



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
Board of Vocational Nursing and Psychiatric Technicians
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MEMORANDUM	
DATE	August 10, 2021
TO	Board Members
FROM	Elaine Yamaguchi Executive Officer
SUBJECT	Agenda Item 11: Board Member Ballot Voting

Following a discussion with the Executive Committee and Counsel, we would like to provide Board Members with some clarifying information about the processing and tabulation of the ballot voting.

The Vote Log

Case voting is a vitally important part of a board member’s responsibility. We must have at least six Board members to vote to process the case.

The first attachment is the 2021 Vote Log. The Enforcement staff sends out packets approximately twice a month, and processes the returned ballots, and arranges for closed session discussions as needed. This is reflected in this table.

Staff sometimes sends the board members individual cases for review, when action is needed before the next scheduled packet. These individual votes are not included in this table.

Since early 2019, the Vote Log has been shared with the Executive Committee, along with updates on mandatory training, paperwork, and attendance. The Executive Committee provides a critical oversight function in Board management by keeping abreast of compliance and engagement, and when needed, they have approached individual members to encourage them to vote and/or comply with other requirements.

This information is not uploaded to our web page, nor is it generally included in the regular full agenda packets to the whole board. The issue arose last month, when the entire Board was invited and encouraged to attend the Executive Committee meeting, to be able to participate in any discussions about our Sunset legislation.

Open Meetings

All of our board and committee meetings are open meetings, and we have had guests in attendance. But because we have not had more than two Board members attending before, except for the Education and Practice Committee, we have not been subject to the Bagley-Keene requirements for advance posting of agendas and materials. It is an internal goal to work toward this increased transparency.

At the May meeting, the Board directed staff to ensure that the next Executive Committee meetings were publicly noticed and agendaized so that Board members could participate in updates and discussion about our Sunset Legislation, the Initial Program Approval processes, and the school program fee structure proposal.

This meant that the entire Board was sent the July Executive Committee meeting agenda, with this report. As most of the members have never seen this report, it's understandable that it was surprising and confusing.

The Bottom Line

Board members are public officials, and this information is all available upon request. It is reported in our Sunset Report (see the sample page, attached), and provided to the Legislature, appointing authorities, the Department and our parent Agency. We seek to be completely transparent, but this board has had experience with disgruntled individuals who choose to "troll" for information about our members and send harassing emails, and chose not to post this information for the sake of posting.

The staff and I hope that this helps clarify this issue, and we are happy to provide any additional information or background. In addition, we plan to provide training and discussion at the November 2021 Board Meeting.

BERNICE BASS DE MARTINEZ

Appointed by Governor Edmund G. Brown, Jr. on May 5, 2015.

Dr. Bernice Bass de Martinez currently serves as Special Assistant to the Dean, College of Arts & Letters at California State University (CSU), Sacramento. Her assignment includes innovation initiatives, community building and collaboration, and external funding. She also holds an appointment to the University's Foundation Board, chairing the Board's Governance Committee. Including her years in the CSU, she has served more than 30 years in various administrative roles in higher education including provost and vice president for academic affairs, multiple deanships, and special assistant to the president plus more than 20 years teaching at both graduate and undergraduate levels. Of interest is her service as department chair specializing in turn-around management, policy development and consensus building.

Her career work is complemented with International Affairs experience (Latin America, Africa, and the Caribbean); government service (New Mexico Department of Education and U.S. Department of Education); and community and public service, (2012 to 2017, Elk Grove Multicultural Committee; 2000 to 2008, Leadership America Board; 1998 to 2008, American Council on Education's Office of Women in Higher Education's Network Executive Board; 2005 to 2011, Educational Policy Committee of the National Foundation for Women Legislators; and 2004 to 2009, U.S. Advisory Board of the Euro-American Women's Council). She is the Founding Chair of the William V. S. Tubman University (Harper, Liberia) Foundation Board and an active member of Alpha Kappa Alpha Sorority, Incorporated (the oldest African American Sorority in the world with a commitment of service to all mankind). Dr. Bass de Martinez holds a bachelor's degree in Spanish and Chemistry, a master's degree in education from the University of Northern Colorado and a Ph.D. from the University of Florida in curriculum and instruction. In 2016, she was awarded an Honorary Doctorate Degree, Honoris causa by William VS Tubman University (Harper, Maryland County, Liberia) for exemplary services in social development and outstanding commitment to humanity across the globe.

ATTENDANCE

Meeting Type	Meeting Date	Meeting Location	Attended?
Education Committee	July 1, 2017	Sacramento	Yes
Evaluations Committee	August 1, 2017	Sacramento	Yes
Executive Committee	August 1, 2017	Sacramento	Yes
Board Meeting (Regular)	August 24-25, 2017	Los Angeles	Yes
Education Committee	October 1, 2017	Sacramento	Yes
Executive Committee	October 1, 2017	Sacramento	Yes
Evaluations Committee	November 1, 2017	Sacramento	Yes
Executive Committee	November 1, 2017	Sacramento	Yes
Board Meeting (Regular)	November 16-17, 2017	Sacramento	Yes
Board Meeting (Special)	December 18, 2017	Sacramento	Yes
Evaluations Committee	January 19, 2018	Sacramento	Yes
Education Committee	January 25, 2018	Sacramento	Yes
Executive Committee	February 1, 2018	Sacramento	Yes
Board Meeting (Regular)	February 22-23, 2018	Los Angeles	Yes
Executive Committee	March 1, 2018	Sacramento	Yes
Evaluations Committee	April 1, 2018	Sacramento	Yes

Executive Committee	April 1, 2018	Sacramento	Yes
Education Committee	April 20, 2018	Sacramento	Yes
Board Meeting (Special)	April 20, 2018	Teleconference	Yes
Executive Committee	May 1, 2018	Sacramento	Yes
Board Meeting (Regular)	May 16-18, 2018	Sacramento	Yes
Executive Committee	June 18, 2018	Sacramento	Yes
Education Committee	July 9, 2018	Sacramento	Yes
Evaluations Committee	July 18, 2018	Sacramento	Yes
Executive Committee	July 19, 2018	Sacramento	Yes
Executive Committee	August 20, 2018	Sacramento	Yes
Board Meeting (Regular)	August 23-24, 2018	Anaheim	Yes
Executive Committee	September 10, 2018	Sacramento	Yes
Executive Committee	October 15, 2018	Sacramento	Yes
Evaluations Committee	October 18, 2018	Sacramento	Yes
Executive Committee	November 5, 2018	Sacramento	Yes
Board Meeting (Regular)	November 14-16, 2018	Sacramento	Yes
Executive Committee	December 7, 2018	Sacramento	Yes
Executive Committee	January 2, 2019	Sacramento	Yes
Evaluations Committee	January 18, 2019	Sacramento	Yes
Education Committee	January 18, 2019	Sacramento	Yes
Board Meeting (Special)	January 25, 2019	Teleconference	Yes
Executive Committee	February 1, 2019	Sacramento	Yes
Board Meeting (Regular)	February 21-22, 2019	Burbank	Yes
Executive Committee	March 15, 2019	Sacramento	Yes
Education Committee	March 18, 2019	Sacramento	Yes
Executive Committee	April 19, 2019	Sacramento	Yes
Board Meeting (Special)	April 30, 2019	Teleconference	No
Board Meeting (Regular)	May 15-17, 2019	Sacramento	Yes
Executive Committee	June 14, 2019	Sacramento	Yes
Education Committee	June 17, 2019	Sacramento	Yes
Board Meeting (Special)	June 21, 2019	Sacramento	Yes

TOTAL MEETING DAYS: 57

NUMBER OF COMMITTEES: 3

TOTAL DAYS MISSED: 1

	2017	2018	2019
Mail Ballots*	10/10	21/22	12/12
Travel Expenses	\$614.41	\$12,240.07	\$552.46
Salary Per Diem	\$163.00	\$0.00	\$0.00

**number of packets completed over number of packets sent*