which will be split into smaller sections due to the amount of content to be addressed. The Board also has the school citation and fine program, which was authorized in the 2024 sunset bill, and will need to be developed to be consistent with the school approval standards language. Ms. Schieldge will reach out to staff at the Board to start working on a few items, with the goal of bringing updates to the November Board meeting.

Committee Discussion: None

9. Board Member Accountability – Elaine Yamaguchi, Executive Officer.

A. Ballots.

Ms. Yamauchi updated that the new Board members have been voting and adapting to their new roles effectively, with an excellent turnout for votes across the Board.

B. Committee Assignments.

Ms. Yamaguchi provided an update regarding the Board, noting that there are currently three open seats on the eleven-member Board. A Psychiatric Technician has expressed interest in one of the vacant appointments. Ms. Yamaguchi encouraged anyone who knows of a potential candidate willing to serve to inform the Board.

Committee Discussion: Ms. Carpenter inquired whether the board should focus on finding a public member; she has a friend who taught at Chico State and is now retired and may ask if she is interested. Ms. Yamaguchi inquired if this friend was in the education field or in the nursing field. Ms. Carpenter replied that she was in both and would she be allowed to serve as a public member. Ms. Butu addressed that she might not be able to, due to her having a license, and that you can change roles even if retired, but she would investigate the possibility of it. Dr. Mountain and Ms. Carpenter also know another educator who may be a good candidate. Ms. Yamaguchi suggested reaching out to the Senate to see what the appointment timeframe and process would involve.

C. Discussion of Board Training and Information Days

Ms. Yamaguchi provided updates to the committees, which are made up of a two-person panel. Most board members may need to participate in multiple committees. The Executive Committee meets monthly, while the Enforcement Committee meets more frequently. The Legislative and Regulations Committee meets quarterly, unless specific deadlines require additional meetings. The Licensing Committee has not convened in a while because there are currently few action items that need to be addressed. The Education and Practice Committee is always chaired by our Board President, Dr. Mountain, and has not been meeting regularly due to a lack of understanding of the Committee's true purpose. The Education and Practice Committee was intended to be a combination of school reports and actions. However, at this time, the Committee should meet to discuss potential meeting topics, goals, or even the possibility of a policy workshop. Ms. Yamaguchi reported that this is the only BVNPT Committee that is subject to the Bagley-Keene requirements since it consists of more than two members.

Ms. Schieldge suggested that once the school approval standards are drafted the Education and Practice committee could do a review at a meeting, due to all the potentially controversial issues and maybe gain some feedback from the public early on, before we file the rulemaking to rule out any opposition and have time to address concerns.

Ms. Yamaguchi addressed the fact that today's meeting is to review all the committees and appoint board members. Ms. Yamaguchi provided some recommendations for discussion.

Education and Practice Committee: The education member has traditionally chaired this committee, and the membership has varied widely. Ms. Yamaguchi reiterated the value of having at least one licensee member appointed. Dr. Olaby, Ms. Niebles, and Dr. Russell have expressed interest in the committee.

Enforcement and Investigations Committee: Ms. Wood and Ms. Higashi share this responsibility, and Ms. Moore wishes to continue in this committee Ms. Yamaguchi suggests asking Ms. Sonson to serve.

Licensing Committee: Ms. Yamaguchi suggested Ms. Guzman as Chair and Ms. Niebles as member. This Committee will likely meet once a year. Licensing Manager Shelley Brown will be the lead staff.

Legislation and Regulations Committee: Ms. Carpenter has served as Chair of the Committee, and is interested in continuing this position, while Ms. Yamaguchi suggested asking Dr. Olaby to serve.

Committee Discussion: Dr. Mountain and Ms. Carpenter agreed with the suggestions from Ms. Yamaguchi.

10. Next Executive Committee Meeting.

The next Executive Committee Meeting is scheduled for December 1, 2025, from 9:30am until the completion of business.

11. Suggestions for Future Agenda Items.

Committee Discussion: None

12. Adjournment.

Dr. Mountain adjourned the meeting at 10:08 a.m.

Prepared by: _____ Date: _____

Elaine Yamaguchi

Executive Officer

Approved by: _____ Date: _____

Dr. Carel Mountain, Education Member

Board President