



MEMORANDUM

DATE	March 29, 2024
TO	Veterinary Medical Board (Board)
FROM	Kim Phillips-Francis, Administration/Licensing Manager
SUBJECT	Agenda Item 20.A. Administration Report

Staff Update

Amy Edelen returned to the Board on October 13, 2023. Ms. Edelen retired from the Board in December 2010. She is currently on an extended leave of absence until October 2024.

In October the enforcement analyst position vacated by Kim Phillips-Francis was filled internally by Kenneth Seunarine. Shortly after this was reported, Mr. Seunarine accepted a promotional position with the Medical Board of California.

Also in October, Fredy Olea-Gaspar departed the Board. Mr. Olea-Gaspar was with the Board for four and a half years, starting in the Licensing Unit and promoting into the Enforcement Unit in March of 2020. Mr. Olea-Gaspar accepted a position in the Information Technology unit with the California Department of Corrections and Rehabilitation. We wish him the best in his new endeavor.

In November, the Office Technician position vacated by Mr. Seunarine was filled by Mychael Thompson. Ms. Thompson is new to state service and comes from the private sector. She will be handling all Subject Matter Expert (SME) and Inspector contracts and invoices in addition to assigning cases and inspections to SMEs and Inspectors.

Also in November, the Board hired Susan Acklin to fill the vacant Registered Veterinary Technician (RVT) licensing technician position. Ms. Acklin previously worked for the California Board of Registered Nursing in their Licensing Unit.

In December, Zakery Tippins was selected to fill one of the vacant Enforcement Analyst positions. Mr. Tippins is new to state service; he previously worked at West Coast Metabolomics Center at UC Davis as a Staff Research Associate.

The Board also welcomed back Bryan Brahms in December as the Board's special projects technician in the Examinations and Licensing Unit. Mr. Brahms, who was

previously the Board's RVT licensing technician, returns from the California Contractors State License Board.

Also, in December, Tara Reasoner announced she accepted a position with the Department of Managed Health Care. We thank Ms. Reasoner for her years working with the Board's Enforcement Program and wish her the best in her new endeavor. Staff is working with OHR to fill this position as soon as possible.

In February, enforcement analyst Ashley Sanchez was promoted from Staff Services Analyst to Associate Governmental Program Analyst. Ms. Sanchez has proven herself to be a quick learner, extremely responsible, and always makes herself available to answer any questions from colleagues. Further, she takes great pride in her work and views all challenges as opportunities. Moreover, because of these skills, we are pleased to announce that Ms. Sanchez was also a recipient of DCA's Individual Superior Accomplishment Recommendation. An employee may be recommended for the award based on the performance of the employee which has resulted in an impressive accomplishment or exceptional contribution to improving DCA or state government. Congratulations to Ashley, well-deserved on both counts.

The Board filled the newly established Policy Specialist position in February with the hiring of Justin Sotelo. Mr. Sotelo has previously worked with the Board as Lead Policy and Administrative Analyst, and we are very excited to welcome him back in this new capacity.

The Board also welcome back Marlene Gonzalez in February. Ms. Gonzalez returns to the Board from the Dental Board of California. Ms. Gonzalez will be assisting the Licensing/Examinations Unit by identifying and working to clear pending application backlogs.

In February, the Board also hired Keith Betchley to fill one of its advertised Enforcement Analyst positions. Mr. Betchley is new to state service and previously worked in real estate where he dealt with natural hazard disclosures and environmental reports.

In March, Merlene Francis left the Board. Ms. Francis returns to the Medical Board of California after a stint of over two years with the Board as an Enforcement Analyst and then Enforcement Program Manager. We wish Ms. Francis the best of luck in the next phases of her career. The vacant Enforcement Program Manager position will remain open until it can be recruited on a permanent basis in order to increase the number and quality of applicants, which is anticipated to occur around the conclusion of FY 23-24.

At the end of March, one of the Board's Enforcement Technicians, Cheng Vang, will be leaving the Board for a promotional opportunity at Covered California. Mr. Vang has been the initial contact of the Board's enforcement program for years and it is bittersweet that we are saying farewell. Paperwork has been submitted to the Office of Human Resources to have Mr. Vang's position posted and filled as quickly as possible.

The Board's Organization Chart is attached for reference.

Staff Training

In an effort to fulfill one of the Board's Strategic Plan goals of providing prompt, courteous and accurate customer service, in January, all Board staff participated in additional Customer Service Training. Board management is currently working with DCA's Strategic Organizational Leadership and Individual Development (SOLID) Unit to identify topics and develop specialized training for Board staff.

Additionally, the Board's Probation Monitor and Probation Unit Manager recently underwent additional training with Maximus on compliance monitoring for enrollees.

In January 2024, Board management worked with DCA's SOLID Unit to hold a customer service training specifically for and tailored to Board staff. Topics included customer service, diversity, equity, and inclusion, and self-awareness among other similar topics. Board management will continue to collaborate with SOLID to provide regular trainings throughout 2024.

Emergency Response Team (ERT)

As part of DCA's Emergency Preparedness and Evacuation Plan, Board staff has established an ERT. The ERT is comprised of Board staff with the mission to ensure employees are provided with the necessary information to proceed appropriately in the event of an emergency. The ERT held its introductory meeting on January 4, 2024, where a roster was created, member roles, and future meeting dates were discussed.

In March, ERT members and Board management attended a cardiopulmonary resuscitation, first aid, and automated external defibrillator training. All participants were certified in those categories through March 2026. The ERT currently has 12 members and will meet on a quarterly basis to train on and discuss emergency procedures and/or situations.

Budget Projection Reports and Fund Condition

The Board's Budget Manager, Harmony DeFilippo, will present the budget documents to the Board during the April 17–19, 2024 meeting.

Attached is the Budget Report FY 2023-24 Expenditure Projection based on Fiscal Month (FM) 8. Based on these projections, the Board is on track to revert 8.01% of its budget (\$614,297) to the Board's Fund.

**Revenue Report
FY 2023–2024
Fiscal Month 8**

Fiscal Code	Budget	YTD
Delinquent Fees	\$75,000	\$41,055
Other Regulatory Fees	\$148,000	\$97,789
Other Regulatory License and Permits	\$1,835,000	\$1,039,333
Other Revenue	\$128,000	\$177,301
Renewal Fees	\$6,176,000	\$4,097,019
Revenue	\$8,362,000	\$5,452,498

The attached Analysis of Board Fund Condition estimates 12.3 months in reserve for FY 2023–24. This means the Board can continue to operate for 12.3 months without collecting additional revenue. The fund is projected to start decreasing beginning FY 2024–25. 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.

Currently, the fund condition will decrease to 7.6 months in reserve by FY 26-27, which is lower than the previous 10-month estimate provided at the October 2023 meeting. This decrease is due, in part, to Budget Change Proposal (BCP) included in the Governor’s budget released on January 10. As a reminder, the fund condition is simply a snapshot in time and does not include any BCPs that may be approved in the future. Staff will continue to monitor the fund condition and will advise when a fee change may be necessary.

Wellness Program

The Wellness Evaluation Committee (WEC) met on January 29, 2024. There are currently two participants in the program. The WEC meets every January, June, and October.

Attachments

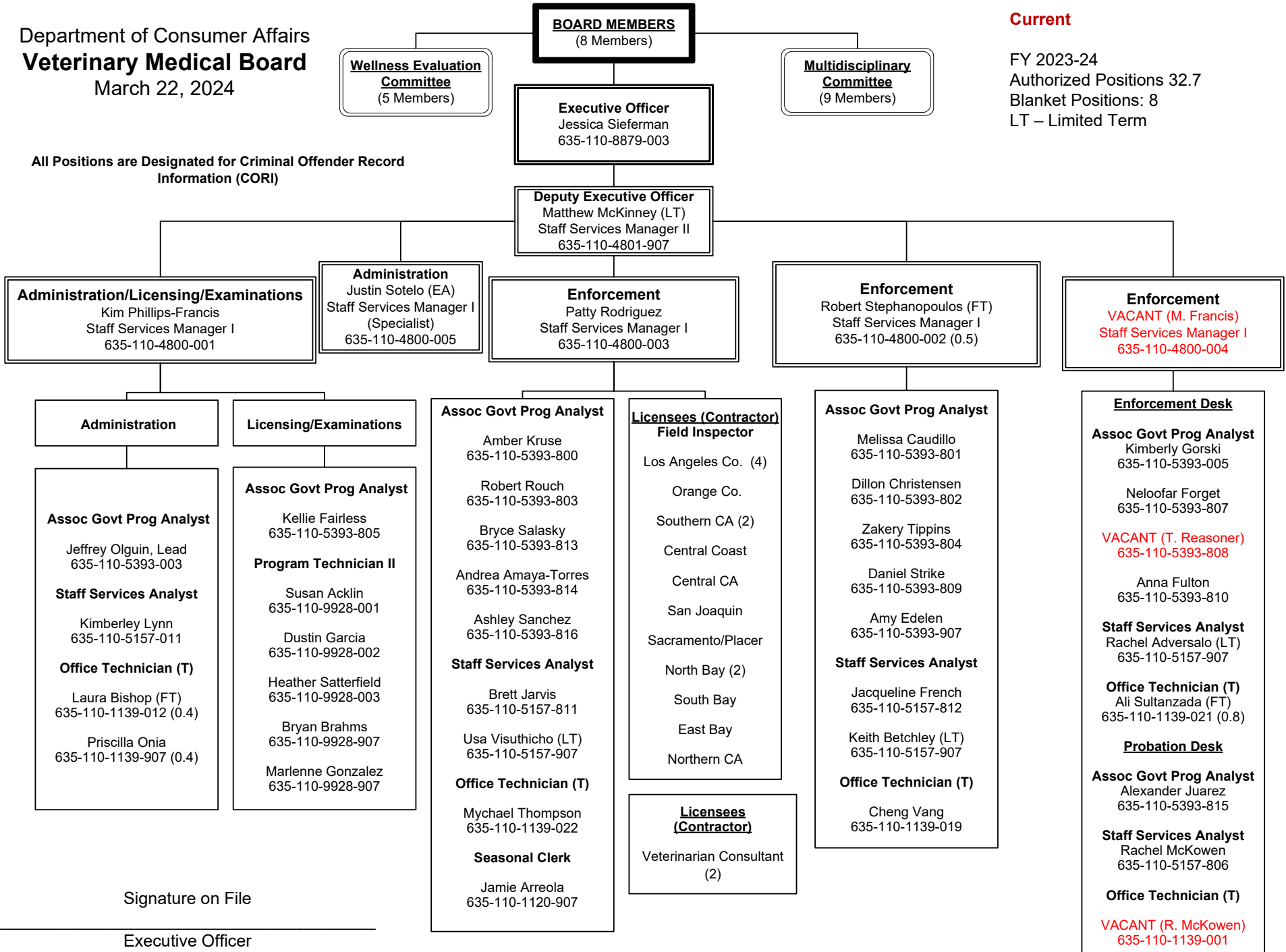
1. Attachment No. 1: VMB Org Chart, Dated March 22, 2024
2. Attachment No. 2: Budget Report FY 2023–24 Expenditure Projection Report FM 8
3. Attachment No. 3: Analysis of Board Fund Condition, Governor’s Budget FY 2024-25

Department of Consumer Affairs
Veterinary Medical Board
 March 22, 2024

Current

FY 2023-24
 Authorized Positions 32.7
 Blanket Positions: 8
 LT – Limited Term

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



Signature on File

Executive Officer

Department of Consumer Affairs

Expenditure Projection Report

Veterinary Medical Board

Fiscal Month: 8

Fiscal Year: 2023 - 2024

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$2,335,000	\$2,230,681	\$2,388,000	\$173,753	\$1,344,301	\$0	\$1,344,301	\$2,137,846	\$250,154
5100	TEMPORARY POSITIONS	\$33,000	\$227,151	\$33,000	\$29,527	\$212,618	\$0	\$212,618	\$439,070	-\$406,070
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$25,000	\$10,629	\$25,000	\$1,300	\$6,545	\$0	\$6,545	\$12,500	\$12,500
5150	STAFF BENEFITS	\$1,527,000	\$1,485,436	\$1,634,000	\$123,856	\$971,908	\$0	\$971,908	\$1,608,643	\$25,357
PERSONAL SERVICES		\$3,920,000	\$3,953,897	\$4,080,000	\$328,435	\$2,535,372	\$0	\$2,535,372	\$4,198,059	-\$118,059

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$87,000	\$23,061	\$87,000	\$1,038	\$7,660	\$4,837	\$12,497	\$22,513	\$64,487
5302	PRINTING	\$49,000	\$65,557	\$49,000	\$5,403	\$21,484	\$54,995	\$76,478	\$76,654	-\$27,654
5304	COMMUNICATIONS	\$42,000	\$5,745	\$42,000	\$632	\$2,212	\$0	\$2,212	\$6,372	\$35,628
5306	POSTAGE	\$38,000	\$14,840	\$38,000	\$1,869	\$6,679	\$0	\$6,679	\$15,000	\$23,000
5308	INSURANCE	\$0	\$46	\$0	\$0	\$0	\$0	\$0	\$50	-\$50
53202-204	IN STATE TRAVEL	\$183,000	\$10,206	\$183,000	\$0	\$5,804	\$0	\$5,804	\$14,930	\$168,070
5322	TRAINING	\$30,000	\$20,730	\$30,000	\$0	\$1,350	\$0	\$1,350	\$2,850	\$27,150
5324	FACILITIES	\$202,000	\$179,275	\$202,000	\$13,649	\$114,513	\$55,258	\$169,772	\$183,838	\$18,162
53402-53403	C/P SERVICES (INTERNAL)	\$1,066,000	\$723,195	\$1,120,000	\$78,372	\$382,961	\$0	\$382,961	\$692,377	\$427,623
5340310000	Legal - Attorney General	\$932,000	\$632,647	\$932,000	\$72,684	\$370,072	\$0	\$370,072	\$634,408	\$297,592
5340320000	Office of Adminis Hearings	\$134,000	\$89,961	\$188,000	\$5,688	\$12,890	\$0	\$12,890	\$57,394	\$130,606
53404-53405	C/P SERVICES (EXTERNAL)	\$408,000	\$627,859	\$408,000	\$37,681	\$246,736	\$99,201	\$345,936	\$467,395	-\$59,395
5342	DEPARTMENT PRORATA	\$1,169,000	\$1,052,889	\$1,321,000	\$0	\$951,750	\$0	\$951,750	\$1,321,000	\$0
5342	DEPARTMENTAL SERVICES	\$50,000	\$3,010	\$50,000	\$685	\$1,433	\$0	\$1,433	\$3,000	\$47,000
5344	CONSOLIDATED DATA CENTERS	\$50,000	\$21,214	\$50,000	\$0	\$0	\$0	\$0	\$21,263	\$28,737
5346	INFORMATION TECHNOLOGY	\$5,000	\$0	\$5,000	\$394	\$394	\$0	\$394	\$394	\$4,606
5362-5368	EQUIPMENT	\$10,000	\$12,640	\$0	\$19,430	\$21,551	\$566	\$22,118	\$26,969	-\$26,969
5390	OTHER ITEMS OF EXPENSE	\$3,000	\$0	\$3,000	\$0	\$101	\$0	\$101	\$101	\$2,899
54	SPECIAL ITEMS OF EXPENSE	\$0	\$247	\$0	\$0	\$688	\$0	\$688	\$938	-\$938
OPERATING EXPENSES & EQUIPMENT		\$3,392,000	\$2,760,513	\$3,588,000	\$159,154	\$1,765,315	\$214,857	\$1,980,172	\$2,855,644	\$732,356

OVERALL TOTALS	\$7,312,000	\$6,714,410	\$7,668,000	\$487,589	\$4,300,686	\$214,857	\$4,515,544	\$7,053,703	\$614,297
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REIMBURSMENTS	-\$26,000	-\$217,000	-\$26,000					-\$26,000	
OVERALL NET TOTALS	\$7,286,000	\$6,497,410	\$7,642,000	\$487,589	\$4,300,686	\$214,857	\$4,515,544	\$7,027,703	\$614,297

8.01%

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

Prepared 3.20.2024

2024-25 Governor's Budget With FM 8 Projections

	PY 2022-23	CY 2023-24	BY 2024-25	BY +1 2025-26	BY +2 2026-27
BEGINNING BALANCE	\$ 6,914	\$ 8,270	\$ 9,532	\$ 8,718	\$ 7,674
Prior Year Adjustment	\$ -27	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 6,887	\$ 8,270	\$ 9,532	\$ 8,718	\$ 7,674
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 66	\$ 65	\$ 80	\$ 80	\$ 80
4127400 - Renewal fees	\$ 6,115	\$ 6,076	\$ 6,237	\$ 6,237	\$ 6,237
4129200 - Other regulatory fees	\$ 132	\$ 129	\$ 148	\$ 148	\$ 148
4129400 - Other regulatory licenses and permits	\$ 1,800	\$ 1,842	\$ 1,872	\$ 1,872	\$ 1,872
4163000 - Income from surplus money investments	\$ 187	\$ 228	\$ 140	\$ 113	\$ 94
4171400 - Escheat of unclaimed checks and warrants	\$ 9	\$ 9	\$ -	\$ -	\$ -
4172500 - Miscellaneous revenues	\$ 1	\$ 1	\$ -	\$ -	\$ -
Totals, Revenues	\$ 8,310	\$ 8,350	\$ 8,477	\$ 8,450	\$ 8,431
Transfers and loans to/from other funds					
Loan from the General Fund (0001) to the Veterinary Medical Board Contingent Fund (0777) per Item 1111-017-0001, Budget Act of 2021	\$ 157	\$ 149	\$ -	\$ -	\$ -
Totals, Transfers and Other Adjustments	\$ 157	\$ 149	\$ -	\$ -	\$ -
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 8,467	\$ 8,499	\$ 8,477	\$ 8,450	\$ 8,431
TOTAL RESOURCES	\$ 15,354	\$ 16,769	\$ 18,009	\$ 17,168	\$ 16,105
Expenditures:					
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 6,497	\$ 6,694	\$ 8,780	\$ 9,043	\$ 9,315
9892 Supplemental Pension Payments (State Operations)	\$ 80	\$ 80	\$ 60	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 507	\$ 463	\$ 451	\$ 451	\$ 451
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 7,084	\$ 7,237	\$ 9,291	\$ 9,494	\$ 9,766
FUND BALANCE					
Reserve for economic uncertainties	\$ 8,270	\$ 9,532	\$ 8,718	\$ 7,674	\$ 6,339
Months in Reserve	13.7	12.3	11.0	9.4	7.6

NOTES:

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