

## ENFORCEMENT COMMITTEE MEETING MINUTES

June 21, 2022

Via WebEx

### Board Members

#### Present Via

**Teleconference:** Mr. Maxey, Public Member, Chair

### Staff Present

#### Via Teleconference:

Ms. Yamaguchi, Executive Officer  
Ms. Lyman, Assistant Executive Officer  
Ms. Wood, Enforcement Division Chief  
Mr. Swenson, DCA Legal Counsel  
Ms. Higashi, Supervising Special Investigator  
Mr. Prouty, Enforcement Manager  
Ms. Lee, Enforcement Manager  
Ms. Pires, Legislative & Regulation Specialist

1. Call to Order and Introduction of Committee Members  
**Mr. Maxey** called the meeting to order at 3:03 p.m. (00:26)
2. Roundtable with Enforcement Managers (00:42)
  - a. Statistics Review (00:46)
    - Ms. Wood** provided stats for Intake and Enhanced Screening Unit (00:51)
    - Mr. Maxey** asked what the reason is for cases dropping (1:19)
    - Ms. Wood** believes it's due to implementing timeline for staff (1:23)
    - Ms. Lee** provided stats for Licensing, Application, Complaint & Review Unit (2:10)
    - Ms. Higashi** provided stats for the Investigation Unit (03:10)
    - Ms. Wood** provided stats for Division of Investigation (03:46)
    - Mr. Prouty** provided stats for Discipline Unit (05:06)
    - Ms. Wood** provided stats for Probation Unit (06:28)
    - Ms. Wood** provided stats for Enforcement Division (06:54)
  - b. Division Staffing (7:37)
    - Ms. Wood** provided status update on Division staffing (07:41)
  - c. Petitioner Hearing (update) (8:19)
    - Ms. Wood** provided stats for Petition Hearing (08:21)

3. Disciplinary Guidelines (update) (8:57)

**Ms. Wood** stated that staff will be working to send the Disciplinary Guideline to Mr. Maxey for the next committee meeting for his review.

4. Mental Health PSA (update) (9:35)

**Ms. Wood** had provided an email to Mr. Maxey with potential script. Communications Division's Public Affairs will work with staff on the script and they will lead. We currently have a couple of Board Member volunteers, and we're hoping to find a licensing member (9:39)

**Mr. Maxey** asked what date this needs to be completed by (10:29)

**Ms. Wood** stated that the Board needs to agree on the script. Public Affairs wants to make sure everyone is ok with the potential script before they invest the time and shooting; and there's also a cost to the shooting. Ms. Wood hopes that Mr. Maxey will move this to the full Board for review and approval, if it met his approval (10:33)

**Mr. Maxey** asked Mr. Swenson how to move forward with this request since Ms. Rooks is not present (10:58)

**Mr. Swenson** stated that it can be added to the report and then a motion would have to be made at the Board meeting and getting a 2<sup>nd</sup> at the Board meeting (11:15)

**Mr. Maxey** stated that he will be doing that at the Board meeting (11:36)

5. Strategic Plan Report Out (12:08)

- a. Matrix
- b. Knowledge Transfer Plan
- c. Enforcement Division Overview
- d. Outreach Plan

**Ms. Wood** sent the documents with the matrix, the knowledge transfer plan, the enforcement division overview, and the Outreach Plan. If Mr. Maxey wishes to review more, we could bring them up at the next committee meeting for approval and movement to the full Board, or if he is satisfied with them as they are then we could move them to the full Board for review and approval (12:15)

**Mr. Maxey** asked if there's anything that staff wants to go over or highlight (12:38)

**Ms. Wood** thinks we have a good starting point for outreaching and Outreach Plan is something that will continue to mold and grow as we learn, meet new folks, and get suggestions for who we should be speaking with. She wants to have prioritization as to who to outreach first and wants to hear any ideas anyone has as to who is the best way to reach some of our more underserved communities (12:52)

**Mr. Maxey** wanted to know if we would try to identify those locations or those associations and groups to able to do the outreach (13:28)

**Ms. Wood** stated that is correct. In the Outreach Plan, she put some suggestions down for folks that we could potentially be working with. She tried to find groups that worked with under privileged and underrepresented groups (13:40)

**Mr. Maxey** thinks this is helpful to definitely have this presented to the Board (14:33)

**Ms. Wood** asked if Mr. Maxey wants to move forward any one of them (15:00)

**Mr. Maxey** wishes to move all of them to the Board meeting (15:07)

**Ms. Wood** stated she will put it in the report (15:11)

6. Continuing Education Audit- Probationers (15:24)

**Ms. Wood** thinks the biggest liability is the folks that we've already identified that had issues and those are going to be our probationers. So if the committee agrees, she would like to start our continuing education audit with our probationers to ensure that they are up to date on both the education that is required by probation and the education that is required to keep their license (15:29)

**Mr. Maxey** agrees and asks we move forward with that (16:10)

**Ms. Wood** will get that started and then will be able to report that to the full board (16:23)

7. Suggestions for Future Agenda Items (16:43)

None

8. Schedule next Enforcement Committee Meeting (17:38)

9/13/2022, Tuesday – 3 p.m. to 5 p.m.

9. Adjournment (18:53)

**Mr. Maxey** adjourned the meeting at 3:22 p.m.

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