

**STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS
BOARD OF REGISTERED NURSING
BOARD MEETING MINUTES**

DATE: November 13-14, 2019

LOCATION: The Mission Inn
Grand Perisian Room
3649 Mission Inn Ave
Riverside, CA 92501
(951) 784-0300

BOARD

MEMBERS: Michael Jackson, RN, MSN, President
Donna Gerber, Vice President
Trande Phillips, RN
Elizabeth A. Woods, MSN, FNP, RN
Imelda Ceja-Butkiewicz
Ken Malbrough

STAFF PRESENT: Joseph Morris, Ph.D., MSN, RN, Executive Officer
Evon Lenerd, Assistant Executive Officer
Ann Salisbury, DCA Legal Counsel
Stacie Berumen, Chief, Enforcement Division
Joseph Pacheco, Chief, Complaint Intake and Investigations
Shannon Johnson, Chief, Discipline, Probation and Intervention
Thelma Harris, Chief of Legislation
Janette Wackerly, SNEC

Wednesday, November 13, 2019

1.0 8:00 am Open Session: Staff Presentation to Public

- 1.1 Overview of the Board's licensure process and enforcement process related to applicants reporting convictions.**
- 1.2 Questions and Answers.**

Schools Present: De Anza College, Point Loma Nazarene University, Southwestern College, Miracosta College, Grossmont College.

2.0 Call to Order, Roll Call, and Establishment of a Quorum

Michael D. Jackson, RN, President, called the meeting to order at 9:24 a.m. and established a quorum.

PRESENT: Michael Jackson, RN, MSN, President
Donna Gerber, Vice President
Trande Phillips, RN
Elizabeth A. Woods, MSN, FNP, RN
Imelda Ceja-Butkiewicz
Ken Malbrough

3.0 Public Comment for Items Not on the Agenda

No Public Comment

4.0 Disciplinary Matters. Hearings on Petitions for:

Termination/Modification of Probation

- Michelle Bourette
- Shannon Fries
- Julie Garcia
- Samm Hezekiah
- Aaron Lindsey

Reinstatements

- Reginald Webb

Vallera J. Johnson, Administrative Law Judge
Erin M. Sunseri, Deputy Attorney General V
Al Macina, Deputy Attorney General

Michael Jackson, President, adjourned open session. Time: 12:40 pm.
Meeting adjourned to closed session. Time: 12:52 pm

5.0 Public Comment for Items on the Agenda (Gov. Code, § 11125.7, subd. (a).)

No Public Comment

6.0 Closed Session

6.1 Disciplinary Matters

The Board will convene in closed session pursuant to Government Code Section 11126(c)(3) to deliberate on the above matters and other disciplinary matters including stipulations and proposed decisions.

6.2 Pending Litigation

- The Board will convene in closed session pursuant to Government Code Section 11126, subdivision (e) (1), (2), to confer with and receive advice from legal counsel regarding the Underground Regulation Petition filed by West Coast University.
- The Board will convene in closed session pursuant to Government Code section 11126(e) (1), (2) to confer with and receive advice from legal counsel regarding *American Career College v. The California Board of Registered Nursing*, Los Angeles Superior Court Case No. 19STCP01383.

7.0 Reconvene in Open Session – Recess until September 12, 2019, at 9:00 a.m. Meeting adjourned at 3:17 pm.

Thursday, November 14, 2019 9:00 am

1.0 Call to Order/ Roll Call and Establishment of a Quorum

Michael D. Jackson, President called the meeting to order at 9:14 am, had the members introduce themselves, and established a quorum.

Members: Michael D. Jackson, RN, MSN, President
 Donna Gerber, Vice President
 Elizabeth A. Woods, MSN, FNP, RN
 Trande Phillips, RN,
 Imelda Ceja-Butkiewicz
 Ken Malbrough

Staff Present: Joseph Morris, RN, MSN, Ph.D., Executive Officer
 Evon Lenerd, MBA, Assistant Executive Officer
 Ann Salisbury, DCA Legal Counsel
 Thelma Harris, Chief of Legislation
 Stacie Berumen, Chief Enforcement
 Christina Sprigg, Chief, Licensing and Administrative Services
 Joseph Pacheco, Chief, Complaint Intake and Investigations
 Shannon Johnson, Chief, Discipline, Probation and Intervention
 Janette Wackerly, Supervising NEC
 Badrieh Caraway, Supervising NEC
 Carol Velas, NEC
 Susan Engle, NEC
 Katie Daugherty, NEC
 Shelley Ward, NEC
 Debra Lewis, NEC
 Mary Ann McCarthy, NEC
 Wayne Boyer, NEC
 Alexandra Finch (Duke), NEC
 Heather Sands, NEC
 Donna Schutte, NEC
 Kay Weinkam, NEC, RA

2.0 Public Comment for Items Not on the Agenda

Sandy Comstock, Miracosta College,

3.0 Review and Vote on Whether to Approve Minutes:

3.1 June 12-13, 2019, Board Meeting Minutes

No Public Comment

Motion: Imelda Ceja- Butkiewicz moved to approve the minutes from June 12-13, 2019 board meeting after amendment of adding board member Ken Malbrough as present at the meeting.

Second: Trande Phillips

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Abstain	Y	Y	Y

4.0 Report on Board Members' Activities

No Public Comment

5.0 Board and Department Activities

5.1 Executive Officer Report

Report presented by Evon Lenerd, Assistant Executive Officer

No Public Comment

- Organizational Update
- Budget Update
- Technology Update
- Staffing Update

Organizational Update

Internal Business Process

The Board continues to review its internal business processes. The Board appeared before the Joint Legislative Audit Committee in on August 28th to express its opposition to the proposed State Audit of the pre-licensure oversight process. The outcome of the legislative vote was 9 to 2 in favor of the audit. The Board will be contacted within several weeks by the State Auditor in regard to the audit planning process.

Outreach Efforts

Communication:

The BRN is currently in the process of releasing the second issue of the BRN Report. The first issue was distributed to over 45,000 constituents (including other State Boards of Nursing across the county). The magazine was created to better inform constituents regarding licensing, enforcement, education, and other nursing trends. Overall, the magazine has been well received. The Board staff will work closely with DCA's Marketing and Communication Department to assist with future design and production of the magazine. PCI will continue to distribute the magazine to constituents throughout the State of California and US.

Enforcement:

The enforcement division continues to proactively provide outreach to the community regarding the enforcement process. As of today, staff have presented to academic institutions and clinical agencies throughout the state. It is our hope that the outreach efforts would have a positive impact on educating nurses regarding the Board's Mission to serve and protect consumers.

5.2 2017-2018 Annual School Survey

As a reminder, the Annual School Report is now available and online. The BRN contracts with UCSF to collect data annually on nursing programs, students and faculty. Any questions regarding the data or reported information can be directed to the contact persons listed in the report.

5.3 Public Record Requests

The BRN continues to comply with public record requests (PRA) and respond within the required timeframes that are set in Government Code Section 6250. For the period of June 1 to September 5, the Board received 39 PRA requests.

5.4 Technology Update

- The Board is in the process of rebranding its image. We are currently working with the DCA Marketing and Communications Department with redesigning the Board's logo, social media campaigns, community outreach, and other marketing efforts. This campaign is scheduled to be released on or before January 2020.

5.4.1 Budget Update

➤ **The Budget Act of 2019**

The 2019-20 State Budget was signed by Governor Gavin Newsom on June 27, 2019. The Board’s Budget includes funding for the 67 staff positions along with five months of financial reserve.

➤ **Attorney General Rate Increase**

The Board was notified on July 3, 2019 regarding the implementation of new Attorney General legal services billing rates. The new rates are \$220 per hour for attorney services, \$205 per hour for paralegal services, and \$195 per hour for auditor and research analyst services. The Board projects this increase will cost \$2.4 million in FY 19-20. The rates will become effective on September 1, 2019.

➤ **Fee Audit**

CPS HR Consulting was chosen to conduct the Board’s fee audit which is necessary to prepare a statutory fee package to the legislature. The audit will focus on the Continuing Education Provider approval and audit process, which is identified in the Board’s Comprehensive CE plan. In addition, the auditors will analyze other cost recovery opportunities including the Petition for Reinstatement Process, the Re-evaluation of an Application decision and the Out-Of-State Nurse Practitioner Program process.

➤ **Out of State Travel Blanket**

The department has approved the Board’s Out-Of-State Travel (OST) Blanket for all anticipated trips for FY 2019-2020.

➤ **Fund Condition**

See page 6 for current figures of the Board’s analysis of Fund Condition, which includes the Attorney General rate increase that went into effect September 1, 2019.

5.5 Staffing Update

There are currently 10 positions which are actively being recruited for hire. For more information regarding the available job postings and how to apply please visit the BRN website.

NEW HIRES			
Name	Classification	Program	Tenure
Vernique Jamison	Office Technician (Typing)	Discipline	Perm
Brian Herrema	Special Investigator	Enforcement Investigations	Perm
Evon Lenerd	CEA B (Assistant Executive Officer)	Admin	Non-Tenured
DeJana Tomlin	Office Technician	Admin	LT

Mary Tanner	Program Technician II	Public Information Unit	Perm
PROMOTIONS			
Name	Classification	Program	
Brett Ryan	Staff Services Analyst	Probation	Perm
Lorraine Clarke	Staff Services Manager I	Intervention	Perm
Michelle Zanetta	Office Technician	Complaint Intake	Perm
Steven Reed	Program Technician II	Licensing	Perm
Syreeta Hurt	Staff Services Analyst	Probation	Perm
Danielle Walbert	Associate Governmental Program Analyst	Complaint Intake	Perm
SEPARATIONS			
Name	Classification	Program	
Anna Myrmyr	Staff Services Analyst	Probation	Perm
Melissa Lara	Associate Governmental Program Analyst	Complaint Intake	Perm
Arletra Duroncelet-Hutchinson	Staff Services Analyst	Complaint Intake	Perm
Gabriella Perez	Office Technician (Typing)	Intervention	Perm
Nicolette Cunningham	Special Investigator	Investigations	Perm
Anna Meyers	Staff Services Analyst	Complaint Intake	Perm
Victor Mercado	Program Technician II	Public Information Unit	Perm
Kimberly Spears	Program Technician II	Public Information Unit	Perm
Angel Quintero	Program Technician II	Public Information Unit	Perm
Faith Gorman	Program Technician II	Public Information Unit	Perm

RETIREMENTS		
Name	Classification	Program
Tammy Logan	Staff Services Manager I	Discipline
Rafaela Vasquez	Special Investigator	Enforcement Investigations
Peggie Gibbs	Office Services Supervisor II	Renewals
<p>Tammy Logan is a Staff Services Manager I over the Discipline Unit and has served the State of California for over 31 years. Tammy began her state career in April 1984 with the Department of Justice. In May 2014, she started working for the Board of Registered Nursing as a Staff Services Manager I for the Discipline Unit. Friends and colleagues honored Tammy Logan with a reception in February 2019. Her official retirement date is July 5, 2019, Congratulations Tammy on your retirement.</p> <p>Rafaela Vasquez is a Special Investigator within the Central California Investigations and has served the State of California for 27 years. Rafaela began her state career in August 1992 with the Department of Developmental Services. In October 2014, she started working for the Board of Registered Nursing as a Special Investigator in Enforcement Investigations. Friends and colleagues honored Rafaela Vasquez with a luncheon on August 27, 2019. Her official retirement date is September 2, 2019, Congratulations Rafaela on your upcoming retirement.</p> <p>Peggie Gibbs began working at the Board of Registered Nursing on April 11, 2016 as an Office Services Supervisor II in the Renewals Unit. Peggie has served the State of California for 29 years. Peggie was honored with a reception on January 30, 2019 and her official retirement date was July 5, 2019. Congratulations Peggie on your retirement!</p>		

VACANCIES		
Classification	Program	FT/Perm vacancies
Associate Governmental Program Analyst	Intervention	1
Career Executive Assignment (CEA - A)	Licensing	1
Nursing Education Consultant	N. CA NECs – Central Valley	1
Office Technician – Typing	Discipline	1
Office Technician – Typing	Intervention	1
Office Technician – Typing	Probation	1

Program Technician	Licensing – Support	1
Program Technician II	Public Information Unit	3
Staff Services Analyst	Probation	1
Staff Services Analyst	Complaint Intake	2
Special Investigator	Investigations Unit	1
Supervising Special Investigator II	Investigation Unit	1
TOTAL:		15

Fund Condition

0761 - Board of Registered Nursing Analysis of Fund Condition

Prepared 7.16.2019

(Dollars in Thousands)

2019-20 Budget Act with Attorney General Rate Increase

	PY 2017-18	PY 2018-19	BUDGET ACT CY 2019-20	BY 2020-21	BY+1 2021-22
BEGINNING BALANCE	\$ 9,966	\$ 14,465	\$ 26,385	\$ 25,465	\$ 22,372
Prior Year Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 9,966	\$ 14,465	\$ 26,385	\$ 25,465	\$ 22,372
REVENUES AND TRANSFERS					
Revenues:					
4121200 Delinquent fees	\$ 686	\$ 723	\$ 777	\$ 777	\$ 777
4127400 Renewal fees	\$ 36,624	\$ 39,491	\$ 43,403	\$ 43,403	\$ 43,403
4129200 Other regulatory fees	\$ 2,279	\$ 2,842	\$ 1,456	\$ 1,456	\$ 1,456
4129400 Other regulatory licenses and permits	\$ 9,001	\$ 16,892	\$ 12,086	\$ 12,086	\$ 12,086
4143500 Miscellaneous services to the public	\$ 37	\$ 12	\$ 59	\$ 59	\$ 59
4163000 Income from surplus money investments	\$ 165	\$ 576	\$ 227	\$ 331	\$ 259
4171400 Escheat of unclaimed checks and warrants	\$ 4	\$ 12	\$ 8	\$ 8	\$ 8
4171500 Escheat of unclaimed property	\$ -	\$ -	\$ 6	\$ 6	\$ 6
4172500 Miscellaneous revenues	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
Totals, Revenues	\$ 48,805	\$ 60,557	\$ 58,031	\$ 58,135	\$ 58,063
Transfers from Other Funds					
Totals, Revenues and Transfers	\$ 48,805	\$ 60,557	\$ 58,031	\$ 58,135	\$ 58,063
Totals, Resources	\$ 58,771	\$ 75,022	\$ 84,416	\$ 83,800	\$ 80,435
EXPENDITURES					
Disbursements:					
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 41,264	\$ 45,480	\$ 53,602	\$ 55,210	\$ 56,866
Attorney General Rate Increase	\$ -	\$ -	\$ 2,395	\$ 3,064	\$ 3,064
8880 Financial Information System for California (State Operations)	\$ 53	\$ 4	\$ -5	\$ -5	\$ -5
9892 Supplemental Pension Payments (State Operations)	\$ -	\$ 308	\$ 654	\$ 654	\$ 654
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 2,989	\$ 2,845	\$ 2,305	\$ 2,305	\$ 2,305
Total Disbursements	\$ 44,306	\$ 48,637	\$ 58,951	\$ 61,228	\$ 62,884
FUND BALANCE					
Reserve for economic uncertainties	\$ 14,465	\$ 26,385	\$ 25,465	\$ 22,372	\$ 17,551
Months in Reserve	2.9	5.4	5.0	4.3	3.3

*Dollars in thousands, except in Salary Range. Numbers may not add or match to other statements due to rounding of budget details.



For more information regarding many of the Boards Activities and available resources please visit www.rn.ca.gov.

6.0 Report of the Administrative Committee
Michael Jackson, RN, President, Chairperson

No public comment

7.0 Report of the Education/Licensing Committee
Michael Jackson, MSN, RN, Chairperson

7.1 Vote On Whether To Recommend Ratification Of Minor Curriculum Revision and Acknowledge Receipt of Program Progress Report -Mary Ann McCarthy NEC presented report.

BACKGROUND: According to Board policy, Nursing Education Consultants may approve minor curriculum changes that do not significantly alter philosophy, objectives, or content. Approvals must be reported to the Education/Licensing Committee and the Board. These minor curriculum revisions and progress reports were presented at the August 15, 2019 Education and Licensing Committee meeting.

Minor Curriculum revisions include the following categories:

- Curriculum changes
- Work Study programs
- Preceptor programs
- Public Health Nurse (PHN) certificate programs
- Progress reports that are not related to continuing approval
- Approved Nurse Practitioner program adding a category of specialization

The following programs have submitted minor curriculum revisions that have been approved by the Education/Licensing Committee:

- California State University, San Bernardino Baccalaureate Degree Nursing Program
- California State University, Stanislaus Baccalaureate Degree Nursing Program
- Concordia University, Irvine Baccalaureate Degree Nursing Program
- Holy Names Baccalaureate Degree Nursing Program
- National University Baccalaureate Degree Nursing Program
- Samuel Merritt University Baccalaureate Degree Nursing Program
- Simpson University Baccalaureate Degree Nursing Program
- Antelope Valley College Associate Degree Nursing Program
- City College of San Francisco Associate Degree Nursing Program
- College of Marin Associate Degree Nursing Program
- College of the Redwoods Associate Degree Nursing Program
- Compton College Associate Degree Nursing Program
- Cypress College Associate Degree Nursing Program
- El Camino College Associate Degree Nursing Program
- Glendale Career College Associate Degree Nursing Program
- Grossmont College Associate Degree Nursing Program
- Los Medanos Associate Degree Nursing Program
- Moorpark College Associate Degree Nursing Program
- Mount San Antonio College Associate Degree Nursing Program
- Sacramento City College Associate Degree Nursing Program
- Santa Rosa Junior College Associate Degree Nursing Program
- California State University, Fresno Nurse Practitioner and Clinical Nurse Specialist Programs
- Holy Names University Family Nurse Practitioner Program MSN and Post Master's Certificate Programs

Acknowledge Receipt of Program Progress Report:

- University or Phoenix LVN to BSN Nursing Degree Program, Salida
- Southwestern College Associate Degree Nursing Program
- University or Phoenix Nurse Practitioner Program, Sacramento

Motion: Michael Jackson made a motion to accept Ratification of Minor Curriculum Revision and Acknowledge Receipt of Program Progress Report

Second: Trande Phillips

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No public comment

7.2 Vote on Whether to Approve Education/Licensing Committee Recommendations

BACKGROUND: The Education/Licensing Committee met on August 15, 2019 and makes the following recommendations:

7.2.1 Recommend Ratification Of Applications For Prelicensure Program Continuing Approval (BPC 2788; CCR 1421, 1423)

- Cabrillo College Associate Degree Nursing Program
- Chabot College Associate Degree Nursing Program
- College of the Canyons Associate Degree Nursing Program
- Cypress College Associate Degree Nursing Program
- San Bernardino Valley College Associate Degree Nursing Program

Motion: Michael Jackson made a motion to accept the Recommendations of Ratification Of Applications For Prelicensure Program Continuing Approval (BPC 2788; CCR 1421, 1423)

Second: Imelda Ceja-Butkiewicz

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment.

7.2.2 Recommend Continuing Deferred Status Of Continuing Approval For Prelicensure Nursing Program. (BPC 2788; CCR 1421, 1423)

- Los Angeles Trade Tech Associate Degree Nursing Program

Motion: Michael Jackson made a motion to Approve Recommended Continuing Deferred Status Of Continuing Approval For Prelicensure Nursing Program. (BPC 2788; CCR 1421, 1423)

Second: Donna Gerber

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment.

7.2.3 Recommend Changing Warning Status With Intent To Close To Continuing Approval Of Prelicensure Nursing Program. (BPC 2788, CCR 1421, 1423)

- Los Angeles Southwest College Associate Degree Nursing Program

Motion: Michael Jackson made a motion to approve Recommend Changing Warning Status With Intent To Close To Continuing Approval Of Prelicensure Nursing Program. (BPC 2788, CCR 1421, 1423)

Second: Ken Malbrough

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment.

7.2.4 Recommend Ratification Of Prelicensure Program Change In Unit Adjustment Or Other Changes. (CCR 1426, 1432)

- o Santa Rosa Junior College Associate Degree Nursing Program

Motion: Michael Jackson made a motion to approve

Second: Donna Gerber

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment.

7.2.5 Recommend Acceptance Of Program Progress Reports. (CCR 1426)

- o Glendale Career College Associate Degree Nursing Program
- o Glendale Career College-San Diego Associate Degree Nursing Program

Motion: Michael Jackson made a motion to Accept Program Progress Reports

Second: Trande Phillips

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment.

7.3 Vote To Recommend Acceptance Of Feasibility Studies. (BPC 2788, CCR 1421, 1423)

7.3.1 Vote To Recommend Acceptance Of Feasibility Study For Angeles College Baccalaureate Degree Nursing Program (BPC 2788, CCR 1421, 1423)

Badrieh Caraway-SNEC presented report

Motion: Michael Jackson made a motion to accept

Second: Elizabeth Woods

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

7.3.2 Vote To Recommend Acceptance Of Feasibility Study For West Coast Ultrasound Institute School Of Nursing Associate Degree Nursing Program (BPC 2788, CCR 1421, 1423)

Badrieh Caraway-SNEC presented report

Motion: Michael Jackson made a motion to accept

Second: Elizabeth Woods

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

7.4 Vote to Recommend Prelicensure Application For Continuing Approval (BPC 2788, CCR 1421, 1423)

7.4.1 Simpson University Baccalaureate Degree Nursing Program
Katie Daugherty-NEC presented report

Motion: Michael Jackson made a motion to recommend approval with the understanding that a 10-day notice requirement per 16 CCR, 1432, keep the board apprised of any certain changes, supplemented with reports to the ELC committee every other month with no formal presentation.

Second: Imelda Ceja-Butkiewicz

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	N	Y	Y

No Public Comment

7.5 Vote on Action Regarding Prelicensure Program Unit Adjustment Or Other Changes For CNI Associate Degree Nursing Program. (CCR 1426, 1432)

Wayne Boyer, NEC -presented report

Motion: Donna Gerber made a motion to defer action to next Board meeting to review the opposition letters and better understand the information before the Board

Second: Michael Jackson

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

Public Comment:

Sana Massad, Kathryn Hughes, Dr. Teresa Burton, Michael Hartman, Scott Casanover, Sandy Comstock

7.6 Vote To Recommend Acceptance Of Self Study And Approve Prelicensure Program At Xavier College Associate Degree Nursing Program With An Enrollment Of One Cohort Of 30 Students Annually For The First Five Years. (BPC 2788, CCR 1421, 1423)

Janette Wackerly, SNEC -presented report

Motion: Michael Jackson made a motion to accept the recommendation

Second: Donna Gerber

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

7.7 Vote To Recommend Acceptance Of Changes To An Approved Program-Addition Of New Campus Or Location With Discussion Regarding Enrollment Pattern. (CCR 1432)

7.7.1 Gurnick Academy of Medical Arts, Concord Baccalaureate Degree Nursing Program – Report presented by Susan Engle, NEC

Motion: Michael Jackson made a motion to approve for 28 students two times a year and return to the board for any additional enrollment as a substantive change.

Second: Donna Gerber

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

7.7.2 Unitek College-Bakersfield Baccalaureate Degree Nursing Program
Report presented by Carol Velas, NEC

Motion: Michael Jackson made a motion to approve enrollment of 40 students three times a year for a total of 120 students annually.

Second: Imelda Ceja-Butkiewicz

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

7.7.3 Chamberlain College Baccalaureate Degree Nursing Program
Report presented by Badrieh Caraway, SNEC

Motion: Donna Gerber made a motion to defer action to gather further information regarding clinical displacement concerns and return to ELC in October 2019.

Second: Michael Jackson

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	N	Y	Y

No Public Comment

7.7.4 The Marsha Fuerst School Of Nursing-San Diego Associate Degree Nursing program - Report presented by Carol Velas, NEC

Motion: Imelda Ceja-Butkiewicz made a motion to approve a change in enrollment to 30 students, three times per year.

Second: Donna Gerber

Votes	MJ	EW	DG	IC-B	TP	KM
	Recuse	Y	Y	Y	Y	Y

No Public Comment

7.7.5 Stanbridge University School of Nursing Associate Degree Nursing Program
Report presented by Badrieh Caraway, SNEC

Motion: Donna Gerber made a motion to defer action regarding a new campus in Alhambra to clarify issues around clinical displacement. Return to ELC in October 2019.

Second: Michael Jackson

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

7.8 **Vote to Approve and Accept Progress Report for American University of Health Sciences Baccalaureate Degree Nursing Program. (CCR 1426)**

Removed from agenda and tabled to November 2019 board meeting. No action taken.
No Public Comment

7.9 Vote To Change Continuing Approval of Prelicensure Nursing Program at Career Care Institute Associate Degree Nursing Program to Place Program on Warning Status With Intent to Close Program

Removed from agenda and tabled to November 2019 board meeting. No action taken.
No Public Comment

7.10 Vote To Recommend Acceptance Of The 2017-2019 Education And Licensing Goals And Objectives Achievement Report-Draft

Motion: Michael Jackson made a motion to accept The 2017-2019 Education And Licensing Goals And Objectives Achievement Report-Draft

Second: Donna Gerber

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

7.11 Vote To Recommend Acceptance Of The 2019-2021 Education And Licensing Goals And Objectives-Draft

Motion: Michael Jackson made a motion to accept The 2019-2021 Education And Licensing Goals And Objectives-Draft

Second: Donna Gerber

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

7.12 Information Only: NCLEX Pass Rate Update report given by Katie Daugherty, NEC

7.13 Licensing Program Update-Christina Sprigg presented report.

LICENSING UPDATE: The Licensing Program evaluators are currently processing the initial review of CA/US exam and endorsement applications received in August. The board has completed the processing of spring and summer 2019 California graduates. Applications were processed within 1-2 days of receiving electronic transcripts from schools. We continue to utilize the CloudDrive to receive electronic transcripts from all California programs. Additionally, out of state applicants can submit electronic transcripts, to the board, via third-party vendors. The board consistently receives US electronic transcripts daily and this significantly cuts down on application processing time.

The Licensing management team has been reviewing processing times statistics and have provided a comparison of average application processing times for the past three fiscal years. During this past fiscal year, the Licensing Program was able to achieve a decrease in processing times of over 30 days for each application type. This is a direct result of the Board's continuous business process improvements, increased use of various technological advancements, modernization efforts, additional staffing and ongoing training.

Licensing Unit Average Processing Time Statistics			
Application Type	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-
Exam	60.2	64.6	29.4
Endorsement	45.8	60.2	18.4

The board continues to use Quality Business Interactive Report Tool (QBIRT) and can create and run various reports upon request. The board utilizes custom reports to find areas of improvement in our processes, as well as better predict workflow fluctuations. Below is the total number of applications the board has received by fiscal year:

Licensing Applications Received			
Application Type			Fiscal Year 2018-2019
Exams	16,879	15,571	15,425
Endorsement	20,040	15,326	15,161
Repeat/Reapply	7,043	5,792	5,085
Advanced Practice	9,774	8,408	6,913
Total	53,736	45,097	42,584

Board and Bureau Outreach:

Over the past 3 years the Licensing and Renewals programs have been successful in evaluating their business processes and making necessary changes to streamline and go paperless in many of our processes. The Boards success in identifying necessary changes to BreEZe and using our Cloud based services has allowed staff the ability to implement online applications, renewal processes and electronic transcripts and has helped catapult us into a paperless world. With all these improvements and change we have helped to pave the way for other DCA Boards and Bureaus to move into paperless processes. The Licensing management team has met with various Boards and Bureaus to discuss our system and business process improvements that were implemented within the past few years. These Boards and Bureaus includes: Board of Vocational Nursing & Psychiatric Technicians, Bureau of Security and Investigative Services, Board of Psychology and Physical Therapy Board. The main areas of interest have been our Green Project which we implemented to go fully paperless, as well as BreEZe system improvements and enhancements that we worked with the DCA BreEZe team to implement. We believe the sharing of this knowledge and our experience will assist other DCA entities to further develop and improve their own processes.

Consumer Assistance Public Information Unit:

The Board's Public Information unit supports a population of over 451,000 licensees and over 36,000 applicants. The Public Information unit currently has three vacant positions and is working towards recruiting for the additional positions we received as part of the approved BCP.

Below is a summary of Public Information Unit call statistics for the past three fiscal years. The information provided covers all calls received, answered, abandoned and terminated. The number of calls received by the Board has decreased over the past three fiscal years. This decrease is a direct result of the various process improvements and changes that have been made throughout the board. The number of calls answered continues to increase as our percent of abandoned calls decreases. This is a result of the call agent staff that has been hired and trained in this unit. As we move forward in the hiring process for our newly approved BCP positions our calls answered will continue to rise which will also help to reduce the number of calls that are abandoned. We continue to make strides

towards answering all calls received and will continue to provide the best customer service to our consumers, applicants and licensees.

Application Type			Fiscal Year 2018-2019
Calls Received	714,149	504,403	231,760
Calls Answered	83,687	61,430	113,703
% Answered	11.7%	12.2%	49.1%
*Calls Abandoned	310,110	269,598	81,619
% Abandoned	46.7%	48.9%	35.2%
**Calls Terminated	276,538	214,482	36,438
% Terminated	41.7%	38.9%	15.7%

*Abandoned calls are callers who hung up before the call was answered.

** For FY 2018/19 Terminated calls are callers who were calling outside business hours. Terminated calls for FY 2016/17 & FY 2017/18 includes callers outside of business hours as well as callers who were disconnected when the call queue reached maximum capacity. In FY 2018/19 the call queue parameters were changed to remove queue call limits and allow all callers into the queue.

Staffing Updates:

Currently the Licensing, Administration, Public Information Unit, Renewals and NEC units have five (5) permanent vacancies due to newly established positions, staff movement and promotions.

On July 1, 2019 the Board's Budget Change Proposal (BCP) request was approved for sixty-seven (67) positions. Fifty-one (51) positions are new permanent and limited term funded positions and sixteen (16) are FY 2017-18 limited-term funded BCP positions. For the FY 2017-18 positions this recent approval granted permanent funding. We are working closely with DCAs Human Resource office to prepare justification memos, draft duty statements, prepare the appropriate HR paperwork, advertise and fill the remaining fifty-one (51) positions.

Below is a chart outlining the status of new hires, promotion, separations and vacancies (not including the 2019-20 BCP position vacancies):

NEW HIRES		
Name	Classification	Program
Mary Tanner	Program Technician II	Public Information Unit
DeJana Tomlin	Office Technician	Administration
PROMOTIONS		
Name	Classification	Program
Syreeta Hurt	Staff Services Analyst	Enforcement
SEPARATIONS		
Name	Classification	Program
Victor Mercado	Program Technician II	Public Information Unit

Kimberly Spears	Program Technician II	Public Information Unit
Faith Gorman	Program Technician II	Public Information Unit
Angel Quintero	Program Technician II	Public Information Unit
VACANCIES		
Classification	Program	FT/PERM Vacancies
CEA-A Licensing Chief	Licensing	FT/Perm
3- Program Technician II	Public Information Unit	FT/Perm
1- Nursing Education Consultant	Northern CA NEC Unit	FT/Perm

No Public Comment

8.0 Report of the Legislative Committee

Donna Gerber, Chairperson
Kay Weinkam presented report.

8.1 Discussion of Bills of Interest to the Board of Registered Nursing (Board) and Possible Action Regarding Adoption or Modification of Positions on Bills Introduced during the 2019-2020 Legislative Session.

[AB 1514](#) (Patterson) Deaf and Disabled Telecommunications Program

Motion: Donn Gerber made a motion to support AB 1514.

Second: Trande Phillips

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

[SB 697](#) (Caballero) Physician assistants: practice agreements: supervision

Motion: Donn Gerber made a motion to watch SB 697.

Second: Trande Phillips

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment

9.0 Report of the Intervention/Discipline Committee

Imelda Ceja-Butkiewicz, Chairperson

9.1 Information Only: Complaint Intake and Investigations Update

Joseph Pacheco, Deputy Chief Complaint Intake & Investigations
- Presented report.

No Public Comment

- 9.2 Information Only: Discipline and Probation Program Update**
Shannon Johnson, Deputy Chief Discipline, Probation, and Intervention-
Presented report.

No Public Comment

9.3 Intervention Program Update

9.3.1 Discussion and Possible Action Regarding Re-appointment of Intervention Evaluation Committee Members

- IEC 1 (Sacramento)
 - Aust, David, RN
 - Derosiers, Robert, RN
- IEC 2 (Bay Area)
 - Vourakis, Christine, RN
- IEC 4 (Orange County)
 - Buckman, Michelle, RN
- IEC 6 (Palm Springs)
 - Janus, Cheryl, RN
- IEC 11 (North Coast)
 - Sims, Gail, RN

Motion: Michael Jackson made a motion to approve reappointments.

Second: Imelda Ceja-Butkiewicz

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment.

- 9.4 Information Only: Complaint Intake and Investigations Update**
David Chriss, Chief Department of Investigations - Presented report.

No Public Comment.

10.0 Report of the Nursing Practice Committee
Elizabeth Woods, RN, Chairperson

10.1 Discussion and Possible Action for Consideration of the Appointment to the Nurse-Midwifery Committee

Motion: Elizabeth Woods made a motion to appoint Anabel Albano, RN, CNM in Santa Cruz, CA to the Nurse-Midwifery committee.

Second: Michael Jackson

Votes	MJ	EW	DG	IC-B	TP	KM
	Y	Y	Y	Y	Y	Y

No Public Comment.

11.0 Public Comment for Items Not on the Agenda; Items for Future Agenda

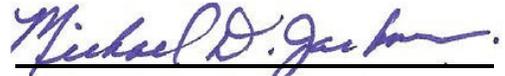
Kathryn Hughes- SEIU, Melanie Rowe-CRNA, Saskia Kim-CAN,

12.0 Adjournment

The meeting adjourned at 2:45 pm.



Joseph Morris, PhD, MSN, RN
Executive Officer



Michael Jackson, RN, MSN
Board President