



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

Board of Vocational Nursing and Psychiatric Technicians
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ENFORCEMENT COMMITTEE MEETING

Thursday, April 12, 2018

Sacramento, CA

Board Members

Present Via Teleconference: Samantha James-Perez

Staff Present:

Elaine Yamaguchi, Vicki Lyman,
Stephanie Whitley, Stacie Higashi,
Jay Prouty, Rocio Llamas, Matt McLean

1. Call to Order.

Committee Chair Ms. James-Perez called the meeting to order at 9:00 A.M.

2. Staffing Update.

There is currently a 16% vacancy rate within the Enforcement Division. There are 37 total positions, with six vacancies. The six vacancies are as follows:

- Chief of Enforcement: one Staff Services Manager II
- Intake & Enhanced Screening Unit: one Office Technician, one Staff Services Analyst/Associate Governmental Program Analyst
- Complaints: one Staff Services Manager I
- Investigations: two Special Investigators

The Chief of Enforcement, Intake & Enhanced Screening, and Investigations positions have been advertised, and applications are currently being accepted. The Complaints Unit manager position is not currently being advertised while alternative organizational structures are being examined. Managerial duties for the Complaints Unit are currently being fulfilled by the Intake & Enhanced Screening Staff Services Manager I.

3. Intake & Enhanced Screening Update

The Intake & Enhanced Screening unit has been fully formed. The new Staff Services Manager I, Matt McLean, was promoted from Investigations and started on April 9, 2018. Staff assigned to this unit are currently clearing backlogged cases from their prior positions. Staff have started training with Division of Investigations staff on proper case handling. Staff have begun to complete Enhanced Screening cases, and 21 were completed in the latter part of quarter three. Staff will continue

to train with Division of Investigations staff, and will develop policies and procedures tailored to the unit.

4. Special Investigations Workload Update

The number of cases pending with the Investigations Unit decreased from 493 at the end of quarter two to 290 at the end of quarter three. This is due to the reassignment of roughly 170 cases to the Enhanced Screening unit, as well as the closure of approximately 60 cases that were completed, but were awaiting final review. The unit currently has 107 cases assigned to investigators, and 183 unassigned cases.

5. Board Enforcement Statistics

Board staff provided quarterly statistics, noting individual unit trends:

- 218 cases were assigned to the Enhanced Screening Unit. That reflects approximately 170 cases reassigned from Investigations, with the remainder coming directly from Intake.
- There were decreases in the number of pending desk, non-sworn, and sworn investigations pending. The total number of pending cases decreased from 1,721 to 1,512, a total decrease of 209 cases.
- Pending case aging went down across all categories, with a corresponding rise in the average days to complete investigations. This indicates a focus on closing older cases.
- The number of cases closed increased in all categories. Total closed cases increased by 179.
- 178 second level reviews were closed, largely by Mellissa Doss, from the Division of Investigation. This workload is going to be reassumed by Board staff.

6. Review Monitor's Recommendations and Plan for Next Report

Committee members and staff discussed the formatting of the report. An additional cell will be added to each recommendation to provide the latest information regarding progress at the next Board meeting.

7. Strategic Plan: Enforcement Goals, Performance Measures

Enforcement Division staff will develop workload goals for each unit to present at the next Enforcement Committee meeting.

8. Suggestion for Future Agenda Items

The Enforcement Committee will tentatively meet on June 20, 2018, at 9:00 A.M.

9. Adjournment.

The meeting adjourned at 11:00 A.M.

The mission of the California Board of Vocational Nursing and Psychiatric Technicians (Board) is to protect the public. Public protection is paramount to the Board and its highest priority in exercising its licensing, regulatory, and disciplinary functions. Towards this end, the Board ensures that only qualified persons are licensed vocational nurses and psychiatric technicians by enforcing education requirements, standards of practice, and by educating consumers of their rights.