



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

November 4, 2021

**2535 Capitol Oaks Drive
Administrative Conference Room
Sacramento, CA 95833
VIA Web Ex**

Time: 4:00-5:00 PM

Board Member(s)

Present

**Via Web Ex: Ms. Carpenter, Board Member, Chair
Vacant, Board Member**

Staff Present

**Via WebEx: Ms. Yamaguchi, Executive Officer
Ms. Lyman, Assistant Executive Officer
Ms. Raney, Chief, Licensing and Administration Division
Ms. Brown, Licensing Manager
Mr. Birkman, Supervising Program Technician II
Vicky Saavedra, Budget Analyst and WebEx Moderator**

1. Call to Order
Ms. Carpenter called the meeting to order at 4:05 p.m.
2. Update on Licensing Staffing
Ms. Yamaguchi introduced Ms. Raney as the new Chief for the Division.
Ms. Carpenter welcomed Ms. Raney.
Ms. Brown provided the staffing updates, noting the recent transitions, and the status of recent recruitments. At the moment, there are four vacancies in Licensing, but two of those will be filled in the next two weeks.
3. Review of Licensing Performance Measures and Statistics
Ms. Brown walked through the current statistics. Despite the short-handedness, the team continues to meet the processing time goals. The complete tables of statistics will be included in the Board report. The high point has been our work on the phones, answering more than 95 percent of incoming calls, with a wait time generally less than one minute.

4. Suggestions for Future Agenda Items

Ms. Yamaguchi briefly described the next steps for the review of the Board's Strategic Plan, and said that she hoped that they would be able to have a full committee after the February Board meeting.

5. Adjournment

Ms. Carpenter adjourned the meeting at 4:40 p.m.

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.