



MEMORANDUM

DATE	April 12, 2021
TO	Veterinary Medical Board (Board)
FROM	Timothy Rodda, Administration/Licensing Manager
SUBJECT	Agenda Item 15A. Administration Report

Staff Update

Board staff continues to work remotely during the COVID-19 pandemic. The Board’s cashier continues to be on extended leave that began in July 2020, and staff from the Inspections and Licensing Units have been temporarily covering the essential position.

On January 12, 2021, Marlene Gonzalez, the Board’s receptionist, was promoted to an open examination technician within the Board. Recruitment efforts are underway to fill the vacant position. The Board held interviews on February 24, 2021, to fill this position and selected a replacement for this position; however, during negotiation of a start date, the candidate indicated they had accepted a position at another Board and would be withdrawing their application. Board staff conducted additional interviews on April 7, 2021, to fill the position and are completing eligibility checks on select candidates. Board staff anticipates filling the position by May 15, 2021. During this time, Ms. Gonzalez has graciously continued working in this position.

Budget, Expenditure Projection Report, and Fund Condition

Attached is the most recent Budget Report Fiscal Year (FY) 2020-21 Expenditure Projection based on Fiscal Month (FM) 8 (February 2021). Based on these projections, the Board is on track to revert 14.5% of its budget (\$922,214) to the Board Fund. The savings continued due to staff vacancies, reduced cost of travel, and hearings postponed by the Office of Administrative Hearings. In addition, the projections include the \$321,000 employee compensation savings.

The attached Analysis of Board Fund Condition reflects implementation of the Board’s Emergency Fee increase in the FY 2019-20, the May Revise for Budget Year 2020-21, and the General Fund Loan. The Fund is projected to have 6.1 months in reserve this fiscal year. However, Board staff anticipates reserves depleting in future years to make the seven enforcement limited term positions permanent.

A representative from the Department of Consumer Affairs (DCA) Budget Office will present the aforementioned budget documents to the Board during the April 22-23, 2021 meeting.

Board Communication

Board staff continue to assist stakeholders while working remotely. Additionally, Board staff continue to send monthly email updates to stakeholders.

Training Videos (Strategic Plan Objective 2.1)

Board staff have been working with the DCA Office of Public Affairs to develop instructional videos to assist applicants. These videos will demonstrate the process of how to submit an initial application in BreEZe to reduce confusion on how to apply and what documentation is required to submit when applying. Board staff completed development of instructional videos for veterinarian applicants who are within eight months of graduation or have recently graduated from veterinarian schooling. Once the videos have been finalized, they will be posted to the Board's website.

Eliminate Generic Email Accounts (Strategic Plan Objective 3.3)

As previously explained at the Board's July 22-23, 2020 meeting [here](#), the Board has historically had multiple email addresses – one general main, and one for each unit. The goal of this initial breakdown of addresses was to have emails go directly to specified units for faster response times. However, the multiple addresses caused confusion and delays in responses. On March 16, 2021, the Board removed two of its duplicative and unused email accounts – licensing.vmb@dca.ca.gov and VACSP.vmb@dca.ca.gov. Additional efforts are under way evaluating the remaining Board email accounts to streamline communication.

Microsoft Teams Phones (Strategic Plan Objective 3.3)

The Board currently maintains a standard telephone directory system with multiple lines for the Board's different programs, similar to the email addresses. As [previously discussed](#) during the July 22-23, 2020 Board meeting, the telephonic system will be improved. In addition, the pilot program for utilizing Microsoft Teams has ended, and staff are maintaining their Teams phone numbers through a new contract facilitated by the DCA Office of Information Systems (OIS). Further, to better serve the Board's stakeholders, staff have had preliminary discussions with OIS to migrate the Board's auto-attendant telephone system to Microsoft Teams. This will allow greater access to staff as callers will be directed directly to staff Teams phone lines.

Diversion Program

The next Diversion Evaluation Committee (DEC) meeting is scheduled for June 2021. There is currently one participant in the program. The DEC meets every January/February, June, and October.

Attachments:

1. Board Budget Report FY 2020-21 Expenditure Projection FM 8
2. Analysis of Board Fund Condition, FY 2020-21

**VETERINARY MEDICAL BOARD
BUDGET REPORT
FY 2020-21 EXPENDITURE PROJECTION
FM 8**

Based on 3/25 Activity Log

OBJECT DESCRIPTION	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21				
	ACTUAL EXPENDITURES (FM 13)	ACTUAL EXPENDITURES (FM 13)	ACTUAL EXPENDITURES (FM 13)	CY REVISED BUDGET	CURRENT YEAR EXPENDITURES Through FM 8	PERCENT SPENT	PROJECTIONS TO YEAR END	UNENCUMBERED BALANCE
PERSONNEL SERVICES								
Salary & Wages (Staff)	993,155	1,096,811	1,139,713	1,673,000	864,960	52%	1,368,256	304,744
Statutory Exempt (EO)	101,102	96,744	100,128	82,000	62,411	76%	92,707	(10,707)
Temp Help	35,258	59,132	11,789	33,000	0	0%	36,696	(3,696)
Board Member Per Diem	10,000	7,600	5,500	14,000	3,000	21%	6,000	8,000
Committee Members (DEC)	3,400	3,700	3,200	11,000	700	6%	3,200	7,800
Overtime	14,081	0	1,296	0	20,317	N/A	20,317	(20,317)
Staff Benefits	669,257	704,660	788,191	1,133,000	582,584	51%	947,952	185,048
TOTALS, PERSONNEL SVC	1,826,253	1,968,647	2,049,817	2,946,000	1,533,972	52%	2,475,128	470,872
OPERATING EXPENSE AND EQUIPMENT								
General Expense	22,550	20,570	9,148	62,000	5,313	9%	7,970	54,031
Fingerprint Reports	784	5,427	40,524	6,000	18,393	307%	27,590	(21,590)
Printing	32,663	34,509	39,913	41,000	51,850	126%	52,000	(11,000)
Communication	1,963	2,078	1,860	34,000	942	3%	1,967	32,033
Postage	15,228	8,754	0	34,000	1,278	4%	12,000	22,000
Insurance	43	7,419	53	0	48	N/A	4,500	(4,500)
Travel In State	41,274	20,728	31,238	211,000	328	0%	3,000	208,000
Training	0	4,835	15,140	26,000	4,035	16%	5,000	21,000
Facilities Operations	126,510	122,816	141,545	174,000	91,407	53%	134,219	39,781
C & P Services - Interdept.	84	90	96	0	146	N/A	146	(146)
C & P Services - External	99,016	108,680	120,033	147,000	123,440	84%	130,000	17,000
C/P Svcs-External Expert Examiners	179,713	170,671	83,226	31,000	27,711	89%	84,000	(53,000)
DEPARTMENTAL SERVICES (PRO RATA):								
Interagency Services	78,949	106,991	48,964	50,000	17,999	36%	17,999	32,001
Department Pro Rata	863,000	870,000	865,000	991,000	769,500	78%	991,000	0
Division of Investigation	471,998	499,847	406,003	304,000	258,750	85%	304,000	0
INTERAGENCY SERVICES:								
Consolidated Data Center	7,366	2	9,302	34,000	1	0%	9,500	24,500
Information Technology	4,198	672	273	5,000	882	18%	3,500	1,500
ENFORCEMENT:								
Attorney General	837,755	705,366	723,315	932,000	500,681	54%	751,022	180,979
Office Admin. Hearings	123,110	227,750	220,100	134,000	140,727	105%	241,246	(107,246)
Court Reporters	38,620	31,594	34,966	0	23,234	N/A	35,000	(35,000)
Evidence/Witness Fees	122,667	144,355	78,649	163,000	40,390	25%	115,000	48,000
Equipment	6,897	663	49,966	80,000	21,430	27%	80,000	0
TOTALS, OE&E	3,074,388	3,093,995	2,919,314	3,462,000	2,098,485	61%	3,010,658	451,342
TOTAL EXPENSE	4,900,641	5,062,642	4,969,131	6,408,000	3,632,457	57%	5,485,786	922,214
Sched. Reimb. - Fingerprints	(4,225)	(3,055)	(15,288)	(11,000)	(21,592)		(11,000)	0
Sched. Reimb. - Other	(215,789)	(194,368)	(300,284)	(15,000)	(144,426)		(15,000)	0
NET APPROPRIATION	4,680,627	4,865,219	4,653,559	6,382,000	3,466,439	54%	5,459,786	922,214
SURPLUS/(DEFICIT):								14.5%

**Veterinary Medical Board Analysis of Fund Condition
2021-22 Governor's Budget
with CY FM 8 Projections (Dollars in Thousands)**

	PY	CY	BY	BY+1
	2019-20	2020-21	2021-22	2022-23
BEGINNING BALANCE	\$2,047	\$2,946	\$4,389	\$4,567
Prior Year Adjustment	-\$33	\$0	\$0	\$0
Adjusted Beginning Balance	\$2,014	\$2,946	\$4,389	\$4,567
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS				
Revenues				
4129200 - Other regulatory fees	\$56	\$56	\$50	\$50
4129400 - Other regulatory licenses and permits	\$1,364	\$1,723	\$1,766	\$1,766
4127400 - Renewal fees	\$4,344	\$5,672	\$5,615	\$5,615
4121200 - Delinquent fees	\$29	\$52	\$36	\$36
4143500 - Miscellaneous services to the public	\$1	\$1	\$0	\$0
4163000 - Income from surplus money investments	\$53	\$53	\$49	\$67
4171400 - Escheat of unclaimed checks and warrants	\$5	\$5	\$4	\$4
4173500 - Settlements and Judgments - Other	\$0	\$3	\$0	\$0
Totals, Revenues	\$5,852	\$7,565	\$7,520	\$7,538
General Fund Transfers and Other Adjustments				
Loan to General Fund (0001) per Control Section 3.92, per Budget Act of 2020	\$0	-\$321	\$0	\$0
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$5,852	\$7,244	\$7,520	\$7,538
TOTAL RESOURCES	\$7,866	\$10,190	\$11,909	\$12,105
EXPENDITURES AND EXPENDITURE ADJUSTMENTS				
Expenditures:				
1111 Program Expenditures (State Operations)	\$4,565	\$5,460	\$6,883	\$7,089
9892 Supplemental Pension Payments (State Operations)	\$80	\$80	\$80	\$80
9900 Statewide Pro Rata	\$275	\$261	\$379	\$379
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$4,920	\$5,801	\$7,342	\$7,548
FUND BALANCE				
Reserve for economic uncertainties	\$2,946	\$4,389	\$4,567	\$4,557
Months in Reserve	6.1	7.2	7.3	5.5

NOTES:
Assumes workload and revenue projections are realized in BY, BY+1 and ongoing.
Expenditure growth projected at 3% beginning BY +1.
CY revenue and expenditures are Fiscal Month 8 projected amounts.