



MEMORANDUM

| | |
|----------------|--|
| DATE | January 8, 2025 |
| TO | Veterinary Medical Board (Board) |
| FROM | Matt McKinney, Deputy Executive Officer |
| SUBJECT | Agenda Item 24.A. Administration Report |

Staff Update

In January, the Board hired Phillip Willkomm to fill one of its new Special Investigator (SI) positions. Mr. Willkomm comes to the Board from the Department of Industrial Relations as a Deputy Labor Commissioner where he performed duties similar to the SI such as collecting evidence and conducting interviews with witnesses. Mr. Willkomm will play a crucial role in establishing the SI's role within the Board.

Also in January, the Board hired Daniel Sanders to fill its vacant enforcement Office Technician position. Prior to accepting his position with the Board, Mr. Sanders was a Crew Trainer in the service industry whose responsibilities included managing and training staff. He was also responsible for reviewing, investigation, documenting, and resolving complaints brought to the company.

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 one Office Technician position.

The Board's Organization Chart is attached for reference.

Staff Training

In November, all available Board staff attended an in-person training and team meeting. The training was presented by DCA's Strategic Organizational Leadership and Individual Development (SOLID) team and focused on de-escalation tactics.

In December, all available Board staff attended a virtual training, again presented by SOLID. The training focused on customer service skills.

As part of the Board's 2024-2028 Strategic Plan, Board and SOLID management have established dates throughout 2025 to hold quarterly, in-person trainings.

Wellness Program

The Wellness Evaluation Committee (WEC) meets every January, June, and October. The program recently transitioned to a new provider and did not meet in January 2025 to allow for the transition between vendors. There is currently one participant in the program. The WEC will next meet in June 2025.

Budget Projection Reports and Fund Condition

The Board's Budget Analyst, Jennifer Tompkins, will present the budget documents to the Board during the January 15–16, 2025 meeting.

Attached is the Budget Report FY 2024–25 Expenditure Projection based on Fiscal Month (FM) 5. The Board is projected to revert 7.89% of its budget (\$671,805) to its Fund.

The attached Analysis of Board Fund Condition shows 14.3 months in reserve at the conclusion of FY 2023–24. This means the Board can continue to operate for 14 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 9.2 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 January 1, 2025
2. Budget Report FY 2024–25 Expenditure Projection Report FM 5
3. Revenue Report FY 2024-25 FM 5
4. Analysis of Board Fund Condition, Governor's Budget FY 2024-25

Department of Consumer Affairs
Veterinary Medical Board
 January 1, 2025

Agenda Item 24.A., Attachment 1

BOARD MEMBERS
 (8 Members)

Wellness Evaluation Committee
 (5 Members)

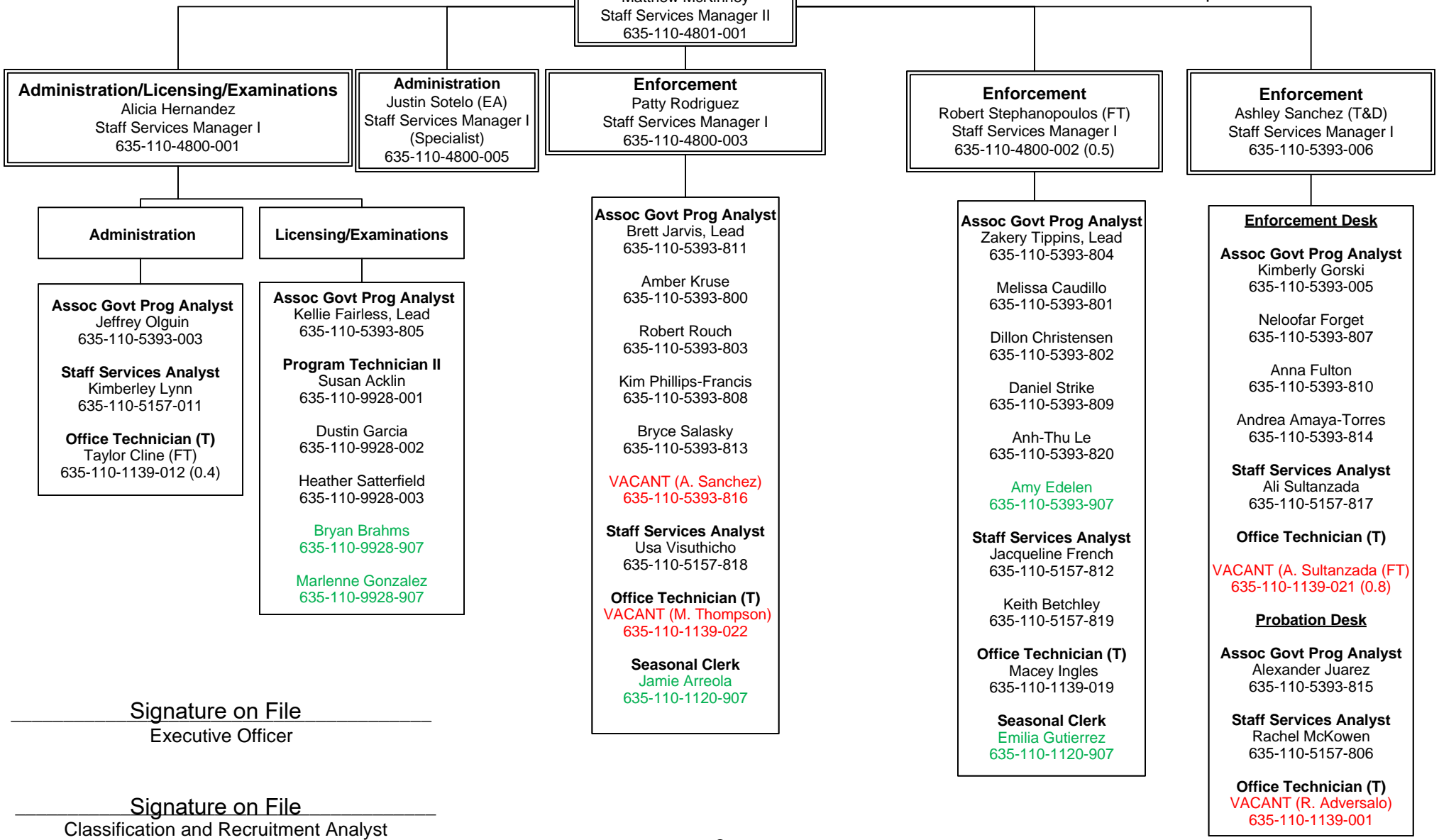
Multidisciplinary Committee
 (9 Members)

Executive Officer
 Jessica Sieferman
 635-110-8879-003

Deputy Executive Officer
 Matthew McKinney
 Staff Services Manager II
 635-110-4801-001

Current Staffing
 FY 2024-25
 Authorized Positions 37.7
 Blanket Positions: 5.0
Red: Vacant
Green: Blanket position
 LT: Limited Term
 EA: Exceptional Allocation

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: 5

Fiscal Year: 2024 - 2025

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 | \$2,388,000 | \$2,036,652 | \$2,717,000 | \$219,695 | \$1,041,766 | \$0 | \$1,041,766 | \$2,721,778 | -\$4,778 |
| 5100 | TEMPORARY POSITIONS | \$33,000 | \$353,213 | \$33,000 | \$11,709 | \$53,869 | \$0 | \$53,869 | \$146,752 | -\$113,752 |
| 5105-5108 | PER DIEM, OVERTIME, & LUMP SUM | \$25,000 | \$9,796 | \$25,000 | \$2,763 | \$7,257 | \$0 | \$7,257 | \$12,894 | \$12,106 |
| 5150 | STAFF BENEFITS | \$1,634,000 | \$1,463,013 | \$1,889,000 | \$129,411 | \$624,746 | \$0 | \$624,746 | \$1,635,674 | \$253,326 |
| | PERSONAL SERVICES | \$4,080,000 | \$3,862,674 | \$4,664,000 | \$363,578 | \$1,727,638 | \$0 | \$1,727,638 | \$4,517,098 | \$146,902 |

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 | \$38,256 | \$107,000 | \$602 | \$5,770 | \$9,938 | \$15,708 | \$42,858 | \$64,142 |
| 5302 | PRINTING | \$49,000 | \$76,617 | \$57,000 | \$147 | \$203 | \$63,731 | \$63,934 | \$70,000 | -\$13,000 |
| 5304 | COMMUNICATIONS | \$42,000 | \$3,824 | \$50,000 | \$77 | \$1,049 | \$0 | \$1,049 | \$5,238 | \$44,762 |
| 5306 | POSTAGE | \$38,000 | \$11,257 | \$42,000 | \$2,925 | \$2,925 | \$0 | \$2,925 | \$11,500 | \$30,500 |
| 5308 | INSURANCE | \$0 | \$60 | \$0 | \$0 | \$0 | \$0 | \$0 | \$60 | -\$60 |
| 53202-204 | IN STATE TRAVEL | \$183,000 | \$8,578 | \$195,000 | \$1,621 | \$4,030 | \$0 | \$4,030 | \$10,000 | \$185,000 |
| 5322 | TRAINING | \$30,000 | \$2,750 | \$34,000 | \$1,000 | \$1,000 | \$0 | \$1,000 | \$2,000 | \$32,000 |
| 5324 | FACILITIES | \$202,000 | \$180,024 | \$230,000 | \$16,446 | \$67,077 | \$175,660 | \$242,737 | \$255,183 | -\$25,183 |
| 53402-53403 | C/P SERVICES (INTERNAL) | \$1,120,000 | \$865,375 | \$1,120,000 | \$105,301 | \$321,213 | \$0 | \$321,213 | \$934,698 | \$185,302 |
| 5340310000 | Legal - Attorney General | \$932,000 | \$761,493 | \$932,000 | \$77,886 | \$293,798 | \$0 | \$293,798 | \$820,388 | \$111,612 |
| 5340320000 | Office of Adminis Hearings | \$188,000 | \$103,882 | \$188,000 | \$27,415 | \$27,415 | \$0 | \$27,415 | \$114,311 | \$73,690 |
| 53404-53405 | C/P SERVICES (EXTERNAL) | \$408,000 | \$560,566 | \$438,000 | \$49,166 | \$200,892 | \$107,692 | \$308,583 | \$507,602 | -\$69,602 |
| 5342 | DEPARTMENT PRORATA | \$1,321,000 | \$1,146,964 | \$1,685,000 | \$0 | \$842,500 | \$0 | \$842,500 | \$1,685,000 | \$0 |
| 5342 | DEPARTMENTAL SERVICES | \$50,000 | \$2,824 | \$50,000 | \$47 | \$753 | \$0 | \$753 | \$2,824 | \$47,176 |
| 5344 | CONSOLIDATED DATA CENTERS | \$50,000 | \$23,190 | \$66,000 | \$0 | \$0 | \$0 | \$0 | \$23,231 | \$42,769 |
| 5346 | INFORMATION TECHNOLOGY | \$5,000 | \$394 | \$5,000 | \$236 | \$1,936 | \$0 | \$1,936 | \$1,936 | \$3,064 |
| 5362-5368 | EQUIPMENT | \$0 | \$25,577 | \$57,000 | \$6,691 | \$27,064 | \$1,130 | \$28,194 | \$61,251 | -\$4,251 |
| 5390 | OTHER ITEMS OF EXPENSE | \$3,000 | \$101 | \$3,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,000 |
| 54 | SPECIAL ITEMS OF EXPENSE | \$0 | \$715 | \$0 | \$0 | \$88 | \$0 | \$88 | \$715 | -\$715 |
| | OPERATING EXPENSES & EQUIPMENT | \$3,588,000 | \$2,947,071 | \$4,139,000 | \$184,259 | \$1,476,500 | \$358,150 | \$1,834,650 | \$3,614,097 | \$524,903 |

| | | | | | | | | | |
|-----------------------|--------------------|--------------------|--------------------|------------------|--------------------|------------------|--------------------|--------------------|------------------|
| OVERALL TOTALS | \$7,668,000 | \$6,809,744 | \$8,803,000 | \$547,837 | \$3,204,138 | \$358,150 | \$3,562,288 | \$8,131,195 | \$671,805 |
|-----------------------|--------------------|--------------------|--------------------|------------------|--------------------|------------------|--------------------|--------------------|------------------|

| | | | | | | | | | |
|---------------------------|--------------------|--------------------|--------------------|------------------|--------------------|------------------|--------------------|--------------------|------------------|
| REIMBURSMENTS | -\$289,000 | -\$461,000 | -\$289,000 | | | | | -\$289,000 | |
| OVERALL NET TOTALS | \$7,668,000 | \$6,809,744 | \$8,514,000 | \$547,837 | \$3,204,138 | \$358,150 | \$3,562,288 | \$7,842,195 | \$671,805 |

7.89%

**Department of Consumer Affairs
Revenue Projection Report**

Reporting Structure(s): 11113320 Registered Vet Tech Exam Committee, 11113310 Veterinary Medical Board
Fiscal Month: 5
Fiscal Year: 2024 - 2025

Revenue

| Fiscal Code | Line Item | Budget | July | August | September | October | November | Year to Date | Projection To Year End |
|-------------|--------------------------------------|--------------------|------------------|------------------|------------------|------------------|------------------|--------------------|------------------------|
| | Delinquent Fees | \$80,000 | \$7,350 | \$6,170 | \$5,245 | \$4,935 | \$5,450 | \$29,150 | \$69,623 |
| | Other Regulatory Fees | \$148,000 | \$10,127 | \$13,376 | \$5,451 | \$22,717 | \$7,095 | \$58,767 | \$131,278 |
| | Other Regulatory License and Permits | \$1,872,000 | \$118,425 | \$162,101 | \$114,775 | \$106,515 | \$88,622 | \$590,438 | \$1,772,825 |
| | Other Revenue | \$140,000 | \$1,378 | \$400 | \$185 | \$130,468 | (\$1,262) | \$131,169 | \$163,083 |
| | Renewal Fees | \$6,237,000 | \$799,600 | \$749,510 | \$777,670 | \$463,985 | \$448,450 | \$3,239,215 | \$6,175,194 |
| | Revenue | \$8,477,000 | \$936,880 | \$931,557 | \$903,326 | \$728,620 | \$548,355 | \$4,048,738 | \$8,312,003 |

Reimbursements

| Fiscal Code | Line Item | Budget | July | August | September | October | November | Year to Date | Projection To Year End |
|-------------|----------------------------|------------|-----------------|-----------------|-----------------|-----------------|----------------|------------------|------------------------|
| | Scheduled Reimbursements | \$0 | \$2,565 | \$2,695 | \$1,617 | \$1,813 | \$1,568 | \$10,258 | \$39,085 |
| | Unscheduled Reimbursements | \$0 | \$79,321 | \$21,266 | \$41,152 | \$38,223 | \$7,827 | \$187,788 | \$301,998 |
| | Reimbursements | \$0 | \$81,886 | \$23,961 | \$42,769 | \$40,036 | \$9,395 | \$198,046 | \$341,083 |

0777 - Veterinary Medical Board Contingent Fund
Analysis of Fund Condition
(Dollars in Thousands)
2024 Budget Act With FM 5 Projections

Prepared 1.09.2024

| | Actuals 2023-24 | CY 2024-25 | BY 2025-26 | BY +1 2026-27 | BY +2 2027-28 |
|--|----------------------------------|-----------------------------|-----------------------------|--------------------------------|--------------------------------|
| BEGINNING BALANCE | | | | | |
| Prior Year Adjustment | \$ 8,270 | \$ 9,884 | \$ 9,895 | \$ 9,028 | \$ 7,724 |
| Adjusted Beginning Balance | \$ -10 | \$ - | \$ - | \$ - | \$ - |
| | <u>\$ 8,260</u> | <u>\$ 9,884</u> | <u>\$ 9,895</u> | <u>\$ 9,028</u> | <u>\$ 7,724</u> |
| REVENUES, TRANSFERS AND OTHER ADJUSTMENTS | | | | | |
| Revenues | | | | | |
| 4121200 - Delinquent fees | \$ 59 | \$ 70 | \$ 80 | \$ 80 | \$ 80 |
| 4127400 - Renewal fees | \$ 6,133 | \$ 6,175 | \$ 6,237 | \$ 6,237 | \$ 6,237 |
| 4129200 - Other regulatory fees | \$ 144 | \$ 131 | \$ 148 | \$ 148 | \$ 148 |
| 4129400 - Other regulatory licenses and permits | \$ 1,783 | \$ 1,773 | \$ 1,872 | \$ 1,872 | \$ 1,872 |
| 4163000 - Income from surplus money investments | \$ 391 | \$ 160 | \$ 131 | \$ 114 | \$ 90 |
| 4171400 - Escheat of unclaimed checks and warrants | \$ 5 | \$ 3 | \$ 3 | \$ 3 | \$ 3 |
| 4172500 - Miscellaneous revenues | \$ 1 | \$ - | \$ - | \$ - | \$ - |
| Totals, Revenues | <u>\$ 8,516</u> | <u>\$ 8,312</u> | <u>\$ 8,471</u> | <u>\$ 8,454</u> | <u>\$ 8,430</u> |
| TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS | <u>\$ 8,516</u> | <u>\$ 8,312</u> | <u>\$ 8,620</u> | <u>\$ 8,454</u> | <u>\$ 8,430</u> |
| TOTAL RESOURCES | <u>\$ 16,776</u> | <u>\$ 18,196</u> | <u>\$ 18,515</u> | <u>\$ 17,482</u> | <u>\$ 16,154</u> |
| Expenditures: | | | | | |
| 1111 Department of Consumer Affairs (State Operations) | \$ 6,349 | \$ 7,790 | \$ 9,036 | \$ 9,307 | \$ 9,586 |
| 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 | <u>\$ 6,892</u> | <u>\$ 8,301</u> | <u>\$ 9,487</u> | <u>\$ 9,758</u> | <u>\$ 10,037</u> |
| FUND BALANCE | | | | | |
| Reserve for economic uncertainties | \$ 9,884 | \$ 9,895 | \$ 9,028 | \$ 7,724 | \$ 6,116 |
| Months in Reserve | 14.3 | 12.5 | 11.1 | 9.2 | 7.1 |

NOTES:
 1. Assumes workload and revenue projections are realized in CY and ongoing.