



Board of Behavioral Sciences

# Memo

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**To:** Board Members

**Date:** January 24, 2023

**From:** Steve Sodergren  
Executive Officer

**Subject:** Organizational Development Report

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## **BREEZE SYSTEM UPDATES**

During the last quarter, staff worked with the Office of Information Services (OIS) to complete approximately 8 updates to the Breeze system which included updates to automated letters and online applications. These updates included preparing for the associate renewal and Law and Ethics re-exam changes due to AB 1759. Currently, there are 34 updates waiting to be developed and implemented.

## **PROCESS IMPROVEMENT PROJECT**

DCA's Organizational Improvement Office (OIO) is currently reviewing their final report that should be delivered to the Board in March 2023.

## **DIGITIZING RECORDS**

The DCA's Records Imaging Service Unit is continuing the scan and index process, and the process has been approved. BBS staff continues to prep files to be digitized. At the time of this report BBS staff is sending four boxes per week, which equals approximately 240 files digitized per week. As the process continues, we hope to be able to increase the number of boxes sent to the Records Imaging Service Unit per week to at least 500 files per week.

BBS staff is now working to ensure staff has the proper training to access the digitized files and believes by the time of the next Board meeting all staff will be trained and able to access and print these files. This will make the file retrieval process both faster and more efficient.

## **DIVERSITY AND EQUITY TRAINING**

Board staff have been researching vendors to provide the staff with diversity and equity training that includes the topic of gender identity. Staff plan to have a training scheduled by May 2023.