



MEMORANDUM

DATE	April 4, 2023
TO	Veterinary Medical Board (Board)
FROM	Timothy Rodda, Administration/Licensing Manager
SUBJECT	Agenda Item 16.A. Administration Report

Staff Update

On October 17, 2022, the Board’s new hire receptionist took a position with another state agency. The Board relisted the position, conducted interviews and made a conditional offer to another candidate in December. The candidate accepted the offer, but on December 20, they informed us that they had accepted another position and were withdrawing from our candidacy. The Board relisted the position again on December 21 for additional candidates. Interviews were held on February 16 and 17, 2023 for the position. A candidate was offered the position but declined. Additional interviews were held on March 6, 2023. Staff is working with HR on applicant eligibility for the open position. The Board is working to fill the position as soon as possible and an update will be provided at the meeting regarding the process.

On February 6, 2023, Laura Bishop was hired to fill the Board’s vacant cashier position. Laura had previously worked with the California Architects Board as a licensing technician.

On February 8, 2023, Brandie Gutierrez was hired to fill the Board’s vacant RVT licensing technician position. Ms. Gutierrez previously worked at the Franchise Tax Board as a Tax Technician.

The Board’s attached Organization Chart, effective April 1, 2023, includes confirmed and anticipated start dates for new hires. The recruitment process is underway to fill any vacancies.

Budget Projection Reports and Fund Condition

The Board’s Budget Manager Karen Munoz will present the budget documents to the Board during the April 19-20, 2023 meeting.

Attached is the Budget Report Fiscal Year (FY) 2022-23 Expenditure Projection based on Fiscal Month (FM) 8. Based on these projections, the Board is on track to revert 5.38% of its budget (\$393,184) to the Board Fund.

As indicated in the chart below, the Board brought in more revenue than projected last fiscal year. The revenue built into the budget is based on staff analysis of workload and revenue data from prior fiscal years and projections aligning with data trends. At the end of each fiscal year, staff compares what was projected to what was brought in to see if adjustments need to be made for the next year.

Revenue Report
 FY 2022-2023
 Fiscal Month 8

Fiscal Code	Budget	YTD
Delinquent Fees	\$58,000	\$46,988
Other Regulatory Fees	\$79,000	\$108,025
Other Regulatory License and Permits	\$1,556,000	\$1,027,806
Other Revenue	\$101,000	\$67,300
Renewal Fees	\$5,811,000	\$4,130,029
Revenue	\$7,605,000	\$5,380,148

The attached Analysis of Board Fund Condition projects to have 11.4 months in reserve for FY 2022-23. This means the Board can continue to operate for 11.4 months without collecting additional revenue. The fund is projected to start decreasing beginning FY 2023-24. This projection represents a projected fiscal imbalance between income and expenditures. This imbalance occurs as expenditures continue to naturally increase, such as with rent and staff costs, while revenue stays the same. Additional upcoming costs associated with the Board will be repayment of the general fund loan, AG and OAH costs. Staff also propose repaying the general fund loan sooner as it has the appearance of the Board having more funds than are available. Currently, the fund condition will decrease to 9.4 months in reserve by FY 25-26. Staff will maintain watch on the fund condition for changes and will advise when a fee change may be necessary.

Wellness Program

The next Wellness Evaluation Committee (WEC) meeting will be held in June 2023. There are currently two participants in the program. The WEC meets every January/February, June, and October.

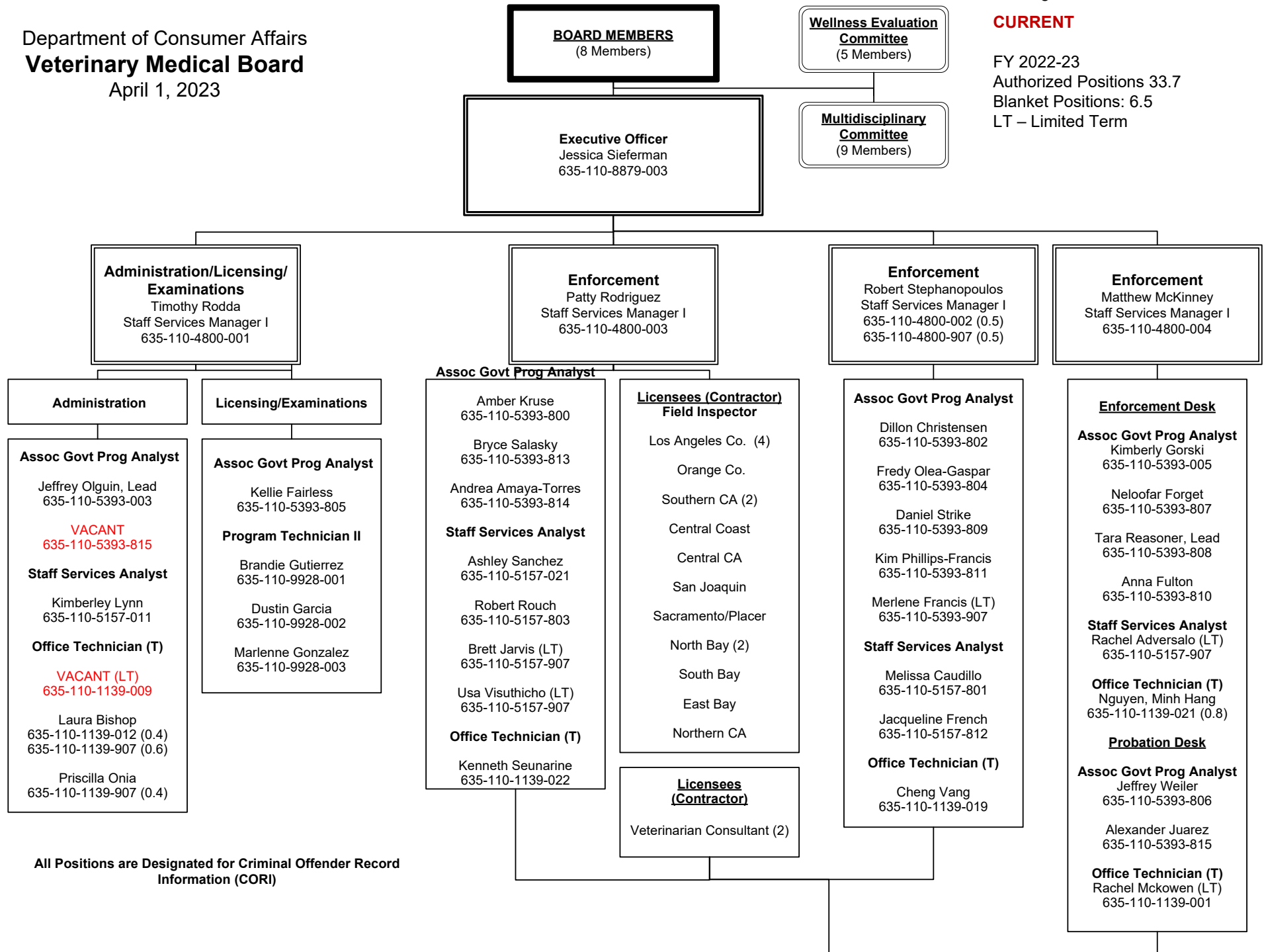
Attachments:

1. VMB Org Chart, Dated April 1, 2023
2. Budget Report FY 2022-23 Expenditure Projection FM 8
3. Analysis of Board Fund Condition, FY 2022-23

Department of Consumer Affairs
Veterinary Medical Board
 April 1, 2023

CURRENT

FY 2022-23
 Authorized Positions 33.7
 Blanket Positions: 6.5
 LT – Limited Term



All Positions are Designated for Criminal Offender Record Information (CORI)

Department of Consumer Affairs

Expenditure Projection Report

Veterinary Medical Board

Fiscal Month: 8

Fiscal Year: 2022 - 2023

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$2,209,000	\$2,006,309	\$2,335,000	\$1,465,373	\$2,271,986	\$63,014
5100	TEMPORARY POSITIONS	\$33,000	\$10,606	\$33,000	\$142,729	\$226,961	-\$193,961
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$25,000	\$33,662	\$25,000	\$7,329	\$10,229	\$14,771
5150	STAFF BENEFITS	\$1,374,000	\$1,168,518	\$1,527,000	\$994,982	\$1,546,175	-\$19,175
	PERSONAL SERVICES	\$3,641,000	\$3,219,095	\$3,920,000	\$2,610,413	\$4,055,351	-\$135,351

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$83,000	\$24,074	\$87,000	\$12,394	\$25,565	\$61,435
5302	PRINTING	\$47,000	\$38,376	\$49,000	\$64,304	\$64,529	-\$15,529
5304	COMMUNICATIONS	\$40,000	\$3,314	\$42,000	\$2,687	\$4,606	\$37,394
5306	POSTAGE	\$37,000	\$10,580	\$38,000	\$7,011	\$11,450	\$26,550
5308	INSURANCE	\$0	\$58	\$0	\$0	\$60	-\$60
53202-204	IN STATE TRAVEL	\$180,000	\$887	\$183,000	\$3,739	\$6,150	\$176,850
5322	TRAINING	\$29,000	\$635	\$30,000	\$20,270	\$20,270	\$9,730
5324	FACILITIES	\$195,000	\$172,395	\$202,000	\$163,410	\$181,057	\$20,943
53402-53403	C/P SERVICES (INTERNAL)	\$1,066,000	\$683,625	\$1,066,000	\$394,151	\$755,218	\$310,782
5340310000	Legal - Attorney General	\$932,000	\$602,227	\$932,000	\$367,444	\$641,248	\$290,752
5340320000	Office of Adminis Hearings	\$134,000	\$81,181	\$134,000	\$26,341	\$113,405	\$20,596
53404-53405	C/P SERVICES (EXTERNAL)	\$341,000	\$467,695	\$408,000	\$441,952	\$581,620	-\$173,620
5342	DEPARTMENT PRORATA	\$1,233,000	\$1,168,595	\$1,169,000	\$846,000	\$1,169,000	\$0
5342	DEPARTMENTAL SERVICES	\$50,000	\$2,590	\$50,000	\$925	\$2,600	\$47,400
5344	CONSOLIDATED DATA CENTERS	\$46,000	\$0	\$50,000	\$0	\$20,115	\$29,885
5346	INFORMATION TECHNOLOGY	\$5,000	\$876	\$5,000	\$0	\$975	\$4,025
5362-5368	EQUIPMENT	\$38,000	\$38,365	\$10,000	\$9,860	\$19,250	-\$9,250
5390	OTHER ITEMS OF EXPENSE	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
54	SPECIAL ITEMS OF EXPENSE	\$0	\$1,012	\$0	\$80	\$1,000	-\$1,000
	OPERATING EXPENSES & EQUIPMENT	\$3,393,000	\$2,613,079	\$3,392,000	\$1,966,782	\$2,863,465	\$528,535

TOTAL EXPENDITURES	\$7,034,000	\$5,832,173	\$7,312,000	\$4,577,195	\$6,918,816	\$393,184
REIMBURSEMENTS	-\$26,000	-\$209,978	-\$26,000	\$0	-\$26,000	\$0
TOTAL NET EXPENDITURES	\$7,008,000	\$5,622,195	\$7,286,000	\$4,577,195	\$6,892,816	\$393,184
						5.38%

**0777 - Veterinary Medical Board Contingent Fund Analysis of Fund Condition
(Dollars in Thousands)**

Prepared 4.4.2023

2023-24 Governor's Budget with FM 8 Projections

	ACTUAL 2021-22	CY 2022-23	BY 2023-24	BY +1 2024-25	BY +2 2025-26
BEGINNING BALANCE	\$ 5,032	\$ 6,914	\$ 8,126	\$ 7,897	\$ 7,307
Prior Year Adjustment	\$ 34	\$ 0	\$ 0	\$ 0	\$ 0
Adjusted Beginning Balance	\$ 5,066	\$ 6,914	\$ 8,126	\$ 7,897	\$ 7,307
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 63	\$ 68	\$ 58	\$ 58	\$ 58
4127400 - Renewal fees	\$ 6,056	\$ 6,184	\$ 5,811	\$ 5,811	\$ 5,811
4129200 - Other regulatory fees	\$ 158	\$ 178	\$ 77	\$ 77	\$ 77
4129400 - Other regulatory licenses and permits	\$ 1,877	\$ 1,853	\$ 1,554	\$ 1,554	\$ 1,554
4163000 - Income from surplus money investments	\$ 26	\$ 71	\$ 97	\$ 108	\$ 97
4171400 - Escheat of unclaimed checks and warrants	\$ 5	\$ 3	\$ 0	\$ 0	\$ 0
Totals, Revenues	\$ 8,185	\$ 8,357	\$ 7,597	\$ 7,608	\$ 7,597
Transfers and loans to/from other funds					
Loans from the General Fund (0001) 1111-017-0001, Budget Act of 2021	\$ 0	\$ 157	\$ 149	\$ 0	\$ 0
Operating Transfers To General Fund 0001 per EO E 21/22-276 Revised (AB 84)	\$ -256	\$ 0	\$ 0	\$ 0	\$ 0
Totals, Transfers and Other Adjustments	\$ -256	\$ 157	\$ 149	\$ 0	\$ 0
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 7,929	\$ 8,514	\$ 7,746	\$ 7,608	\$ 7,597
TOTAL RESOURCES	\$ 12,995	\$ 15,428	\$ 15,872	\$ 15,505	\$ 14,904
Expenditures:					
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 5,622	\$ 6,715	\$ 7,432	\$ 7,655	\$ 7,885
9892 Supplemental Pension Payments (State Operations)	\$ 80	\$ 80	\$ 80	\$ 80	\$ 0
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 379	\$ 507	\$ 463	\$ 463	\$ 463
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 6,081	\$ 7,302	\$ 7,975	\$ 8,198	\$ 8,348
FUND BALANCE					
Reserve for economic uncertainties	\$ 6,914	\$ 8,126	\$ 7,897	\$ 7,307	\$ 6,556
Months in Reserve	11.4	12.2	11.6	10.5	9.4

NOTES:

1. Assumes workload and revenue projections are realized in BY +1 and ongoing.
2. Expenditure growth projected at 3% beginning BY +1.