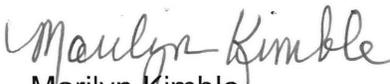




Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
Phone 916-263-7800 Fax 916-263-7857 www.bvnpt.ca.gov

DATE: May 8, 2014
TO: Board Members
FROM: 
Marilyn Kimble
Enforcement Division Chief
SUBJECT: Enforcement Mail Ballots

Due to the increasing volume of disciplinary cases that come before the Board, it is important to review policies and procedures to ensure that the mail ballot process is as effective and efficient as possible while conforming to the requirements contained within Government Code (GC) Section 11500, et seq. Pursuant to CG § 11526, the Board may vote on disciplinary cases by mail ballot. This item is on the agenda to give the Board the opportunity to consider revisions to its current policy, procedures and mail ballot forms.

Attached for the Board's consideration are the current policy and procedures, a "draft" proposed revised policy and procedures, and revised mail ballot forms. Also attached for reference are the Department of Consumer Affairs (DCA) 2010 Draft Mail Voting Memorandum and Model Mail Ballots from former DCA Director, Brian Stiger, and sample ballots used by another board and committee.

Recommendation

1. Adopt the revised Mail Ballot Policy and Procedures.
2. Adopt the revised mail ballots.

Attachment A	Current BVNPT Mail Ballot Policy and Procedures
Attachment B	Proposed Revised Mail Ballot Policy and Procedures
Attachment C	Revised Mail Ballot Forms
Attachment D	2010 DCA Memorandum and Model Mail Ballots
Attachment E	Sample Ballots – Board of Registered Nursing & Dental Hygiene Committee

Agenda Item #10. – Attachment A



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
Phone 916-263-7800 Fax 916-263-7857 www.bvnpt.ca.gov



DATE: April 9, 2004

TO: Board Members

FROM: Teresa Bello-Jones, J.D., M.S.N., R.N.
Executive Officer

SUBJECT: Mail Ballot Policy & Procedures

The following policy was revised on April 9, 2004, to ensure compliance with the California Supreme Court's ruling (*Bonnell v. Medical Board*, 31 Cal. 4th 11255, December 29, 2003) regarding the maximum 10 day stay of the effective date of a Decision when a petition for reconsideration has been filed (revisions are shown in *italic*).

POLICY: Effective immediately, Board decisions regarding disciplinary cases will be adopted by majority vote.

PROCEDURES:

1. Board staff will mail all proposed decisions, stipulations, default decisions, orders to compel psychological evaluations and petitions for reconsideration to Board Members as they are received in the office.
2. A mail ballot reference number will be assigned to every case for identification purposes. The mail ballot reference number will be used to identify the cases which must be retained for subsequent review as necessary.
3. *When a petition for reconsideration has been filed, Board Members will e-mail their vote to Board staff by the established due date using only the mail ballot reference number to identify the case. The original mail ballot must still be returned subsequent to the e-mail.*
4. Board Members will retain their copy of each disciplinary case until notified by staff that official Board action has been taken. This written notification to discard a disciplinary case will be incorporated into the cover memorandum which accompanies each group of mail ballots. The memorandum will specify the disciplinary cases which may be discarded and the "official" action taken by the Board for that particular case.
5. Disciplinary cases will be scheduled for closed session when two or more Board Members refer the case to closed session or if any case is pending Board vote when Board Meeting materials are mailed and only if the maximum time allowed to render a decision does not expire prior to the Board Meeting date.
6. Board staff will notify each Board Member at the time Board Meeting materials are mailed of the disciplinary cases scheduled for closed session. Board Members will be asked to bring their copy of applicable disciplinary cases to the next scheduled Board Meeting.

cc: Angelina Martin
Enforcement Division Chief

(8/08/13)

Agenda Item #10. – Attachment B

Board of Vocational Nursing and Psychiatric Technicians Mail Ballot Policy & Procedures [May 1, 2014, DRAFT]

The Board's Mail Ballot Policy and Procedures were previously revised on April 9, 2004. Revisions to that document are shown below in **underline** for new text and **strikeout** for deleted text.

POLICY: Board decisions regarding disciplinary cases will be adopted by majority vote. Mail ballots will be used for the efficient processing of disciplinary matters. When three or more members vote either to hold a case for discussion or to non-adopt (reject) it, the case will be brought to the next board meeting. If sufficient votes are received to hold a proposed decision for closed session discussion, but a Board Meeting is not scheduled before the time to act expires, a meeting will be scheduled to discuss the case, by teleconference if necessary.

Board members should vote on each case consistent with the Board's statutory mandate and priority to protect the public.

Board members will vote and provide responses to Board staff within 14 calendar days of receiving a ballot.

PROCEDURES:

1. Board staff will mail all proposed decisions, stipulations, default decisions, orders to compel psychological evaluations and petitions for reconsideration to Board Members as they are received in the office. Clerical or typographical errors will be brought to the attention of the Board's assigned attorney.
2. A mail ballot reference number will be assigned to every case for identification purposes. The mail ballot reference number will be used to identify the cases which must be retained for subsequent review as necessary.
3. When a petition for reconsideration has been filed, Board Members will e-mail their vote to Board staff by the established due date using only the mail ballot reference number to identify the case. The original mail ballot must still be returned subsequent to the e-mail.
4. Board Members will retain their copy of each disciplinary case until notified by staff that official Board action has been taken. Board action is taken only by a majority vote of a quorum of Board Members. This written notification to discard a disciplinary case will be incorporated into the cover memorandum which accompanies each group of mail ballots. The memorandum will specify the disciplinary cases which may be discarded and the "official" action taken by the Board for that particular case.
5. Disciplinary cases will be scheduled for closed session when a) three or more Board Members refer the case to closed session or b) if any case is pending Board vote when Board Meeting materials are mailed and ~~only~~ if the maximum time allowed to render a decision does not expire prior to the Board Meeting date.
6. Board staff will notify each Board Member at the time Board Meeting materials are mailed of the disciplinary cases scheduled for closed session. Board Members will be asked to bring their copy of applicable disciplinary cases to the next scheduled Board Meeting.

Agenda Item #10. – Attachment C

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

MAIL BALLOT – PROPOSED DECISION; STIPULATION; DEFAULT

DUE DATE:

In the Matter of the Accusation/Statement
of Issues against

MAIL BALLOT NO. _____

100 DAY PERIOD ENDS _____

MY OFFICIAL VOTE IN THE ABOVE MATTER IS AS FOLLOWS:

- ADOPT**

- NON-ADOPT**

- SCHEDULE FOR CLOSED SESSION**

- ABSTAIN**

Please provide reasons for *non-adopt, closed session discussion* or *abstention*: _____

SIGNATURE: _____ **DATE:** _____

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

MAIL BALLOT – RECONSIDERATION OF DECISION

EMAIL VOTE DUE DATE:

MAIL BALLOT DUE DATE:

A Reconsideration occurs when the Respondent requests that the Board reduce the penalty imposed in its Proposed Decision or Default Decision. Board members are authorized to deny the Petition, to decrease the penalty (Proposed Decisions only), or to request an administrative hearing.

In the Matter of the Accusation/Statement
of Issues against

Refer to:

MAIL BALLOT NO. _____

**EFFECTIVE DATE OF DECISION
DELAYED TO ENDS:** _____

Enclosed is a Petition for Reconsideration pertaining to the above case.

MY OFFICIAL VOTE IN THE ABOVE MATTER IS AS FOLLOWS:

- DENY THE PETITION**

- GRANT THE PETITION**
If default, Remand for Hearing _____

- SCHEDULE FOR CLOSED SESSION**
(Board meeting closed session must occur prior to the effective date of the Decision.)

- ABSTAIN**

Please provide an explanation: _____

SIGNATURE: _____ **DATE:** _____

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

MAIL BALLOT – RECONSIDERATION OF DECISION ON PETITION FOR REINSTATEMENT OF LICENSE

EMAIL VOTE DUE DATE:

MAIL BALLOT DUE DATE:

In the Matter of the Petition for Reinstatement By:

Refer to:
MAIL BALLOT NO. _____

EFFECTIVE DATE OF DECISION DELAYED TO ENDS: _____

Enclosed is a Petition for Reconsideration pertaining to the above case.

MY OFFICIAL VOTE IN THE ABOVE MATTER IS AS FOLLOWS:

- DENY THE PETITION**

- GRANT THE PETITION**

- SCHEDULE FOR CLOSED SESSION**
(Board meeting closed session must occur prior to the effective date of the Decision.)

- ABSTAIN**

Please provide an explanation: _____

SIGNATURE: _____ **DATE:** _____

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

MAIL BALLOT – ORDER TO COMPEL PSYCHOLOGICAL/PHYSICAL EVALUATION

DUE DATE:

In the Matter of the Accusation/Statement
of Issues against

MAIL BALLOT NO. _____

MY OFFICIAL VOTE IN THE ABOVE MATTER IS AS FOLLOWS:

- ADOPT – Issue Order to Compel Psychological/Physical Evaluation**
- NON-ADOPT – Decline to Issue Order to Compel Psychological/Physical Evaluation**
- SCHEDULE FOR CLOSED SESSION**
- ABSTAIN**

Please provide reasons for *non-adopt*, *closed session discussion* or *abstention*: _____

SIGNATURE: _____ **DATE:** _____

Agenda Item #10. – Attachment D

Draft Mail Voting Memorandum

To: All DCA Executive Officers:

From: Brian Stiger, Director

As part of the enforcement process, boards are specifically authorized to vote disciplinary cases by mail or other appropriate method. (Government Code section 11526.) These processes have proven effective in allowing disciplinary decisions to proceed in a timely manner, particularly between board meetings. In order to further reduce delays in the time it takes to make a decision become effective, the Department of Consumer Affairs (DCA) encourages boards to implement electronic mail voting procedures to vote on disciplinary actions. Additionally, each board should verify that its mail voting policy and procedures are current and thorough.

Electronic Mail Voting Process

Electronic mail (e-mail) voting process offers a number of benefits including:

- Reduced time for disciplinary actions to be completed
- Increased security
- Increased accessibility and ease of use for board members
- Elimination of paper documents

The Medical Board, Physician Assistant Committee, and the Board of Podiatric Medicine have been using electronic mail voting processes for some time. The Board of Pharmacy is in the process of procuring a system that will be maintained by the Office of Information Services (OIS) that can accommodate additional boards who purchase the needed software. Boards seeking to implement electronic mail voting should contact the OIS or, if the board uses the Medical Board's services, the Medical Board, as appropriate.

Mail Voting Policies and Procedures

DCA recommends that any board using a mail voting process, whether it is electronic or hard copy, have a written policy and procedures. Including such a policy and procedures in the staff's procedure manual will further ensure the accuracy and integrity of the voting process. The procedures are for use by staff and they should be based on a policy approved by the board. The essential provisions of a sound mail voting policy and procedure are set forth in the attached guideline. DCA recommends each board review its policies and procedures to determine if they require updating.

Attachment

Guideline for Mail Voting Policy and Procedures

A sound mail (including e-mail) voting policy and procedure should include the following essential provisions:

Mail Voting Policy and Board Members' Roles:

The board should adopt a mail voting policy during the open session of a board meeting. The policy should address when a mail vote case will be held for discussion at a board meeting and, in particular, the number of votes required to hold a case for discussion during closed session (some boards may have specific statutes). The two model ballots attached to this guideline reflect slightly different hold policies that are explained on the reverse of each model ballot. Although the board may change the number, both of the model ballots proposes that if 2 members vote to hold a case for closed session, the case will be held.

The mail voting policy should provide that board members will vote and provide their responses to staff within 14 calendar days of receiving a ballot.

The mail voting policy, and the board's administrative procedure manual, if any, should provide that if a board member fails to timely return mail ballots, that information will be provided to the board's president.

The mail voting policy should provide that if staff receives sufficient votes to hold a proposed decision for discussion, but a board meeting is not scheduled before the 100 days expire, a meeting will be scheduled to discuss the case, by teleconference if necessary. The board members should vote on each case consistent with each board's statutory mandate to protect the public.

Mail Voting Procedure for Board Staff:

The board's mail voting procedure should be based on and be consistent with the board's mail voting policy. As board staff receive cases for board vote, staff should immediately review each case. If there are clerical or typographical errors in the decision, or minor changes that must be made within 15 days after a proposed decision was issued, those can be discussed with the board's attorney as necessary.

Cases should be transmitted to the board members no more than 5 business days after they are ready for consideration (i.e., receipt of a proposed decision or a signed stipulation). The board should use a consistent ballot form for transmitting the cases to board members. (As referenced above, model mail ballots are attached.)

Board staff should not speak to board members regarding the substance of a proposed or default decision. Board member questions regarding a proposed or default decision should be directed to the board's assigned attorney. Staff will forward the board member's questions with a copy of the underlying decision to the attorney. Board member questions about a stipulated decision may be answered by staff advocating in favor of the stipulated decision. The board's voting policy should be addressed in their

Administrative Procedure Manual.

Board staff should keep records of each board member's vote and the outcome of the vote with detail of the votes, e.g., 4 to adopt, 1 to reject or non-adopt and 1 recusal. Board staff should also keep records of each vote, including the date received, the vote itself (adopt, reject, hold, recuse etc.) and a copy or a summary of any comments provided. These records should be retained in accordance with the board's approved Records Retention Policy. Such records are confidential and not subject to disclosure under the Public Records Act. (Government Code sections 6254(k), 11126.1, and 11526.)

Board staff should provide a copy of the board's mail voting policy to each board member.

Attachments:
Model Ballots

To: All Board Members

MODEL WITH SEPARATE HOLD PROVISION

From: Enforcement Staff

Date:

Re: Mail Ballot for [FIRST] [LAST], LICENSE NO. _____, Case No. _____

THIS MAIL BALLOT MUST BE RETURNED NO LATER THAN: _____.
(If not timely returned, your vote may not count or the board may lose jurisdiction to act.)

Please review the attached documents and vote on the above case. Upon completion of this mail ballot, please return it to me in the enclosed envelope or fax it to me at _____ by the date noted above. You may also email your vote to _____@dca.ca.gov, but be sure to include the person's name, license number (if any) and case number involved along with your vote.

The decision presented is a:

- Proposed Decision
- The board will lose jurisdiction to act on _____. (Gov't Code § 11517(d).)
- Stipulated Decision
- Default Decision

If you have procedural questions about the decision, please contact _____. For questions about a default or proposed decision, please contact _____, the board's assigned attorney, at (916) 574-8220.

BOARD MEMBER BALLOT

(Part A: Choose one option)

I VOTE TO ADOPT. Choose this option if you accept the decision as written.

I VOTE TO REJECT/ NON-ADOPT. Choose this option if you have questions or concerns about the decision. Record your questions or concerns to facilitate any closed session discussion:

I RECUSE MYSELF from this case because _____.

(Part B: Optional)

HOLD FOR DISCUSSION at the next board meeting. Mark your ballot above regardless of whether you request to hold. If you voted to reject, you may also wish to hold the case. If you did not do so above, record your questions or concerns here:

Date

Board Member's Signature

Printed Name

EXPLANATION OF MAIL BALLOT TERMS

PROPOSED DECISION:

Following a hearing, the administrative law judge drafts a proposed decision recommending an outcome based on the facts and the board's disciplinary guidelines. At its discretion, the board may impose a lesser penalty than that in the proposed decision. If the board desires to increase a proposed penalty, however, it must vote reject / non-adopt the proposed decision, read the transcript of the hearing and review all exhibits prior to acting on the case.

DEFAULT DECISION:

If an accusation mailed to the last known address is returned by the post office as unclaimed, or if a respondent fails to file a Notice of Defense or fails to appear at the hearing, the respondent is considered in default. The penalty in a case resolved by default is generally revocation of the license. A default decision can be set aside and the case set for hearing if the respondent petitions the decision be vacated or petitions for reconsideration or moves to vacate the decision before the effective date of the decision and the board grants the request or motion.

STIPULATED DECISION:

At any time during the disciplinary process, the parties to the matter (the Executive Officer and the respondent) can agree to a disposition of the case. With the Executive Officer's consent, the Deputy Attorney General can negotiate a stipulated decision (also referred to as a stipulated agreement) based on the board's disciplinary guidelines. The board may adopt the stipulated decision as proposed, may counter-offer and recommend other provisions, or may reject the agreement. If respondent declines to accept a proposed counter-offer, the case continues to a hearing.

ADOPT:

A vote to adopt the proposed action means that you accept the action as presented.

REJECT / NON-ADOPT:

A vote to reject / non-adopt the proposed action means that you disagree with one or more portions of the proposed action and do not want it adopted as the board's decision. This vote should be used if you believe an additional term or condition of probation should be added (or deleted), or would otherwise modify the proposed penalty.

If a **proposed decision** is rejected / non-adopted, the transcript and exhibits will be ordered and the case scheduled for argument according to law and board policy. After reviewing the record, the board may adopt the decision as previously written or modify the decision as it deems appropriate, except that a cost recovery order may not be increased. If a **stipulated decision** is rejected, the case will be set for hearing unless a counter offer is made during a closed session.

RECUSE:

Mark this box if you believe you cannot participate in making the decision because you have a specific conflict. Common examples are if the person is a member of your family, a close personal friend, business partner or you have independent knowledge of the facts of the case. If you are unsure if you should recuse yourself, you should contact the assigned board counsel.

HOLD FOR DISCUSSION:

In addition to voting, you should mark this box if you have a question or concern about the decision and would like to discuss the matter with fellow board members during a closed session. If you vote to reject, you may also wish to hold the case. TWO votes must be received to hold a case. If the case is a **stipulated decision**, the staff can explain why they entered into the agreement. If the case is a proposed or default decision, you may contact the board's assigned counsel to discuss the merits of the case.

To: All Board Members

MODEL WITH REJECT/HOLD COMBINED

From: Enforcement Staff

Date:

Re: Mail Ballot for [FIRST] [LAST], LICENSE NO. _____, Case No. _____

THIS MAIL BALLOT MUST BE RETURNED NO LATER THAN: _____.
(If not timely returned, your vote may not count or the board may lose jurisdiction to act.)

Please review the attached documents and vote on the above case. Upon completion of this mail ballot, please return it to me in the enclosed envelope or fax it to me at _____ on or before the date noted above. You may also email your vote to _____@dca.ca.gov, but be sure to include the name, license number and case number involved along with your vote.

The decision presented is a:

Proposed Decision

The board will lose jurisdiction to act on _____. (Gov't Code § 11517(d).)

Stipulated Decision

Default Decision

If you have a question about a stipulated decision, please [reply to this e-mail or] contact _____. For questions about a proposed or default decision, please contact _____, the board's assigned attorney, at (916) 574-8220.

BOARD MEMBER BALLOT
(Choose one option)

I VOTE TO ADOPT. Choose this option if you accept the decision as written.

I VOTE TO REJECT / NON-ADOPT **OR** HOLD FOR DISCUSSION at the next Board meeting. Choose this option if you have questions or concerns about the decision. Record your questions or concerns here to facilitate the discussion:

I RECUSE MYSELF from this case because _____.

Date

Board Member's Signature

Printed Name

EXPLANATION OF MAIL BALLOT TERMS

PROPOSED DECISION:

Following a hearing, the administrative law judge drafts a proposed decision recommending an outcome based on the facts and the board's disciplinary guidelines. At its discretion, the board may impose a lesser penalty than that in the proposed decision. If the board desires to increase a proposed penalty, however, it must vote to reject / non-adopt the proposed decision, read the transcript of the hearing and review all exhibits prior to acting on the case.

DEFAULT DECISION:

If an accusation mailed to the last known address is returned by the post office as unclaimed, or if a respondent fails to file a Notice of Defense or fails to appear at the hearing, the respondent is considered in default. The penalty in a case resolved by default is generally revocation of the license. A default decision can be set aside and the case set for hearing if the respondent requests the decision be vacated or reconsideration before the effective date of the decision and the Board grants the request or motion.

STIPULATED DECISION:

At any time during the disciplinary process, the parties to the matter (the Executive Officer and the respondent) can agree to a disposition of the case. With the Executive Officer's consent, the Deputy Attorney General will negotiate a stipulated decision (also referred to as a stipulated agreement) based on the board's disciplinary guidelines. The board may adopt the stipulated decision as proposed, may counter-offer and recommend other provisions, or may reject the agreement. If respondent declines to accept a proposed counter-offer, the case continues to hearing.

ADOPT:

A vote to adopt the proposed action means that you accept the action as presented.

REJECT / NON-ADOPT or HOLD FOR DISCUSSION:

A vote to reject / non adopt the proposed action or hold a decision for discussion means that you either 1) disagree with one or more portions of the proposed action and do not want it adopted as the board's decision or 2) you have a question or concern about the decision and would like to discuss the matter with fellow board members. This category should be used if you believe an additional or a different term or condition of probation should be added (or deleted), or that the penalty should be modified in any way.

If at least two votes in this category are received, the case will be held for the board to consider and discuss in closed session.

RECUSE:

Mark this box if you believe you cannot participate in making the decision because you have a specific conflict. Examples are if the person is a member of your family, a close personal friend, or business partner, or you have independent knowledge of the facts of the case. If you are unsure if you should recuse yourself, you should contact the assigned board counsel.

Agenda Item #10. – Attachment E

Proposed Decisions

Votes Due:

Mail Votes Proposed Decisions

I record my vote in the matter:

<i>Name:</i>	<i>100 Day Deadline</i>	<i>Accept</i>	<i>Reject</i>	<i>Recuse</i>	<i>Discuss</i>
➤ I Vote to Reduce the three years for reinstatement to two years: Yes <input type="checkbox"/> No <input type="checkbox"/>					

<i>Name:</i>	<i>100 Day Deadline</i>	<i>Accept</i>	<i>Reject</i>	<i>Recuse</i>	<i>Discuss</i>
➤ I Vote to Reduce the three years for reinstatement to two years: Yes <input type="checkbox"/> No <input type="checkbox"/>					

<i>Name:</i>	<i>100 Day Deadline</i>	<i>Accept</i>	<i>Reject</i>	<i>Recuse</i>	<i>Discuss</i>
➤ I Vote to Reduce the three years for reinstatement to two years: Yes <input type="checkbox"/> No <input type="checkbox"/>					

<i>Name:</i>	<i>100 Day Deadline</i>	<i>Accept</i>	<i>Reject</i>	<i>Recuse</i>	<i>Discuss</i>
➤ I Vote to Reduce the three years for reinstatement to two years: Yes <input type="checkbox"/> No <input type="checkbox"/>					

Signed: _____ Dated: _____

Print Name: _____

Stipulations

Votes Due:

Mail Votes Stipulations

I record my vote in the matter:

Name	Accept	Reject	Recuse	Discuss

Signed: _____ Dated: _____

Print Name: _____

Default Decisions

Votes Due:

Mail Votes Defaults

I record my vote in the matter:

Name:	Accept	Recuse	Reject/Discuss
➤ I Vote to Reduce the three years for reinstatement to two years: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Name:	Accept	Recuse	Reject/Discuss
➤ I Vote to Reduce the three years for reinstatement to two years: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Name:	Accept	Recuse	Reject/Discuss
➤ I Vote to Reduce the three years for reinstatement to two years: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Name:	Accept	Recuse	Reject/Discuss
➤ I Vote to Reduce the three years for reinstatement to two years: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Signed: _____ Dated: _____

Print Name: _____

DHCC Member Guidelines and Procedure Manual

SAMPLE MAIL BALLOT MODEL WITH SEPARATE HOLD PROVISIONS

To: All Board Members

From: Enforcement Staff

Date:

Re: Mail Ballot for [FIRST] [LAST], LICENSE NO. _____,
Case No. _____

THIS MAIL BALLOT MUST BE RETURNED NO LATER THAN _____
(If not timely returned, your vote may not count or the DHCC may lose jurisdiction to act.)

Please review the attached documents and vote on the above case. Upon completion of this mail ballot, please return it to me in the enclosed envelope or fax it to me at (916) _____ by the date noted above. You may also email your vote to DHCC's Legal Desk, but be sure to include the person's name, license number (if any) and case number involved along with your vote.

The decision presented is a:

- Proposed Decision
The board will lose jurisdiction to act on _____. Gov't Code § 11517(d)
- Stipulated Decision
- Default Decision

If you have procedural questions about the decision, please contact DHCC's Legal Desk. For all other questions, please contact _____, the Committee's assigned attorney, at (916) _____

DHCC Member Guidelines and Procedure Manual

BOARD MEMBER BALLOT

(Part A: Choose one option)

___ I VOTE TO ADOPT. Choose this option if you accept the decision as written.

___ I VOTE TO REJECT (NON-ADOPT). Choose this option if you have questions or concerns about the decision. Record your questions or concerns to facilitate any closed session discussion:

___ I RECUSE MYSELF from this case because _____.

(Part B: Optional)

___ HOLD FOR DISCUSSION at the next board meeting. Mark your ballot above regardless of whether you request to hold. If you voted to reject, you may also wish to hold the case. If you did not do so above, record your questions or concerns here:

Date

Board Member's Signature

Printed Name