



Executive Officer's Report

A. Board Member Update

1. New Appointments

- On December 18, 2013, Governor Brown appointed Susan Rubin as a Public Member. Ms. Rubin has been Executive Director of the Saban Research Institute at the Children's Hospital, Los Angeles, since 2011. She held multiple positions at the University of California, Los Angeles, from 2001 to 2011, including managing director at the California NanoSystems Institute and Executive Officer at the Associate Administrative Vice Chancellor's Office. Ms. Rubin was an attorney at the Law Offices of Susan D. Praskin Rubin from 1985 to 2004. She earned a Juris Doctor Degree from Southwestern Law School.

- On January 28, 2014, Governor Brown appointed Donna Norton as a Licensed Vocational Nurse (LVN) Member. Ms. Norton has been employed as a LVN at Kaiser Permanente since 1989. From 1985 to 1989, she was employed as a LVN at the Fairfield Medical Group. From 1984 to 1985, she was employed as a phlebotomist at Oneida Hospital. From 1981 to 1985, Ms. Norton was employed as a LVN at Straub Hospital. She also served in the U.S. Army at Tripler Army Hospital from 1975 to 1981.

Currently, there are no vacant Board Member positions.

2. **New Board Member Orientation** – A two day New Board Member Orientation was held at the Board's headquarters office in Sacramento on January 27-28, 2014, for Ms. Rubin and on February 7 & 21, 2014, for Ms. Norton.

- B. Joint Informational Hearing: Oversight of Certified Nursing Assistants (CNAs)** – On February 11, 2014, the Senate Committee on Business, Professions and Economic Development and the Senate Health Committee held a joint hearing regarding "Increasing Accountability in Care for the Elderly: Oversight of Certified Nursing Assistants." The Board was invited to testify at the hearing. Todd D'Braunstein, Board President, John Vertido, LVN Educator Board Member, and Teresa Bello-Jones, Executive Officer (EO), testified on behalf of the Board.

Other representatives from the Department of Consumer Affairs who testified at the hearing were Mike Gomez, Deputy Director, Division of Investigation and Enforcement and Louise Bailey, Executive Officer of the Board of Registered Nursing. Representatives from the Department of Public Health and Department of Social Services also testified.

The Board was asked to answer a series of questions pertaining to information listed on its online license look-up system, specific disciplinary information listed on the system, and the capacity that LVNs and PTs work with CNAs.

C. Internal Audit

On January 17, 2014, the Board was notified that the DCA Audit Committee had ordered the DCA Internal Audits Office to immediately commence an audit of the Board's Criminal Offender Records Information (CORI) process.

On January 29, 2014, the EO and Angelina Martin, Assistant Executive Officer (AEO), participated in an entrance conference with Cathleen Sahlman, Audit Chief, and Sharon Stewart, Auditor, to discuss the purpose of the audit. The audit scope included a review of all applicable policies, procedures, State requirements, and selected documentation relevant to CORI processes. The audit is to determine whether the Board has developed and implemented its CORI access, storage, handling, dissemination and destruction processing in accordance with the Department of Justice and DCA requirements. According to Ms. Sahlman, all DCA boards and bureaus that receive CORI documents will be audited.

On January 30, 2014, Ms. Stewart began and completed the audit. It is anticipated that the audit report will be released by the end of this fiscal year.

D. Examination Update

1. Examination Development

- PT Licensure Examination - On January 24, 2014, Cheryl Anderson, Supervising Nursing Education Consultant (SNEC), met with Dr. Heidi Lincer-Hill, Chief of the Office of Professional Examination Services (OPES), and Sanja Durman-Perez, OPES Project Director, relative to the PT Licensure Examination. A revised schedule was finalized and the following conferences are scheduled during 2014:

1. Item Review Conference: March 3-7, 2014.
2. Item Review Conference: April 7-11, 2014.
3. Examination Construction Conference: June 9-13, 2014.

Implementation of the new PT Licensure Examination is scheduled for January 2015.

E. Expert Witness Program

Additional expert witnesses are needed for review of cases involving allegations of incompetence and/or gross negligence. Qualified experts are especially needed in Northern California and those who can render opinions regarding psychiatric technicians. Recruitment is on-going and it is anticipated that a training session will be offered during 2014.

Interested persons will find a listing of the qualifications and the application form in the "Quick Hits" section on the home page of the Board's website at www.bvnpt.ca.gov.

F. Liaison Activity Update

1. **December 3, 2013**: The Executive Officer (EO), Angelina Martin, Assistant Executive Officer (AEO), and the following subject matter experts (SMEs): Shawn Nibbelink, Associate Information Systems Analyst (AISA), Mark Ito, Licensing Analyst, Sharon Wall, Licensing Analyst, Amy Wyckoff, Enforcement Analyst, and Daisy Fuentes, Probation Monitor, attended the DCA BreEZe “Kickoff” for Release 2 boards.
2. **December 4, 2013**: The Board’s BreEZe SMEs (as noted in #1 above) attended a BreEZe training.
3. **December 10, 2013**: The EO attended a BreEZe Executive Steering Committee meeting.
4. **December 19, 2013**: The Investigations Unit staff attended training conducted by the Attorney General’s Office. Brett Kingsbury, Liaison Deputy Attorney General (DAG), and Jonathan Cooper, DAG, provided the training.
5. **January 14, 2014**: The EO attended a BreEZe Executive Steering Committee meeting.
6. **January 23, 2014**: The EO, AEO and Board SMEs attended a meeting with Sarah Gleason, DCA BreEZe analyst assigned to the Board.
7. **January 23, 2014**: The EO and AEO attended a BreEZe Release 2 Executive Officer’s meeting with Awet Kidane, DCA Chief Deputy Director, and the DCA BreEZe Team from the Office of Information Systems (OIS).
8. **January 23, 2014**: Jennifer Almanza, the Board’s Human Resources (HR) Liaison, attended a HR Liaison meeting.
9. **January 27, 2014**: The AEO, Cheryl Anderson, SNEC, and Shawn Nibbelink, AISA, presented two Requests for Changes (RFCs) to the BreEZe Change Control Board to add VN and PT programs and providers of continuing education, intravenous therapy and blood withdrawal to the BreEZe system. The requests were denied.
10. **January 30, 2014**: The Board President, EO, AEO, participated in the DCA Quarterly Meeting via telephone conference with the DCA Director and her staff.
11. **February 11, 2014**: Amy Wyckoff and Daisy Fuentes, Enforcement SMEs, attended a BreEZe Executive Steering Committee meeting.

G. Personnel Update

1. **Recruitment of Nursing Education Consultants** – The Board continuously recruits to fill the NEC vacancies. As of March 1, 2014, there are 2 vacant NEC positions. Since the November 2013 Board Meeting, two NECs were hired and one was given a tentative job offer pending clearance of a criminal background report from the Department of Justice. The Board requested a new candidate list and will conduct interviews once the list is received.
2. **Board Vacancies (Authorized Positions)** – The Board continues to work extremely hard to fill its vacancies.

The Board currently has 7 positions vacant for a 10% vacancy rate (i.e., 7 vacant positions out of 68.4 total positions). This is down from an 18% vacancy rate in November 2013 when the Board had 12 vacant positions. The vacant positions are currently in the following Divisions:

- 2 Enforcement Division.
- 3 Licensing Division.
- 2 Education Division.

Since its November 2013 Board Meeting, Board staff have conducted numerous interviews and filled 6 positions as follows:

<u>New Hires</u>	<u>Date</u>	<u>Classification</u>
Antranette (Whitney) Robinson	December 2, 2013	Office Technician
Conor Janicik	January 2, 2014	Office Technician
Jessica Gomez	January 7, 2014	Nursing Education Cons.
Mary Tobola	February 17, 2014	Supervising Special Inv.
Lydia Heyward	February 17, 2014	Special Investigator
Denise Rodriguez	March 3, 2014	Nursing Education Cons.

Separations

Juan Barajas	December 31, 2013	Staff Services Analyst
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Additionally, tentative job offers are pending for at least another 2 individuals. The Board will continue its vigorous effort to fill these vacancies as quickly as possible.

3. **Board Vacancies: BL 12-03** – Effective July 1, 2012, Budget Letter (BL) 12-03 directed the Board to eliminate budgeted salary savings and allocate that amount to accurately reflect how state operation funds are being expended. That directive resulted in the elimination of 3.8 of the Board’s authorized positions. However, the Board was notified that it could still fill those positions because the funding for those positions is still available. Therefore, the Board advertised and began recruitment to fill the following positions affected by BL 12-03:

- 2 Program Technician II positions (full-time);
- 1 Office Technician position (full-time); and
- 1 Office Technician position (half-time).

Since its November 2013 Board Meeting, the Board has filled the following BL 12-03 position:

<u>New Hire</u>	<u>Date</u>
Rochelle Sherbert, Office Technician (half-time)	January 15, 2014

A total of 1.6 BL 12-03 positions are filled. The Board will continue its effort to fill the remaining BL 12-03 positions as quickly as possible.

4. **Board Vacancies: Retired Annuitant (RA)** – The Board received approval to hire 5 RAs to assist the Board during the BreEZe conversion and 2 RAs to assist the Education Division with its workload. These 7 new RA positions are in addition to the existing 2 NEC RAs currently working in the Education Division (total = 9 RAs approved). The following classifications were approved:

BreEZe Conversion

- 1 Associate Information Systems Analyst (Administration Division)
- 2 Associate Governmental Program Analysts (Licensing & Enforcement Divisions)
- 2 Staff Services Analyst (Licensing & Enforcement Divisions)

The approval for the BreEZe RA positions will expire on December 31, 2014.

Education Division

- 2 Associate Governmental Program Analysts

Since its November 2013 Board Meeting, the Board has filled the following Associate Governmental Program Analyst (RA – BreEZe/Licensing) position:

New Hire

Date

Deborah Mooradian

January 15, 2014

The Board will continue to recruit to fill all of its RA positions. Tentative job offers have been made to fill the 2 analyst RA positions in the Education Division.

5. **Overtime**

Board staff have volunteered to work overtime on a regular basis to attempt to reduce backlogs. Approximately 7,161 total hours of overtime were worked during fiscal year 2012/13. During fiscal year 2013/14 (7/1/13 through 1/31/14), Board staff have volunteered to work overtime approximately 4,707 hours as shown below:

Licensing Division: 2,014

Enforcement Division: 2,321

Other Divisions: 372

H. Other Important Issues

- 1. **Customer Service Surveys** – The Board distributes a “Customer Service Survey” to solicit feedback regarding how the Board is accomplishing its mission and goals. The information is used to develop the Board’s Strategic Plan and is included in 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 make regarding improving effectiveness.

(2/21/14)