



Executive Officer's Report

1. Board Member Update

- Vacant Positions – There are currently three vacant board members positions – one (1) Licensed Vocational Nurse member and two (2) public members. Anyone interested in serving on the Board should contact the Governor's Appointment Secretary or go to the Governor's website.

2. Budget Update

- Governor's Executive Order for a Permanent Reduction in Staff (i.e., Workforce Cap) in FY 2011/12 – On 1/8/10, former Governor Schwarzenegger issued Executive Order S-01-10 which required state agencies to ensure an additional 5% salary savings in FY 2010/11. On 10/28/2010, the Board was advised that the 5% Salary Savings was converted to a 5% workforce cap that required permanent staff reductions in FY 2011/12. On 8/3/2011, the Department of Consumer Affairs' (DCA) Budget Office indicated that the Board would only be required to reduce permanent staffing equivalent to 1.25 positions or \$66,375 [i.e., \$27,505 (VN) and \$38,870 (PT)]. On 8/3/2011, the Board submitted its adjusted Workforce Cap Plan which reflected the permanent loss of .50 (VN) and .75 (PT) Special Investigator positions in FY 2011/12. The proposed reductions are pending the Department of Finance's (DOF) review and approval.
- Governor's Executive Order for a Permanent Reduction in Operating Expense & Equipment and the State Hiring Freeze in FY 2011/12 – On 2/14/2011, Governor Brown issued Executive Order B-3-11 which reaffirmed the State Hiring Freeze with an option to request freeze exemptions. On 8/2/2011, the DCA Budget Office advised that DOF directed state agencies to make permanent budget reductions to its FY 2011/12 expenditure authority. If the reductions are approved by DOF, the State Hiring Freeze order may be lifted. The Board had to "permanently" reduce its operating expenditures by \$78,006 [i.e., \$63,567 (VN) and \$14,439 (PT)]. On 8/3/2011, the targeted reductions were submitted to the DCA Budget Office and are pending the DOF's review and approval.
- Governor's Executive Order on Travel Restrictions – On 4/26/2011, Governor Brown issued Executive Order B-06-11 that prohibits discretionary travel and requires state agencies to obtain Agency approval for non-discretionary travel (e.g., board meetings, conferences, etc.). In addition, if an event is approved, the DCA Director must approve the number of staff attending an event. Beginning 5/31/2011, all boards/bureaus must submit a biweekly "Post Accounting Travel Report" to document the travel completed in that two week period of time. Authorized travel is restricted to specific categories relative to: pre-approved travel to conduct investigations or other essential enforcement activities; travel to Board and Committee meetings; travel related to examination development that can only be performed in person; travel to fulfill statutorily-required training that can only be performed in person; and, travel to attend meetings related to the legislature and other state government entities.

- State & Consumer Services Agency (SCSA): Request for Additional 5% Savings in FY 2011/12 – On 7/12/2011, during the DCA Monthly Conference Call with Board Presidents, DCA Director Brian Stiger notified participants that Agency Secretary Anna Caballero requested all boards/bureaus under her purview to implement an additional 5% savings in FY 2011/12. On 7/22/2011, the DCA Budget Office advised that in order to meet the 5% savings plan, the Board must identify savings of \$542,434 [i.e., \$433,254 (VN) and \$109,180 (PT)]. On 8/8/2011, the Board submitted its proposed savings plan to the DCA Budget Office.

3. Education Division Update

- Nursing Education Consultants (NECs) Recruitment & Retention Pay Request – In 11/2007 and again in 6/2010, the Board and the Board of Registered Nursing (BRN) submitted a formal request to the Department of Personnel Administration (DPA) to obtain a pay differential for its current and future NECs. Due to the State's ongoing budget deficit, the first request was returned without consideration. On 6/23/11, DCA Director Brian Stiger officially advised Board President John Vertido that DPA considers the pay differential a bargaining unit issue and therefore, the request was essentially denied.
- NECs and Telecommuting in Southern California – On 6/23/11, DCA Director Brian Stiger scheduled an impromptu conference call with the Board President John Vertido and the Assistant Executive Officer (AEO), Marina Okimoto, to discuss the vacant NEC positions and the advantages of hiring staff in Southern California and implementing a telecommuting program. On 7/7/11, the Board President notified the DCA Director that the Board did not plan to pursue telecommuting at this time. On 7/18/11, the AEO explained to the Director's Assistant, Gary Weitman, that: 1) During the past two fiscal years, the Board conducted only 15 school program site survey visits in Southern California. Each school program site visit is completed within 2 days. This equated to 30 days of work over a two year period. 2) Hiring two NECs to work from their homes in Southern California would not be cost effective or efficient as the bulk of the work and on the job training is done in Sacramento. 3) The BRN advised that for telecommuting to work, the Board must have a "supervising NEC" available in Southern California to oversee the work and train the staff. The DCA Director proposed relocating two NEC positions. If this occurred, the Board would not have any supervisory staff in Southern California as the DPA would not authorize reclassification of one NEC position to a supervisory level to oversee a single NEC. On 7/18/11, the DCA Director, via Mr. Weitman, withdrew his request regarding telecommuting as DCA deemed this a "non-issue" at this time.
- Psychiatric Technician (PT) Program's Occupational Analysis – The current PT test plan was implemented 1/1/2009. The Board contracted with the DCA Office of Professional Examinations Services (OPES) to complete the new PT Occupational Analysis. The PT Occupational Analysis will be conducted over a two year period (i.e., 7/1/11 through 6/30/13).

➤ School Programs

	VN Program	PT Program	Totals
# Accredited Programs	199	15	214
# Approved Programs	3	1	4
Total Programs:	202	16	218
# Proposed Programs	120	10	130

- Submission of New Proposals and School Materials for NEC Review – The Board asks for your cooperation when submitting new proposals and other materials to your assigned NEC. Please work with your NEC to establish mutually agreeable deadlines. New proposals may take at least twelve (12) months or longer for review, depending on the quality and completeness of the proposal. Although the Board’s Education Division hired two new NECs, extensive training is still required. At the conclusion of the applicable training, the Board looks forward to reducing the time it takes to review and analyze new programs as well as reducing the time it takes to assist current programs. The Board thanks you for your cooperation and understanding.

4. Examination Update – Current Fiscal Year to Date

- Examination Statistics - Current Calendar Year to Date (1/1/11 to 6/30/11)

	VN Program	PT Program
Average Annual Pass Rate for First-Time Graduates	76%	79%
Overall Pass Rate	58%	61%
Total# of First-Time Graduates Tested Year to Date:	4,495	256

5. Licensing Division Update

- Online License Renewal Project – On 1/28/11, the Board officially requested to be included in the “interim” Online License Renewal Project that is being implemented until the conversion to the new DCA information technology system (i.e., Breeze) is operational in 2013. The Board must pay 2% of the credit card payment transactions (\$3 for VN Renewals and \$6 for PT Renewals) and the licensee must pay a \$1 convenience fee. The credit card payment is strictly limited to license renewals that are paid for online. It cannot be used for any other payments. On 7/29/11, the Board was advised that this project is on hold pending resolution of numerous operational problems faced by Respiratory Care Board’s (RCB) implementation of online license renewal. Once all the problems are fixed for RCB, the Board is next in line for roll out. DCA Office of Information Services anticipates that the Board should be operational in 1-2 months from that date.

6. Liaison Activities

- DCA Director Monthly Conference Calls – On 6/14/11, 7/12/11, and 8/9/11, DCA Director Brian Stiger conducted monthly telephone conference calls with all of the Board Presidents to provide an update of DCA activities. President John Vertido, Vice-President Todd D’Braunstein or the Executive Officer Teresa Bello-Jones participated in these monthly conference calls. Discussion topics focused on the state hiring freeze exemptions, budget reduction requirements, budget change proposals, information technology project update and board member training.
- DCA Executive Leadership Meeting – On 6/1/11, Teresa Bello-Jones attended this meeting. Discussion topics focused on BreEZe, the State and Consumer Services Agency, Department of General Services regarding Executive Order B-2-11, and a presentation entitled “Working with Your District Attorney.”
- DCA Executive Officer Council Meeting – On 8/17/11, Teresa Bello-Jones attended this meeting. Discussion topics focused primarily on the DCA information technology project, a presentation provided by the Attorney General’s Office regarding case prioritization, the Department of Justice’s procedures regarding subsequent arrests and convictions, and an update on legislative issues.
- Hacienda La Puente PT Program Commencement – On 8/24/11, Vice-President Todd D’Braunstein served as the keynote speaker for this graduation ceremony. Due to the proximity of the event, no travel costs were incurred.
- Palladium Technical Academy VN Program Commencement – On 6/17/11, Vice-President Todd D’Braunstein served as the keynote speaker for this graduation ceremony. Due to the proximity of the event, no travel costs were incurred.
- Summit College 20th Anniversary Celebration – On 8/11/11, Vice-President Todd D’Braunstein was an invited guest at this celebration. Due to the proximity of the event, no travel costs were incurred.
- Sunset Review Hearings (Senate Bill 539) – On 6/28/11, 7/13/11 and 8/25/11, Teresa Bello-Jones attended hearings at the Capitol relative to the Board’s sunrise legislation.

7. National Council State Boards of Nursing (NCSBN) Update

- The NCSBN Delegate Assembly took place on August 3-5, 2011 in Indianapolis. Due to out-of-state travel restrictions, the Board’s Executive Officer could not attend this meeting.

Julia George, North Carolina Board of Nursing, was elected treasurer; Debra Scott, Nevada State Board of Nursing, was elected Area I Director; Lanette Anderson, West Virginia State Board of Practical Nurses, was elected Area II Director; Pamela Autrey, Alabama Board of Nursing, was elected Area III Director; and, Ann O’Sullivan, Pennsylvania State Board of Nursing, was elected Area IV Director. Betsy Houchen, Ohio Board of Nursing Director, and Emmaline Woodson, Maryland Board of Nursing, were elected Directors at Large. Mark

Majek, Texas Board of Nursing, and Suellyn Masek, Washington State Nursing Care Quality Assurance Commission, were elected to the Leadership Succession Committee.

The Assembly also adopted revisions to the model uniform licensure standards related to public protection, such as criminal background checks, self-disclosure of substance abuse or actions taken against any other license or occupational registration they may hold.

The next NCSBN Delegate Assembly will be conducted on August 8-10, 2012, in Dallas, Texas.

8. Personnel Update

- Board Vacancies – Due to the State Hiring Freeze, the Board currently has 29.0 positions vacant or a 37% vacancy rate. Additionally, many of the “limited term” positions authorized for the Retroactive Fingerprinting Project expired on 6/30/2011. Therefore, the number of permanent authorized staff for the Board went from 84.0 to 78.3 effective July 1, 2011 (i.e., 65.8 VN and 12.5 PT). Efforts to recruit from within the DCA have not proven successful. The Board requested additional state hiring freeze exemptions and is awaiting a decision from the DCA, Agency and DOF.
- Freeze Exemptions
 - Education Division (2.0 NEC positions Approved and 2.0 Pending) – On 6/10/2011, the Board received approval for a state hiring freeze exemption to fill two vacant NEC positions. On 6/27/11, the Board submitted a freeze exemption request for the two remaining NEC positions. On 7/28/2011, the two NEC positions were approved by the Agency Secretary and forwarded to the DOF for review and approval.
 - Enforcement Division (2.0 Supervising Special Investigator I and 6.0 Special Investigator positions Approved) – On 6/10/11, the Board received approval for a state hiring freeze exemption to fill eight special investigator positions authorized for the Consumer Protection Enforcement Initiative.
 - Licensing Division (5.0 Positions Denied & 5.0 Pending) – On 6/10/2011, the Board’s request for five licensing positions were denied by DOF. On 7/29/2011, the Board requested a freeze exemption for five clerical positions in the Cashiering/Support Services Unit.
- Departures
 - Jason Reinhardt, Management Services Technician, resigned effective 7/21/11.
 - John Knowles promoted to a Staff Services Analyst at the Board of Registered Nursing effective 8/1/11.
 - Joanna Huynh promoted to a Management Services Technician at the Board of Behavioral Sciences effective 8/12/11.
 - Scott Vice promoted to a Staff Services Analyst at the Dental Board effective 9/1/11.

➤ In-House Promotions

- Rebekah Anderson promoted to Staff Services Analyst effective 7/1/11.
- Jay Prouty promoted to Associate Governmental Program Analyst effective 7/1/11.
- Amy Fuentes promoted to Associate Governmental Program Analyst effective 7/1/11.
- Eboni Newton promoted to Associate Governmental Program Analyst effective 7/1/11.
- Debbie Morin promoted to Staff Services Analyst effective 9/1/11.

➤ New Hires

- Sonya Wilson, Staff Services Analyst, effective 7/1/11.
- Carole Campbell, Nursing Education Consultant, effective 7/18/11.
- Diane Oran, Nursing Education Consultant, effective 9/1/11.
- Melissa Pease, Staff Services Analyst, effective 9/1/11.
- Laura Compton, Staff Services Analyst, effective 9/1/11.

9. Sunset Review Update

- Senate Bill 539 – The Assembly Appropriations hearing for this bill was scheduled on 8/25/11. The bill contains the following language:
- Extends the operation of the Board until January 1, 2016.
 - Changes the terminology that the Board “approves” schools rather than accredits.
 - Clarifies that employers of LVNs and PTs must report “resignation for cause.”
 - Requires employment agencies and nursing registries to report to the Board a LVNs or PTs “rejection from assignment.”
 - Clarifies that the Board may inspect or “review” all VN and PT schools as deemed necessary.

10. Other Important Issues

- Customer Service Surveys – The Board distributes a “Customer Service Survey” to solicit feedback regarding how the the Board is accomplishing its mission and goals. The information is used to develop the Board’s Strategic Plan and is included in the our Sunset Review Reports. Please complete the survey form and leave it on the table at the back of the room. We are very interested in obtaining any recommendations you can make regarding improving effectiveness.

(8/25/11)