



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR  
**Board of Vocational Nursing and Psychiatric Technicians**  
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**LICENSING AND EVALUATIONS COMMITTEE MEETING MINUTES**

**October 16, 2020**

**2535 Capitol Oaks Drive  
Administrative Conference Room  
Sacramento, CA 95833**

**Board Members Present**  
**Via Teleconference:**  
**Ms. Carpenter, Board Member, Chair**  
**Vacant, Board Member**

**Staff Present:**  
**Via Teleconference:**  
**Ms. Yamaguchi, Executive Officer**  
**Ms. Lyman, Assistant Executive Officer**  
**Ms. Brown, Licensing Division Manager**  
**Mr. Brent, Supervising Program Technician II, Licensing Division**  
**Mr. Swenson, Board Legal Counsel**

**Please note: Time stamps at the end of the agenda items coordinate with the meeting recording. Audio file attached.**

1. Call to Order (:22)  
Ms. Carpenter called the meeting called to order at 9:58 a.m.
2. Discussion and Consideration of the Strategic Plan and the Committee's role. (:36)
3. Update on Licensing Division restructure and vacancies. (13:15)
4. Review of Licensing Division Performance Measures and Statistics. (20:10)
5. Suggestions for Future Agenda Items. (37:27)
6. Adjournment (45:50)  
Ms. Carpenter adjourned the meeting at 10:45 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.***

