



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR  
**Board of Vocational Nursing and Psychiatric Technicians**  
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**EXECUTIVE COMMITTEE MEETING MINUTES**

**January 7, 2021**

**2535 Capitol Oaks Drive  
Administrative Conference Room  
Sacramento, CA 95833  
Via WebEX**

**Board Members  
Present  
Via WebEx:**

**Ms. Mountain, President, Chair  
Mr. Dierking, Vice President**

**Staff Present:  
Via Teleconference:**

**Ms. Yamaguchi, Executive Officer  
Ms. Lyman, Assistant Executive Officer  
Ms. Wood, Enforcement Division Chief  
Mr. Prouty, Probation Unit Manager  
Ms. Brown, Licensing Division Manager  
Ms. Cordeiro, Lead Nursing Education Consultant  
Mr. Swenson, Board General Counsel  
Ms. Tatayon, Board Regulatory Counsel**

**Please note: Time stamps at the end of the agenda items coordinate with the meeting recording. Audio file attached.**

1. Call to Order (02:08 – 02:24)  
Dr. Mountain called the meeting called to order at 1:03 pm.
2. Operations Report – Ms. Lyman (02:28 – 05:31)
3. Board Meetings – Ms. Yamaguchi (05:32 – 17:16)
  - a. Format of Minutes  
Ms. Yamaguchi discussed the format of board and committee minutes to include time stamps.
  - b. Agenda for Special Meeting  
Ms. Yamaguchi discussed agendas for January 26, 2021, the special board meeting, and the February 2021 regular board meeting.

4. Enforcement Division Report – Ms. Wood
  - a. *Discipline Hearing Schedule (17:19 – 39:36)*

Ms. Wood discussed staffing updates. Closed out the 2019 SI cases. Possibility that 2020 cases will be closed by June or July of 2021 . Discussed the power point presentation for the petitioner reinstatements, discipline hearing schedule and petitioner comments. Discussion of clearing the petitioner reinstatement backlog. Motion out of committee to refer to the full board for recommendation to refer petitioner reinstatements to OAH at the Special Board Meeting on January 26, 2021.

First/Seconded: Mr. Dierking/Dr. Mountain.

5. Education Division Report – Ms. Cordeiro (39:38 – 44:30)

*Nursing Education Modalities Discussion Sessions*  
Discussed the Nursing Education Modalities presentation to be held on February 17, 2021 . Provided staffing update for the new remote NEC.

6. Licensing Report – Ms. Brown (45:08 – 51:50)

Discussed the reorganization of the Licensing Division and provided staffing updates.

7. Budget and Fiscal Report
  - a. *Reduction Plan (51:59 – 55:27)*

8. Legislative and Regulations Report
  - a. *Planning for Hearing (55:28 – 57:27)*
  - b. *Rulemaking Calendar (1:03:34 – 1:04:40)*

9. Board Committees
  - a. *January Schedule and Highlights (1:05:10 – 1:07:02)*
  - b. *Psychiatric Technician Title Change (1:07:03 – 1:08:45)*

10. Board Member Accountability
  - a. *Mail Ballots (1:08:52 – 1:11:16)*
  - b. *Per Diem claim forms (1:11:17 – 1:12:10)*

11. Next Meeting (1:12:17 – 1:13:30)

12. Suggestions for Future Agenda Items – None (1:13:45 – 1:14:19)

13. Adjournment  
Dr. Mountain adjourned the committee meeting at 2:15 pm.

***The mission of the California Board of Vocational Nursing and Psychiatric Technicians (Board) is to protect the public. Public protection is paramount to the Board and its highest priority in exercising its licensing, regulatory, and disciplinary functions. Towards this end, the Board ensures that only qualified persons are licensed vocational nurses and psychiatric technicians by enforcing education requirements, standards of practice, and by educating consumers of their rights.***