



**DATE:** August 9, 2018

**TO:** Board Members

**FROM:** Elaine Yamaguchi  
**Executive Officer**

**SUBJECT:** Executive Officer's Report, August 2018

### **STAFFING UPDATES**

I am so very pleased to report that the Board will meet its new Chief of Enforcement, Candace Raney, at the August 2018 Board Meeting. It has been a long time coming, but I believe that our new Chief brings exactly what we need.

The Board owes a tremendous thanks to DOI Supervising Investigator Stephanie Whitley and DOI AGPA Mellissa Doss for their herculean work with us over the past months. Stephanie will assist Candace in her acclimation, of course. Our DOI friends have already begun to phase out of our everyday routine, and we do miss them, but again, we thank them for months of hard work and expert advice as we reconstructed our Enforcement Division.

As reported previously, we are in the process of hiring a Statistics Analyst (AGPA) position, which we discussed at the May meeting. The managers have been reviewing the applications, and plan to start interviews before the end of August. As you will recall, this position has been concentrating on our Enforcement statistics, and after a brief orientation period, we plan to expand their scope to work on Board-wide information, reporting directly to the AEO.

Another critically-needed position is still with OHR for final approval before we will be able to post. This would upgrade an existing Office Technician position after the incumbent was promoted to an Analyst position in our Probation Unit. This new position will include Budget, Contracts, Procurement, and some tracking and coordination tasks. We will post this at an SSA/AGPA level, hopefully within a month.

Our AEO, Vicki Lyman, has been working on developing and executing a plan to better organize and configure the Licensing and Admin teams. Her plan ensures that the people who perform licensing type functions all report to the Licensing Manager, and that the people in Administrative and Support functions report to the Administrative Manager. This will entail some reshuffling in duties, and in seating

## Agenda Item # 13

assignments, and will need some training and coordination. The proposed duty statements and supporting materials have been sent to OHR, and we are waiting for approval.

The Board discussed our Employee Engagement Survey last month. We committed to surveying again after six months, and that time went by quickly. Staff had an initial discussion with the Administrative Committee about possible survey questions, and we plan to launch by the end of September or early October. Any suggestions are welcome.

We still lack an NEC for the Sacramento Office, as well as an SNEC. These have been reposted, and we will work on active recruitment. While we absolutely need another full-time NEC in Sacramento, I hope to start the process of requesting another NEC position to work remotely. In the meantime, I have nothing but praise for the NECs we have onboard now, and am thankful for the wisdom and guidance of our Retired Annuitant NECs, Ann Shuman and Suellen Clayworth.

### **COMMUNICATIONS**

Although every Board member has an official DCA email account, I know that we have all been utilizing your own personal or business addresses. It is essential that we transition to using **only** your DCA email for BVNPT business. We will send to both addresses in September, and then only to the DCA address as of October 1. Please know that this is for your protection as well as the Board's. Should we be audited, subpoenaed, or sent a Public Records Act request, your personal email may be subject to discovery.

Similarly, by November, we will distribute all materials to you using your Cloud accounts. This includes Board and Committee meeting materials as well as the disciplinary files. Not only is this a faster and more secure process, it will also save the Board a considerable amount of money over the course of a year.

I understand that some members have had problems with these, and we will make every effort to configure your accounts correctly and we will provide training and assistance

### **NATIONAL COUNCIL OF STATE BOARDS OF NURSING (NCSBN)**

In June, I was privileged to attend the annual Executive Officer Summit in Kohler Wisconsin. Although my luggage took an additional day to reach the conference site, it was a very rewarding trip. I met Executive Officers from other states, territories, Canada, and even Ireland. The central theme of the meeting was Executive Officer competencies and succession planning. I was very gratified by the warm welcome and mentorship I received, and the sense of community.

## Agenda Item # 13

The week before our Board Meeting, Board President Tammy Endozo and I will attend the Annual Meeting in Minneapolis. I will provide a brief report at our meeting.

We requested approval for NEC Jessica Gomez to attend the NCLEX Conference in North Carolina, but unfortunately, this request was denied by the Governor's Office, as this is a Banned State. We are disappointed, but the information from the conference will be shared shortly after the event, and the NCLEX Conference in 2019 will be in Arizona, so we will certainly plan to attend that.

We have begun the process of requesting approval for SSI Stacie Higashi to attend the Boards of Nursing Investigator training program in Illinois in October. Although this is considered an introductory-level training, it seemed practical to send the manager of the Investigators so that she, in turn, could incorporate the materials into the overall training for her team. There are 40 sponsored spots available to NCSBN member Boards, and it is possible that we may also be able to send a second person, possibly the new Enforcement Chief. This training is held twice a year, and we will take advantage of all opportunities offered to us.

### **BOARD MEETING LOGISTICS**

The Board will undoubtedly notice that we reduced the number of staff members travelling to "away game" Board meetings. This decision reflects our need to make some economies in the way we conduct business. Essentially, flying staff and managers to meetings for about an hour of work seemed excessive. In addition, this has left the office short of managers. We will compensate by ensuring that the Board meets staff members at Sacramento meetings. It is also important to note we have a fee bill moving through the legislature and reducing travel expenditures is one of the many ways the Board is cutting costs.

On a related note, please be sure to respond promptly to communiques regarding your travel to meetings, and especially when you will be late or absent. You must notify the Board President and the Executive Officer as soon as you are aware of a need to miss a meeting or leave a meeting early. In addition, if you do not inform us, and we have booked your travel or lodging, you will have to reimburse the Board.

Don't forget that our November Board meeting in Sacramento is three days. We will be engaging in some hard work on our Strategic Planning and possibly some additional Board Training and development on that Wednesday. We will start the day at 9:00, so please be prepared!

## COMMITTEE SCHEDULE

Following is a schedule of Committees meeting leading up to our November Board meeting.

- Administration
  - DATE: Not Confirmed
  - Board Members: Samantha James-Perez, Cheryl Turner
  
- Education
  - DATE: October 1, 2018
  - Board Members: Bernice Bass de Martinez, Ken Maxey
  
- Enforcement
  - DATE: September 26, 2018
  - Board Members: Samantha James-Perez, Ken Maxey
  
- Evaluations
  - DATE: October 1, 2018
  - Board Members: Bernice Bass de Martinez, Aleta Carpenter
  
- Executive
  - DATE: September 10, 2018
  - DATE: October 15, 2018
  - Board Members: Tammy Endozo, Bernice Bass de Martinez
  
- Legislation/Regulations
  - DATE: September 28, 2018
  - Board Members: Cheryl Turner, John Dierking
  
- Licensing
  - DATE: October 1, 2018
  - Board Members: Paul Sellers, Paula Amezola de Herrera
  
- Practice
  - DATE: September 20, 2018 (regular business)
  - September 21 (joint meeting with RCB)
  - Board Members: Samantha James-Perez, Tammy Endozo

## **RESPONSE TO AB 1229 AND MONITOR'S RECOMMENDATIONS**

Per AB 1229 (Business and Professions Code section 2847.8), the Board is required to meet quarterly with Division of Investigation management. The next meeting with DOI must be held before September 1.

The Board provides a written report to the department in advance of each meeting, that includes, at a minimum, the following information for each complaint:

- The type of allegation
- A summary of the complaint
- The current status of the complaint
- Information identifying whether the complaint was assigned to the Division of Investigation or retained by the Board for investigation

Our next report detailing BVNPT's responses to the Monitor's recommendations is due to the Department and Legislature on October 1, 2018. Staff has begun work with DOI to assess the progress made since our last report. Drafts will be submitted to the Enforcement and Executive Committees for input.

AB 1229 also requires the Board to work with the Office of Change Management (OCM) in SOLID to review and evaluate our licensing systems and procedures to identify deficiencies and improve quality and efficiency of the board's licensing process. We have begun the initial stages of work with the OCM team, and have asked to include the other non-Enforcement business processes, including the operations of the Board itself. This is a very exciting opportunity, as we will be provided with an in-depth analysis of our operations, and will be able to revisit our previous internal audit in this context. The process is scheduled to take approximately 26 weeks.

## **CLOSING**

Special thanks to Kristine Dano for bravely stepping up as our backup Board Support Analyst while Jenny Penales is on leave. I think she has done a remarkable job, in addition to her regular duties in the Discipline Unit. Well done, Kristine!

As always, it is my pleasure and honor to serve. If there are specific facets of information needed, different modes of providing that information, or anything else I and the staff can do to assist you in your work for BVNPT, please let me know.