

## 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.