

## Assistant Executive Officer's Report

### **Budgets**

Based on our most recent budget reports (Month 11), the Board is within its range of projections for expenditures for the current fiscal year and is anticipating a reversion of less than five percent of its budget at the end of the fiscal year. Included in the meeting binders are the Board's expenditure and revenue projection reports and the Board's budget summary.

Board staff is still working with budgets on two budget change proposals beginning 2013-14 fiscal year for additional positions and a budget augmentation for both the Hospital Inspection program and the Mandatory Continuing Education Audit program. The proposals are similar to what was proposed last year but have been revised to include additional staffing.

As a result of the Budget Letter (BL) 12-03, the Board's Special Investigator position was reduced by .6, leaving that position at .3 full time equivalent.

### **Personnel**

The Board has been actively recruiting to fill its vacant Staff Services Analyst position in Enforcement. Interviews will be held in late July and we hope to have the position filled by August.

Beginning July 1, 2012 the State and unions negotiated a 4.62% pay reduction for most State employees. All Board staff are affected by this reduction which includes a mandatory day off every month until July 1, 2013.

### **Office Move**

We are still working with the Department of General Services and the Department of Real Estate on the Board's potential move to the HQ2 building on Market Street in Sacramento. An architectural revolving fund has been established to set aside funds for a potential move in late 2013 or early 2014.

### **Contracts**

Cooperative Personnel Services (CPS) presented to the Board at their January 2012 meeting; CPS reviewed will undertake a workforce review of the Board staff and Board functions.

Staff begun the contract process with CPS in February 2012 and the proposed contract was sent to DCA's contracts unit in March 2012. The final CPS contract was sent to CPS on June 26, 2012.

### **Regulations**

*Disciplinary Guidelines* – Proposed language would amend CCR section 2006 to incorporate the Disciplinary Guidelines by reference. The Disciplinary Guidelines incorporated by reference were updated to clearly and concisely provide guidance to the Board, Administrative Law Judge, and the public in interpreting the various sections of the applicable Business and Professions Code when initiating discipline for violations to the Veterinary Medicine Practice Act.

The Board approved the Disciplinary Guidelines at its January 2012 meeting and the regulatory hearing was held on June 12, 2012. Amendments were made to the Guidelines at the Board's June 2012 meeting and staff issued a 15-day Notice on July 5, 2012; the 15-day Notice period ends on July 19, 2012.

*Minimum Standards* – In response to the Board’s 45-day Notice of proposed changes to the Minimum Standards of Practice in October, staff received over 22,000 letters by mail, fax, and email. A massive effort involving all staff was undertaken to sort and review the letters. What we discovered was that the majority of letters were duplicates of over 50 different form letters complaining about anesthesia-free dentistry and past legislation. We also received numerous copies of the same letter with different names or signatures written on them. Some of the letters did not contain legible names or contact information.

The next step was to create a contact database that would be used as an address file in responding to all comments. After sorting and reviewing the letters, less than half of the letters contained contact information or legible names. A total of 10,032 addresses were entered into the database. The last step to creating the database was to edit the file and remove duplicates which brought the number of names and addresses to 4,090.

The file and materials were prepared for the mass mailing on December 30. Board staff collaborated with DCA’s Business Services staff to complete the effort and make sure notice was mailed out on Wednesday, January 4, 2012.

Among the 4,090 letters mailed, about one-third were addressed to different names within the same household. Within the period of three days after the mailing, we received 92 letters returned due to invalid addresses. Within that same period, we received approximately 200 calls from people asking why they received our letter. Many of them did not understand the process or seemed to think this was a petition-type drive.

Only the sections that were changed in October are included in the most recent 15-day Notice and are open for comment. Section 2037 was adopted with no changes and was not included in the latest notice. However, the regulation process requires that we respond to all comments submitted in the 45-day comment period.

Staff issued a 15-day Notice on January 4, 2012 in response to comments received in the 45-day comment period. Staff issued an additional 15-day Notice on February 22, 2012 in response to the first 15-day comment period.

Staff forwarded the complete rulemaking file to DCA’s legal office on May 25, 2012. The legal office contacted staff on June 19, 2012 that additional clarifying changes to the 45-day comments are necessary. Staff will re-submit the amended rulemaking file back to the DCA legal office by July 25, 2012.

*Retroactive Fingerprinting* – Proposed language would require that veterinarian and veterinary technician licensees to respond to all Board requests for information within 30 days, that they are required to provide the Board with all records requested related to criminal history information, provide accurate responses and make available documents and other records requested. There is a delayed implementation date in the language of April 2012.

Board staff is working with the Department of Justice and DCA ATS staff to identify affected licensees and ensure the Board’s licensing database system will accept retroactive fingerprints. This effort is complicated by the fact that DCA has already begun to transition to a new licensing/enforcement database system. The Board is scheduled to convert to the new licensing/enforcement database system in February 2013 and the old system is not set up to handle retroactive fingerprint requirements.

## **Examination/Licensing Report**

### **Examinations**

<b>NORTH AMERICAN VETERINARY LICENSING EXAMINATION</b>			
November 2011/December 2011		April 2012	
Candidates	Pass Pct.	Candidates	Pass Pct.
278	90%	61	75%

<b>CALIFORNIA STATE BOARD EXAMINATION</b>			
November 2011 – April 2012		May 2012 – October 2012	
Candidates	Pass Pct.	Candidates	Pass Pct.
280	96%	107	93%

<b>REGISTERED VETERINARY TECHNICIAN EXAMINATION</b>			
January 2012 - June 2012		July 2012 - December 2012	
Candidates	Pass Pct.	Candidates	Pass Pct.
157	77%	7	57%

### **Examination Workshops**

*No Workshops are scheduled at this time.*

### **Licensing**

<b>Licenses Issued</b>	
January 1, 2012 - December 31, 2012	
Veterinarian	357
Reciprocity	21
Intern	11
Registered Veterinary Technician	218
Premises	105

### **Publications**

*Hospital Inspection Checklist* - The Board reviewed and approved the Hospital Inspection Self Checklist content at its January Meeting. The Checklist was amended by staff, reviewed by legal counsel, published by DCA's publications office in February, and posted on the Board's website in March.

Staff has researched the cost of printing and mailing the Checklist and the Board agreed at its April Meeting to mail the Checklist to all Veterinary Premises. Staff completed mailing the Checklists on June 30, 2012.

Once the proposed Minimum Standards regulations become law, the Checklist will be updated to reflect the new laws.

*Radiation Safety Guide* - The RVTC approved the Radiation Safety Guide at its March 2011 Meeting and requested staff to send the document to the Department of Health Services (DHS) for its review and comment. The Guide was subsequently sent to DHS and was received with their comment in September 2011.

The Guide will be complete and posted on the Board's website by August 17, 2012.