

MEMORANDUM

DATE	September 30, 2026
TO	California Veterinary Medical Board (Board)
FROM	Andrea Amaya-Torres, Administration / Licensing Manager
SUBJECT	Agenda Item 13.A. Administration Report

Staff Update

In August, the Board appointed Dean Niazi to its Special Investigator position. Mr. Niazi joined the Board from the California Department of Healthcare Services, where he performed field investigations into healthcare facilities.

In September, Ashley Sanchez departed from the Board and accepted a position with the Bureau of Automotive Repair. We thank Ms. Sanchez for all her efforts assisting in the development of the Mobile Inspection Platform application and her time served with the Board. We wish Ms. Sanchez the best of luck in her career.

Also in September, the Board welcomed Alicia Hernandez back to the team. Ms. Hernandez will be monitoring probation, facilitating completion of required reports and the Board's Emergency Response Team, and assisting with HR duties.

Currently, the Board has one Enforcement Manager and one Enforcement Analyst vacancy.

The Board's Organization Chart is attached for reference.

Staff Training (Strategic Plan Objective 1.2)

The following training courses were taken by staff between April 1, and June 30, 2026:

- 2025 Workplace Violence Prevention
- 2026 Security Information Awareness
- Biennial Language Reporting Assistant Training
- DCA's Language Access Plain
- DCA Sexual Harassment Prevention Training
- Defensive Driver
- DEIA: Transform Implicit Stereotypes
- Enforcement Academy

- Ethics Training
- Fire Extinguisher Training
- Investigative Report Writing
- Leadership Roundtable: The Truth About Employee Engagement
- Leadership Shared Strengths – Teamwork, Trust & Proactive Inclusion
- New Employee Orientation
- Our Shared Strengths: Trust, Teamwork & Proactive Inclusion
- Quiz: DCA's CalATERS Global and Travel Expense Claim Training
- Run. Hide. Fight – Surviving an Active Shooter Situation
- Upward Mobility Program Training for Employees

Budget Projection Reports and Fund Condition

Attached is the Budget Report for Fiscal Year (FY) 2025-26 based on Fiscal Month (FM) 13. Starting with the Expenditure Projection Report, the Board reverted \$717,667, or 7.4% of its budget to its Fund.

Moving on to the FY 2025-26 Revenue Projection Report, the Board collected \$9,088,219 of the budgeted \$8,992,000 in revenue.

The attached Analysis of Board Fund Condition shows the Board concluded FY 2025-26 with 13 months in reserve. This means the Board can continue to operate for 13 months without collecting additional revenue. As a reminder, the fund condition is 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. Board Organization Chart, Dated October 1, 2026
2. Expenditure Projection Report FY 2025-26 FM 13
3. Revenue Report FY 2025-26 FM 13
4. Analysis of Board Fund Condition, Governor's Budget FY 2025-26

Department of Consumer Affairs
California Veterinary Medical Board
October 1, 2026

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

BOARD MEMBERS
(8 Members)

**Wellness Evaluation
Committee**
(5 Members)

**Multidisciplinary
Committee**
(9 Members)

Agenda Item 13.A., Attachment 1

Current Staffing
FY 2026-27
Authorized Positions 36.7
Blanket Positions: 4.0
Red: Vacant
Green: Blanket position
LT: Limited Term
EA: Exceptional Allocation

Executive Officer
Jessica Sieferman
635-110-8879-003

Deputy Executive Officer
Matthew McKinney
Supervisor II
635-110-4801-001

**Administration/Licensing/
Examinations**
Andrea Amaya-Torres (EA)
Supervisor I
635-110-4800-001

Administration
Justin Sotelo (EA)
Supervisor I
635-110-4800-005

Enforcement
Patty Rodriguez
Supervisor I
635-110-4800-003

Enforcement
Robert Stephanopoulos (FT)
Supervisor I
635-110-4800-002 (0.5)

Enforcement
VACANT A. Sanchez
Supervisor I
635-110-4800-006

**Enforcement /
Admin**
Alicia Hernandez
(EA)
Supervisor I
635-110-4800-907

Administration

Licensing/Examinations

Analyst II
Brett Jarvis
635-110-5393-811

Amber Kruse
635-110-5393-800

Robert Rouch
635-110-5393-803

Kim Phillips-Francis
635-110-5393-808

Stephanie Doerr
635-110-5393-816

Analyst I
Macey Ingles
635-110-5157-814

Usa Visuthicho
635-110-5157-818

Office Technician (T)
Emilia Gutierrez
635-110-1139-022

Special Investigator
Dean Niazi
635-110-8612-001

Analyst II
Zakery Tippins
635-110-5393-804

Melissa Caudillo
635-110-5393-801

Dillon Christensen
635-110-5393-802

Daniel Strike
635-110-5393-809

Keith Betchley
635-110-5393-819

Kellie Fairless
635-110-5393-820

Analyst I
Jacqueline French
635-110-5157-812

Office Technician (T)
Jaime Arreola
635-110-1139-019

Seasonal Clerk
Gabrielle Luna
635-110-1120-907

Enforcement Desk

Analyst II
Neloofar Forget
635-110-5393-807

Anna Fulton
635-110-5393-810

VACANT (B. Salasky)
635-110-5393-813

Jeff Olguin
635-110-5393-822

Office Technician (T)
Daniel Sanders
635-110-1139-021 (0.8)

Seasonal Clerk
Ephram Coner
635-110-1120-907

Probation Desk

Analyst I
Rachel McKowen
635-110-5157-806

Data Analyst
Analyst II
Anh-Thu Le
635-110-5393-821

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: 2025 - 2026

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	\$2,625,000	\$2,605,422	\$2,702,000	\$195,754	\$2,544,650	\$0	\$2,544,650	\$2,544,650	\$157,350
5100	TEMPORARY POSITIONS	\$33,000	\$163,683	\$33,000	\$10,577	\$145,838	\$0	\$145,838	\$145,838	-\$112,838
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$25,000	\$12,833	\$25,000	\$2,500	\$10,305	\$0	\$10,305	\$10,305	\$14,695
5150	STAFF BENEFITS	\$1,724,000	\$1,577,707	\$1,820,000	\$138,759	\$1,677,506	\$0	\$1,677,506	\$1,677,506	\$142,494
	PERSONAL SERVICES	\$4,407,000	\$4,359,644	\$4,580,000	\$347,590	\$4,378,300	\$0	\$4,378,300	\$4,378,300	\$201,700

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	\$192,000	\$43,690	\$113,000	\$16,571	\$34,795	\$5,059	\$39,855	\$39,855	\$73,145
5302	PRINTING	\$57,000	\$67,049	\$57,000	\$14,790	\$22,818	\$35,958	\$58,777	\$58,777	-\$1,777
5304	COMMUNICATIONS	\$50,000	\$7,173	\$50,000	\$3,785	\$12,312	\$120	\$12,432	\$12,432	\$37,568
5306	POSTAGE	\$42,000	\$18,196	\$42,000	\$8,217	\$28,001	\$0	\$28,001	\$28,001	\$13,999
53202-204	IN STATE TRAVEL	\$194,000	\$16,864	\$194,000	\$3,315	\$29,237	\$0	\$29,237	\$29,237	\$164,764
5322	TRAINING	\$36,000	\$2,986	\$36,000	\$0	\$1,350	\$0	\$1,350	\$1,350	\$34,650
5324	FACILITIES	\$225,000	\$168,948	\$225,000	\$15,526	\$177,898	\$42	\$177,940	\$177,940	\$47,060
53402-53403	C/P SERVICES (INTERNAL)	\$1,120,000	\$1,349,227	\$1,691,000	\$203,384	\$1,655,933	\$0	\$1,655,933	\$1,655,933	\$35,067
5340310000	Legal - Attorney General	\$898,000	\$1,108,631	\$1,269,000	\$109,906	\$1,224,116	\$0	\$1,224,116	\$1,224,116	\$44,884
5340320000	Office of Adminis Hearings	\$222,000	\$238,596	\$422,000	\$87,412	\$425,751	\$0	\$425,751	\$425,751	-\$3,751
53404-53405	C/P SERVICES (EXTERNAL)	\$361,000	\$564,725	\$361,000	\$104,435	\$451,521	\$22,550	\$474,071	\$474,071	-\$113,071
5342	DEPARTMENT PRORATA	\$1,612,000	\$1,503,176	\$2,256,000	\$14,972	\$2,070,972	\$0	\$2,070,972	\$2,070,972	\$185,028
5342	DEPARTMENTAL SERVICES	\$49,000	\$2,991	\$49,000	\$711	\$3,329	\$0	\$3,329	\$3,329	\$45,671
5344	CONSOLIDATED DATA CENTERS	\$66,000	\$24,535	\$66,000	\$24,493	\$24,493	\$0	\$24,493	\$24,493	\$41,507
5346	INFORMATION TECHNOLOGY	\$5,000	\$2,487	\$5,000	\$0	\$469	\$205	\$674	\$674	\$4,326
5362-5368	EQUIPMENT	\$57,000	\$92,915	\$0	\$0	\$52,713	\$1,006	\$53,719	\$53,719	-\$53,719
5390	OTHER ITEMS OF EXPENSE	\$2,000	\$0	\$2,000	\$0	\$14	\$0	\$14	\$14	\$1,986
54	SPECIAL ITEMS OF EXPENSE	\$0	\$1,008	\$0	\$0	\$236	\$0	\$236	\$236	-\$236
	OPERATING EXPENSES & EQUIPMENT	\$4,068,000	\$3,865,969	\$5,147,000	\$410,199	\$4,566,092	\$64,942	\$4,631,033	\$4,631,033	\$515,967

OVERALL TOTALS	\$8,475,000	\$8,225,613	\$9,727,000	\$757,788	\$8,944,391	\$64,942	\$9,009,333	\$9,009,333	\$717,667
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REIMBURSMENTS	-\$26,000	-\$360,000	-\$26,000					-\$26,000	
OVERALL NET TOTALS	\$8,449,000	\$7,865,613	\$9,701,000	\$757,788	\$8,944,391	\$64,942	\$9,009,333	\$8,983,333	\$717,667

7.40%

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: 2025 - 2026

Revenue

Fiscal Code	Line Item	Budget	YTD
	Delinquent Fees	\$73,000	\$59,450
	Other Regulatory Fees	\$136,000	\$80,599
	Other Regulatory License and Permits	\$1,849,000	\$1,763,208
	Other Revenue	\$417,000	\$453,382
	Renewal Fees	\$6,517,000	\$6,731,579
	Revenue	\$8,992,000	\$9,088,219

Reimbursements

Fiscal Code	Line Item	Budget	YTD
	Scheduled Reimbursements	\$0	\$31,213
	Unscheduled Reimbursements	\$0	\$251,631
	Reimbursements	\$0	\$282,844

0777 - Veterinary Medical Board Contingent Fund
Analysis of Fund Condition
(Dollars in Thousands)
2026 Budget Act

Prepared 9.21.2026

	Actuals 2025-26	CY 2026-27	BY 2027-28	BY +1 2028-29
BEGINNING BALANCE	\$ 10,583	\$ 10,355	\$ 9,618	\$ 8,749
Prior Year Adjustment	\$ -42	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 10,541	\$ 10,355	\$ 9,618	\$ 8,749
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS				
Revenues				
4121200 - Delinquent fees	\$ 59	\$ 77	\$ 77	\$ 77
4127400 - Renewal fees	\$ 6,732	\$ 6,557	\$ 6,557	\$ 6,557
4129200 - Other regulatory fees	\$ 81	\$ 136	\$ 136	\$ 136
4129400 - Other regulatory licenses and permits	\$ 1,763	\$ 1,849	\$ 1,849	\$ 1,849
4163000 - Income from surplus money investments	\$ 452	\$ 393	\$ 369	\$ 318
4171400 - Escheat of unclaimed checks and warrants	\$ 1	\$ -	\$ -	\$ -
Totals, Revenues	\$ 9,088	\$ 9,012	\$ 8,988	\$ 8,937
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	\$ -	\$ 203	\$ -	\$ -
Loan from the General Fund (0001) to the Veterinary Medical Board Contingent Fund (0777) per Item 1111-017-0001, Budget Act of 2021	\$ -	\$ -360	\$ -	\$ -
Totals, Transfers and Other Adjustments	\$ -	\$ -157	\$ -	\$ -
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 9,088	\$ 8,855	\$ 8,988	\$ 8,937
TOTAL RESOURCES	\$ 19,629	\$ 19,210	\$ 18,606	\$ 17,686
Expenditures:				
1111 Department of Consumer Affairs (State Operations)	\$ 8,726	\$ 8,828	\$ 9,093	\$ 9,366
9900 Statewide General Administrative Expenditures (Pro Rata)	\$ 548	\$ 764	\$ 764	\$ 764
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 9,274	\$ 9,592	\$ 9,857	\$ 10,130
FUND BALANCE				
Reserve for economic uncertainties	\$ 10,355	\$ 9,618	\$ 8,749	\$ 7,557
Months in Reserve	13.0	11.7	10.4	8.7

NOTES:

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