



POLICY COMMITTEE MEETING NOTICE & AGENDA

TIME/PLACE

Thursday, December 11, 2025, at 1:00 p.m.
California Employment Training Panel
1100 J Street, Sacramento CA 95814
Phone: (916) 737-4200
Via Zoom

**This is a public meeting and the public may attend and/or
provide public comment in person or virtually.**

**In-person attendees should check-in at the Security Desk located in the Main
Lobby on the First Floor to be directed to the Sequoia Room on the Fifth Floor.**

**For virtual attendees to view or provide public comment via Zoom meeting, use
the link below and use the raise-hand feature during public comment to be called
on.**

Join Zoom Meeting:

<https://us06web.zoom.us/j/84563811474>

Passcode: 497733

One tap mobile: 1-855-758-1310

Webinar ID: 845 6381 1474

(For assistance, login, and raise hand or contact ETP-BSU@etp.ca.gov)

ATTENDANCE

Gretchen Newsom, Chair
Rebecca Bettencourt, Member
Mike Hill, Member
Jennifer Fothergill, Member

AGENDA

Call to Order by Chair

Gretchen Newsom

- Welcome and Roll Call
 - Action to Approve December 11, 2025 Policy Committee Meeting Agenda
 - Action to Approve August 21, 2025 Policy Committee Meeting Minutes
-

Policy Manager Report

- MEC Application Questions Update
- Phase 2 for Guideline Review

Discussion Items

- Medical Skills Guidelines Lis Testa
 - Delivery Method Naming Conventions Lis Testa
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Action Items

- CNA to LVN Guidelines Lis Testa
 - PE Demand List Tara Armstrong
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Opportunity for Policy Committee Members to Request Agenda Items for Future Policy Committee Meetings

Public Comment on Matters Not on the Agenda

Public Meeting Adjourns

Under Government Code section 11123(a), all meetings of a state body are open and public, and all persons are permitted to attend any meeting of a state body, except as otherwise provided in that article. The Policy Committee may take action on any item listed in this Meeting Notice & Agenda. You can obtain further information about this Meeting Notice & Agenda by contacting Michael A. Cable, Staff Attorney, at (916) 327-5422, or Michael.Cable@etp.ca.gov, or sending a written request to Michael A. Cable, Staff Attorney, at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814. Written comments on agenda items should be submitted no later than 12:00 p.m. the business day before the meeting in order to afford adequate time to consider your comments.

All meetings are accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting, including without limitation auxiliary aids or services, may make a request by contacting Michael A. Cable, Staff Attorney, at (916) 327-5422, or Michael.Cable@etp.ca.gov, or sending a written request to Michael A. Cable, Staff Attorney, at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814. Providing your request so that it is received at least five (5) business days before the meeting will help ensure availability of the requested accommodation.