



## **ENFORCEMENT COMMITTEE MEETING AGENDA**

**March 12, 2025**

**Via Webex**

**Time: 3:00 p.m. – 5:00 p.m.  
OR UNTIL COMPLETION OF BUSINESS**

### **Board Members**

#### **Present Via**

#### **Teleconference:**

Mr. Ken Maxey, Public Member, Chair  
Ms. Leslie Moore, PT, Licensee Member

### **Staff Present**

#### **Via Teleconference:**

Ms. Elaine Yamaguchi, Executive Officer  
Mr. Mark Ito, Assistant Executive Officer  
Ms. Ileana Butu, Board General Counsel  
Ms. Antoinette Wood, Enforcement Division Chief  
Mr. Jay Prouty, Discipline Manager  
Ms. Brittany Hudson, IESU Manager  
Ms. Rachel Vierra, Probation Manager  
Ms. Stacie Higashi, Supervising Special Investigator  
Mr. Jeffrey Weiler, Admin Manager (moderator)

1. Call to Order and Introduction of Committee Members, Mr. Maxey, Chair (00:02)
2. Roundtable with Enforcement Managers, Ms. Wood, Enforcement Chief (00:42)
  - A. Statistics Review of Each Unit within the Division

- i. Intake and Enhanced Screening Unit (IESU), Ms. Hudson, IESU Manager (00:50)

Ms. Hudson provided an update on the IESU Unit. Ms. Hudson reported that the unit is fully staffed with five analysts. In fiscal year 2024-25, there are 704 cases assigned, 215 pending cases, 884 cases have been closed, and the average time to close cases is 65 days.

Committee Discussion: None

- ii. Licensee & Applicant Case Review Unit (LACRU), Ms. Wood, Enforcement Chief (02:08)

Ms. Wood provided an update on the LACRU Unit. In fiscal year 2024-25, LACRU opened 725 cases, closed 644 cases and the average time to close cases increased by 15 days from the previous fiscal year.

Committee Discussion: Ms. Moore asked Ms. Wood if the increase in processing time to close cases was because of the cases being more complex. Ms. Wood responded that the increase in average time to close cases is attributed to current staff having increased workload due to a position being removed because of budget issues.

iii. Discipline Unit, Mr. Prouty, Discipline Manager (03:55)

Mr. Prouty reported that the Discipline Unit is fully staffed, but the number of case referrals have been increasing, which has led to the current number of cases pending increasing. Ms. Prouty also reported that the average number of days to complete discipline has decreased.

Committee Discussion: None

iv. Probation Unit, Ms. Vierra, Probation Manager (04:50)

Ms. Vierra reported that there are five staff currently working in the Probation Unit and the number of probationers has increased in fiscal year 2024-25. There are currently 350 total probationers of which 321 are active and 29 are tolled probationers. In fiscal year 2024-25, 32 subsequent discipline cases were opened and 16 were closed.

Committee Discussion: Ms. Moore asked Ms. Vierra how many probationers were outside of California. Ms. Vierra responded there are currently 29 tolled probationers.

3. Investigations Division Update, Ms. Higashi, Supervising Special Investigator (6:18)

Ms. Higashi reported that the Investigations Unit is fully staffed and as of February 2025, the number of pending cases was 259 and the average number of days for cases completed was 233 days.

Committee Discussion: Ms. Moore asked Ms. Higashi how many cases were opened in fiscal year 2024-25. Ms. Higashi responded that 259 cases were opened in fiscal year 2024-25.

4. Petitioner Hearings Update, Ms. Wood, Enforcement Chief (07:32)

Ms. Wood provided an update on the Board's petition hearings. Ms. Wood reported that in March 2021, there were 60 pending petitioner hearings, which was taking an average of 277 days to have a petition heard. Since the Board voted to move the hearings to the Office of Administrative Law in March 2021, there are only 19 hearings pending with 11 having a hearing date and eight waiting for a hearing. The average number of days to have a petition heard has decreased to 165 days and 282 total hearings have been heard since March 2021.

Committee Discussion: None

5. Nightingale Update

A. Enforcement Division, Ms. Wood, Enforcement Chief (8:33)

Ms. Wood reported there are 202 total Nightingale cases of which 192 have been closed and 10 are still open. Two of the open cases are with IESU and the rest are with the Investigations Unit

Committee Discussion: None

B. Investigations Division, Ms. Higashi, Supervising Special Investigator (8:54)

Ms. Higashi reported that there are eight Nightingale cases to be closed. Two of the cases are currently being reviewed by Ms. Higashi and the investigators will be providing the rest of the cases to her by the end of March.

Committee Discussion: None

6. Cost Recovery Update, Ms. Higashi, Supervising Special Investigator (9:28)

Ms. Higashi reported that the Investigations Unit has worked 4,599 hours on cases rejected by the Division of Investigation and referred to the Investigations Unit. There are a total number 190 cases, which equates to a savings of approximately \$1 million dollars.

Committee Discussion: None.

7. Outreach Update, Ms. Wood, Enforcement Chief (10:10)

Ms. Wood reported that the Board coordinated with the Department of Consumer Affairs Public Affairs Office and completed the Public Service Announcement (PSA) through August 2025. The Public Affairs Office will be sending out the Board's PSAs in May for Mental Health Month and the Board's substance abuse PSAs during holidays to reduce incidents of intoxicated driving. Starting in May, the Board will begin formulating the next outreach update. The Board is awaiting completion of the Education Division's PSA and the goal is to expand outreach efforts with additional PSAs.

Committee Discussion: None

8. Continuing Education (CE) Audit, Mr. Ito, Assistant Executive Officer

Mr. Ito reported that the Board's CE Audit process is in place, forms were created and submitted to the Board's Legal Counsel for review. After review, Legal Counsel indicated that regulations may be needed to implement the random audit process. The next step is to schedule a meeting with Legal Counsel. Mr. Ito stated he would provide an update at the next scheduled Board or Committee Meeting.

Committee Discussion: None

9. Suggestions for Future Agenda Items (13:42)

Mr. Maxey requested cost recovery cumulative savings over the past 3-5 years. Ms. Wood responded that the Board could compile those numbers into a chart similar to what is currently being used.

10. Schedule next Enforcement Committee Meeting – TBD June 2025 (14:30)

After discussion with the Committee Members and Board staff, the next Enforcement Committee meeting is scheduled for June 11, 2025 at 3:00 p.m.

11. Adjournment (16:16) – Mr. Maxey adjourned the meeting at 3:16 p.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.***