

**ENFORCEMENT COMMITTEE MEETING
MINUTES**

April 19, 2022

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. Archibald, Administrative Analyst
Ms. Pires, Legislative & Regulation Specialist

1. Call to Order and Introduction of Committee Members (00:02)
Mr. Maxey called the meeting to order at 3:00 p.m.

2. Roundtable with Enforcement Managers (00:10)
 - a. Statistics Review (00:23)

Ms. Wood announced that Mr. Agar received a promotion, so she is sharing duties with Ms. Lee for Intake and Enhanced Screening (00:25)
Ms. Wood provided stats for Intake and Enhanced Screening Unit (00:45)
Ms. Lee provided stats for Licensing, Application, Complaint & Review Unit (01:27)
Ms. Higashi provided stats for the Investigation Unit (02:31)
Ms. Wood provided stats for Discipline Unit (03:15)
Ms. Wood announced Ms. Llamas's retirement and provided stats for Probation Unit (04:10)
Ms. Wood provided stats for Enforcement Division (05:00)
Mr. Maxey asked about hiring Enforcement Staff and how to meet the timeline for Enforcement. **Ms. Wood** stated that work is shifting, and staff is working hard to backfill. Currently, there are 2 open Staff Service Analysts, 2 staff on leave, and 2 open Staff Services Managers. Staff are working to hire Program Technician IIIs for licensing and that will save approximately \$12,000 per position per year. This will create promotional opportunities within the Board, and it will clearly align staffing with our strategic plan on knowledge transfer. Ms. Wood hopes that staff will be hired by June. (5:40)

 - b. Petitioner Hearing (update)
Ms. Wood provided stats for Petition Hearing (07:25)

3. Disciplinary Guidelines (update) (08:25)
Ms. Wood stated there's a gap because Ms. Llamas is gone. Ms. Wood is meeting next week with the Analysts in the Probation Unit to have them perform one final look then it will be sent to the Legislative Unit. Ms. Wood will work with Ms. Pires for our next steps (08:29)

4. Mental Health PSA (update) (09:12)
Ms. Wood stated that Ms. Santos from DCA, who presented at last meeting, had strong experience as a TV journalist and that Ms. Wood continues to work with Ms. Santos. Ms. Wood also stated that we've received feedback from Board members and a couple of people are willing to participate. If Mr. Maxey feels that we're going in a good direction and approves the next steps, then staff will go ahead and get started (09:17)
Mr. Swenson stated that the direction can be in a presumed motion and vote, so Mr. Maxey may direct the staff to move forward at this time (10:01)
Mr. Maxey approved and directed staff for the next steps (10:13)
Ms. Wood will provide a script by next committee meeting for Mr. Maxey's review (10:20)

5. Strategic Plan Report (10:39)
 - a. Matrix
Ms. Wood is working on getting everything finalized and hope to have the matrix at the next meeting (10:49)
 - b. Knowledge Transfer Plan (11:06)
Ms. Wood will provide the Knowledge Transfer Plan by next meeting. It will discuss training for staff which will be good for new staff, it's a good preparation for retirement, and it will prepare analysts for next step and promotion (11:10)
Mr. Maxey asked if the Enforcement Division Overview and Outreach Plan will be provided next week as well (11:50)
Ms. Wood stated that she will provide them by next week (11:56)
 - c. Enforcement Division Overview (11:50)
Ms. Wood believes that Enforcement Division Overview will be very helpful for our new Board members. It will give them understanding of what the Enforcement Division does as a whole (12:01)
 - d. Outreach Plan
Ms. Wood is excited for Mr. Maxey to see some of the things that we would like to do once we get the PSA done and distribute to folks (12:12)

6. Suggestions for Future Agenda Items (12:42)
None

7. Schedule next Enforcement Committee Meeting (13:18)
June 21, 2022, 3 p.m. – 5 p.m.

8. Adjournment (14:20)
Mr. Maxey adjourned the meeting at 3:15 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.