



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

April 1, 2021

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

**Board Members  
Present:**

**Dr. Mountain, President, Chair  
Mr. Dierking, Vice President**

**Staff Present:**

**Ms. Yamaguchi, Executive Officer  
Ms. Lyman, Assistant Executive Officer  
Ms. Wood, Enforcement Division Chief  
Ms. Raney, Licensing and Administrative Chief  
Ms. Brown, Licensing Division Manager  
Ms. Cordeiro, Supervising Nursing Education Consultant  
Ms. Archibald, HR Liaison Analyst  
Ms. Park, Enforcement Analyst  
Ms. Pires, Legislative Analyst  
Ms. Saavedra, Budget Analyst**

**DCA Legal Counsel:**

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

**Please note: Time stamps at the end of the agenda items coordinate with the meeting recording. Audio file attached.**

1. Call to Order (00:35-00:40)  
Dr. Mountain called the meeting to order at 2:02 pm.
2. Operations Report – Ms. Yamaguchi (00:50-02:10)  
Continuance on preparation for response to Sunset Background paper. Candace Raney and Rochelle Lee have returned to BVNPT. Ms. Raney is the Licensing and Administrative Chief. Ms. Lee is in the Enforcement Unit. DCA's Performance Management Unit developed an online training, and all managers and supervisors have been asked to complete the training by April 30, 2021.
3. Enforcement Division Report – Ms. Wood (02:11- 09:53)  
Ms. Wood updated the committee regarding the 65 Reinstatement cases forwarded to OAH. Cases have begun to be heard and decisions are coming in.

Fact sheet has been implemented and ensures a clear understanding of the terms and conditions for specific cases. Work continues on the Expert Witness Program and they are updating the SME handbook. To ensure transparency, the BVNPT will post a list of accusations on our website.

4. Education Division Report – Ms. Cordeiro (09:54-20:29)  
Discussion on the distance learning and the hybrid programs. Receiving requests from programs to continue distance learning for the theory portion of programs post pandemic. Also Discussed a plan to help reduce the current backlog of the 56 proposed programs and get the approval process going.
5. Licensing Report – Ms. Brown (20:30-22:44)  
Ms. Brown discussed the Licensing Report and provided staffing updates. As of March 1, 2021, the unit is fully staffed. On March 8, 2021, Ms. Penales returned from her contact tracing assignment. SPTII, Mr. Brent designed an in-depth customer service training, and the licensing technicians attended the training in February 2021.
6. Budget and Fiscal Report – Ms. Yamaguchi (22:45-23:26)  
Ms. Yamaguchi explained that DCA Budgets did not provide updated budget information since the February 2021 board meeting.
7. Strategic Plan Review – Ms. Yamaguchi (23:27-24:45)  
Ms. Yamaguchi discussed the May 2021 Board Meeting agenda and plans to conduct a comprehensive strategic plan review in May; however, it was decided to move the review to August 2021.
8. Review Draft of May Board Agenda (24:46-36:28)  
Ms. Yamaguchi discussed the additional day for informational training. There was a conversation with BRN on the possibility of having a joint Information day in the future regarding the exam sites and how the trends might change. Discussed the possibility of returning to in-person meetings perhaps during the fall of 2021. DCA Hearing Room is reserved through 2021.
9. Legislative and Regulations Report – Ms. Yamaguchi (36:29-01:01:33)  
Final Review of *Sunset Hearing Response* (36:59-50:44)  
Motion: To authorize and approve the response to the Sunset Background Paper, subject to ratification by the full board. First/Seconded: Mr. Dierking/Dr. Mountain.  
New Legislation (51:21-01:01:33)
10. Board Committees (01:01:46-01:04:26)  
Assignments (01:01:52-01:03:18)  
Board Member Mr. Hill requested assignment to the Education and Practice Committee, and the Licensing and Evaluations Committee as the 2<sup>nd</sup> choice. We have not heard from Board Members Ms. Rooks and Ms. Brown regarding their assignment choices.  
Motion: To appoint Board Member Mr. Hill to the Education and Practice Committee.

First/Seconded: Dr. Mountain/Mr. Dierking.  
Meeting Reports (01:03:20:36-01:04:21)

11. Board Member Accountability (01:04:42-01:06:59)

12. Next Meeting (01:07:00-1:08:36)

Scheduled next Executive Committee Meeting on May 7, 2021.

13. Suggestions for Future Agenda Items (1:08:57-1:09:30)

Update on the Enforcement backlog and case referrals to the AG's Office.

14. Adjournment (1:09:31-1:09:51)

Dr. Mountain adjourned the committee meeting at 3:11 pm.

***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.***