



MEMORANDUM

DATE	July 5, 2024
TO	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 [SB 553](#), 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.

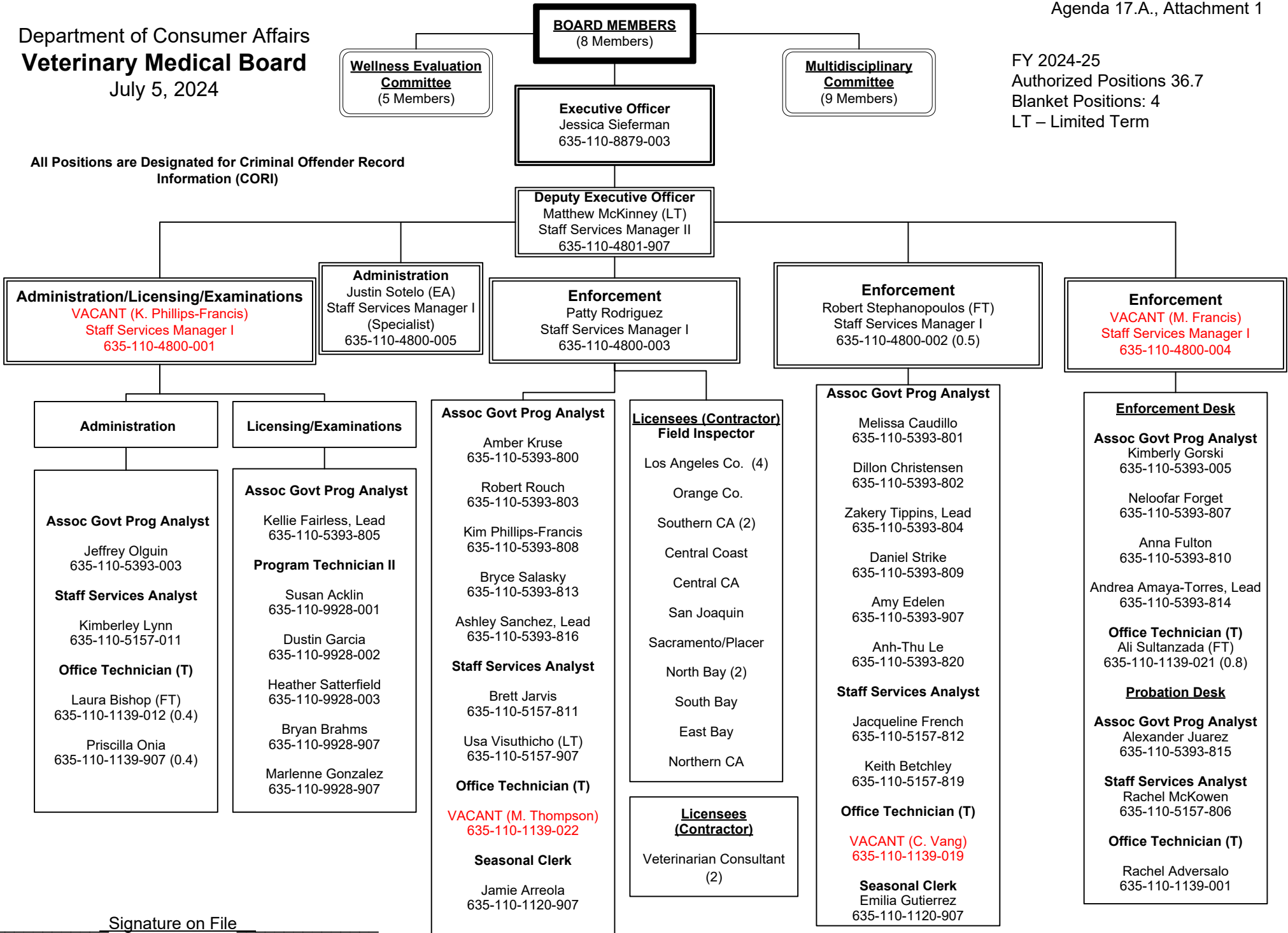
Attachments

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

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

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

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, & LUMP 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

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	\$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	\$30,000	\$20,730	\$30,000	\$0	\$2,550	\$0	\$2,550	\$2,550	\$27,450
5324	FACILITIES	\$202,000	\$179,275	\$202,000	\$20,275	\$165,031	\$15,384	\$180,415	\$185,826	\$16,174
53402-53403	C/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	EQUIPMENT	\$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 TOTALS	\$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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REIMBURSMENTS	-\$26,000	-\$217,000	-\$26,000					-\$26,000	
OVERALL NET TOTALS	\$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

	PY 2022-23	CY 2023-24	BY 2024-25	BY +1 2025-26	BY +2 2026-27
BEGINNING BALANCE	\$ 6,914	\$ 8,270	\$ 9,815	\$ 9,001	\$ 7,962
Prior Year Adjustment	\$ -27	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 6,887	\$ 8,270	\$ 9,815	\$ 9,001	\$ 7,962
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 66	\$ 59	\$ 80	\$ 80	\$ 80
4127400 - Renewal fees	\$ 6,115	\$ 6,157	\$ 6,237	\$ 6,237	\$ 6,237
4129200 - Other regulatory fees	\$ 132	\$ 144	\$ 148	\$ 148	\$ 148
4129400 - Other regulatory licenses and permits	\$ 1,800	\$ 1,794	\$ 1,872	\$ 1,872	\$ 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					
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	\$ 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	\$ 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

NOTES:

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