



## EXECUTIVE COMMITTEE MEETING MINUTES

**January 04, 2024**

**2535 Capitol Oaks Drive, Ste. 205  
 Sacramento, CA 95833  
 via WebEx Webinar**

**Board Members Present:**

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

**Staff Present:**

Ms. Yamaguchi, Executive Officer  
 Mr. Ito, Assistant Executive Officer  
 Ms. Wood, Chief, Enforcement Division  
 Dr. McLeod, Lead Nursing Education Consultant  
 Ms. Brown, Licensing Manager  
 Ms. Arreola, Licensing Supervisor  
 Mr. Hall, Licensing Supervisor  
 Ms. Archibald, Intake & Enhanced Screening Manager  
 Mr. Weiler, Probation Manager  
 Ms. Higashi, Supervising Special Investigator  
 Ms. Ball, Board Administrative Analyst (moderator)

**DCA Staff Present:**

Mr. Swenson, Attorney III, Board General Counsel

1. Call to Order & Committee Roll Call – Dr. Mountain, Chair.

Dr. Mountain called the meeting to order at 10:00 a.m.

Committee members introduced themselves.

2. Introduction of Staff and Counsel – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi introduced board staff. Mr. Swenson introduced himself.

3. Operations Update – Mark Ito, Assistant Executive Officer.

Mr. Ito updated the committee on operations projects previously shared. He shared updates on the new security system and how management is ensuring the suite remain secure in the interim. Mr. Ito continued to share updates on the space

planning project and what staff is doing to allow the most cost-effective and space efficient office space for the board.

**Committee Discussion:**

Mr. Dierking asked if there is still staff telecommuting. Mr. Ito confirmed that yes, there is some staff telecommuting; but it is all based on the operational needs of the division they work in.

4. Enforcement Division Report – Antoinette Wood, Chief, Enforcement Division.

Ms. Wood provided an update on Operation Nightingale. Several cases pending across the Division; however, these are pending due to the license being an endorsement, therefore staff is awaiting final results for their home state of licensure to determine this board next step. The Division has seen a slight rise in the cost of hearings, due to a slight rise in the amount of cases being sent to the Office of Administrative Hearings and the Attorney General as staff work through backlog; however, this increase is not concerning at this time. It was recently noted that there was a Nursys issue that resulted in applications being processed and licenses being issued without an Enforcement review. Of those that have been identified, there are a couple that have been escalated to the DAG for potential actions. There may be more cases in the future.

**Committee Discussion:**

Both, Mr. Dierking, and Dr. Mountain asked clarifying questions and what to expect in regard to the Nursys issue. Ms. Wood reiterated that information and described the next steps that are anticipated.

5. Education Division Update –Judith McLeod, Lead Nursing Education Consultant.

Dr. McLeod shared that there were 11 proposed programs that were approved in 2023 and already have one (1) ready for approval this year. The Division continues to work through the new processes and procedures to best assist and prepare proposed programs in the approval process. The division is fully staffed.. The division continues to work on the next board PSA.

**Committee Discussion:** None.

6. Licensing Division Update – Shelley Brown, Licensing Manager.

Ms. Brown shared that they have had 3 new licensing technicians start since the last meeting and have 4 remaining open positions to fill. The division management team continues to prioritize the review of applications and interview strong candidates for these positions.

**Committee Discussion:**

Mr. Dierking asked if the employee shortage will cause any delays in the processing times? Ms. Brown shared that December tends to be a heavy workload month with graduations, but the division does not anticipate any negative effects on the processing times. They might increase, but not significantly outside of reasonable timeframes.

7. Board Schedule – Elaine Yamaguchi, Executive Officer.

The February Board Meeting will be held in-person in Sacramento February 15-16, 2024.

M. Yamaguchi shared that this meeting would include Elections and have a bit of business to handle to kick off the new year.

She requested discussion on what the Members would like to see on the Thursday Board Training and Development Day(s) this year. Staff has a running list of topics to cover but want to ensure that they are also providing Members with training and development that they deem key to being informed Members of the Board.

**Committee Discussion:**

Dr. Mountain requested a presentation from the NECs of what is involved in their site visits and how it effects the programs, the students, and the board. This has high potential to help Members to better understand the process and the NEC reports. Dr. Mountain shared that another presentation/ discussion with NCSBN would be beneficial to the board.

Mr. Dierking asked if there was any mandatory training(s) we would be able to take care of. Ms. Yamaguchi shared there is no mandatory, but we can absolutely see about other useful team trainings that are offered in-house to consider.

8. Board Member Accountability – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi shared the full 2023 Board Member Vote log. There are no current concerns with member participation in voting.

Ms. Yamaguchi highlighted a portion of the Sunset Report and per diems. Specifically, updating our statutes to include specific expectations of submitting for reimbursement. She continued to share that the board has seen, over the course of many years, members submitting for payment up to three (3) past the fiscal year of the request funds. This causes a number of issues for staff, accounting, and the Controller's office to issue the payment. Dr. Mountain agreed. Mr. Dierking asked if this was consistent with other Boards. Ms. Yamaguchi confirmed, yes. It was discussed that this would likely be included in Member Expectations and trainings provided in the coming meeting year.

9. Next Executive Committee Meeting: TBD March 2024.

Next Executive Committee Meeting is scheduled for March 7, 2024 from 2:00 – 4:00 p.m. or until the completion of business.

10. Suggestions for Future Agenda Items.

Mr. Dierking thanked Ms. Wood for the updated on Operation Nightingale and requested a continuation of updates. Ms. Wood confirmed she would continue to update the Committee on this investigation.

11. Adjournment.

Dr. Mountain adjourned this meeting at 10:35 a.m.

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

**Elaine Yamaguchi**

Executive Officer

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

**Dr. Carel Mountain, Education Member**

Board President