

## Assistant Executive Officer's Report

### **Budgets**

Updated CalSTARS system budget reports were not available at the time of this report. Once the Board receives the reports, we can complete our Board budget report and hand carry it to the Board meeting in Riverside.

The Board continues address its staffing needs by working through the budget process to address its workload, backlogs, and future workload. The following workload issues are being addressed through the budget process:

1. Enforcement backlog
2. Current enforcement workload
3. Mandatory continuing education audits
4. SB 304 – Increase in inspections
5. SB 304 – Veterinary assistant permit program

### **Personnel, Staffing and Workload**

Allison Nagao-Dutra was recently promoted to the Inspection/Probation Coordinator position. We plan on filling behind Ms. Nagao-Dutra and are in the process of upgrading the vacated position to help with formal discipline/AG cases. The Board's part-time cashier, Roxanne Simmons accepted a promotion with the Department of Social Services as a Disability Evaluations Analyst. Ms. Simmons was a valued employee and will be missed by office staff.

The Board just received approval for a special investigator position. This request/proposal is a classification that requires CalHR approval and has been in the works since last year. We are looking forward to adding this component to our enforcement team. We are also in the process of filling two part-time positions, in cashiering and enforcement.

Board staff participation in DCA's department-wide database conversion project BreEZe has been minimal during the last three months, but we anticipate it will ramp up once again as the Phase 1 rollout is completed.

Board staff has been working hard to keep up with the backlog of cases in enforcement and the cashiering workload. Since our last report, staff has worked overtime, Division of Investigation continues to loan a staff services analyst two days per week (special thanks to Michael Gomez, Deputy Director, Division of Investigation), and we are requesting additional staff through the budget process.

### **Diversion Evaluation Committee**

Dr. Robert Dufort, a longtime member of the Board's Diversion Evaluation Committee has decided not to seek reappointment. We are appreciative Dr. Dufort's hard work and dedication to the Board's committee through the years. Committee members Dr. Mark Hohne, Dr. Jody Van Tine, and Carol Kimbrough are up for reappointment in June of 2014. The Board will solicit letters from these members prior to the April Board meeting if they wish to be reappointed.

Staff will advertise for the open position on the Board's website and in the newsletter.

**Contracts**

The final draft of the Workforce Development portion of the Cooperative Personnel Services (CPS) report has been completed and sent to the Board for final review. The report is based on a study of the Board's existing workforce and organizational structure along with an assessment of the future workload and trends that will impact the Board. Our goal is to implement an action plan simultaneously with the upcoming changes discussed in the report.

**Office Move**

The Board's new office is now in the construction phase of the project and scheduled for completion in December. The lease will commence once the construction has been approved. A move in date will be planned that allows for time to get situated and systems up and running. Once there is an updated work plan, the Board will begin the move-in phase of project with the goal of causing the least disruption to Board business. Most of the costs of the move will be covered by an architectural revolving fund that was set up in 2012.

# **Enforcement Program Report**

**Prepared by Sandra Monterrubio**

**October 4, 2013**

## **Complaint Program**

The total number of complaints received as of July 1, 2013 is 168. The Veterinary Medical Board (Board) has received 10 complaints involving unlicensed activity. Unlicensed activity cases include, but are not limited to, anesthesia-free dental cleaning, veterinarians and registered technicians practicing without a valid license, and expired hospital premise permits.

The Board is in the process of filling the vacant enforcement/intake position. The intake person is responsible for opening all incoming complaints, assisting with the inspection program, issuing citations, providing clerical support for all enforcement staff, and is back-up to the receptionist. Current enforcement staff have absorbed this workload, but in doing so additional backlogs have been created.

## **Citation Program**

Since July 1, 2013, 44 citations have been served, 8 informal conferences have been held and one citation has been referred to the Attorney General's Office for an administrative hearing. Of the 44 citations served, 23 were issued for unlicensed activity.

## **Inspection Program**

On August 1, 2013, the Board promoted Allison Nagao-Dutra to the Probation Monitor and Inspection Coordinator position. Ms. Nagao-Dutra has been part of the enforcement team for the last three years and has performed desk investigations, issued citations and assigned complaint-related inspections. Ms. Nagao-Dutra is monitoring probationers, assigning and maintaining the inspection program and working with the Office of the Attorney General on Statement of Issues (license denial).

To date, the Board has assigned 150 inspections. None of the 150 inspections have been performed due to the inspection position being vacant for several months. Inspections will begin no later than November 1, 2013. Due to budget constraints, the Board will assign 200 routine inspections and 25 complaint-related inspections for fiscal year 2013/2014.

Currently the Board has three inspectors performing inspections. Due to budget constraints, the Board is not hiring any new inspectors for fiscal year 2013/2014.

## **Discipline Program**

Currently there are 94 cases pending at the Attorney General's Office. Those cases include Accusations and Statements of Issues. Since July 1, 2013, five cases have been sent to the Attorney General's Office with 12 additional cases being processed for transmittal.

Dr. Byoung Hah has petitioned for reinstatement of his license and his case will be heard on October 22, 2013 at 10:00 am.

Dr. George Grant has petitioned for reinstatement of his license and his case will be heard on October 22, 2013 at 1:00 p.m.

As of today, the Board is monitoring 38 probationers. Of the 38 probationers, all are in compliance. The Assistant Executive Officer and the Enforcement Program Manager have been working with the Enforcement Committee on developing new probation monitoring procedures that will allow for strict and efficient monitoring by the probation monitor. The recommended monitoring protocol includes:

- Meeting with the probationer at the Board office to review the adopted Disciplinary Order adopted by the Board and answer questions.

- Monitoring probationers' progress through regular phone calls.
- Progress checks by the probation monitor at the probationer's practice location.

The recommended protocol should be implemented once additional enforcement staff is hired.

# Examination/Licensing Report

Prepared by Ethan Mathes

October 2013

## Examinations

NORTH AMERICAN VETERINARY LICENSING EXAMINATION			
November 2012/December 2012		April 2013	
Candidates	Pass Pct.	Candidates	Pass Pct.
327	87%	90	82%

CALIFORNIA STATE BOARD EXAMINATION			
November 2012 – April 2013		May 2013 – October 2013	
Candidates	Pass Pct.	Candidates	Pass Pct.
202	87%	178	95%

REGISTERED VETERINARY TECHNICIAN EXAMINATION			
January 2013 - June 2013		July 2013 - December 2013	
Candidates	Pass Pct.	Candidates	Pass Pct.
245	68%	182	77%

## Examination Development and Workshops

### California State Board

Review OA Survey Results – October 24<sup>th</sup> and 25<sup>th</sup>, 2013

Re-classification – January 9<sup>th</sup> and 10<sup>th</sup>, 2014

Re-classification – February 27<sup>th</sup> and 28<sup>th</sup>, 2014

Develop/Review new test items – May 1<sup>st</sup> and 2<sup>nd</sup>, 2014

Develop/Review test items – June 5<sup>th</sup> and 6<sup>th</sup>, 2014

Examination Construction Workshop – July 16<sup>th</sup> through 18<sup>th</sup>, 2014

Construct Exam/Establish Passing Score for November 2014 to April 2015 Exam – August 7<sup>th</sup> and 8<sup>th</sup>, 2014

### Registered Veterinary Technician Examination

Workshops for the new California registered veterinary technician examination have been completed. The RVT Examination is on track to be completed for a March 2014 release.

The examination plan and reference material have been approved by OPES and the Board for distribution. Board staff is working on disseminating the information to interested parties and posting on the Board's website by November 1, 2014.

## Licensing

Licensees	
<i>as of June 2013</i>	
Veterinarian Licenses*/**	16,418/11,516
Veterinarian Licenses – California**	8,974
Registered Veterinary Technician Licenses*/**	9,152/5,954
Registered Veterinary Technician Licenses California**	5,471
Premise Permits**	3,182
Premise Permits – Exempt**	77
<i>*includes delinquent, inactive, and clear licensees; **clear licensees</i>	

Licenses Issued		
	Jan. 2012 - Dec. 2012	Jan. 2013 - Sep. 2013
Veterinarian	562	489
Reciprocity	50	44
Intern	29	29
Registered Veterinary Technician	491	309
Premises	167	90

## **Publications**

*Disciplinary Guidelines* – The Disciplinary Guidelines were effective October 1, 2013. Board staff worked with DCA's Publications office to produce a handbook-sized Disciplinary Guidelines and will distribute copies of the handbook to the Board, staff and Attorneys General. The new Guidelines are also available on the Board's website.

*Fall/Winter Newsletter* – The Publications Committee and Board staff met on October 9, 2013 to discuss content for the next Newsletter. Content will include information on the transition to the VTNE, update on SB 304 and new regulations (including Disciplinary Guidelines and Minimum Standards), and new Board members.

## **VTNE Transition**

Staff continues to work with all facets of the transition to the VTNE in early 2014. It was determined, based on the VTNE examination testing windows that the Board will transition on March 1, 2014. This would enable VTNE applicants to apply for the July-August VTNE testing window with the maximum allowable time to apply for the examination.

*Regulations* – The Board held the public hearing at its July meeting, the Board directed staff to proceed with the rulemaking action and submit the proposed language to DCA and OAL for approval.

*Contract* – Board staff is working with AAVSB and DCA staff to establish a contract with AAVSB to administer the VTNE.

*RVT California Examination* – The examination plan and reference material have been approved by OPES and the Board for distribution.

Due to the Board transition to the new BreEZe database system, Board staff is working on developing a temporary workaround in order to process RVT applicants after March 1, 2014 and until BreEZe is fully implemented.