



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR  
**Board of Vocational Nursing and Psychiatric Technicians**  
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945  
Phone 916-263-7800 Fax 916-263-7855 www.bvnpt.ca.gov



## EXECUTIVE COMMITTEE MEETING MINUTES

August 5, 2021

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

<https://youtu.be/esiaT2nR6oo>

**Board Members Present:**

Dr. Mountain, President, Chair  
Mr. Dierking, Vice President  
Ms. Turner, Public Member

**Staff Present:**

Ms. Yamaguchi, Executive Officer  
Ms. Brown, Licensing Division Manager  
Ms. Maracino, Education Analyst  
Ms. Pires, Legislation and Regulations Specialist  
Mr. Prouty, Discipline Manager  
Ms. Saavedra, Budget Analyst

**DCA Legal Counsel:**

Mr. Swenson, Board Counsel  
Ms. Tatayon, Regulatory Counsel

Please note: If you hover over the time stamp under the agenda item and press the Ctrl key on your keyboard, it will take you to the exact place in the webcast to hear the Board conversation

1. Call to Order ([0:17-1:14](#))  
Dr. Mountain called the meeting to order at 1:01 pm.
2. Operations Report – Ms. Yamaguchi ([1:15-3:18](#))  
Ms. Yamaguchi discussed the transitioning of staff coming back to the office, while some personnel teleworking, and the Governor's directive to state agencies to provide mandatory COVID vaccination verification and/or testing. DCA has setup a website portal to allow staff the ability to upload their verifications.

**Board Discussion:** None  
**Public Comment:** None

3. Enforcement Division Report – Mr. Prouty ([3:31-4:03](#))  
Mr. Prouty filled in for Ms. Wood, and there was no discussion from the committee nor the public.

**Board Discussion:** None

**Public Comment:** None

4. Education Division Report – Ms. Yamaguchi ([4:07-6:11](#))  
Discussion on the progress of the stakeholder outreach project and moving ahead with the initial program approval. Stakeholder meeting scheduled for August 12, 2021. The initial draft of the rubric and application is available online.

**Board Discussion:** None

**Public Comment:** None

5. Licensing Report – Ms. Brown ([6:12-8:08](#))  
Ms. Brown discussed the Licensing Report and provided staffing updates. Two Program Technician II (PTII) positions have been filled. One new PT II staff member started July 26, 2021, and the start date for the second PPT II is August 16, 2021. In addition, one Licensing Supervisor accepted a promotional offer with another agency, and interviews to backfill the position will commence Friday, August 6, 2021. Furthermore, an equivalency analyst accepted a position at another state agency. The position has been posted to backfill with the expectation of conducting interviews by the end of August 2021. Licensing staff have returned to the office. Wait times for inbound callers are less than a minute, and in July 2021, there was a 97 percent assist rate.

**Board Discussion:** None

**Public Comment:** None

6. Budget and Fiscal Report – Ms. Yamaguchi ([8:11-15:59](#))  
Ms. Yamaguchi discussed the recent monthly budget meeting with Department of Consumer Affairs (DCA) budgets about the Governor's new budget and BVNPT's updated Fund Condition. An updated Fund Condition Statement will be available at the August board meeting.

**Board Discussion:** None

**Public Comment:** None

7. Update and Possible Action on Sunset Legislation – Ms. Yamaguchi ([16:02-54:10](#))
  - a) Discussion and Possible Action to Make Recommendation to the Full Board on Proposed Pilot Program Concept and Possible Draft Legislative Language to create Section 2880.1 of the California Business and Professions Code Authorizing Pilot Project.

**Board Discussion:** None  
**Public Comment:** [\(22:55-28:48\)](#)

- b) Discussion and Possible Action Pursuant to the Delegated Authority of the Full Board on Proposed School Fees and Possible Draft Legislative Language to create Section 2880.XX of the California Business and Professions Code Authorizing School Fees.

**Board Discussion:** [\(35:57-39:42\)](#)  
**Public Discussion:** [\(39:45-54:10\)](#)

- 8. Board Member Accountability [\(54:15-1:03:58\)](#)
  - a. Ballots
  - b. Filing Documents
  - c. Per Diem
  - d. Board Member Training

**Board Discussion:** [\(55:47-1:00:11\)](#)

**Public Comment:** None

- 9. Next Meeting [\(1:04:01-1:05:13\)](#)  
Scheduled next Executive Committee Meeting on September 2, 2021.

- 10. Suggestions for Future Agenda Items [\(1:05:20-1:05:32\)](#)

**Board Discussion:** None  
**Public Comment:** None

- 11. Adjournment [\(1:05:33-1:05:53\)](#)  
Dr. Mountain adjourned the committee meeting at 2:06 pm.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**Elaine Yamaguchi**  
Executive Officer

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Dr. Carel Mountain, Education Member**  
Board President