

DEPARTMENT OF CONSUMER AFFAIRS • VETERINARY MEDICAL BOARD 1747 North Market Blvd., Suite 230, Sacramento, CA 95834-2978 P (916) 515-5220 | Toll-Free (866) 229-0170 | www.vmb.ca.gov



MEMORANDUM

DATE	July 5, 2024
ТО	Veterinary Medical Board (Board)
FROM	Matt McKinney, Deputy Executive Officer
SUBJECT	Agenda Item 17.A. Administration Report

Staff Update

In May, the Board welcomed back Anh-Thu Le as an Enforcement Analyst. Ms. Le previously served the Board as an Enforcement Analyst from January 2016 through June 2017. She rejoins the Board from UC, Davis, where she was a Staff Research Associate responsible for evaluating abnormal behavior in non-human primates.

In June, Mychael Thompson left the Board. The Board wishes Ms. Thompson the best of luck in the next phases of her career.

Also in June, Emilia Gutierrez was hired as a Seasonal Clerk and began her employment with the Board. Ms. Gutierrez is new to state service and comes from the private sector. She will be assisting the Board's Enforcement Unit with complaint intake.

As of July 5, 2024, Kimberly Phillips-Francis has elected to step down from her role as Administration / Licensing and Examination Program Manager and rejoin the enforcement team as an Enforcement Analyst. Her passion for enforcement will continue and she is a welcomed member of the team.

The Board continues working with DCA's Office of Human Resources to fill outstanding vacancies, including two manager positions, one Associate Governmental Program Analyst, and two Office Technician positions.

The Board's Organization Chart is attached for reference.

Staff Training

In an effort to meet the DCA's objectives of having all staff complete the 2024 Information Security Awareness Training, the Board identified staff who were deficient in the training. Out of the Board's 40 staff, the Board has raised its completion rate from 75% completion to 93% with the remaining 7% deficiency from staff who are on extended leaves of absences.

Effective July 1, 2024, the Board must comply with the requirements of <u>SB 553</u>, which in part requires that all Board staff take workplace violence prevention plan training. The Board is working with DCA's Strategic Organizational Leadership and Individual

Development (SOLID) Unit to identify topics and develop specialized training for Board staff. The Board expects a 93% completion by its staff by the end of July 2024.

Wellness Program

The Wellness Evaluation Committee (WEC) met on June 3, 2024. There are currently two participants in the program. The WEC meets every January, June, and October.

Budget Projection Reports and Fund Condition

The Board's Budget Analyst, Brendan Vue, will present the budget documents to the Board during the July 24–25, 2024 meeting.

Attached is the Budget Report FY 2023–24 Expenditure Projection based on Fiscal Month (FM) 11. Based on these projections, the Board is on track to revert 9.50% of its budget (\$728,562) to the Board's Fund.

Revenue Report FY 2023–2024 Fiscal Month 11

Fiscal Code	Budget	YTD
Delinquent Fees	\$75,000	\$54,700
Other Regulatory Fees	\$148,000	\$135,416
Other Regulatory License and Permits	\$1,835,000	\$1,625,793
Other Revenue	\$128,000	\$280,277
Renewal Fees	\$6,176,000	\$5,998,821
Revenue	\$8,362,000	\$8,095,008

The attached Analysis of Board Fund Condition estimates 12.7 months in reserve for FY 2023–24. This means the Board can continue to operate for 12.7 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 7.9 months in reserve by FY 26-27. As a reminder, the fund condition is simply a snapshot in time and does not include any BCPs 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.

Attachments

- 1. Attachment No. 1: VMB Org Chart, Dated July 5, 2024
- 2. Attachment No. 2: Budget Report FY 2023-24 Expenditure Projection Report FM 11
- 3. Attachment No. 3: Analysis of Board Fund Condition, Governor's Budget FY 2024-25

Department of Consumer Affairs Veterinary Medical Board July 5, 2024

Wellness Evaluation Committee (5 Members)

Multidisciplinary Committee (9 Members)

FY 2024-25 Authorized Positions 36.7 Blanket Positions: 4 LT – Limited Term

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

> Deputy Executive Officer Matthew McKinney (LT) Staff Services Manager II

635-110-4801-907

BOARD MEMBERS

(8 Members)

Executive Officer

Jessica Sieferman 635-110-8879-003

Enforcement

Patty Rodriguez Staff Services Manager I 635-110-4800-003

Enforcement

Robert Stephanopoulos (FT) Staff Services Manager I 635-110-4800-002 (0.5)

Enforcement

VACANT (M. Francis) Staff Services Manager I 635-110-4800-004

Administration/Licensing/Examinations

VACANT (K. Phillips-Francis) Staff Services Manager I 635-110-4800-001

Administration

Assoc Govt Prog Analyst

Jeffrey Olguin

635-110-5393-003

Staff Services Analyst

Kimberley Lynn

635-110-5157-011

Office Technician (T)

Laura Bishop (FT)

635-110-1139-012 (0.4)

Priscilla Onia

635-110-1139-907 (0.4)

Assoc Govt Prog Analyst Licensing/Examinations

Administration

Justin Sotelo (EA)

Staff Services Manager I

(Specialist)

635-110-4800-005

Assoc Govt Prog Analyst

Kellie Fairless, Lead

635-110-5393-805

Program Technician II

Susan Acklin

635-110-9928-001

Dustin Garcia

635-110-9928-002

Heather Satterfield

635-110-9928-003

Brvan Brahms

635-110-9928-907

Marlenne Gonzalez

635-110-9928-907

Amber Kruse 635-110-5393-800

> Robert Rouch 635-110-5393-803

Kim Phillips-Francis 635-110-5393-808

Bryce Salasky 635-110-5393-813

Ashley Sanchez, Lead 635-110-5393-816

Staff Services Analyst

Brett Jarvis 635-110-5157-811

Usa Visuthicho (LT) 635-110-5157-907

Office Technician (T)

VACANT (M. Thompson) 635-110-1139-022

Seasonal Clerk

Jamie Arreola 635-110-1120-907 Licensees (Contractor) Field Inspector

Los Angeles Co. (4)

Orange Co.

Southern CA (2)

Central Coast

Central CA

San Joaquin

Sacramento/Placer

North Bay (2)

South Bay

East Bay

Northern CA

Licensees (Contractor)

Veterinarian Consultant (2)

Assoc Govt Prog Analyst

Melissa Caudillo 635-110-5393-801

Dillon Christensen 635-110-5393-802

Zakery Tippins, Lead 635-110-5393-804

Daniel Strike 635-110-5393-809

Amv Edelen 635-110-5393-907

Anh-Thu Le 635-110-5393-820

Staff Services Analyst

Jacqueline French 635-110-5157-812

Keith Betchley 635-110-5157-819

Office Technician (T)

VACANT (C. Vang) 635-110-1139-019

Seasonal Clerk **Emilia Gutierrez** 635-110-1120-907 **Enforcement Desk**

Assoc Govt Prog Analyst Kimberly Gorski 635-110-5393-005

> Neloofar Forget 635-110-5393-807

> Anna Fulton 635-110-5393-810

Andrea Amaya-Torres, Lead 635-110-5393-814

Office Technician (T) Ali Sultanzada (FT) 635-110-1139-021 (0.8)

Probation Desk

Assoc Govt Prog Analyst Alexander Juarez

635-110-5393-815

Staff Services Analyst

Rachel McKowen 635-110-5157-806

Office Technician (T)

Rachel Adversalo 635-110-1139-001

Signature on File

Executive Officer

Signature on File Classification and Recruitment Analyst

Department of Consumer Affairs

Expenditure Projection Report

Veterinary Medical Board Fiscal Month: 11

Fiscal Year: 2023 - 2024

PERSONAL SERVICES

Fiscal Code Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100 PERMANENT POSITIONS	\$2,335,000	\$2,230,681	\$2,388,000	\$172,943	\$1,869,630	\$0	\$1,869,630	\$2,057,223	\$330,777
5100 TEMPORARY POSITIONS	\$33,000	\$227,151	\$33,000	\$36,612	\$317,259	\$0	\$317,259	\$383,055	-\$350,055
5105-5108 PER DIEM, OVERTIME, & LU	MP SUM \$25,000	\$10,629	\$25,000	\$2,600	\$9,145	\$0	\$9,145	\$9,145	\$15,855
5150 STAFF BENEFITS	\$1,527,000	\$1,485,436	\$1,634,000	\$121,920	\$1,355,866	\$0	\$1,355,866	\$1,512,966	\$121,034
PERSONAL SERVICES	\$3,920,000	\$3,953,897	\$4,080,000	\$334,075	\$3,551,899	\$0	\$3,551,899	\$3,962,389	\$117,611

OPERATING EXPENSES & EQUIPMENT

		PY Budget								
Fiscal Code			PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301 GENERAL EXPENSE		\$87,000	\$23,061	\$87,000	\$5,272	\$17,839	\$9,666	\$27,506	\$32,257	\$54,743
5302 PRINTING		\$49,000	\$65,557	\$49,000	\$3,760	\$34,483	\$42,040	\$76,522	\$76,654	-\$27,654
5304 COMMUNICATIONS		\$42,000	\$5,745	\$42,000	\$104	\$3,065	\$0	\$3,065	\$5,748	\$36,252
5306 POSTAGE		\$38,000	\$14,840	\$38,000	\$0	\$7,805	\$0	\$7,805	\$7,805	\$30,195
5308 INSURANCE		\$0	\$46	\$0	\$0	\$60	\$0	\$60	\$60	-\$60
53202-204 IN STATE TRAVEL		\$183,000	\$10,206	\$183,000	\$425	\$7,795	\$0	\$7,795	\$9,295	\$173,705
5322 TRAINING	5322 TRAINING		\$20,730	\$30,000	\$0	\$2,550	\$0	\$2,550	\$2,550	\$27,450
5324 FACILITIES	S	\$202,000	\$179,275	\$202,000	\$20,275	\$165,031	\$15,384	\$180,415	\$185,826	\$16,174
53402-53403 C/I	P SERVICES (INTERNAL)	\$1,066,000	\$723,195	\$1,120,000	\$76,229	\$711,510	\$0	\$711,510	\$802,436	\$317,564
5340310000	Legal - Attorney General	\$932,000	\$632,647	\$932,000	\$74,102	\$651,182	\$0	\$651,182	\$721,418	\$210,582
5340320000	Office of Adminis Hearings	\$134,000	\$89,961	\$188,000	\$2,127	\$60,329	\$0	\$60,329	\$80,443	\$107,557
53404-53405 C/P SERVICES (EXTERNAL)		\$408,000	\$627,859	\$408,000	\$46,749	\$388,622	\$74,197	\$462,819	\$482,202	-\$74,202
5342 DEPARTMENT PRORATA		\$1,169,000	\$1,052,889	\$1,321,000	\$0	\$1,268,799	\$0	\$1,268,799	\$1,321,000	\$0
5342 DEPARTMENTAL SERVICES		\$50,000	\$3,010	\$50,000	\$0	\$1,433	\$0	\$1,433	\$3,000	\$47,000
5344 CONSOLIDATED DATA CENTERS		\$50,000	\$21,214	\$50,000	\$0	\$0	\$0	\$0	\$21,263	\$28,737
5346 INFORMATION TECHNOLOGY		\$5,000	\$0	\$5,000	\$0	\$394	\$0	\$394	\$394	\$4,606
5362-5368 EQUI	PMENT	\$10,000	\$12,640	\$0	\$0	\$25,187	\$333	\$25,520	\$25,520	-\$25,520
5390 OTHER ITEMS OF EXPENSE		\$3,000	\$0	\$3,000	\$0	\$101	\$0	\$101	\$101	\$2,899
54 SPECIAL ITEMS OF EXPENSE		\$0	\$247	\$0	\$0	\$688	\$0	\$688	\$938	-\$938
OPERATING EXPENSES & EQUIPMENT		\$3,392,000	\$2,760,513	\$3,588,000	\$152,815	\$2,635,362	\$141,620	\$2,776,982	\$2,977,050	\$610,950
OVERALL TOTA	LS	\$7,312,000	\$6,714,410	\$7,668,000	\$486,890	\$6,187,261	\$141,620	\$6,328,882	\$6,939,438	\$728,562
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REIMBURSMEN	TS	-\$26,000	-\$217,000	-\$26,000					-\$26,000	
OVERALL NET T	OTALS	\$7,286,000	\$6,497,410	\$7,642,000	\$486,890	\$6,187,261	\$141,620	\$6,328,882	\$6,913,438	\$728,562

9.50%

0777 - Veterinary Medical Board Contingent Fund Analysis of Fund Condition (Dollars in Thousands) 2024-25 Governor's Budget With FM 11 Projections

Prepared 6.13.2024

5 Governor's Budget With FM 11 Projections		PY 2022-23		CY 2023-24		BY 2024-25		BY +1 2025-26		BY +2 026-27
BEGINNING BALANCE	\$	6,914	\$	8,270	\$	9,815	\$	9,001	\$	7,962
Prior Year Adjustment Adjusted Beginning Balance	\$	-27 6,887	\$	- 8,270	<u>\$</u> \$	- 9,815	<u>\$</u> \$	9,001	\$	7,962
Adjusted beginning balance	Ψ	0,007	Ψ	0,270	Ψ	7,013	Ψ	7,001	Ψ	7,702
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS										
Revenues	Φ	, ,	Φ	50	Φ.	00	Φ	00	Ф	00
4121200 - Delinquent fees	\$	66	\$	59	\$	80	\$	80	\$	80
4127400 - Renewal fees 4129200 - Other regulatory fees	\$	6,115 132	ф 2	6,157 144	\$ \$	6,237 148	\$ ¢	6,237 148	\$ •	6,237 148
4129400 - Other regulatory licenses and permits	Ψ \$	1,800	Ψ \$	1,794		1,872	\$	1,872	Ψ \$	1,872
4163000 - Income from surplus money investments	\$	187	\$	274	\$	140	\$	118	\$	98
4171400 - Escheat of unclaimed checks and warrants	\$	9	\$	7	\$	-	\$	-	\$	-
4172500 - Miscellaneous revenues	\$	1	\$	1	\$	-	\$	-	\$	-
Totals, Revenues	\$	8,310	\$	8,436	\$	8,477	\$	8,455	\$	8,435
Transfers and loans to/from other funds	Ċ	•	•	,	Ċ	·	•	·	'	,
Loan from the General Fund (0001) to the Veterinary Medical Board Contingent Fund	\$	157	\$	149	\$	_	\$	_	\$	_
(0777) per Item 1111-017-0001, Budget Act of 2021	Ψ	137	Ψ	147	Ψ	-	Ψ	-	Ψ	-
Totals, Transfers and Other Adjustments	\$	157	\$	149	\$	-	\$	-	\$	-
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$	8,467	\$	8,585	\$	8,477	\$	8,455	\$	8,435
TOTAL RESOURCES	\$	15,354	\$	16,855	\$	18,292	\$	17,456	\$	16,397
Expenditures: 1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$	6,497	\$	6,497	\$	8,780	\$	9,043	\$	9,315
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	\$	7,084	\$	7,040	\$	9,291	\$	9,494	\$	9,766
FUND BALANCE										
Reserve for economic uncertainties	\$	8,270	\$	9,815	\$	9,001	\$	7,962	\$	6,631
Months in Reserve		14.1		12.7		11.4		9.8		7.9
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NOTES:

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