STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY ▪ GOVERNOR EDMUND G. BROWN JR.
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7855 Web www.bvnpt.ca.gov

BOARD MEETING MINUTES

Thursday, February 22 – Friday, February 23, 2018
Sheraton Gateway Los Angeles Hotel
6101 W Century Blvd.
Los Angeles, CA 90045
Telephone: (310) 642-1111
Fax: (310) 410-1852

8:00 a.m. to 5:00 p.m.
OR UNTIL COMPLETION OF BUSINESS

BOARD MEMBERS PRESENT:

Tammy Endozo, LVN Member, President
Bernice Bass de Martinez, Public Member, Vice-President
Paula Amezola de Herrera, Public Member
Aleta Carpenter, Public Member
John Dierking, Public Member
Ken Maxey, Public Member
Cheryl C. Turner, Public Member
Donna Norton, Public Member
Paul Sellers, PT Member

BOARD MEMBERS NOT PRESENT:

Samantha James-Perez, PT Member

Agenda Item 3 – Call to Order, Roll Call, and Establishment of Quorum

The meeting was called to order by Board President, Tammy Endozo at 9:10 a.m., Thursday, February 22, 2018, at the Sheraton Gateway Los Angeles Hotel, 6101 W Century Blvd., Catalina/Clemente Room, Los Angeles, California 90045.

Ms. Endozo took attendance of Board Members by roll call. A quorum was confirmed. Board Members introduced themselves.

Agenda Item 4 – Pledge of Allegiance

Paul Sellers led those assembled in the Pledge of Allegiance.

Agenda Item 5 – Introduction of the New Executive Officer, Elaine Yamaguchi

Ms. Endozo announced the new Executive Officer Elaine Yamaguchi, appointed by Governor Brown.

Agenda Item 6 – Public Comment on Items Not on the Agenda

Note: *The Board may not discuss or take any action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code Sections 11125, 11125.7(a)).*

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.

Agenda Item 7 – Petition Hearings

A. Petitions for Reinstatement:
   1. Bobby Bradley
   2. Eric Cleveland
   3. Shamonica Gordon
   4. Todd Schei

LUNCH BREAK

   5. Mel Ycaza

B. Petitions for Reinstatement of License:
   1. Irina Arutinova
   2. Staci Woods

Agenda Item 8 – Closed Session

Board Members met in closed session pursuant to Government Code Section 11126(c)(3) to deliberate and vote on the above matters, and any other disciplinary matters.

Agenda Item 9 – Return to Open Session

Recess until Friday, February 23, 2018

Friday, February 23, 2018

Sheraton Gateway Los Angeles Hotel
6101 W Century Blvd.
Los Angeles, CA 90045
Telephone: (310) 642-1111
Fax: (310) 410-1852

9:00 a.m. to 5:00 p.m.
OR UNTIL COMPLETION OF BUSINESS

BOARD MEMBERS PRESENT:

Tammy Endozo, LVN Member, President
Bernice Bass de Martinez, Public Member, Vice-President
Paula Amezola de Herrera, Public Member
Aleta Carpenter, Public Member
John Dierking, Public Member
Ken Maxey, Public Member
Cheryl C. Turner, Public Member
Donna Norton, Public Member
Paul Sellers, PT Member

BOARD MEMBERS NOT PRESENT:

Samantha James-Perez, PT Member

9:00 a.m. OPEN SESSION

Agenda Item 10 – Call to Order, Roll Call, and Establishment of Quorum

The meeting was called to order by Board President, Tammy Endozo at 9:05 a.m., Friday, February 23, 2018, at the Sheraton Gateway Los Angeles Hotel, 6101 W Century Blvd., Catalina/Clemente Room, Los Angeles, California 90045.
Ms. Endozo took attendance of Board Members by roll call. A quorum was confirmed. Board Members introduced themselves.

Agenda Item 11 – Pledge of Allegiance

Donna Norton led those assembled in the Pledge of Allegiance.

Agenda Item 12 – Introduction of Board Members and Board Staff/Chair's Remarks

Elaine Yamaguchi, Executive Officer introduced self and staff present.

Kenneth L. Swenson, Legal Counsel, introduced self.

Ms. Endozo explained the meeting protocol, rules of conduct, compliance with the Bagley-Keene Act and legal mandate. She reminded all that redaction of student names is necessary on any documents distributed as an agenda item. Additionally, she welcomes public comments on agenda items.

Agenda Item 13 – Board Meeting Minutes

A. Adoption for November 16-17, 2018 Board Meeting Minutes

Public Comment:
None

Board Discussion:
None

Motion: To accept the November 16-17, 2017 Board Meeting Minutes
Moved: John Dierking/Seconded: Cheryl Turner

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna			A		
Sellers, Paul	Y				
Turner, Cheryl	Y				

B. Adoption for December 18, 2018 Board Meeting Minutes

Public Comment:
None

Board Discussion:
None

Motion: To accept the December 18, 2018 Board Meeting Minutes
Moved: John Dierking/Seconded: Cheryl Turner

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				

Bass de Martinez, Bernice	**Y**				
Amezola, Paula	**Y**				
Carpenter, Aleta	**Y**				
Dierking, John	**Y**				
James-Perez, Samantha				**A**	
Maxey, Ken	**Y**				
Norton, Donna	**Y**				
Sellers, Paul	**Y**				
Turner, Cheryl	**Y**				

Agenda Item 14 – Election of Officers

Mr. Swenson explained the procedure of the election of officers by a call for nominations from the members and if there are no further nominations, there will be a roll call vote. The candidate who receives majority of votes will fill the position effective at the next Board Meeting.

Motion: Allow nomination of an election of officers
Moved: John Dierking/Seconded: Ken Maxey

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	**Y**				
Bass de Martinez, Bernice	**Y**				
Amezola, Paula	**Y**				
Carpenter, Aleta	**Y**				
Dierking, John	**Y**				
James-Perez, Samantha				**A**	
Maxey, Ken	**Y**				
Norton, Donna	**Y**				
Sellers, Paul	**Y**				
Turner, Cheryl	**Y**				

Board President Nomination: Tammy Endozo was nominated by John Dierking

Public Comment:
None

Board Discussion:
None

Roll Call Vote: To elect Tammy Endozo for the Office of President

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	**Y**				
Bass de Martinez, Bernice	**Y**				
Amezola, Paula	**Y**				
Carpenter, Aleta	**Y**				
Dierking, John	**Y**				

James-Perez, Samantha				**A**	
Maxey, Ken	**Y**				
Norton, Donna	**Y**				
Sellers, Paul	**Y**				
Turner, Cheryl	**Y**				

Board Vice President Nomination: Bernice Bass de Martinez was nominated by John Dierking; Seconded by Aleta Carpenter

Public Comment:
None

Board Discussion:
None

Roll Call Vote: To elect Bernice Bass de Martinez for the Office of Vice-President

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	**Y**				
Bass de Martinez, Bernice	**Y**				
Amezola, Paula	**Y**				
Carpenter, Aleta	**Y**				
Dierking, John	**Y**				
James-Perez, Samantha				**A**	
Maxey, Ken	**Y**				
Norton, Donna	**Y**				
Sellers, Paul	**Y**				
Turner, Cheryl	**Y**				

Agenda Item 15 – Update from the Department of Consumer Affairs

Chris Castrillo, Deputy Director of Board and Bureau Services, introduced self. He states that there is a new structured office support in Bureau Services and its intent is to be responsive to all of Boards needs, such as answers, questions or general help.

Mr. Castrillo mentions the Executive Officer Brown Bag on February 28th which is intended to get all of DCA's Executive Officers together to share knowledge and network with each other.

Patrick Le, Assistant Deputy Director for Board and Bureau Services, introduced self. Mr. Le provided the following updates:

1) Future Leadership Development Program – Launched in May 2017. The goal of the program is to develop Board and Bureau staff through

Executive mentoring, customized leadership training and project management. Mr. Le stated that the first class made progress as they are paired with a mentor, participating in special projects, and meeting with executives to share career advice.

2) Required Board Member Training – Dates for the 2018 member orientation training/FEMA and is scheduled for March 21, 2018, June 6, 2018, September 18, 2018 and December 5, 2018. Mr. Le advised that Board Members are required to take this training within one year of appointment and re-appointment.

Debra Hoffman, Undersecretary of Business Consumer Services and Housing Agency and Sonya Logman, Deputy Secretary of Business Consumer Services and Housing Agency introduced selves.

Public Comment:
None

Board Discussion:
None

Agenda Item 16 – Executive Officer's Report

Rochelle Lee, Administrations and Support Services Manager, presented information regarding the following Division Reports:

A. Administration and Support Services Division Report
Ms. Lee presented her findings which includes reports on administration/support services staffing, lease renewal, committee updates, reception/front counter, cashiering, mailroom, and support services.

B. Staffing Update – Vacancy Report
Ms. Lee reported the current BVNPT vacancies.

C. Assistant Executive Officer Recruitment
Ms. Yamaguchi announced that BVNPT has hired an Assistant Executive Officer, Vicki Lyman, who will start her new position on March 1, 2018.

Public Comment:
None

Board Discussion:

- **Ms. Norton** wanted to verify that 34,783 calls came in on the month of November.

- **Ms. Lee** explained that they receive calls in the front counter and a lot will hang up and call back multiple times which causes some people not to get through the phone line. The numbers are based on the reader in the data.
- **Ms. Bass de Martinez** observed that since online servicing, it's working for BVNPT and its constituents. Ms. Bass de Martinez encourages everyone to use the online service.
- **Ms. Turner** stated that the Leg/Reg Committee met on February 9th instead of the 8th.

Agenda Item 17 – Executive Committee – Report, Recommendations, and Possible Actions

A. **Revised Committee Structure**
Ms. Endozo presented and provided a sample of revised committee structure. She also states that they are soliciting for recommendations or feedback on possible proposals to re-asses during the next Board Meeting.

B. **Fee Increase Update**
Ms. Endozo stated that a proposed fee increase will be approaching and will be placed in an omnibus bill. The fee proposal is to be ready by the end of March for review and approval by the Board.

C. **National Council of State Boards of Nursing Meetings**
Ms. Endozo expressed that it would be beneficial for the Board to become more active and involved with the NCSBN organization.

D. **Sunset Review Hearing – March 5, 2018**
Ms. Endozo announced that this year's Sunset Hearing will be on Monday, March 5, 2018 and there is a request of representation from BVNPT to attend the hearing by the legislature.

Public Comment:
None

Board Discussion:
- **Mr. Dierking** asked if there is a scheduled time for the March Sunset Hearing.
- **Ms. Yamaguchi** stated that the hearing is scheduled to start at 10 am. The organization would like to meet the new Board President and Assistant Executive Officer to give a brief update regarding the lead of the monitor for recommendations and the progress of AB 1229.
- **Ms. Turner** re-emphasized in regard to the committee structure, the legislature highly encourages the Board utilize the committee structure and that some committees should be maintained.

Agenda Item 18 – Administrative Committee – Report, Recommendations, and Possible Actions

Ms. Turner stated the Administrative Committee met February 9, 2018 and there were changes regarding the staffing which was presented during the staff update by Ms. Lee. The purpose of the committee is for an outreach to staff in response to legislator's request. During this meeting, discussed were an update on staff counseling and staff training. They encouraged staff to participate in additional training such as SOLID training. A staff survey is in the works to get feedback about their work environment conditions, suggestions, and ideas.

Public Comment:
None

Board Discussion:

- **Ms. Amezola de Herrera** asked if the Administrative Committee may be dissolved and is that something Mr. Turner recommends.
- **Ms. Turner** answered the question by saying that she personally does not recommend it and that staff is pleased to have connection and interaction with Board Members. The legislature encouraged BVNPT to form the Administrative Committee per the Sunset Hearing. Ms. Turner feels like this committee should be maintained.

Motion: No Motion Required

Agenda Item 19 – Education Division

A. Reconsideration of Provisional Approval and/or Consideration of Request to Admit Students

1. **CNI College, Orange, Vocational Nursing Program**
   Beth DeYoung (NEC) reported that the CNI College, Orange, Vocational Nursing Program was presented for reconsideration of provisional approval. Ms. DeYoung made the following recommendations:
   - Full approval of the CNI College Vocational Nursing Program.
   - Approval of one (1) full-time class of 40 students commencing on June 4, 2018.
   - Require the program to obtain Board approval prior to each class.
   - Continue to require one (1) instructor for every ten (10) students for clinical.

   Program Representative:
   Dr. Wang, Program Director of CNI College, agrees with the recommendation from the NEC.

Public Comment:
None

Board Discussion:
None

Motion: Accept report and recommendations from the NEC.
Moved: John Dierking/Seconded: Ken Maxey

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

2. **Gavilan College, Gilroy, Vocational Nursing Program**
   Jessica Gomez (NEC) reported that the Gavilan College Vocational Nursing Program was presented to the Board for reconsideration of provisional approval and consideration of approval of a major curriculum revision. Ms. Gomez made the following recommendations:
   - Continue Provisional from February 23, 2018 through February 28, 2019
   - Approve the proposed curriculum with 725 theory hours and 1028 clinical hours, totaling 1753 program hours.
   - Approve the requested class of 30 part-time.

Program Representative:
Susan Turner, Interim Director of the LVN Program at Gavilan College, is an agreement with the report.

Public Comment:
None

Board Discussion:
- **Ms. Bass de Martinez** wanted to commend the institution for their hard work put in the last 3 months.

Motion: Accept report and recommendations from the NEC.

Moved: John Dierking/Seconded: Cheryl Turner

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

3. **Palo Verde Community College, Blythe, Vocational Nursing Program**
   Beth DeYoung (NEC) reported that the Palo Verde Community College Vocational Nursing Program was presented for reconsideration of provisional approval and extension of provisional approval is recommended. Ms. DeYoung also made the following recommendations:
   - Continue provisional approval for the Palo Verde Community College Vocational Nursing Program for the period of February 27, 2018, through February 28, 2019.
   - Place the program on the Board's February 2019 agenda for reconsideration of provisional approval.

Program Representative:
Dr. Theresa, Interim Director and Associate Dean, has no comment about the report.

Dr. Shawn Hancock, Vice President on Instruction and Student Services, agrees with the report.

Public Comment:
None

Board Discussion:
None

Motion: Accept report and recommendations from the NEC.
Moved: Ken Maxey/Seconded: John Dierking

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				

Dierking, John	**Y**				
James-Perez, Samantha				**A**	
Maxey, Ken	**Y**				
Norton, Donna	**Y**				
Sellers, Paul	**Y**				
Turner, Cheryl	**Y**				

B. Consideration of Requests to Admit Students by Programs on Provisional Approval

1. **Advanced Medical School of Nursing, Pittsburg, Vocational Nursing Program**
   Jessica Gomez (NEC) reported that the Advanced Medical School of Nursing, Pittsburgh, Vocational Nursing Program is presented to the Board for consideration of the director's request to admit a class of 30 students to commence on March 5, 2018 with an expected graduation of March 29, 2019. Ms. Gomez made the following recommendation:
   - Deny the requested class of 30 students to commence on March 5, 2018, scheduled to graduate on March 29, 2019.

Program Representative:
Melissa Gove, Director of Nursing, hopes to have board pass rates up by December or January which is why the request for students to be admitted had been made. She states that they have kept in contact with former students and encourages them to take their boards as soon as possible. She agrees with Ms. Gomez recommendations based on her findings.

Dr. Ike Muonelwu, does not agree with Ms. Gomez's recommendations. He is requesting for another chance to admit students.

Public Comment:
None

Board Discussion:
- **Ms. Norton** asked if this institution has a clinical site.
- **Ms. Gomez** stated that they do have a clinical site available.
- **Ms. Norton** verified that the recommendation is that they have no student until previous students have taken the exam.
- **Ms. Gomez** confirmed that information because current students were at a disadvantage with missing clinical and theory hours, and not having proper equipment's.
- **Ms. Bass de Martinez** asked if there was a site visit done.
- **Ms. Gomez** stated that there were 2 site visits. She also went to say this this facility had a lot of issues with the campus and program. Students were not getting the number of theory and clinical hours that were required and there also

were problems with attendance. In addition, their computer labs were set up with screen monitors but no desktop. During the second visit, majority of the problems were corrected.

- **Ms. Carpenter** asked if there is a time period in which the students must take the test in order to be evaluated.
- **Ms. Gomez** answered that there is no time limit for the students to test.
- **Ms. Turner** wanted clarification if the students are not ready to test or the facility does not meet the criteria - why the request was denied.
- **Ms. Gomez** stated that the environment and learning situation for the students were not adequate.
- **Ms. Turner** asked when the school would get the next class.
- **Ms. Gomez** answered that after they get a pass rate is when she would feel comfortable recommending to admit a class.
- **Mr. Dierking** asked Ms. Gomez, after hearing statements made from the program representatives, does it change her opinion regarding her recommendation.
- **Ms. Gomez** stated that it does not change her opinion.

Motion: Accept report from the NEC.
Moved: Donna Norton/Seconded: John Dierking

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

2. **Angeles Institute, Artesia, Vocational Nursing Program**
   Beth DeYoung (NEC) reported that the Angeles Institute Vocational Nursing Program is presented for consideration of a request to admit one (1) full-time class of 30 students commencing on April 16, 2018, graduating on February 15, 2019, to replace the class that graduated on January 19, 2018. Ms. DeYoung made the following recommendations:
   - Denial of class request.
   - Continue the program's requirement to obtain Board approval prior to the admission of each class.
   - Continue to place the program on the Board's May 2019 agenda for reconsideration of provisional approval.

Program Representative:

Brandy Coward, Director of Nursing, disagrees with the recommendations, along with the Executive Administration David Vice, Kelvin Solomon, and Scott Coward.

Public Comment:
None

Board Discussion:

- **Ms. Norton** commented that she has a problem with Angeles Institute not meeting the annual pass rate since 2015. She asked Ms. Coward how the students feel and if current student notice that they are not getting any new students.
- **Ms. Coward** responded by saying that they were excited about the progress and what is being done.
- **John Dierking** asked what specific interventions have the institute taken to increase the pass rate.
- **Ms. Coward** stated that they had begun instituting the ATI program that started in October.
- **Ms. Amezola de Herrera** made an observation that July through September 2016, the institutions pass rate was 74%. She asked what were the successes of that class and how it that is being replicated.
- **Ms. Coward** responded that by working with individual students was one of the positive aspects, where a student is assigned to a mentor.
- **Mr. Scott** stated that the biggest thing they see is a change in the students by their attitude and performance. They are more focused and dedicated. Students are striving much better and they are much more engaged.
- **Ms. Bass de Martinez** asked what has been put in place for the future measures.
- **Ms. Coward** responded that they have student evaluations quarterly and look at what they found was successful and not successful from students about the school, faculty and curriculum.
- **Mr. Solomon** also commented that anonymous surveys are being done to make this institution a better school.
- **Mr. Maxey** asked for an example of why there are inconsistencies and what is in place for students to become leaders.
- **Ms. Coward** stated that one of the examples were changing from print to online, opportunities were given to work on items both in class and off campus.

Motion: Accept report from the NEC.
Moved: John Dierking/Seconded: Aleta Carpenter

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula			A		
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	

Maxey, Ken	Y				
Norton, Donna			A		
Sellers, Paul	Y				
Turner, Cheryl	Y				

3. **Homestead Schools, Inc., Torrance, Vocational Nursing Program**
   Margarita Valdez (NEC) reported that the Homestead Schools Vocational Nursing Program is presented for consideration of a request to admit one (1) full-time day class of 24 students beginning March 5, 2018, and graduating March 15, 2019, to replace the class that will graduate March 9, 2018. Ms. Valdez made the following recommendation:
   - Admission of one (1) full time day class of 24 students beginning March 5, 2018.

   Program Representative:
   Adelwisa Blanco, Director of Nursing, and George ? (inaudible), Admissions Director, both accept and agree with the NEC's recommendations.

Public Comment:
None

Board Discussion:
None

Motion: Accept report and recommendation from the NEC.
Moved: John Dierking/Seconded: Aleta Carpenter

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

4. **Medical Allied Career Center, Santa Fe Springs, Vocational Nursing Program**
   Beth DeYoung (NEC) reported that the Medical Allied Career Center Vocational Nursing Program is presented for consideration of a request to admit one part-time class of 20 students commencing on February 26, 2018, graduating September 30, 2019, to replace the class that graduates

on March 13, 2018. Approval of the requested class is recommended. Ms. DeYoung made the following recommendations:

- Admission Approval of one part-time class of 20 students commencing on February 26, 2018.
- Continue the program's requirement to obtain Board approval prior to the admission of each class.
- Place the program on the Board's February 2019 agenda for reconsideration of provisional approval.

Program Representative:
Dr. Ignacio, Director of the Vocational Nursing Program, agrees with the NEC's recommendations.

Public Comment:
None

Board Discussion:
None

Motion: Accept report and recommendation from the NEC.
Moved: John Dierking/Seconded: Paul Sellers

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

5. **North-West College, West Covina, Vocational Nursing Program**
Faye Silverman (NEC) reported that North-West College, West Covina, Vocational Nursing Program is presented for consideration of a request to approve to admit one full-time class of 35 students on March 26, 2018, with a projected graduation date of May 31, 2019, to replace the full-time class which is scheduled to graduate on March 30, 2018. Ms. Silverman made the following recommendations:
   - Approve the request to admit one full-time class of 35 students on March 26, 2018.
   - Continue to require the program to obtain full Board approval prior to the admission of each class.

- Continue to require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
- Continue to require the director to submit follow-up reports in 10 months, but no later than June 1, 2018, and in 22 months but no later than June 1, 2019.

Program Representative:
Adnan Al Mouazzen, Director of the Nursing Program, agrees with the NEC's recommendations.

Public Comment:
None

Board Discussion:
None

Motion: Accept report and recommendation from the NEC.
Moved: John Dierking/Seconded: Donna Norton

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

6. **Summit Career College, Santa Ana, Vocational Nursing Program**
Faye Silverman (NEC) reported that the Summit Career College, Santa Ana, Vocational Nursing Program is presented for consideration of a request to admit one full-time class of 21 students and two alternates on March 5, 2018, with a projected graduation date of March 1, 2019. Ms. DeYoung made the following recommendations:
   - Approve the Summit Career College, Santa Ana, Vocational Nursing Program's curriculum revisions, and
   - Approve the Summit Career College, Santa Ana's request to admit one full-time class of 21 students beginning on March 5, 2018.

Program Representative:
Dr. Crystal Nasio, Academic Dean, and Renee Sheehan, Director of Nursing, agrees with the NEC's recommendations.

Public Comment:
None

Board Discussion:
None

Motion: Accept report and recommendation from the NEC.
Moved: John Dierking/Seconded: Paul Sellers

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

7. **West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program**
   Beth DeYoung (NEC) reported that the West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program is presented for consideration of a request to admit one full-time evening class of 20 students commencing on April 2, 2018, and graduating June 23, 2019. Ms. DeYoung made the following recommendations:
   - Approval of one (1) full-time evening class of 20 students commencing on April 2, 2018.
   - Continue the program's requirement to obtain Board approval prior to the admission of each class.
   - Place the program on the Board's May 2018 agenda for reconsideration of provisional approval.

   Program Representative:
   Dr. Hany Nashed, Director of the Nursing Program, agrees with the NEC's recommendations.

Public Comment:
None

Board Discussion:
None

Motion: Accept report and recommendation from the NEC.
Moved: John Dierking/Seconded: Ken Maxey

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

C. Education Division Report

Ms. Gomez presented the Education Division Report which included program distribution, pass rate statistics, communications, and staff vacancy.

Public Comment:
None

Board Discussion:

- **Mr. Dierking** asked what is the timeline for approval after application for a new program.
- **Ms. Gomez** stated that it would take one to two years, depending on how quickly the program gets back with the NEC's questions.
- **Mr. Dierking** asked Ms. Gomez if she has any recommendations regarding new applications.
- **Ms. Gomez** answered stating that she does not have any recommendations at this time.
- **Ms. Norton** additionally asked why the state of California has lower pass rates than the national standard.
- **Ms. Gomez** responded by saying she isn't able to answer that questions. Surveys are being done with different boards to find out what the difference is in the curriculum and the acceptance of first time test takers.

Motion: No motion required.
Agenda Item 20 – Education Committee – Report, Recommendations, and Possible Actions

A. Consideration and Possible Action on Committee's Recommendations to the Board Regarding Program Placement on Provisional Approval and/or Consideration of Request to Admit Students.

1. **Institute of Technology, Modesto, Vocational Nursing Program**
   Margarita Valdes reported that Institute of Technology, Modesto, Vocational Nursing Program is being presented to the Board for consideration of placement on provisional approval for a period of two (2) years. The program has been non-compliant with licensure examination pass rate requirements for the last six quarters. Additionally, the director of the program, requests approval to admit a group of 30 students, beginning March 19, 2018, and graduating April 20, 2019, to replace the December 15, 2017, graduates. Ms. Gomez made the following recommendations:

   - Placement of the program on provisional approval for a period of two (2) years, to begin February 23, 2018.
   - Admission of one (1) class of 30 students, beginning March 19, 2018.

   Program Representative:
   Paula Richards, Director of Nursing, agrees with the NEC's recommendations.

Motion: Accept report and recommendation from the NEC.
Moved: John Dierking/Seconded: Donna Norton

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

Public Comment:
None

Board Discussion:

- **Ms. Bass de Martinez** commented that there was new information presented at the Education Committee that has not yet been reviewed by the NECs.

B. Current and Prospective Practice of Entry Level Licensed Vocational Nurses and Psychiatric Technicians as Defined by Board Stakeholders.
Ms. Gomez reported that what they found in the data collected was that students are missing their soft skills – the ability to communicate with physicians, staff,

family members, and patients in a professional matter. Student are also not being taught what the workplace is like in reality. Facilities feels like students are not ready to work on the floor due to these issues. Surveys are being done to find out what in the curriculum are schools and boards requiring their students to meet.

Public Comment:
None

Board Discussion:
None

C. Changes Relative to 75% Pass Rate Implementation.
Ms. Gomez stated the committee is working on how to implement the 75% pass rate. During the Education Committee meeting, suggestions were made to have an outreach with schools – on March 1st, a teleconference meeting has been scheduled with randomly selected four (4) private school, four (4) adult schools, four (4) community schools, and two (two) Psychiatric Technician schools to determine how to best implement the 75% pass rate.

Public Comment:
None

Board Discussion:

- **Ms. Norton** expressed her concern if the 75% pass rate is implemented, it would place more schools on provisional. She asked if BVNPT is doing anything to prepare for that situation.
- **Ms. Gomez** stated that this is a part of the implementation being worked on and will be a part of the telephone conference to have the schools input.
- **Ms. Turner** added that the Leg/Reg Committee is looking at the issue of releasing the identity of the test takers to the school and public. She commented one of the things to consider is some of the litigation involving the State Bar of California and law school requesting identity of test takers and the results. Ms. Turner wanted to defer this matter to the counsel.
- **Mr. Swenson** stated that he is aware of the cases and it will be a part of the analysis which will be shared to the committee.

Agenda Item 21 – Executive Officer's Report on Decisions for Vocational Nursing and Psychiatric Technician Programs

Ms. Yamaguchi presented the report by stating there were 41 programs dated back to November 2017 through February 2018 who has asked for renewals. There is no board action required for this item.

Public Comment:
None

Board Discussion:
None

Agenda Item 22 – Enforcement Committee - Report, Recommendations, and Possible Actions

A. Committee Report
Mr. Maxey reported that the Enforcement Division currently has an 8% vacancy rate, with thirty-seven (37) total positions and three (3) vacancies. Since the December Board Meeting, the Board has brought on four (4) new staff. Additionally, the Enforcement Division has completed its re-organization and have created the new Intake and Enhanced Screening Unit which required the redirection of staff. The Complaints Unit will focus on licenses cases involving subsequent arrest records, applicant cases involving criminal history, out of state discipline, and cross recording between other health care boards. The Enhanced Screening Unit will mainly focus on incoming and public complaints that does not require field investigations. In regards to AB 1229 compliance, the Board staff has prepared a report presenting the current progress of the Board. The Enforcement Committee is requesting for the Board to review and approve the updated responses.

Public Comment:
None

Board Discussion:
- **Ms. Norton** asked what is the responsibility of the Enhanced Screening Unit.
- **Mr. Vu** stated the unit was created to assist with the non-sworn unit so they can focus on cases that require field activity.

B. Enforcement Division Report
Brian Vu, Chief of Enforcement Division, presented the report. Mr. Vu provided the Board statistics of recent program trends.

Public Comment:
None

Board Discussion:
- **Mr. Maxey** wanted to thank Mr. Vu and his team for providing the statistic report. He also stated that the committee has reviewed and approved the report, the

Department of Investigation (DOI) and Board staff will meet on February 27th to discuss the matter.

Motion: Accept report and recommendation from the Enforcement Committee (Agenda Item 22A and 22B).

Member Name	Yes	No	Abstain	Absent	Recusal
Endozo, Tammy	Y				
Bass de Martinez, Bernice	Y				
Amezola, Paula	Y				
Carpenter, Aleta	Y				
Dierking, John	Y				
James-Perez, Samantha				A	
Maxey, Ken	Y				
Norton, Donna	Y				
Sellers, Paul	Y				
Turner, Cheryl	Y				

C. Proposal to Receive Student Transcripts Electronically

Mr. Vu reported that this agenda item is an updated response to the legislature. During the December Board Meeting, a response was submitted in the final report and the provided spreadsheet is a continuation of the responses. These responses have been amended to show progress within the Board.

Public Comment:

None

Board Discussion:

- **Ms. Amezola de Herrera** asked if the Board should review the non-implemented recommendations to see what steps and processes are to be taken.
- **Ms. Bass de Martinez** stated that it would be helpful to put a time frame on the recommendations.
- **Mr. Vu** commented that many of the recommendations can't be fulfilled immediately as it is a milestone progress. The recommendations report is a living document to hold the Enforcement Division accountable as they are to provide updates with the progress during subsequent meetings.

No motion required.

Agenda Item 23 – Evaluation Committee – Report, Recommendations, and Possible Actions

A. Committee Report

Jen Johnson, Licensing Program Manager, presented the committee report to the Board. The committee report included updates on the call center, staffing in

the licensing division, Continuing Education (CE) Audit and renewals/ILF forms. Other items mentioned were the processing times for the Evaluations and Administration Unit, strategic goals, review of previous list of agenda items, and lastly discussion and possible action regarding cloud upload for school transcripts.

Public Comment:
None

Board Discussion:
None

B. Enforcement Division Report
Ms. Johnson presented the Enforcement Division report. She reported that the three vacancies in the Evaluations Unit has been filled. Additionally, the CE Audit is being worked on collaboratively with the Licensing and Education Unit to re-start the program. There are changes being made to BreEZe to improve utilization regarding the completion of the CE Audits. Ms. Johnson went over the application processing times and results desk report for both Vocational Nurses and Psychiatric Technicians. The processing time has been made public in the BVNPT website for all type of applications for LVN's and PT's.

Public Comment:
None

Board Discussion:
None

C. Proposal to Receive Student Transcripts Electronically
Ms. Johnson reported that the Board is working with DCA Office of Information Services to create online storage facility names on the cloud drive. A pilot conducted with a school to upload the record of nursing program documents to the cloud drive was a success. The benefits included faster processing time, cost effective, enhances school reputation due to increasing pass rate – students can test faster, eliminate lost documents, graduates are hired faster, and increased customer satisfaction in stakeholders.

Public Comment:
None

Board Discussion:

- **Ms. Amezola de Herrera** asked if the pilot will facilitate the passing rate accounting for the current cohort or only store transcripts.

- **Ms. Johnson** responded saying the cloud drive would only be storing student transcripts.

Agenda Item 24 – Licensing Committee – Report, Recommendations, and Possible Actions

A. Committee Report
Ms. Johnson presented the Licensing Committee report. The committee report included updates on staffing, unassigned cash, cite, and fine. Ms. Johnson also reported that she has worked with people on outreach to let all staff from facilities that employ LVN's and PT's to not request pocket cards as they have been discontinued since September 2017. Ms. Johnson commented that in the Licensing Division performance measure, stats and phone stats were presented to the committee. The time study for equivalency application was presented. It was announced that Ms. Endozo will leave the Licensing Committee and Ms. Amezola de Herrera will serve, Mr. Sellers will be Committee Chair effective January 20, 2018.

Public Comment:
None

Board Discussion:
- **Ms. Carpenter** asked, regarding the pocket card, if there is an update with the vendor.
- **Ms. Johnson** answered that an update is pending.
- **Ms. Norton** mentioned that she has been contacted by two (2) LVN's whom has reported to have problems with the BreEZe system. She asked how long after renewing online does it show on the BreEZe system.
- **Ms. Endozo** reported that out of the five (5) nurses that renewed online in her institution, one (1) nurse's application appeared in a day and the others appeared in three (3) days.
- **Ms. Johnson** expressed that the Board sends out renewals in advance before licensee's expirations date and some applicants wait until the last minute, it may take several weeks to process renewals.
- **Ms. Norton** asked if the BreEZe system has ever gone down.
- **Ms. Johnson** answered not that she is aware of.
- **Mr. Sellers** commented that he would like to compliment and thank the unit on their work of outreach to different organizations regarding the discontinued pocket cards.

Agenda Item 25 – Legislation and Regulations Committee – Report, Recommendations, and Possible Actions

A. Committee Report
Ms. Turner presented the Legislation and Regulations Committee report. A staffing update was given to the Board, stating that Samantha Calma is the

official Leg/Reg analyst. Ms. Turner advised for Board members to refer to the committee structure as there will be a possibility of combining the Strategic Outreach Committee with the Legislative and Regulations Committee, for efficiency. Regarding the issue of amending VN §2530 and PT §2585 – Pass Rates, Ms. Turner stated that NEC, Ms. Gomez presented a document to the Committee with proposed regulatory language to amend pass rates to 75%. The Education Unit will be conducting a teleconference to discuss implementation.

B. Legislative Tracking and Calendar

A Legislative tracking calendar was provided to Board Members, noting the January 31st deadline for bills introduced in 2017 to pass the house of origin. Ms. Turner explained the two (2) in-house tracking grids – Senate and Assembly. It contained bills that are currently being watched. Since the last Board Meeting, five (5) Assembly Bills and three (3) Senate Bills failed to pass the house of origin by the deadline, and two (2) bills have been gutted and amended. Ms. Calma explained the tracking grid in further detail noting that grayed out bills represented bills that have died or been gutted/amended. Ms. Calma identified additions to the document, such as Division Affected and Staff Recommendations.

C. Consideration and Possible Action on Recommendations Regarding Bills of Interest to the Board, and Adopt or Modify Positions on the Bills.

Ms. Turner stated the Committee is currently following three (3) bills in the Assembly and two (2) in the Senate. Ms. Turner introduced a new form of bill analysis that will be done in-house and stated it includes staff recommendations. She clarified that staff recommendations are separate from Committee recommendations.

1. **Assembly Bills**
   a. **AB 827**
   b. **AB 888** – Newly introduced bill.

   Board Discussion:

   - **Ms. Turner** explained the purpose of the bill. This bill proposes the Board relinquish its right whether to adopt a default decisions and delegate authority to the Board's Executive Officer.
   - **Ms. Calma** explained statistics of adopted default decisions. In the last 3 years, there have been 429 default decisions, which have all been adopted.
   - **Mr. Swenson** clarified the board member's current authority, including the ability to reject a decision. He explained how this bill will remove the board member's authority on default decisions and delegate it to the Board's Executive Office.
   - **Ms. Turner** explained the benefits of this bill passing – the savings of time.

- **Mr. Dierking** commented the language of this bill was once in the Board's Sunset bill – AB 1229 and follows the Enforcement Monitor's recommendations.
- **Ms. Turner** stated that the Committee is watching the bill.

c. **AB 1659** – Newly introduced bill.
Ms. Turner explained the purpose of the bill. This bill will prohibit licensees from representing they are active when they are inactive. A reduction in their fee is proposed when going in to an inactive status.

2. **Senate Bills**
   a. **SB 715**
   b. **SB 762**

Public Comment:
None

Board Discussion:

- **Ms. Turner** began the discussion on budget analysis on bills. She stated the Committee recommends a $25,000 threshold. If a bill's impact exceeds the threshold, a detailed fiscal analysis would be provided to Board Members.
- **Ms. Calma** clarified that a complete fiscal analysis would always be completed, but not provided to Board Members unless the fiscal impact met the identified threshold.
- Board Members requested feedback from legal.
- **Mr. Swenson** confirmed that it would be appropriate unless the Board decides they want more detail.
- **Ms. Calma** clarified that a bill analysis document will be done for all bills that affect the Board. Each analysis will have a fiscal analysis section.
- **Ms. Carpenter** commented that if an analysis is done anyways, why not provide it to the Board Members.
- **Ms. Calma** responded by saying that she wanted to provide the Board with high end analysis with the most important details.
- **Ms. Amezola de Herrera** commented to have a financial impact provided for under $25,000 without a detailed breakdown.
- **Ms. Calma** stated that a fiscal impact will always be provided.

D. 2018 Rulemaking Calendar
A 2018 rulemaking calendar was provided to Board Members. Ms. Turner stated that if additional information was needed, Board Members should let the Committee know.

Board Discussion:

- **Ms. Endozo** asked for clarification from Ms. Turner if the Committee needed any positions from the Board.

- **Ms. Turner** asked to wait because updates were requested.

Agenda Item 26 – Public Comment on Items Not on the Agenda.

Note: *The Board may not discuss or take any action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code Sections 11125, 11125.7(a)).*

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.

Public Comment:
None

Board Discussion:

- **Mr. Dierking** brought up Senate Bill 1003 – a Bill introduced to the Senate and relates to the scope practice for the Respiratory Care Board. This Bill would give an exclusive authority by the Respiratory Care Board to interpret all tests and services related to the delivery of respiratory care and include task currently within the scope of practice for vocational nursing.
- **Ms. Norton** would like to request a follow-up from a joint meeting between BVNPT and Respiratory Care Board regarding issues of the tasks and scope that is common to both LVN and Respiratory Therapists. She would like to place this item on the next agenda.

Agenda Item 27 – Suggestions for Future Agenda Items.

Board Discussion:

- **Ms. Amezola de Herrera** would like to add budget report as an agenda item to the next Board Meeting.
- **Ms. Turner** stated that there was a question from previous meeting minutes regarding applications denied due to default in federal loan, the Board is to verify that information.

Agenda Item 29 – Adjournment

Mr. Dierking, motions for adjournment. The meeting was adjourned at 2:28 pm.

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public. The

Board plans to webcast this meeting on its website at https://thedcapage.wordpress.com/webcasts/. Webcast availability cannot, however, be guaranteed due to limited resources. The meeting will not be cancelled if webcast in not available. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at a physical location. Adjournment, if it is the only item that occurs after a closed session, may not be webcast.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to the Board taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125, 11125.7(a)).

The meeting is accessible to the physically disabled. A person who needs disability-related accommodation or modification to participate in the meeting may make a request by contacting: Jenny Penales, Administrative Assistant at (916) 263-7845, email: Jenny.Penales@dca.ca.gov or send a written request to the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945. Providing your request is a least five (5) business days before the meeting will help to ensure availability of the requested accommodations. TDD Line: (916) 322-1700.

Prepared by: _____ Date: May 21, 2018

Elaine Yamaguchi

Executive Officer

Approved by: _____ Date: 5/23/18

Tammy Endozo, LVN

Board President