



MEMORANDUM

DATE	January 10, 2023
TO	Veterinary Medical Board (Board)
FROM	Timothy Rodda, Administration/Licensing Manager
SUBJECT	Agenda Item 18.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. 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 October 27, 2022, the Board’s licensing Technician, Bryan Brahms, accepted a promotion with the Contractor’s State Licensing Board and their last day with the Board was November 11, 2022. Recruitment efforts are under way, and the Board anticipates making a conditional offer to a candidate shortly. An update will be provided regarding this position at the meeting.

On November 4, the Board’s cashier Corinne Kirschner accepted a promotion with the Department of Real Estate and their last day with the Board was November 18, 2022. Recruitment efforts are under way to fill that position.

The Board’s attached Organization Chart, effective January 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 Analyst Veronica Hernandez will present the budget documents to the Board during the January 25-26, 2023 meeting.

Attached is the Budget Report Fiscal Year (FY) 2022-23 Expenditure Projection based on Fiscal Month (FM) 4. Based on these projections, the Board is on track to revert 5.73% of its budget (\$415,423) 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 4

Fiscal Code	Budget	YTD
Delinquent Fees	\$41,000	\$26,338
Other Regulatory Fees	\$49,000	\$47,256
Other Regulatory License and Permits	\$1,413,000	\$537,868
Other Revenue	\$69,000	\$26,372
Renewal Fees	\$5,633,000	\$2,048,203
Revenue	\$7,205,000	\$2,686,037

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. As anticipated, the fund is projected to start decreasing beginning FY 2023-24 as expenditures continue to naturally increase and revenue stays the same.

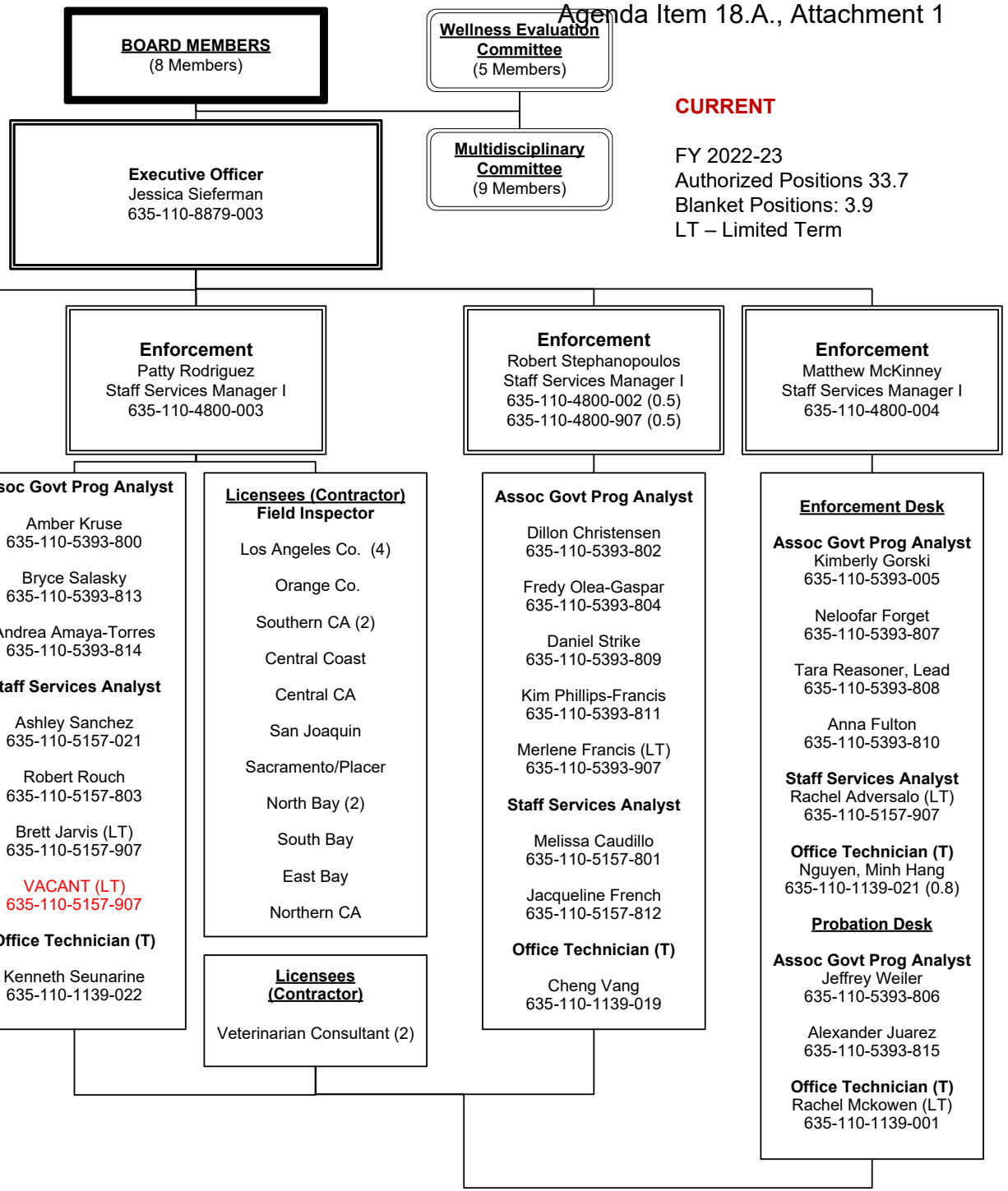
Wellness Program

The next Wellness Evaluation Committee (WEC) meeting will be held on January 30, 2023. There are currently three participants in the program. The WEC meets every January/February, June, and October.

Attachments:

1. VMB Org Chart, Dated January 1, 2023
2. Budget Report FY 2022-23 Expenditure Projection FM 4
3. Analysis of Board Fund Condition, FY 2022-23

Department of Consumer Affairs
Veterinary Medical Board
 January 1, 2023



CURRENT

FY 2022-23
 Authorized Positions 33.7
 Blanket Positions: 3.9
 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: 4

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	\$713,079	\$2,266,340	\$68,660
5100	TEMPORARY POSITIONS	\$33,000	\$10,606	\$33,000	\$73,752	\$207,376	-\$174,376
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$25,000	\$33,662	\$25,000	\$2,100	\$8,745	\$16,255
5150	STAFF BENEFITS	\$1,374,000	\$1,168,518	\$1,527,000	\$487,881	\$1,533,847	-\$6,847
PERSONAL SERVICES TOTALS		\$3,641,000	\$3,219,095	\$3,920,000	\$1,276,813	\$4,016,309	-\$96,309

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	\$9,539	\$28,311	\$58,689
5302	PRINTING	\$47,000	\$38,376	\$49,000	\$64,480	\$66,328	-\$17,328
5304	COMMUNICATIONS	\$40,000	\$3,314	\$42,000	\$662	\$3,414	\$38,586
5306	POSTAGE	\$37,000	\$10,580	\$38,000	\$1,451	\$10,898	\$27,102
5308	INSURANCE	\$0	\$58	\$0	\$0	\$60	-\$60
53202-204	IN STATE TRAVEL	\$180,000	\$887	\$183,000	\$312	\$1,225	\$181,775
5322	TRAINING	\$29,000	\$635	\$30,000	\$18,625	\$18,625	\$11,375
5324	FACILITIES	\$195,000	\$172,395	\$202,000	\$158,057	\$179,618	\$22,382
53402-53403	C/P SERVICES (INTERNAL)	\$1,066,000	\$683,625	\$1,066,000	\$201,172	\$875,756	\$190,244
5340310000	Legal - Attorney General	\$932,000	\$602,227	\$932,000	\$200,806	\$764,703	\$167,297
5340320000	Office of Adminis Hearings	\$134,000	\$81,181	\$134,000	\$0	\$110,463	\$23,537
53404-53405	C/P SERVICES (EXTERNAL)	\$341,000	\$467,695	\$408,000	\$297,333	\$475,589	-\$67,589
5342	DEPARTMENT PRORATA	\$1,233,000	\$1,168,595	\$1,127,000	\$564,000	\$1,127,000	\$0
5342	DEPARTMENTAL SERVICES	\$50,000	\$2,590	\$50,000	\$711	\$2,668	\$47,332
5344	CONSOLIDATED DATA CENTERS	\$46,000	\$0	\$50,000	\$0	\$20,115	\$29,885
5346	INFORMATION TECHNOLOGY	\$5,000	\$876	\$5,000	\$0	\$1,025	\$3,975
5362-5368	EQUIPMENT	\$38,000	\$38,365	\$10,000	\$1,709	\$26,595	-\$16,595
5390	OTHER ITEMS OF EXPENSE	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
54	SPECIAL ITEMS OF EXPENSE	\$0	\$1,012	\$0	\$0	\$1,042	-\$1,042
OPERATING EXPENSES & EQUIPMENT TOTALS		\$3,393,000	\$2,613,079	\$3,350,000	\$1,318,052	\$2,838,268	\$511,732

TOTAL EXPENDITURESS	\$7,034,000	\$5,832,173	\$7,270,000	\$2,594,864	\$6,854,577	\$415,423
REIMBURSEMENTS	-\$26,000	-\$209,978	-\$26,000	\$0	-\$26,000	\$0
TOTAL NET EXPENDITURES	\$7,008,000	\$5,622,195	\$7,244,000	\$2,594,864	\$6,828,577	\$415,423
						5.73%

0777 - Veterinary Medical Board Contingent Fund Analysis of Fund Condition
(Dollars in Thousands)
2023-24 Governor's Budget w FM4 Projections

Prepared 1.24.2023

	ACTUAL 2021-22	CY 2022-23	BY 2023-24	BY +1 2024-25	BY +2 2025-26
BEGINNING BALANCE					
Prior Year Adjustment	\$ 5,032	\$ 6,914	\$ 8,130	\$ 7,901	\$ 7,311
Adjusted Beginning Balance	\$ 34	\$ 0	\$ 0	\$ 0	\$ 0
	<u>\$ 5,066</u>	<u>\$ 6,914</u>	<u>\$ 8,130</u>	<u>\$ 7,901</u>	<u>\$ 7,311</u>
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 63	\$ 67	\$ 58	\$ 58	\$ 58
4127400 - Renewal fees	\$ 6,056	\$ 6,130	\$ 5,811	\$ 5,811	\$ 5,811
4129200 - Other regulatory fees	\$ 158	\$ 180	\$ 77	\$ 77	\$ 77
4129400 - Other regulatory licenses and permits	\$ 1,877	\$ 1,908	\$ 1,554	\$ 1,554	\$ 1,554
4163000 - Income from surplus money investments	\$ 26	\$ 35	\$ 97	\$ 108	\$ 97
4171400 - Escheat of unclaimed checks and warrants	\$ 5	\$ 3	\$ 0	\$ 0	\$ 0
Totals, Revenues	<u>\$ 8,185</u>	<u>\$ 8,323</u>	<u>\$ 7,597</u>	<u>\$ 7,608</u>	<u>\$ 7,597</u>
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	<u>\$ -256</u>	<u>\$ 157</u>	<u>\$ 149</u>	<u>\$ 0</u>	<u>\$ 0</u>
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	<u>\$ 7,929</u>	<u>\$ 8,480</u>	<u>\$ 7,746</u>	<u>\$ 7,608</u>	<u>\$ 7,597</u>
TOTAL RESOURCES	<u>\$ 12,995</u>	<u>\$ 15,394</u>	<u>\$ 15,876</u>	<u>\$ 15,509</u>	<u>\$ 14,908</u>
Expenditures:					
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 5,622	\$ 6,677	\$ 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	<u>\$ 6,081</u>	<u>\$ 7,264</u>	<u>\$ 7,975</u>	<u>\$ 8,198</u>	<u>\$ 8,348</u>
FUND BALANCE					
Reserve for economic uncertainties	\$ 6,914	\$ 8,130	\$ 7,901	\$ 7,311	\$ 6,560
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.