



MEMORANDUM

DATE	August 6, 2018
TO	Board Members
FROM	Jen Johnson Licensing Program Manager
SUBJECT	Evaluation Committee Meeting Report

1. **Call to Order**

Board Vice President Bernice Bass de Martinez called the Evaluation Committee Meeting to order at 1:35 p.m. on July 24, 2018 at Board of Vocational Nursing & Psychiatric, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833.

2. **Roll Call**

The following Committee Members were present:
Bernice Bass de Martinez, Board Vice President
Aleta Carpenter, Board Member

The following staff were present:

Elaine Yamaguchi, Executive Officer
Ken Swenson, Board Legal Counsel
Jen Johnson, Licensing Program Manager
Jessica Wagner, Program Technician II
Siqi Chen, Staff Services Analyst

3. **Agenda Item #1 Call Center Update**

Jen Johnson provided an update regarding the call center. All duty statements for reception staff have been revised to reflect application processing and answering incoming calls. Reception staff re-classification to PTII's and duty statements are pending OHR approval.

Committee Discussion:

- **Executive Officer advised the committee that "call center" is not the appropriate term to use. We will rename once the re-organization is approved by Office of Human Resources (OHR).**

4. **Agenda Item #2 Staffing Update**

Committee reviewed the current vacancies in the Licensing Division. The Evaluations Unit has zero vacancies. Administration/Support Services has four vacancies.

Committee Discussion:

- **Supervising Program Technician II position with Office of Human Resources (OHR) pending approval.**

- Office Technician position (1)- lateral transfer to Enforcement.
- Office Technician position (1)- lateral transfer to previous agency.
- Office Technician (1)- promotional transfer to Enforcement.

5. **Agenda Item #3 Workgroup of Continuing Education (CE) Audit Revamp Update**
CE workgroup met on May 4, 2018.

6. **Agenda Item #4 Updated Renewals/ILF Forms**
Board Legal Counsel to provide update.

7. **Agenda Item #5 SoftFile Legal Update**
Board Legal Counsel to provide update.

8. **Agenda Item #6 Processing Times for Evaluations Unit & Administration Unit**
Statistics regarding application processing times and phones presented to Committee for review. See Attachments A & B.

9. **Agenda Item #7 Discussion and Possible Action of Strategic Goals**
Executive Officer provided Committee with Strategic Plan Outline indicating goals and the manager responsible for providing status, comments, and next steps.

10. **Agenda Item #8 CloudDrive Upload for Schools Update**
Committee reviewed PowerPoint presentation. The AEO will present at the Directors Forum in Orange County. Jen Johnson provided update to Committee that at May's Board Meeting seven schools signed up, and currently we have 45 schools using the CloudDrive.

11. **Agenda Item #9 Charge of Committees**
Board Vice President requested that the charge of the committee be added to the agenda for the next meeting on October 1, 2018. The Executive Officer accepted this task.

12 **Adjournment**
The meeting adjourned at 3:30 p.m.

Action Items

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|-----------|---|
| • Item #1 | Revisions on CE Audit Checklist |
| • Item #2 | Legal to review Renew/ILF Forms |
| • Item #3 | Legal to close item with letter to SoftFile |
| • Item #4 | Charge of Committees at next meeting |

Attachment(s)

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| • Attachment A | VN/PT Processing Time |
| • Attachment B | Phone Stats |