



## EXECUTIVE COMMITTEE MEETING MINUTES

December 1, 2025

2535 Capitol Oaks Drive, Ste. 205  
Sacramento, CA 95833  
via Webex

**Board Members Present:**

Dr. Mountain, Board President, Chair  
Ms. Carpenter, Board Vice President

**Staff Present:**

Ms. Yamaguchi, Executive Officer  
Mr. Mark Ito, Assistant Executive Officer  
Ms. Higashi, Supervising Special Investigator  
Ms. Brown, Licensing Manager  
Mr. Hall, Licensing Supervisor  
Mr. Trimble, Licensing Supervisor  
Ms. Wood, Chief, Enforcement Division  
Ms. Vierra, Probation Manager  
Mr. Garcia, LACRU Supervisor  
Ms. Martinez, Enforcement Operations Analyst  
Mr. Weiler, Admin Manager (moderator)

**DCA Staff Present:**

Ms. Butu, Board General Counsel  
Ms. Schieldge, Board Regulations Counsel

1. Call to Order & Committee Roll Call – Dr. Mountain, Chair.

Dr. Mountain called the meeting to order at 9:32 a.m.

Committee members introduced themselves.

2. Introduction of Staff and Counsel – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi introduced herself and board staff. Ms. Butu, Board General Counsel, introduced herself. Ms. Schieldge, Regulations Counsel for the Board, introduced herself.

3. Operations Update – Jeffrey Weiler, Administration Manager.

Mr. Weiler reported his team is working with DCA's Business Services Office to execute a six-month contract extension to continue drug testing services for our licensees on probation. Mr. Weiler reported a six-month contract extension is needed since the current contract expires at the end of the month and DCA will be implementing a department-wide drug testing contract with an awarded vendor through the competitive bidding process effective with the start of the next fiscal year.

Mr. Weiler advised he will be working with the board's HR Liaison on the project to petition CalHR to add the Nursing Education Consultant and Supervising Nursing Education Consultant to the approved list for offering Hire Above Minimum salaries during recruitments.

Lastly, Mr. Weiler explained the board currently has six staffing vacancies which is an 8% vacancy rate; however, three of those recruitments are expected to result in new-hires starting work within the next 30-days.

Following his presentation, Ms. Schieldge asked Mr. Weiler if an analyst had been selected to augment the board's legislative and regulatory workload. Mr. Weiler explained the board was unsuccessful in getting a new analyst position but that he is currently finishing rulemaking training and expected to help with those responsibilities within the next few weeks.

**Committee Discussion:** None

4. Enforcement Division Update – Antoinette Wood, Chief, Enforcement Division.

Ms. Wood reported her division is working on year-end case closures and that she expects a small spike in holiday-related complaints after visiting family members see the conditions that patients are living in. Ms. Wood stated that BVNPT' has re-released its public service announcement warning about driving while intoxicated which has historically resulted in fewer licensee DUI arrests during the holidays.

Ms. Wood suggested creating a new Consumer Protection Committee which would combine the existing Enforcement Committee and Licensing Committee. Ms. Wood stated this would streamline the committees and would require only two board members instead of four. Ms. Yamaguchi advised Ms. Wood's proposal will be discussed in the upcoming months.

**Committee Discussion:** Dr. Mountain and Ms. Carpenter stated they believed Ms. Wood's suggested committee made sense.

5. Investigations Division Update – Stacie Higashi, Supervising Special Investigator.

Ms. Higashi reported her division is fully staffed and that their caseload is down to 192.

**Committee Discussion:** Dr. Mountain and Ms. Carpenter complimented Ms. Higashi on her division's hard work.

6. Education Division Update – Ms. Yamaguchi, Executive Officer.

Ms. Yamaguchi asked for this item to be tabled since Dr. McLeod was unable to attend today's meeting.

**Committee Discussion:** None

7. Licensing Division Update – Shelley Brown, Licensing Manager.

Ms. Brown was excited to announce a new licensing technician will be starting next Monday. Ms. Brown also advised she is reviewing applications for a vacant licensing analyst position.

Ms. Brown explained the new partnership with DCA's Consumer Information Center (CIC) who will be taking over the responsibility of answering the board's main phone line soon. Ms. Brown advised her licensing supervisors created a training manual for CIC staff and provided on-site training in preparation for the switch. Ms. Brown stated callers will receive the same level of customer service and there shouldn't be an appreciable difference to the caller between CIC and BVNPT performance. Ms. Brown stated the shift in call handling to CIC will allow her staff to focus on training, processing applications, and quality of work. Ms. Yamaguchi complimented Ms. Brown's work on this project stating she received positive feedback on the quality of training CIC staff received.

**Committee Discussion:** Dr. Mountain and Ms. Carpenter thanked Ms. Brown for her work on the call center project.

8. Legislation and Regulations – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi reported she plans to schedule meetings with the Assembly and Senate Business and Professions Committee staff to discuss the possible legislative concepts approved at the last board meeting. Ms. Yamaguchi advised one item is to implement the technical changes needed for retired licenses, another item pertains to technical fixes for the school approval process and the third item is to provide clarification to the Good Samaritan Law so that licensees may act in emergency situations without fear of civil liability.

Ms. Schieldge suggested bringing proposals to the Education and Practice Committee in January to update the board's scope of practice regulations and to help inform the licensee community on the Respiratory Care Board's (RCB) regulatory impact.

**Committee Discussion:** Dr. Mountain complimented Elaine with her perseverance with the Respiratory Care Board.

9. Executive Officer Succession Plan – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi reported she finished her draft of the Executive Officer Succession Plan. Ms. Yamaguchi also discussed the creation of documents to guide the board members through future Executive Officer recruitments. Ms. Yamaguchi advised the draft needs to be reviewed by legal counsel before being sent to the committee members. She advised she hopes to have the final draft ready for the February Board Meeting.

**Committee Discussion:** Dr. Mountain thanked Ms. Yamaguchi for proactively taking on that project and stated she is invested in keeping the board performing at its high level.

10. Fee Study Update – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi plans to work with DCA's Business Services Office on the scope and reach out to consultants to gather more information to see if it is better for a third-party consulting firm to administer the fee study or to see if this project can be better handled by an academic institution. Ms. Yamaguchi mentioned the Bureau for Private Postsecondary Education (BPPE) utilized a community college system to do their fee study successfully and quickly. Ms. Yamaguchi advised cost to the board remains an issue, and that a Budget Change Proposal would probably be the best option, although the funds would not be available until the following fiscal year.

Ms. Schieldge asked if the board is mandated to perform the fee study via a third-party or if it could be performed in-house as other DCA programs have done. Ms. Yamaguchi replied that it could be performed in-house working with the DCA Budgets Office, but was concerned about perception of a potential conflict of interest with the licensee community and stakeholders, including schools, if a third-party was not used.

**Committee Discussion:** Dr. Mountain asked for the cost of a fee study. Ms. Yamaguchi replied that BPPE's fee study cost between \$350,000 to \$370,000. Dr. Mountain asked how often a fee study is needed. Ms. Yamaguchi replied that a fee study is needed now due to licensee fee costs and the imbalance of school costs, but that it was not a regularly scheduled study.

11. RCB Update – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi updated the committee that the RCB moved forward with their emergency regulations. Ms. Yamaguchi discussed the importance of defining licensee scope of practice. She advised further discussion will be held with the stakeholder group at the next Education and Practice Committee meeting.

**Committee Discussion:** Dr. Mountain stated she believed RCB did not fully research the scope of practice matter or their impact on the wide variety of care settings without the ramifications to LVN licensees or the patient community.

12. Board Member Voting Accountability – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi shared the voting statistics for board member disciplinary mail vote packages. Ms. Yamaguchi highlighted the importance of having licensee board members participate in mail votes.

**Committee Discussion:** None.

13. February Board Meeting Preview – Ms. Yamaguchi, Executive Officer.

Ms. Yamaguchi proposed a three-day board meeting format with the first day being an Education and Practice Committee meeting, the second day for board member training, and the third day for the business meeting. She suggested asking Ms. Schieldge to provide a regulatory overview training for the board member training day. Additionally, Ms. Yamaguchi suggested having an all-staff luncheon with the board members during the training day. Ms. Yamaguchi also reminded the Committee that Board elections were traditionally held during the February meeting. Ms. Yamaguchi also advised the annual Executive Officer review may be scheduled as well for closed session.

**Committee Discussion:** Dr. Mountain advised she has not been contacted yet by DCA for the Executive Officer review and that she's usually contacted sometime in January.

14. PT Advisory Committee – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi sought the committee's guidance on the issue of the vacancy on the PT Ad hoc Committee given Mr. Hill's departure. She explained Dr. Russell volunteered to staff the committee; however, he is not a psychiatric technician.

**Committee Discussion:** Dr. Mountain suggested moving forward with Dr. Russell. Ms. Carpenter agreed. Ms. Yamaguchi advised she would reach out to Dr. Russell and the other committee member, Ms. Moore.

15. January Committee Schedule – Ms. Yamaguchi, Executive Officer.

Ms. Yamaguchi advised the Education and Practice Committee was unable to meet in January as planned due to schedule conflicts. She suggested adding it to the February Board Meeting as part of the proposed three-day schedule. Ms. Yamaguchi stated the other committees will need to meet in January.

**Committee Discussion:** None.

16. Next Executive Committee Meeting: First Week in January – Elaine Yamaguchi, Executive Officer.

The next Executive Committee Meeting was scheduled for January 14, 2026, starting at 10:00 a.m.

17. Suggestion for Future Agenda Items.

There were no suggestions for future agenda items.

18. Adjournment.

Dr. Mountain adjourned the meeting at 10:43 a.m.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**Elaine Yamaguchi**

Executive Officer

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Dr. Carel Mountain, Education Member**

Board President

## EXECUTIVE COMMITTEE MEETING MINUTES

**January 14, 2026**

**2535 Capitol Oaks Drive, Ste. 205  
Sacramento, CA 95833  
via Webex**

**Board Members  
Present:**

Dr. Mountain, Board President, Chair  
Ms. Carpenter, Board Vice President

**Staff Present:**

Ms. Yamaguchi, Executive Officer  
Mr. Ito, Assistant Executive Officer  
Dr. McLeod, Supervising Nursing Education Consultant  
Ms. Brown, Licensing Manager  
Mr. Hall, Licensing Supervisor  
Mr. Trimble, Licensing Supervisor  
Mr. Prouty, Discipline Manager  
Ms. Vierra, Probation Manager  
Ms. Hudson, Intake & Enhanced Manager  
Mr. Garcia, LACRU Supervisor  
Mr. Weiler, Administration Manager  
Ms. Brady, Board Admin Analyst (moderator)

**DCA Staff Present:**

Ms. Butu, Board General Counsel  
Ms. Schieldge, Board Regulations Counsel

**1. Call to Order & Committee Roll Call – Dr. Mountain, Chair.**

Dr. Mountain called the meeting to order at 9:59 a.m.

Committee members introduced themselves.

**2. Introduction of Staff and Counsel – Elaine Yamaguchi, Executive Officer.**

Ms. Yamaguchi introduced herself and board staff. Ms. Butu, Board General Counsel, introduced herself. Ms. Schieldge, Regulations Counsel for the Board, introduced herself.

**3. Operations Update – Jeffrey Weiler, Administration Manager.**

Mr. Weiler reported that since the last Executive Committee meeting the board's vacancy rate dropped from 8% to 7% with recruitments in progress. Mr. Weiler expressed his appreciation for Rochelle Lee, Special Projects Analyst, who worked with DCA's Business Services Office to execute a six-month contract extension with the board's current drug testing vendor, Vault Health Workforce Solutions. He also summarized his recent work with DCA's Office of Human Resources toward improving recruitment and retention of the Nursing Education Consultant (NEC) classification through ensuring NECs are appropriately credited for the incentives afforded them in their bargaining unit contract. Mr. Weiler also advised the board's HR Liaison, Rene Frentzen, continues to work on the Hire Above Minimum CalHR petition project. Mr. Weiler stated the revised board member administration manual is expected to be available to the board members soon for review. Mr. Weiler thanked the board members for their contribution toward their biographies and advised the members' pictures and biographies are now posted on the board's website. Lastly, Mr. Weiler advised that the Admin team is currently working on preparations for the February Board Meeting and thanked Nikki Brady, Board Admin Analyst, for her work on that project.

**Committee Discussion:** None

4. Enforcement Division Update – Jay Prouty, Discipline Manager.

Mr. Prouty explained the Enforcement Division currently has three vacancies consisting of a vacant position in Probation, a vacancy in the Licensee and Applicant Case Review Unit, and one in Discipline. He advised they are reviewing applications and scheduling interviews.

**Committee Discussion:** None

5. Education Division Update – Dr. McLeod, Supervising Nursing Education Consultant.

Dr. McLeod explained she is conducting interviews tomorrow for four candidates for the vacant NEC position. She advised the first day of February's Board Meeting will be an Education and Practice Committee meeting where the changes to Article 5 will be discussed along with proposed changes to LVN and PT scopes of practice. Dr. McLeod advised she met with the PT directors and had a productive information sharing meeting with the goal of improving PT school programs.

**Committee Discussion:** None

6. Licensing Division Update – Shelley Brown, Licensing Manager.

Ms. Brown stated she is interviewing nine candidates next week for her vacant licensing analyst position. She advised the transition of the board's main phone line to DCA's Consumer Information Center has been successful and that the caller



assist rates have increased with a decrease in wait times. Ms. Brown stated she is creating email templates for her staff's use to enhance quality and consistency of licensee communication. She also advised she is working on staff cross training opportunities.

**Committee Discussion:** None

7. Legislation and Regulations – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi advised 2026 is going to be an impactful year. She highlighted the Board's proposed legislation for technical cleanup for retired licenses, amendments in the new program approval process, and changing the Good Samaritan Law to extend to licensees in emergency situations. Ms. Yamaguchi advised she is meeting with potential authors to sponsor those bills. Ms. Yamaguchi reported that multiple healing arts boards, including the Board of Registered Nursing and the Respiratory Care Board, have sunset hearings in 2026 which are of interest to BVNPT. She also expects the issue of LVNs performing basic respiratory tasks and services to evolve this year in response to the Respiratory Care Board's (RCB) rulemaking. Ms. Yamaguchi advised Mr. Weiler will be assuming much of the legislative and regulatory workload. Ms. Yamaguchi discussed regulation packages including retired licenses and expressed her appreciation to Ms. Schieldge for her work on that project. Ms. Yamaguchi stated work on Education's Article 5 continues as further discussions occur regarding scope of practice.

**Committee Discussion:** None

8. Executive Officer Succession Plan – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi explained the draft plan remains in progress and she hopes to have it ready for board members' review soon. She explained the document will serve as a reference and resource for continuity of operations and helping the board members select a new Executive Officer when needed.

**Committee Discussion:** Dr. Mountain expressed her support in having a succession plan in place.

9. Fee Study Update – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi reported that she and Mr. Ito met with Senate and Assembly committee consultants who agreed that an internal fee study would be acceptable, rather than requiring an external fee study which would be more costly and take a longer time to complete. Ms. Yamaguchi advised she expects to work with DCA's Budgets Office to audit the board's workload with a focus on the Education Division's operations.

**Committee Discussion:** Dr. Mountain and Ms. Carpenter expressed their support of an internal fee study.

10. RCB Update – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi advised Respiratory Care Board's (RCB) emergency regulations for Section 1399.365 (Basic Respiratory Tasks and Services) have been approved and are in place. She summarized the further discussions and meetings held for LVN scope of practice and exemptions to RCB's regulations. Ms. Yamaguchi advised RCB is up for sunset review this year.

**Committee Discussion:** None

11. Board Member Voting Accountability – Elaine Yamaguchi, Executive Officer.

Ms. Yamaguchi shared the voting statistics for board member disciplinary mail vote packages. She also shared that she's following up with the Governor's Office on candidates for the vacant member positions.

**Committee Discussion:** Dr. Mountain thanked Jose Ruiz, Discipline Analyst, for his helpful email reminders on mail vote packages. Ms. Carpenter stated she reviewed and signed board member expense reports in Dr. Mountain's absence, and she noted disparities in the amount of time various members used and asked if training is an option. Ms. Yamaguchi agreed that member training is an option along with further guidance provided by the Discipline Manager.

12. Next Board Meeting: February 4-6, 2026 – Ms. Yamaguchi, Executive Officer.

Ms. Yamaguchi summarized the upcoming board meeting which includes an Education and Practice Committee meeting prior to the full board meeting on Wednesday, February 4, and a board member training session on February 5. Ms. Schieldge and Ms. Butu clarified that board members not on the Education and Practice Committee may attend the committee meeting limited only to the role of a non-speaking and non-participating observer. Ms. Yamaguchi advised that the February 5 board member training session will be followed by an all-staff and Board luncheon. The regular business meeting will take place on Friday, February 6. Ms. Yamaguchi previewed the concept of a new Consumer Protection Committee which encompasses licensing and enforcement to be discussed at the next board meeting along with committee member assignments.

**Committee Discussion:** None

13. Next Executive Committee Meeting: TBD March 2026 – Elaine Yamaguchi, Executive Officer.

The next Executive Committee Meeting was scheduled for March 26, 2026, starting at 10:00 a.m.

14. Suggestion for Future Agenda Items.

Ms. Carpenter requested an update on RCB.

15. Adjournment.

Dr. Mountain adjourned the meeting at 10:53 a.m.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**Elaine Yamaguchi**

Executive Officer

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Dr. Carel Mountain, Education Member**

Board President