



MEMORANDUM

DATE	January 10, 2024
TO	Veterinary Medical Board (Board)
FROM	Kim Phillips-Francis, Administration/Licensing Manager
SUBJECT	Agenda Item 15.A. Administration Report

Staff Update

On November 8, 2023, the Board hired Susan Acklin to fill the Board’s vacant Registered Veterinary Technician (RVT) licensing technician position. Susan previously worked for the California Board of Registered Nursing.

On December 6, 2023, the Board welcomed back Bryan Brahms as the Board’s special projects technician in the Examinations and Licensing Unit. Bryan, who was previously the Board’s RVT licensing technician, returns from the California Contractors State License Board.

Amy Edelen returned to the Board on October 13, 2023. Ms. Edelen retired from the Board in December 2010. She is currently on an extended leave of absence until October 2024.

The Board’s Organization Chart is attached for reference. With the exception of the vacant analyst position in Administration, all positions are anticipated to be filled by the end of the month.

Emergency Response Team (ERT)

As part of DCA’s Emergency Preparedness and Evacuation Plan, Board staff has established an ERT. The ERT is comprised of Board staff with the mission to ensure employees are provided with the necessary information to proceed appropriately in the event of an emergency. The ERT held its introductory meeting on January 4, 2024, where a roster was created, member roles, and future meeting dates were discussed. All ERT members and Board management will receive cardiopulmonary resuscitation, first aid, and automated external defibrillator certification. The ERT will continue to meet on a quarterly basis.

Budget Projection Reports and Fund Condition

The Board's Budget Analyst, Veronica Hernandez, will present the budget documents to the Board during the January 17–18, 2024 meeting.

Attached is the Budget Report Fiscal Year (FY) 2023–24 Expenditure Report based on Fiscal Month (FM) 5. Attached is the Budget Report FY 2023-24 Expenditure Projection based on Fiscal Month (FM) 5. Based on these projections, the Board is on track to revert 10.42% of its budget (\$798,672) to the Board Fund.

As indicated in the chart on the next page, 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 2023–2024 Fiscal Month 5

Fiscal Code	Budget	YTD
Delinquent Fees	\$75,000	\$26,530
Other Regulatory Fees	\$148,000	\$67,764
Other Regulatory License and Permits	\$1,835,000	\$605,714
Other Revenue	\$128,000	\$83,295
Renewal Fees	\$6,176,000	\$2,792,770
Revenue	\$8,362,000	\$3,576,073

The attached Analysis of Board Fund Condition estimates 12.5 months in reserve for FY 2023–24. This means the Board can continue to operate for 12.5 months without collecting additional revenue. The fund is projected to start decreasing beginning FY 2024–25. 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.

Currently, the fund condition will decrease to 9.6 months in reserve by FY 25–26. However, as a reminder, the fund condition is simply a snapshot in time and does not include any budget change proposals that may be approved in the future. Staff will continue to monitor the fund condition and will advise when a fee change may be necessary.

Wellness Program

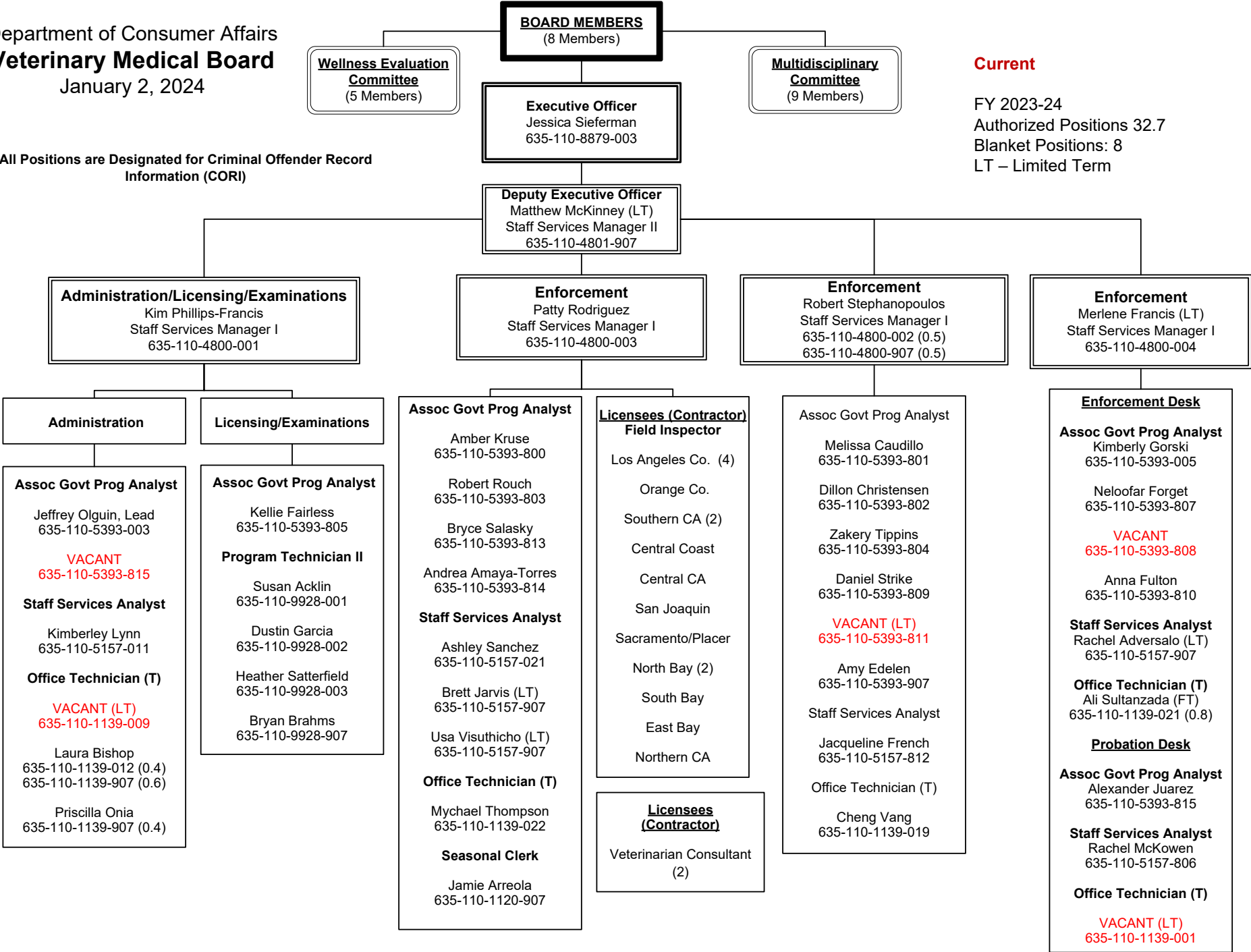
The Wellness Evaluation Committee (WEC) is scheduled January 29, 2024. There are currently two participants in the program. The WEC meets every January, June, and October.

Attachments

1. Attachment No. 1: VMB Org Chart, Dated January 2, 2024
2. Attachment No. 2: Budget Report FY 2023–24 Expenditure Projection Report FM 5
3. Attachment No. 3: Analysis of Board Fund Condition, Governor’s Budget FY 2024-25

Department of Consumer Affairs
Veterinary Medical Board
January 2, 2024

All Positions are Designated for Criminal Offender Record Information (CORI)



Current

FY 2023-24
Authorized Positions 32.7
Blanket Positions: 8
LT – Limited Term

Department of Consumer Affairs

Expenditure Projection Report

Veterinary Medical Board

Fiscal Month: 5

Fiscal Year: 2023 - 2024

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$2,335,000	\$2,230,681	\$2,388,000	\$798,384	\$2,111,237	\$276,763
5100	TEMPORARY POSITIONS	\$33,000	\$227,151	\$33,000	\$124,389	\$342,103	-\$309,103
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$25,000	\$10,629	\$25,000	\$5,232	\$11,632	\$13,368
5150	STAFF BENEFITS	\$1,527,000	\$1,485,436	\$1,634,000	\$582,695	\$1,549,189	\$84,811
	PERSONAL SERVICES	\$3,920,000	\$3,953,897	\$4,080,000	\$1,510,700	\$4,014,161	\$65,839

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$87,000	\$23,061	\$87,000	\$10,107	\$23,230	\$63,770
5302	PRINTING	\$49,000	\$65,557	\$49,000	\$72,450	\$77,129	-\$28,129
5304	COMMUNICATIONS	\$42,000	\$5,745	\$42,000	\$1,068	\$6,441	\$35,559
5306	POSTAGE	\$38,000	\$14,840	\$38,000	\$4,810	\$15,000	\$23,000
5308	INSURANCE	\$0	\$46	\$0	\$0	\$46	-\$46
53202-204	IN STATE TRAVEL	\$183,000	\$10,206	\$183,000	\$2,238	\$10,000	\$173,000
5322	TRAINING	\$30,000	\$20,730	\$30,000	\$1,000	\$3,000	\$27,000
5324	FACILITIES	\$202,000	\$179,275	\$202,000	\$167,699	\$174,687	\$27,313
53402-53403	C/P SERVICES (INTERNAL)	\$1,066,000	\$723,195	\$1,120,000	\$192,054	\$623,309	\$496,691
5340310000	Legal - Attorney General	\$932,000	\$632,647	\$932,000	\$189,628	\$574,364	\$357,636
5340320000	Office of Adminis Hearings	\$134,000	\$89,961	\$188,000	\$2,425	\$48,725	\$139,275
53404-53405	C/P SERVICES (EXTERNAL)	\$408,000	\$627,859	\$408,000	\$299,688	\$549,147	-\$141,147
5342	DEPARTMENT PRORATA	\$1,169,000	\$1,052,889	\$1,321,000	\$634,500	\$1,321,000	\$0
5342	DEPARTMENTAL SERVICES	\$50,000	\$3,010	\$50,000	\$724	\$3,050	\$46,950
5344	CONSOLIDATED DATA CENTERS	\$50,000	\$21,214	\$50,000	\$0	\$21,263	\$28,737
5346	INFORMATION TECHNOLOGY	\$5,000	\$0	\$5,000	\$394	\$394	\$4,606
5362-5368	EQUIPMENT	\$10,000	\$12,640	\$0	\$15,978	\$26,968	-\$26,968
5390	OTHER ITEMS OF EXPENSE	\$3,000	\$0	\$3,000	\$253	\$253	\$2,747
54	SPECIAL ITEMS OF EXPENSE	\$0	\$247	\$0	\$0	\$250	-\$250
	OPERATING EXPENSES & EQUIPMENT	\$3,392,000	\$2,760,513	\$3,588,000	\$1,402,964	\$2,855,166	\$732,834

OVERALL TOTALS	\$7,312,000	\$6,714,410	\$7,668,000	\$2,913,664	\$6,869,328	\$798,672
REIMBURSMENTS	-\$26,000	-\$217,000	-\$26,000	\$0	-\$26,000	\$0
OVERALL NET TOTALS	\$7,286,000	\$6,497,410	\$7,642,000	\$2,913,664	\$6,843,328	\$798,672
						10.42%

**0777 - Veterinary Medical Board Contingent Fund Analysis of Fund Condition
(Dollars in Thousands)**

Prepared 1.10.2024

2024-25 Governor's Budget With FM 5 Projections

	ACTUAL 2022-23	CY 2023-24	BY 2024-25	BY +1 2025-26
BEGINNING BALANCE				
Prior Year Adjustment	\$ 6,914	\$ 8,270	\$ 9,689	\$ 8,875
Adjusted Beginning Balance	\$ -27	\$ -	\$ -	\$ -
	<u>\$ 6,887</u>	<u>\$ 8,270</u>	<u>\$ 9,689</u>	<u>\$ 8,875</u>
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS				
Revenues				
4121200 - Delinquent fees	\$ 66	\$ 74	\$ 80	\$ 80
4127400 - Renewal fees	\$ 6,115	\$ 6,151	\$ 6,237	\$ 6,237
4129200 - Other regulatory fees	\$ 132	\$ 151	\$ 148	\$ 148
4129400 - Other regulatory licenses and permits	\$ 1,800	\$ 1,839	\$ 1,872	\$ 1,872
4163000 - Income from surplus money investments	\$ 187	\$ 141	\$ 140	\$ 116
4171400 - Escheat of unclaimed checks and warrants	\$ 9	\$ 8	\$ -	\$ -
4172500 - Miscellaneous revenues	\$ 1	\$ 1	\$ -	\$ -
Totals, Revenues	<u>\$ 8,310</u>	<u>\$ 8,365</u>	<u>\$ 8,477</u>	<u>\$ 8,453</u>
Transfers and loans to/from other funds				
Loan from the General Fund (0001) to the Veterinary Medical Board Contingent Fund (0777) per Item 1111-017-0001, Budget Act of 2021	\$ 157	\$ 149	\$ -	\$ -
Totals, Transfers and Other Adjustments	<u>\$ 157</u>	<u>\$ 149</u>	<u>\$ -</u>	<u>\$ -</u>
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	<u>\$ 8,467</u>	<u>\$ 8,514</u>	<u>\$ 8,477</u>	<u>\$ 8,453</u>
TOTAL RESOURCES	<u>\$ 15,354</u>	<u>\$ 16,784</u>	<u>\$ 18,166</u>	<u>\$ 17,328</u>
Expenditures:				
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 6,497	\$ 6,552	\$ 8,780	\$ 9,043
9892 Supplemental Pension Payments (State Operations)	\$ 80	\$ 80	\$ 60	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 507	\$ 463	\$ 451	\$ 451
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	<u>\$ 7,084</u>	<u>\$ 7,095</u>	<u>\$ 9,291</u>	<u>\$ 9,494</u>
FUND BALANCE				
Reserve for economic uncertainties	\$ 8,270	\$ 9,689	\$ 8,875	\$ 7,834
Months in Reserve	14.0	12.5	11.2	9.6

NOTES:

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