

# BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR DEPARTMENT OF CONSUMER AFFAIRS • VETERINARY MEDICAL BOARD 1747 North Market Blvd., Suite 230, Sacramento, CA 95834-2987 P (916) 515-5220 | Toll-Free (866) 229-0170 | www.vmb.ca.gov



# MEMORANDUM

SUBJECT	Agenda Item 16.A. Administration Report
FROM	Timothy Rodda, Administration/Licensing Manager
то	Veterinary Medical Board (Board)
DATE	April 4, 2023

# Staff Update

On October 17, 2022, the Board's new hire receptionist took a position with another state agency. The Board relisted the position, conducted interviews and made a conditional offer to another candidate in December. The candidate accepted the offer, but on December 20, they informed us that they had accepted another position and were withdrawing from our candidacy. The Board relisted the position again on December 21 for additional candidates. Interviews were held on February 16 and 17, 2023 for the position. A candidate was offered the position but declined. Additional interviews were held on March 6, 2023. Staff is working with HR on applicant eligibility for the open position. The Board is working to fill the position as soon as possible and an update will be provided at the meeting regarding the process.

On February 6, 2023, Laura Bishop was hired to fill the Board's vacant cashier position. Laura had previously worked with the California Architects Board as a licensing technician.

On February 8, 2023, Brandie Gutierrez was hired to fill the Board's vacant RVT licensing technician position. Ms. Gutierrez previously worked at the Franchise Tax Board as a Tax Technician.

The Board's attached Organization Chart, effective April 1, 2023, includes confirmed and anticipated start dates for new hires. The recruitment process is underway to fill any vacancies.

### **Budget Projection Reports and Fund Condition**

The Board's Budget Manager Karen Munoz will present the budget documents to the Board during the April 19-20, 2023 meeting.

Attached is the Budget Report Fiscal Year (FY) 2022-23 Expenditure Projection based on Fiscal Month (FM) 8. Based on these projections, the Board is on track to revert 5.38% of its budget (\$393,184) to the Board Fund.

As indicated in the chart below, the Board brought in more revenue than projected last fiscal year. The revenue built into the budget is based on staff analysis of workload and revenue data from prior fiscal years and projections aligning with data trends. At the end of each fiscal year, staff compares what was projected to what was brought in to see if adjustments need to be made for the next year.

# Revenue Report FY 2022-2023 Fiscal Month 8

Fiscal Code	Budget	YTD
Delinquent Fees	\$58,000	\$46,988
Other Regulatory Fees	\$79,000	\$108,025
Other Regulatory License and Permits	\$1,556,000	\$1,027,806
Other Revenue	\$101,000	\$67,300
Renewal Fees	\$5,811,000	\$4,130,029
Revenue	\$7,605,000	\$5,380,148

The attached Analysis of Board Fund Condition projects to have 11.4 months in reserve for FY 2022-23. This means the Board can continue to operate for 11.4 months without collecting additional revenue. The fund is projected to start decreasing beginning FY 2023-24. 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. Additional upcoming costs associated with the Board will be repayment of the general fund loan, AG and OAH costs. Staff also propose repaying the general fund loan sooner as it has the appearance of the Board having more funds than are available. Currently, the fund condition will decrease to 9.4 months in reserve by FY 25-26. Staff will maintain watch on the fund condition for changes and will advise when a fee change may be necessary.

## Wellness Program

The next Wellness Evaluation Committee (WEC) meeting will be held in June 2023. There are currently two participants in the program. The WEC meets every January/February, June, and October.

#### **Attachments:**

- 1. VMB Org Chart, Dated April 1, 2023
- 2. Budget Report FY 2022-23 Expenditure Projection FM 8
- 3. Analysis of Board Fund Condition, FY 2022-23

Office Technician (T)

Rachel Mckowen (LT) 635-110-1139-001

#### **CURRENT Wellness Evaluation Department of Consumer Affairs BOARD MEMBERS** Committee (8 Members) (5 Members) **Veterinary Medical Board** FY 2022-23 Authorized Positions 33.7 April 1, 2023 Blanket Positions: 6.5 Multidisciplinary LT – Limited Term Committee **Executive Officer** (9 Members) Jessica Sieferman 635-110-8879-003 Administration/Licensing/ **Enforcement** Enforcement **Enforcement Examinations** Robert Stephanopoulos Patty Rodriguez Matthew McKinney Timothy Rodda Staff Services Manager I Staff Services Manager I Staff Services Manager I 635-110-4800-002 (0.5) Staff Services Manager I 635-110-4800-003 635-110-4800-004 635-110-4800-001 635-110-4800-907 (0.5) Assoc Govt Prog Analyst Licensees (Contractor) **Assoc Govt Prog Analyst** Amber Kruse Administration Licensing/Examinations **Enforcement Desk** Field Inspector 635-110-5393-800 Dillon Christensen **Assoc Govt Prog Analyst** Los Angeles Co. (4) 635-110-5393-802 Brvce Salasky Kimberly Gorski **Assoc Govt Prog Analyst** 635-110-5393-813 **Assoc Govt Prog Analyst** 635-110-5393-005 Orange Co. Fredy Olea-Gaspar Jeffrey Olquin, Lead 635-110-5393-804 Andrea Amava-Torres Kellie Fairless Neloofar Forget 635-110-5393-003 Southern CA (2) 635-110-5393-814 635-110-5393-805 635-110-5393-807 Daniel Strike Central Coast 635-110-5393-809 VACANT **Staff Services Analyst** Program Technician II Tara Reasoner, Lead 635-110-5393-815 635-110-5393-808 Central CA Kim Phillips-Francis Ashley Sanchez Brandie Gutierrez 635-110-5393-811 Staff Services Analyst 635-110-5157-021 635-110-9928-001 Anna Fulton San Joaquin 635-110-5393-810 Kimberley Lynn Merlene Francis (LT) Robert Rouch **Dustin Garcia** 635-110-5157-011 Sacramento/Placer 635-110-5393-907 635-110-5157-803 635-110-9928-002 **Staff Services Analyst** Rachel Adversalo (LT) North Bay (2) Office Technician (T) Staff Services Analyst Brett Jarvis (LT) Marlenne Gonzalez 635-110-5157-907 635-110-5157-907 635-110-9928-003 VACANT (LT) South Bay Melissa Caudillo Office Technician (T) 635-110-1139-009 635-110-5157-801 Usa Visuthicho (LT) Nguyen, Minh Hang 635-110-5157-907 East Bay 635-110-1139-021 (0.8) Jacqueline French Laura Bishop Northern CA 635-110-5157-812 635-110-1139-012 (0.4) Office Technician (T) **Probation Desk** 635-110-1139-907 (0.6) Office Technician (T) Kenneth Seunarine Assoc Govt Prog Analyst Priscilla Onia 635-110-1139-022 Licensees Jeffrey Weiler Cheng Vang 635-110-1139-907 (0.4) (Contractor) 635-110-5393-806 635-110-1139-019 Veterinarian Consultant (2) Alexander Juarez 635-110-5393-815 All Positions are Designated for Criminal Offender Record

Information (CORI)

# **Department of Consumer Affairs**

# **Expenditure Projection Report**

Veterinary Medical Board

Fiscal Month: 8 Fiscal Year: 2022 - 2023

#### PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	YTD + Encumbrance	Projections to Year End	Balance
5100 PERMANENT POSITIONS		\$2,209,000	\$2,006,309	\$2,335,000	\$1,465,373	\$2,271,986	\$63,014
5100 TEMPORARY POSITIONS		\$33,000	\$10,606	\$33,000	\$142,729	\$226,961	-\$193,961
5105-5108 PER DIEM, OVERTIME, & LUMP SUM		\$25,000	\$33,662	\$25,000	\$7,329	\$10,229	\$14,771
5150 STAFF BENEFITS		\$1,374,000	\$1,168,518	\$1,527,000	\$994,982	\$1,546,175	-\$19,175
PERSONAL SERVICES		\$3,641,000	\$3,219,095	\$3,920,000	\$2,610,413	\$4,055,351	-\$135,351

# **OPERATING EXPENSES & EQUIPMENT**

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	YTD + Encumbrance	Projections to Year End	Balance
5301 GENERAL	EXPENSE	\$83,000	\$24,074	\$87,000	\$12,394	\$25,565	\$61,435
5302 PRINTING		\$47,000	\$38,376	\$49,000	\$64,304	\$64,529	-\$15,529
5304 COMMUNI	CATIONS	\$40,000	\$3,314	\$42,000	\$2,687	\$4,606	\$37,394
5306 POSTAGE		\$37,000	\$10,580	\$38,000	\$7,011	\$11,450	\$26,550
5308 INSURANC		\$0	\$58	\$0	\$0	\$60	-\$60
53202-204 IN S		\$180,000	\$887	\$183,000	\$3,739	\$6,150	\$176,850
5322 TRAINING		\$29,000	\$635	\$30,000	\$20,270	\$20,270	\$9,730
5324 FACILITIE		\$195,000	\$172,395	\$202,000	\$163,410	\$181,057	\$20,943
53402-53403 C/	P SERVICES (INTERNAL)	\$1,066,000	\$683,625	\$1,066,000	\$394,151	\$755,218	\$310,782
5340310000	Legal - Attorney General	\$932,000	\$602,227	\$932,000	\$367,444	\$641,248	\$290,752
5340320000	Office of Adminis Hearings	\$134,000	\$81,181	\$134,000	\$26,341	\$113,405	\$20,596
53404-53405 C/	P SERVICES (EXTERNAL)	\$341,000	\$467,695	\$408,000	\$441,952	\$581,620	-\$173,620
5342 DEPARTM	IENT PRORATA	\$1,233,000	\$1,168,595	\$1,169,000	\$846,000	\$1,169,000	\$0
5342 DEPARTMENTAL SERVICES		\$50,000	\$2,590	\$50,000	\$925	\$2,600	\$47,400
5344 CONSOLIDATED DATA CENTERS		\$46,000	\$0	\$50,000	\$0	\$20,115	\$29,885
5346 INFORMAT	FION TECHNOLOGY	\$5,000	\$876	\$5,000	\$0	\$975	\$4,025
5362-5368 EQU		\$38,000	\$38,365	\$10,000	\$9,860	\$19,250	-\$9,250
5390 OTHER ITEMS OF EXPENSE		\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
54 SPECIAL ITEMS OF EXPENSE		\$0	\$1,012	\$0	\$80	\$1,000	-\$1,000
OPERATING EX	PENSES & EQUIPMENT	\$3,393,000	\$2,613,079	\$3,392,000	\$1,966,782	\$2,863,465	\$528,535

TOTAL EXPENDITURESS	<b>\$7,034,000 \$5,832,173 \$7,312,000</b>	\$4,577,195	\$6,918,816	\$393,184
REIMBURSEMENTS	-\$26,000 -\$209,978 -\$26,000	\$0	-\$26,000	\$0
TOTAL NET EXPENDITURES	\$7,008,000 \$5,622,195 \$7,286,000	\$4,577,195	\$6,892,816	\$393,184

0777 - Veterinary Medical Board Contingent Fund Analysis of Fund Condition (Dollars in Thousands)								Prepar	red	4.4.2023
2023-24 Governor's Budget with FM 8 Projections		CTUAL 021-22	2	CY 2022-23	2	BY 023-24		BY +1 024-25		BY +2 025-26
DECINING DALANCE	¢.	E 020	ď	/ 01 /	đ	0.107	đ	7 007	đ	7 207
BEGINNING BALANCE Prior Year Adjustment	\$	5,032 34	\$	6,914 0	\$	8,126 0	\$	7,897 0	4	7,307
Adjusted Beginning Balance	\$	5,066	\$		\$ \$	8,126	\$	7,897	\$	7,307
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS										
Revenues										
4121200 - Delinquent fees	\$	63	\$	68	\$	58	\$	58	\$	58
4127400 - Renewal fees	\$	6,056	\$	6,184	\$	5,811	\$	5,811	\$	5,811
4129200 - Other regulatory fees	\$	158	\$	178	\$	77	\$	77	\$	77
4129400 - Other regulatory licenses and permits	\$	1,877	\$	1,853	\$	1,554	\$	1,554	\$	1,554
4163000 - Income from surplus money investments	\$	26	\$	71	\$	97	\$	108	\$	97
4171400 - Escheat of unclaimed checks and warrants	\$	5	\$	3	\$	0	\$	0	\$	0
Totals, Revenues	\$	8,185	\$	8,357	\$	7,597	\$	7,608	\$	7,597
Transfers and loans to/from other funds										
Loans from the General Fund (0001) 1111-017-0001, Budget Act of 2021	\$	0	\$	157	\$	149	\$	0	\$	0
Operating Transfers To General Fund 0001 per EO E 21/22-276 Revised (AB 84)	\$	-256	\$	0	\$	0	\$	0	\$	0
Totals, Transfers and Other Adjustments	\$	-256	\$	157	\$	149	\$	0	\$	0
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$	7,929	\$	8,514	\$	7,746	\$	7,608	\$	7,597
TOTAL RESOURCES	\$	12,995	\$	15,428	\$	15,872	\$	15,505	\$	14,904
Expenditures:										
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$	5,622	\$	6,715	\$	7,432	\$	7,655	\$	7,885
9892 Supplemental Pension Payments (State Operations)	\$	80	\$	80	\$	80	\$	80	\$	0
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$	379	\$	507	\$	463	\$	463	\$	463
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$	6,081	\$	7,302	\$	7,975	\$	8,198	\$	8,348
FUND BALANCE										
Reserve for economic uncertainties	\$	6,914	\$	8,126	\$	7,897	\$	7,307	\$	6,556
Months in Reserve		11.4		12.2		11.6		10.5		9.4
NOTES:										

0777 - Veterinary Medical Board Contingent Fund Analysis of Fund Condition

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