



MEMORANDUM

DATE	July 9, 2021
TO	Veterinary Medical Board (Board)
FROM	Timothy Rodda, Administration/Licensing Manager
SUBJECT	Agenda Item 16.A. Administration Report

Staff Update

In June 2021, Board staff returned to the office with varying schedules. All analysts are in the office at least three days per week and have the option to telework during their remaining week schedule. The Board's cashier has been on extended leave since July 2020, and staff from the Administration and Licensing Units continue covering the essential position.

On June 1, 2021, Jacqueline French accepted a promotional opportunity at the California State Board of Optometry. Most of Ms. French's duties related to California State Board Examination (CSBE) development, and she served as the coordinator between the Department of Consumer Affairs (DCA) Office of Professional Examination Services (OPES) and subject matter experts. She also served as the Board's personnel liaison. Ms. French has served the Board since November 2014 and was a positive influence on the team. Her knowledge, expertise, decorating skills, and morale boosting activities will be severely missed.

With the elimination of the CSBE in the Board's Sunset Bill (Assembly Bill (AB) 1535 (Committee on Business and Professions, 2021)), the vacant position is being reallocated to enforcement, and individual managers will handle personnel activities for their respective staff. Position reallocation takes longer than refilling vacant positions, but management hopes to begin the recruitment this month.

On June 1, 2021, the Board hired Kellie Harris to fill the vacant receptionist position. Ms. Harris worked previously at the California Department of Corrections and Rehabilitation and veterinary hospitals in the Sacramento area before coming to work at the Board. We are excited to have her join the team.

On July 1, 2021, the Board converted its limited term positions in enforcement, licensing, and administration to permanent positions. This change adds job security to those in the positions, and the Board anticipates reduced staff turnover as a result.

Budget, Expenditure Projection Report, and Fund Condition

Attached is the most recent Budget Report Fiscal Year (FY) 2020-21 Expenditure Projection based on Fiscal Month (FM) 11 (May 2021). Based on these projections, the Board is on track to revert 16.9% of its budget (\$1,075,813) to the Board Fund. The savings continued due to staff vacancies, reduced cost of travel and examination development, and hearings postponed by the

Office of Administrative Hearings. In addition, the projections include the \$321,000 employee compensation savings.

The attached Analysis of Board Fund Condition reflects implementation of the Board's Emergency Fee increase in FY 2019-20, the May Revise for Budget Year 2020-21, and the General Fund Loan. The Board's Fund is projected to have 6.3 months in reserve this fiscal year. However, Board staff anticipates reserves depleting in future years to make the seven enforcement limited term positions permanent.

A representative from the DCA Budget Office will present the budget documents to the Board during the July 22-23, 2021 meeting.

Board Communication

Board staff continue to assist stakeholders while working remotely. Additionally, Board staff continue to send monthly email updates to stakeholders.

Training Videos (Strategic Plan Objective 2.1)

Board staff have been working with the DCA Office of Public Affairs to develop instructional videos to assist applicants. These videos will demonstrate the process of how to submit an initial application in BreEZe to reduce confusion on how to apply and what documentation is required to submit when applying. Board staff completed development of instructional videos for veterinarian applicants who are within eight months of graduation or have recently graduated from veterinarian schooling. Those videos can be found [here](#) for California school graduates (those from the University of California, Davis and Western University) and [here](#) for non-California school graduates. Once additional videos have been finalized, they will be posted to the Board's website.

Microsoft Teams Phones (Strategic Plan Objective 3.3)

The Board currently maintains a standard telephone directory system with multiple lines for the Board's different programs, similar to the email addresses. To better serve the Board's stakeholders, staff are working with the DCA Office of Information Services (OIS) to migrate the Board's auto-attendant telephone system to Microsoft Teams. This will allow the Board's main phone lines to be accessible by multiple staff in corresponding units, rather than requiring the receptionist to be the gateway for Board telephonic communication. With all staff utilizing MS Teams in this method, stakeholders are anticipated to have greater access to staff and reduced delays.

Diversion Program

The next Diversion Evaluation Committee (DEC) meeting is scheduled for October 2021. There is currently one participant in the program. The DEC meets every January/February, June, and October.

Attachments:

1. Board Budget Report FY 2020-21 Expenditure Projection FM 11
2. Analysis of Board Fund Condition, FY 2020-21

VETERINARY MEDICAL BOARD - 0777
BUDGET REPORT
FY 2020-21 EXPENDITURE PROJECTION
FM 11

Based on 6/15 Activity Log

OBJECT DESCRIPTION	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21				
	ACTUAL EXPENDITURES (FM 13)	ACTUAL EXPENDITURES (FM 13)	ACTUAL EXPENDITURES (FM 13)	CY REVISED BUDGET	CURRENT YEAR EXPENDITURES 6/15 Activity Log	PERCENT SPENT	PROJECTIONS TO YEAR END	UNENCUMBERED BALANCE
PERSONNEL SERVICES								
Salary & Wages (Staff)	993,155	1,096,811	1,139,713	1,673,000	1,245,642	74%	1,367,846	305,154
Statutory Exempt (EO)	101,102	96,744	100,128	82,000	86,910	106%	94,862	(12,862)
Temp Help	35,258	59,132	11,789	33,000	20,381	62%	26,606	6,394
Board Member Per Diem	10,000	7,600	5,500	14,000	6,100	44%	7,000	7,000
Committee Members (DEC)	3,400	3,700	3,200	11,000	1,800	16%	3,200	7,800
Overtime	14,081	0	1,296	0	21,648	N/A	21,648	(21,648)
Staff Benefits	669,257	704,660	788,191	1,133,000	835,407	74%	924,544	208,456
TOTALS, PERSONNEL SVC	1,826,253	1,968,647	2,049,817	2,946,000	2,217,889	75%	2,445,707	500,293
OPERATING EXPENSE AND EQUIPMENT								
General Expense	22,550	20,570	9,148	62,000	6,812	11%	8,174	53,826
Fingerprint Reports	784	5,427	40,524	6,000	33,108	552%	39,730	(33,730)
Printing	32,663	34,509	39,913	41,000	51,968	127%	51,968	(10,968)
Communication	1,963	2,078	1,860	34,000	1,449	4%	1,739	32,261
Postage	15,228	8,754	0	34,000	1,278	4%	12,000	22,000
Insurance	43	7,419	53	0	48	N/A	48	(48)
Travel In State	41,274	20,728	31,238	211,000	328	0%	1,500	209,500
Training	0	4,835	15,140	26,000	4,035	16%	5,000	21,000
Facilities Operations	126,510	122,816	141,545	174,000	135,847	78%	146,550	27,450
C & P Services - Interdept.	84	90	96	0	146	N/A	146	(146)
C & P Services - External	99,016	108,680	120,033	147,000	141,543	96%	141,543	5,457
C/P Svcs-External Expert Examiners	179,713	170,671	83,226	31,000	31,316	101%	35,000	(4,000)
DEPARTMENTAL SERVICES (PRO RATA):								
Interagency Services	78,949	106,991	48,964	50,000	18,523	37%	18,523	31,477
Department Pro Rata	863,000	870,000	865,000	991,000	952,750	96%	991,000	0
Division of Investigation	471,998	499,847	406,003	304,000	304,000	100%	304,000	0
INTERAGENCY SERVICES:								
Consolidated Data Center	7,366	2	9,302	34,000	494	1%	16,420	17,580
Information Technology	4,198	672	273	5,000	2,646	53%	3,500	1,500
ENFORCEMENT:								
Attorney General	837,755	705,366	723,315	932,000	625,353	67%	682,203	249,797
Office Admin. Hearings	123,110	227,750	220,100	134,000	254,872	190%	278,042	(144,042)
Court Reporters	38,620	31,594	34,966	0	26,406	N/A	31,687	(31,687)
Evidence/Witness Fees	122,667	144,355	78,649	163,000	73,089	45%	87,707	75,293
Equipment	6,897	663	49,966	80,000	27,370	34%	30,000	50,000
TOTALS, OE&E	3,074,388	3,093,995	2,919,314	3,462,000	2,693,381	78%	2,886,480	575,520
TOTAL EXPENSE	4,900,641	5,062,642	4,969,131	6,408,000	4,911,270	77%	5,332,187	1,075,813
Sched. Reimb. - Fingerprints	(4,225)	(3,055)	(15,288)	(11,000)	(30,346)		(11,000)	0
Sched. Reimb. - Other	0	0	0	(15,000)	0		(15,000)	0
Unsched. Reimb. - Other	(215,789)	(194,368)	(300,284)	0	(188,682)		0	0
NET APPROPRIATION	4,680,627	4,865,219	4,653,559	6,382,000	4,692,242	74%	5,306,187	1,075,813
SURPLUS/(DEFICIT):								16.9%

0777- Veterinary Medical Board**(Dollars in Thousands) 2021-22 Governor's Budget
with CY FM 11 Projections**

	PY	CY	BY	BY+1
	2019-20	2020-21	2021-22	2022-23
BEGINNING BALANCE	\$2,047	\$2,946	\$4,777	\$4,955
Prior Year Adjustment	-\$33	\$0	\$0	\$0
Adjusted Beginning Balance	\$2,014	\$2,946	\$4,777	\$4,955
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS				
Revenues				
4121200 - Delinquent fees	\$29	\$55	\$36	\$36
4127400 - Renewal fees	\$4,344	\$5,841	\$5,615	\$5,615
4129200 - Other regulatory fees	\$56	\$60	\$50	\$50
4129400 - Other regulatory licenses and permits	\$1,364	\$1,808	\$1,766	\$1,766
4143500 - Miscellaneous services to the public	\$1	\$0	\$0	\$0
4163000 - Income from surplus money investments	\$53	\$21	\$49	\$75
4171400 - Escheat of unclaimed checks and warrants	\$5	\$11	\$4	\$4
4173500 - Settlements and Judgments - Other	\$0	\$3	\$0	\$0
Totals, Revenues	\$5,852	\$7,799	\$7,520	\$7,546
General Fund Transfers and Other Adjustments				
Loan to General Fund (0001) per Control Section 3.92, per Budget Act of 2020	\$0	-\$321	\$0	\$0
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$5,852	\$7,478	\$7,520	\$7,546
TOTAL RESOURCES	\$7,866	\$10,424	\$12,297	\$12,501
EXPENDITURES AND EXPENDITURE ADJUSTMENTS	PY	CY	BY	BY+1
	2019-20	2020-21	2021-22	2022-23
Expenditures:				
1111 Program Expenditures (State Operations)	\$4,565	\$5,306	\$6,883	\$7,089
9892 Supplemental Pension Payments (State Operations)	\$80	\$80	\$80	\$80
9900 Statewide Pro Rata	\$275	\$261	\$379	\$379
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$4,920	\$5,647	\$7,342	\$7,548
FUND BALANCE				
Reserve for economic uncertainties	\$2,946	\$4,777	\$4,955	\$4,953
Months in Reserve	6.3	7.8	7.9	5.5

NOTES:

Assumes workload and revenue projections are realized in BY, BY+1 and ongoing.

Expenditure growth projected at 3% beginning BY +1.

CY revenue and expenditures are Fiscal Month 11 projected amounts.