



# MEMORANDUM

<b>DATE</b>	January 31, 2020
<b>TO</b>	Veterinary Medical Board
<b>FROM</b>	Jessica Sieferman, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 21B. Administration</b>

### Staff Update

The Board recently hired Justin Sotelo as the new Lead Administrative and Policy Analyst. Justin brings years of experience in administrative, licensing and management functions. He has completed numerous rulemaking packets and has assisted in streamlining multiple business processes. We are excited to welcome him to our team.

On December 31, the Board’s receptionist, Julia Price, retired after serving multiple years with the Board. The team is very grateful for her hard work and dedication to the Board. We wish her a very happy retirement.

After reviewing several applications and conducting multiple interviews, the Board is in the final stages of filling the receptionist vacancy. We anticipate filling the position in early February.

### Budget

The Board’s fund condition and most recent expenditure projection report for fiscal month 5 is attached for reference. The fund condition does include the recent emergency fee increase. Representatives from the Department of Consumer Affairs’ Budget Office will review the Board’s fund condition and expenditure with the Board and answer any questions the members may have during the Board meeting.

### Attachments:

1. Board’s Fund Condition
2. Board’s Fiscal Month 5 Expenditure Projection Report

# 0777 - Veterinary Medical Board Analysis of Fund Condition

(Dollars in Thousands)

Prepared 12.23.2019

## Governor's Budget 2020-21

	PY 2018-19	CY 2019-20	Governor's Budget BY 2020-21	BY+1 2021-22
<b>BEGINNING BALANCE</b>	\$ 745	\$ 2,090	\$ 1,481	\$ 1,792
Prior Year Adjustment	\$ 1,000			
Adjusted Beginning Balance	\$ 1,745	\$ 2,090	\$ 1,481	\$ 1,792
<b>REVENUES AND TRANSFERS</b>				
Revenues:				
4121200 Delinquent fees	\$ 30	\$ 27	\$ 36	\$ 36
4127400 Renewal fees	\$ 4,151	\$ 4,110	\$ 5,725	\$ 5,725
4129200 Other regulatory fees	\$ 88	\$ 57	\$ 57	\$ 57
4129400 Other regulatory licenses and permits	\$ 1,196	\$ 1,164	\$ 1,417	\$ 1,417
4143500 Miscellaneous services to the public	\$ -	\$ -	\$ -	\$ -
4163000 Income from surplus money investments	\$ 39	\$ 27	\$ 49	\$ 27
4171400 Escheat of unclaimed checks and warrants	\$ 5	\$ 4	\$ 4	\$ 4
Totals, Revenues	\$ 5,509	\$ 5,389	\$ 7,288	\$ 7,266
Totals, Revenues and Transfers	\$ 5,509	\$ 5,389	\$ 7,288	\$ 7,266
Totals, Resources	\$ 7,254	\$ 7,479	\$ 8,769	\$ 9,058
<b>EXPENDITURES</b>				
Disbursements:				
1111 Department of Consumer Affairs Program Expenditures (State Operations)	\$ 4,810	\$ 5,643	\$ 6,636	\$ 6,835
8880 Financial Information System of California (State Operations)	\$ -	\$ -	\$ -	\$ -
9892 Supplemental Pension Payments (State Operations)	\$ 37	\$ 80	\$ 80	\$ 80
9990 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 317	\$ 275	\$ 261	\$ 317
Total Disbursements	\$ 5,164	\$ 5,998	\$ 6,977	\$ 7,232
<b>FUND BALANCE</b>				
Reserve for economic uncertainties	\$ 2,090	\$ 1,481	\$ 1,792	\$ 1,826
<b>Months in Reserve</b>	4.2	2.5	3.0	2.9

**VETERINARY MEDICAL BOARD - 0777  
BUDGET REPORT  
FY 2019-20 EXPENDITURE PROJECTION  
Prelim FM 5**

Based on 12/24 Activity Log

OBJECT DESCRIPTION	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20				
	ACTUAL	ACTUAL	ACTUAL	BUDGET	CURRENT YEAR	PERCENT	PROJECTIONS	UNENCUMBERED
	EXPENDITURES (MONTH 13)	EXPENDITURES (Prelim 12)	EXPENDITURES (Prelim 12)	ACT 2019	EXPENDITURES 12/24 Activity Log	SPENT	TO YEAR END	BALANCE
<b>PERSONNEL SERVICES</b>								
Salary & Wages (Staff)	1,019,574	992,880	1,096,811	1,333,000	467,786	35%	1,175,299	157,701
Statutory Exempt (EO)	94,812	101,102	96,744	82,000	41,720	51%	100,128	(18,128)
Temp Help	25,472	33,116	54,551	33,000	31,290	95%	66,000	(33,000)
Board Member Per Diem	7,700	9,500	10,900	14,000	2,900	21%	9,600	4,400
Committee Members (DEC)	4,600	3,400	0	11,000	1,100	10%	7,400	3,600
Overtime	426	2,259	0	0	241	N/A	1,000	(1,000)
Staff Benefits	666,328	679,391	703,297	912,000	307,485	34%	772,547	139,453
<b>TOTALS, PERSONNEL SVC</b>	<b>1,818,912</b>	<b>1,821,648</b>	<b>1,962,303</b>	<b>2,385,000</b>	<b>852,522</b>	<b>36%</b>	<b>2,131,974</b>	<b>253,026</b>
<b>OPERATING EXPENSE AND EQUIPMENT</b>								
General Expense	34,243	20,335	20,570	31,000	6,318	20%	21,000	10,000
Fingerprint Reports	512		5,411	6,000	404	7%	5,000	1,000
Minor Equipment	124	10,393	663	0	0	N/A	1,000	(1,000)
Printing	26,881	43,491	34,509	29,000	39,828	137%	45,000	(16,000)
Communication	1,336	1,721	1,729	22,000	697	3%	2,000	20,000
Postage	23,402	28,498	8,743	28,000	0	0%	20,214	7,786
Insurance	20	6,280	7,419	0	53	N/A	5,000	(5,000)
Travel In State	72,636	32,523	20,006	193,000	2,358	1%	42,000	151,000
Travel, Out-of-State	0	0	178	0	0	N/A	0	0
Training	68		4,835	20,000	1,960	10%	10,000	10,000
Facilities Operations	117,554	120,058	122,816	102,000	52,346	51%	121,740	(19,740)
C & P Services - Interdept.		84	90	0	0	N/A	0	0
C & P Services - External	257,713		93,802	148,000	97,038	66%	148,000	0
<b>DEPARTMENTAL SERVICES (PRO RATA):</b>								
Office of Information Services	488,657	506,000	487,000	404,000	168,333	42%	404,000	0
Admin/Exec	261,981	301,000	333,000	413,000	172,083	42%	413,000	0
Interagency Services			2,447	50,000	0	0%	3,200	46,800
IA w/ OPES	70,832	0	62,788	0	10,662	N/A	31,986	(31,986)
DOI- Spec Ops (Internal)	6,439	7,000	10,000	14,000	5,833	42%	14,000	0
Communications Division	50,079	9,000	11,000	15,000	6,250	42%	15,000	0
Program Policy Review Division	1,308	47,000	39,000	33,000	13,750	42%	33,000	0
<b>INTERAGENCY SERVICES:</b>								
Consolidated Data Center	26	8,070	2	10,000	0	0%	10,000	0
DP Maintenance & Supply				0	0	N/A		0
Information Technology	3,369	27,033	672	5,000	0	0%	5,000	0
<b>EXAM EXPENSES:</b>								
Exam Supplies			0	1,000	0	0%	1,000	0
Exam Freight			0	0	0	N/A	0	0
Exam Site Rental			0	5,000	0	0%	5,000	0
C/P Svcs-External Expert Administrative			39,066	0	480	N/A	480	(480)
C/P Svcs-External Expert Examiners	40,686	288,948	0	31,000	800	3%	31,000	0
C/P Svcs-External Subject Matter	36,688		26,768	0	2,887	N/A	36,415	(36,415)
<b>ENFORCEMENT:</b>								
Attorney General	657,122	837,755	705,366	889,000	418,946	47%	916,976	(27,976)
Office Admin. Hearings	151,691	113,215	227,750	134,000	86,375	64%	207,300	(73,300)
Court Reporters	9,363	59,601	31,100	0	23,546	N/A	50,000	(50,000)
Evidence/Witness Fees	162,244	124,067	136,736	163,000	50,897	31%	140,000	23,000
DOI - Investigations	825,796	522,000	549,000	475,000	69,997	15%	475,000	0
CI/Ext - Subject Matter Experts			132,025	0	14,473	N/A	140,000	(140,000)
Major Equipment				60,000	0	0%	8,000	52,000
Other (Vehicle Operations)				3,000	0	0%	0	3,000
<b>TOTALS, OE&amp;E</b>	<b>3,300,770</b>	<b>3,114,072</b>	<b>3,114,491</b>	<b>3,284,000</b>	<b>1,246,315</b>	<b>38%</b>	<b>3,361,311</b>	<b>(77,311)</b>
<b>TOTAL EXPENSE</b>	<b>5,119,682</b>	<b>4,935,720</b>	<b>5,076,794</b>	<b>5,669,000</b>	<b>2,098,837</b>	<b>37%</b>	<b>5,493,285</b>	<b>175,715</b>
Sched. Reimb. - External/Private								
Sched. Reimb. - Fingerprints	(5,640)		(3,055)	(11,000)	(294)		(11,000)	0
Sched. Reimb. - Other		(4,225)	(194,368)	(15,000)	(140,610)		(200,000)	185,000
Unsched. Reimb. - Other	(197,407)	(215,789)						
<b>NET APPROPRIATION</b>	<b>4,916,635</b>	<b>4,715,706</b>	<b>4,879,371</b>	<b>5,643,000</b>	<b>1,957,933</b>	<b>35%</b>	<b>5,282,285</b>	<b>360,715</b>
<b>SURPLUS/(DEFICIT):</b>								<b>6.4%</b>