



**Department of Consumer Affairs  
Board of Vocational Nursing and Psychiatric Technicians  
Evaluation Committee Meeting Minutes  
April 13, 2018**

**I. Call to order**

**Chair Bernice Bass de Martinez** called to order the meeting of the Evaluation Committee at 10:09 a.m. on April 13, 2018 at the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, Ca 95833.

**II. Roll call**

**The following committee members were present:**

**Bernice Bass de Martinez**, Committee Chair, Vice-President

**Aleta Carpenter**, Public Member

**Elaine Yamaguchi**, Executive Officer

**Vicki Lyman**, Assistant Executive Officer

**Ken Swenson**, DCA Legal Counsel

**Jen Johnson**, Licensing Program Manager

**Siqi Chen**, Evaluation Analyst

**The following committee members were absent:**

**Rochelle Lee**, Administration/Support Services Manager

**III. Updates**

1. Call Center reorganization is in progress. The Board is updating the reception staff duty statements to re-classify the Office Technician classification to Program Technician II. Additionally, the Office Services Supervisor III (OSSIII) will be re-classified to Supervising Program Technician II (SPTII). All duty statements are in the approval process at Human Resources at DCA.
2. Staffing: See attached Administration & Licensing Staffing Update.
3. The Continuing Education (CE) Audit Revamp workgroup met on March 19, 2018 and May 4, 2018. Current processes were discussed. Jessica Gomez, Nursing Education Consultant (NEC) created IV Therapy/Blood Withdrawal and CEU checklists for Education Committee and CE Audit workgroup for preliminary review and discussion.

The CE Audit programming is scheduled for the BreEZe May 2018 release. The Board's CE Audit process will be streamlined. BreEZe will identify the audit population and flag the licensees to be audited. A mailing list will be generated for a mail merge.

4. Updated Renewals/ILF Forms: DCA Legal Counsel, Ken Swenson will provide update at Board Meeting.
5. Performance Measures for Licensing Division were presented by Jen Johnson. (Contained in Licensing Division Report)
6. Chair Bernice Bass de Martinez pointed out that Goal 5 from DCA's Strategic Plan pertains to the Evaluation Committee. Specifically:
  - 5.1: Educate DCA staff about the roles, expertise, and services provided by DCA divisions to the boards and bureaus to solidify working relationships.
  - 5.2: Establish and maintain real-time position control to monitor board and bureau vacancy metrics.

**IV. Future Meetings**

July 9, 2018 at 10:00am-12:00pm.

**V. Action Items**

- Call Center reorganization;
- CE Audit workgroup to develop road map for processes;
- DCA Legal Counsel, Ken Swenson to review Updated Renewals/ILF forms; and
- Strategic Goals.

**VI. Adjournment**

Evaluation Committee adjourned at 11:58am.

**Attachment A – Staffing Update**

*Minutes submitted by: Jen Johnson* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Minutes approved by: Vicki Lyman* \_\_\_\_\_ *Date:* \_\_\_\_\_



**BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS**

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<b>DATE</b>	March 22, 2018
<b>TO</b>	Board Members
<b>FROM</b>	Jen Johnson, Staff Services Manager I Board of Vocational Nursing and Psychiatric Technicians
<b>SUBJECT</b>	<b>Staffing Update</b>

The Licensing Division has the following vacancies:

Unit	Position	Status
Administration/Support Services	Office Technician (New Position)	On hold.
	Office Services Supervisor III	On hold for reclassification
	Office Technician (Cashier)	Employee resigned 3/22/18. Position posting is in progress
Evaluation		No vacancies