



MEMORANDUM

DATE	October 1, 2024
TO	Veterinary Medical Board (Board)
FROM	Matt McKinney, Deputy Executive Officer
SUBJECT	Agenda Item 26.A. Administration Report

Staff Update

In August, Ali Sultanzada was promoted from Enforcement Technician to Enforcement Analyst. Mr. Sultanzada was initially hired by the Board as an intake technician in August 2023. Since beginning his employment with the Board, he has consistently demonstrated the ability to learn quickly and take on new challenges. Mr. Sultanzada will assist with training the intake team while learning his new role.

Also in August, the Board filled its vacant intake technician position, welcoming Macey Ingles to the VMB team. Ms. Ingles will now be able to see the regulatory side of veterinary medicine, as she previously worked at Sylvan Pet Hospital, where she was a veterinary assistant. She also obtained her bachelor's degree in biology from California State University, Sacramento in 2020.

In September, Alicia Hernandez was hired to fill the vacant Administration, Licensing and Examination Unit Manager position. Ms. Hernandez comes to the Board from the Physical Therapy Board of California, where she was the lead Administrative Analyst. Ms. Hernandez brings experience in leadership and budget administration, and we are very excited to welcome her to the team.

Also in September, Enforcement Analyst Ashley Sanchez was promoted to Enforcement Program Manager to fill the vacant manager position. Ms. Sanchez has been with the Board since April 2020, where she began as an Office Technician and was promoted to Enforcement Analyst in July 2021. She was then appointed team lead in May 2024. In each position with the Board, Ms. Sanchez has demonstrated leadership qualities and the initiative to effectuate change which will serve her well in her new role.

In another September update, the Board hired Taylor Cline to fill the vacant receptionist position. Ms. Cline comes from the private sector, where she managed a local restaurant, while also working as an administrative assistant at a consulting firm. We welcome Ms. Cline to State service and hope this is the beginning of a long career.

Lastly, and in September, the Board established two new Special Investigator (SI) positions. The SIs will perform field investigations for the Board, including obtention of

evidence and interviewing witnesses. Board management will interview the most qualified candidates after the application submission deadline is closed.

The Board continues working with the Department of Consumer Affairs' (DCA) Office of Human Resources to fill outstanding vacancies, which include one Associate Governmental Program Analyst and two Office Technician positions.

The Board's Organization Chart is attached for reference.

Staff Training

In its 2024-2028 Strategic Plan, the Board established two objectives related to staff training: collaborate with the DCA's Strategic Organizational Leadership and Individual Development (SOLID) unit to create and implement regular customer service and de-escalation training for Board staff. In September 2024, the Board's Deputy Executive Officer (DEO) and SOLID's Training Manager met to discuss the objective and establish dates for the initial trainings. The first de-escalation training is scheduled to occur in November.

Wellness Program

The Wellness Evaluation Committee (WEC) is scheduled to meet on October 7, 2024. There is currently one participant in the program. The WEC meets every January, June, and October.

Budget Projection Reports and Fund Condition

The Board's Budget Analyst, Jennifer Tompkins, will present the budget documents to the Board during the October 16–17, 2024 meeting.

Attached is the Budget Report FY 2023–24 Expenditure Projection based on Fiscal Month (FM) 13. The Board reverted 11.19% of its budget (\$858,256) to its Fund.

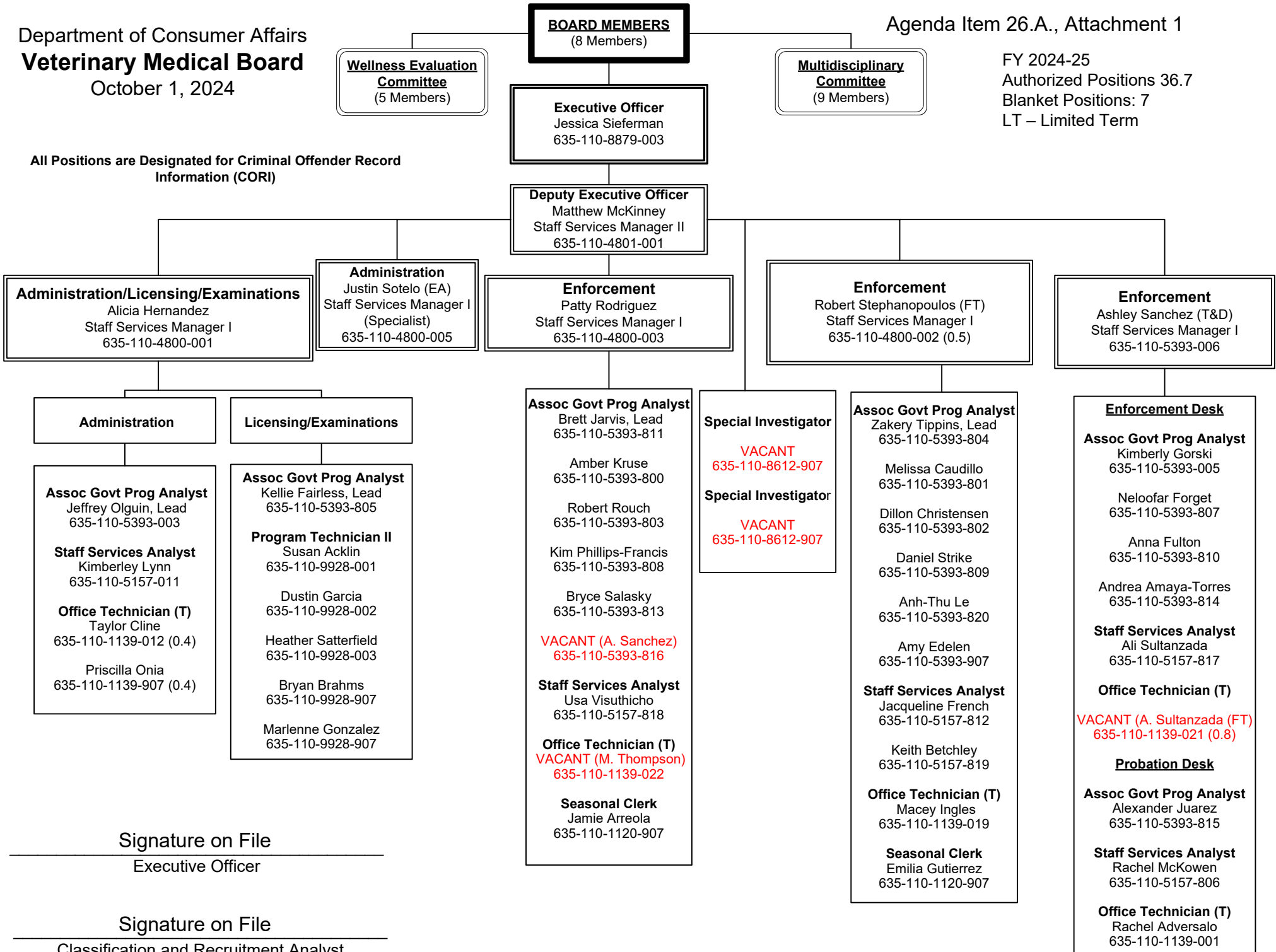
The attached Analysis of Board Fund Condition shows 13 months in reserve at the conclusion of FY 2023–24. This means the Board can continue to operate for 13 months without collecting additional revenue. The fund condition is projected to start decreasing beginning FY 2024–25. This projection represents 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 is projected to decrease to 8.2 months in reserve by FY 2026-27. 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.

Attachments

1. VMB Organization Chart, Dated October 1, 2024
2. Budget Report FY 2023–24 Expenditure Projection Report FM 13
3. Revenue Report FY 2023-24 FM 13
4. Analysis of Board Fund Condition, Governor's Budget FY 2024-25

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



Signature on File
 Executive Officer

Signature on File
 Classification and Recruitment Analyst

Department of Consumer Affairs

Expenditure Projection Report

Veterinary Medical Board

Reporting Structure(s): 11113310 Veterinary Medical Board, 11113320 Registered Vet Tech Exam Committee

Fiscal Month: 13

Fiscal Year: 2023 - 2024

Run Date: 09/17/2024

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	\$167,022	\$2,036,652	\$0	\$2,036,652	\$2,036,652	\$351,348
5100	TEMPORARY POSITIONS	\$33,000	\$227,151	\$33,000	\$35,954	\$353,213	\$0	\$353,213	\$353,213	-\$320,213
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$25,000	\$10,629	\$25,000	\$650	\$9,796	\$0	\$9,796	\$9,796	\$15,204
5150	STAFF BENEFITS	\$1,527,000	\$1,485,436	\$1,634,000	\$107,147	\$1,463,013	\$0	\$1,463,013	\$1,463,013	\$170,987
	PERSONAL SERVICES	\$3,920,000	\$3,953,897	\$4,080,000	\$310,774	\$3,862,674	\$0	\$3,862,674	\$3,862,674	\$217,326

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$87,000	\$23,061	\$87,000	\$15,990	\$33,829	\$4,427	\$38,256	\$38,256	\$48,744
5302	PRINTING	\$49,000	\$65,557	\$49,000	\$8,725	\$43,208	\$33,409	\$76,617	\$76,617	-\$27,617
5304	COMMUNICATIONS	\$42,000	\$5,745	\$42,000	\$758	\$3,824	\$0	\$3,824	\$3,824	\$38,176
5306	POSTAGE	\$38,000	\$14,840	\$38,000	\$3,451	\$11,257	\$0	\$11,257	\$11,257	\$26,743
5308	INSURANCE	\$0	\$46	\$0	\$0	\$60	\$0	\$60	\$60	-\$60
53202-204	IN STATE TRAVEL	\$183,000	\$10,206	\$183,000	\$782	\$8,578	\$0	\$8,578	\$8,578	\$174,422
5322	TRAINING	\$30,000	\$20,730	\$30,000	\$200	\$2,750	\$0	\$2,750	\$2,750	\$27,250
5324	FACILITIES	\$202,000	\$179,275	\$202,000	\$14,956	\$179,986	\$38	\$180,024	\$180,024	\$21,976
53402-53403	C/P SERVICES (INTERNAL)	\$1,066,000	\$723,195	\$1,120,000	\$153,865	\$865,375	\$0	\$865,375	\$865,375	\$254,626
5340310000	Legal - Attorney General	\$932,000	\$632,647	\$932,000	\$110,311	\$761,493	\$0	\$761,493	\$761,493	\$170,508
5340320000	Office of Adminis Hearings	\$134,000	\$89,961	\$188,000	\$43,554	\$103,882	\$0	\$103,882	\$103,882	\$84,118
53404-53405	C/P SERVICES (EXTERNAL)	\$408,000	\$627,859	\$408,000	\$158,055	\$546,677	\$13,889	\$560,566	\$560,566	-\$152,566
5342	DEPARTMENT PRORATA	\$1,169,000	\$1,052,889	\$1,321,000	-\$121,835	\$1,146,964	\$0	\$1,146,964	\$1,146,964	\$174,036
5342	DEPARTMENTAL SERVICES	\$50,000	\$3,010	\$50,000	\$1,392	\$2,824	\$0	\$2,824	\$2,824	\$47,176
5344	CONSOLIDATED DATA CENTERS	\$50,000	\$21,214	\$50,000	\$23,190	\$23,190	\$0	\$23,190	\$23,190	\$26,810
5346	INFORMATION TECHNOLOGY	\$5,000	\$0	\$5,000	\$0	\$394	\$0	\$394	\$394	\$4,606
5362-5368	EQUIPMENT	\$10,000	\$12,640	\$0	\$331	\$25,518	\$59	\$25,577	\$25,577	-\$25,577
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	\$28	\$715	\$0	\$715	\$715	-\$715
	OPERATING EXPENSES & EQUIPMENT	\$3,392,000	\$2,760,513	\$3,588,000	\$259,887	\$2,895,248	\$51,822	\$2,947,071	\$2,947,071	\$640,929

OVERALL TOTALS	\$7,312,000	\$6,714,410	\$7,668,000	\$570,661	\$6,757,922	\$51,822	\$6,809,744	\$6,809,744	\$858,256
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REIMBURSMENTS	-\$26,000	-\$217,000	-\$26,000						-\$26,000
OVERALL NET TOTALS	\$7,286,000	\$6,497,410	\$7,642,000	\$570,661	\$6,757,922	\$51,822	\$6,809,744	\$6,783,744	\$858,256

11.19%

Department of Consumer Affairs

Revenue Report

Veterinary Medical Board

Reporting Structure(s): 11113310 Veterinary Medical Board, 11113320 Registered Vet Tech Exam Committee

Fiscal Month: 13

Fiscal Year: 2023 - 2024

Run Date: 08/28/2024

Revenue

Fiscal Code	Line Item	Budget	YTD
	Delinquent Fees	\$75,000	\$59,100
	Other Regulatory Fees	\$148,000	\$144,492
	Other Regulatory License and Permits	\$1,835,000	\$1,783,036
	Other Revenue	\$128,000	\$396,494
	Renewal Fees	\$6,176,000	\$6,132,950
	Revenue	\$8,362,000	\$8,516,072

Reimbursements

Fiscal Code	Line Item	Budget	YTD
	Scheduled Reimbursements	\$0	\$39,754
	Unscheduled Reimbursements	\$0	\$420,865
	Reimbursements	\$0	\$460,619

0777 - Veterinary Medical Board Contingent Fund Analysis of Fund Condition
(Dollars in Thousands)
2024-25 Governor's Budget With 2023-24 Pre-Actuals

Prepared 9.24.2024

	Pre-Actuals 2023-24	CY 2024-25	BY 2025-26	BY +1 2026-27	BY +2 2027-28
BEGINNING BALANCE	\$ 8,270	\$ 10,051	\$ 9,237	\$ 8,201	\$ 6,874
Prior Year Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 8,270	\$ 10,051	\$ 9,237	\$ 8,201	\$ 6,874
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 59	\$ 80	\$ 80	\$ 80	\$ 80
4127400 - Renewal fees	\$ 6,133	\$ 6,237	\$ 6,237	\$ 6,237	\$ 6,237
4129200 - Other regulatory fees	\$ 144	\$ 148	\$ 148	\$ 148	\$ 148
4129400 - Other regulatory licenses and permits	\$ 1,783	\$ 1,872	\$ 1,872	\$ 1,872	\$ 1,872
4163000 - Income from surplus money investments	\$ 391	\$ 140	\$ 121	\$ 102	\$ 77
4171400 - Escheat of unclaimed checks and warrants	\$ 5	\$ -	\$ -	\$ -	\$ -
4172500 - Miscellaneous revenues	\$ 1	\$ -	\$ -	\$ -	\$ -
Totals, Revenues	\$ 8,516	\$ 8,477	\$ 8,458	\$ 8,439	\$ 8,414
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	\$ -	\$ -	\$ -	\$ -
Totals, Transfers and Other Adjustments	\$ 157	\$ -	\$ -	\$ -	\$ -
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 8,673	\$ 8,477	\$ 8,458	\$ 8,439	\$ 8,414
TOTAL RESOURCES	\$ 16,943	\$ 18,528	\$ 17,695	\$ 16,640	\$ 15,288
Expenditures:					
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 6,349	\$ 8,780	\$ 9,043	\$ 9,315	\$ 9,594
9892 Supplemental Pension Payments (State Operations)	\$ 80	\$ 60	\$ -	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 463	\$ 451	\$ 451	\$ 451	\$ 451
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 6,892	\$ 9,291	\$ 9,494	\$ 9,766	\$ 10,045
FUND BALANCE					
Reserve for economic uncertainties	\$ 10,051	\$ 9,237	\$ 8,201	\$ 6,874	\$ 5,243
Months in Reserve	13.0	11.7	10.1	8.2	6.1

NOTES:

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