


AGENDA ITEM 6

EXECUTIVE OFFICER'S REPORT AND POSSIBLE BOARD ACTION.

Date: February 4, 2014
To: CBOT Members
From: 
Heather Martin, Executive Officer
Subject: Executive Officer Report – February 6, 2014 Board Meeting

Staff

The Board currently has 8.2 personnel years (PYs) or positions with a 0.8 PY vacancy due to required staffing reductions in FY 2012/13. Over the past few months, several staff have been out of the office due to illness and/or injuries. Those absence coupled with staff participating in BrEZE meetings has resulted in backlogs in workload (e.g., advanced practice applications, course provider approval requests, complaint investigations, etc.).

Due to revenue concerns and conflicting workload estimates, we are unsure if we will be able to justify additional staff in March when the BCPs are due. (A BCP is short for Budget Change Proposal. This is the document we use to justify additional staff and/or requesting additional money be added to our annual budget.)

Budget

The FY 2013/14 revenue projection was estimated at \$1.08m; as of the end the end of the 2nd quarter \$685k has been received, which is approximately 63% of the projected annual revenue. The Board has spent \$715k of its \$1.4m budget; nearly 47% of the budget remains.
(Revenue and Expenditure reports follow this report)

Included in the meeting material is a draft letter dated December 16, 2013, requesting a budget augmentation of \$81,000. This request is to receive additional funding to pay the Office of the Attorney General (AGO) (\$54k) and the Office of Administrative Hearings (OAH) (\$27k) line items. We are projected to overspend our AG budget; if the additional funding isn't approved, once we're close to spending the budgeted amount (\$133k), we would request the AG to suspend all work on any pending cases. We have over-spent our \$1,000 OAH budget by \$27,000. (We haven't actually 'overspent' the money because we can't do that. However, we have 'redirected' funds from other areas (that we have underspent) to have the finds available to pay those bills.

Following the draft letter is a projection of our expenditures through the end of the year (6/30/2014) based on the Board's expenditures during the period July - November 2013. Following the expenditure projections is a Fund Condition, showing that, if the budget augmentation is approved, we have sufficient funds available in the budget.

BreEZe Project:

The BrEZe project has begun activities for Release 2, which includes the OT Board. Several staff starting have been dedicated to this project and started attending meetings in December. Some key activities include:

- Staff 'configuration' interviews for the licensing functions have started. The configuration interview process is where staff evaluates the functionality of the system and determines how/if the system meets our business needs; if there is a disconnect, staff determines whether our business process can be adjusted so as to meet the existing functionality of the system, or worst-case scenario, whether there need to be additional modifications to the existing system. The interview process is both rigorous and detailed down to microscopic levels so as to optimize the most from the development of the system.
- Configuration interviews for the Enforcement functionality will start after the Licensing interviews are finished; the cashiering interviews will be scheduled sometime after the licensing interviews are completed.
- All applications and forms currently on the Board's website have been provided; this serves as back-up documentation so supplement the configuration interview process as well as helps provide a visual element to the design phase.
- 'Template' correspondence has also been provided as the new system will have a 'workflow' component that should help automate some of our manual processes (e.g., send a deficiency letter to applicants; complaint acknowledgement letter to complainants; cease practice orders to substance abusing probationers who test positive for a banned substance), while maintaining a more complete 'electronic' licensing record.

Regulations

The status of the various rulemaking files is included under Agenda Item #9.

Performance Measures

Included in the meeting materials are the performance measures for the periods July 1 – September 30 and October 1 – December 31.

Office Move

The office is scheduled to move from the current suite (2050) down the hall to the former suite of the Veterinary Medical Board (2250) the week of March 10th. Staff has been advised they may not take time off that week or the preceding Friday, March 7th, which will allow us time to pack and ready the office for the move. We anticipate that staff will intermittently check email and process emailed/faxed requests on Friday, 3/7 and Monday, 3/10. Telephones and computers will be unavailable most of the week; we plan to resume services Friday, 3/14. Information will be posted on the website and the voicemail message will advise callers of this fact.

The new suite has recently been painted; the carpets will be cleaned and cleaners will be scheduled in the next couple weeks. In addition to more cubicles, the new suite has an additional file room which will provide more storage room and also allow us to separate the licensing and enforcement files (these are currently housed in a single file room).

(Discuss next Board meeting: currently scheduled May 22.)

CSTARQ24 1110 (DEST: A1 CAL2) PM,C,6,5,2,0,6212, 2 (AGYSRC) 0 (NOFUND) FUND (ALL) GL(6212)
 FISCAL MONTH: 06 DECEMBER 6 (INDEX) 5 (PCA) DEPT OF CONSUMER AFFAIRS - REGULATORY BOARDS
 RECEIPTS BY ORGANIZATION AND SOURCE
 AS OF 12/31/13

ENY: 13
 SECTION: 11 CA BD OF OCCUPATIONAL THERAPY
 SUB-SECTION: 00
 UNIT: 00
 SUB-UNIT: 00
 SUB-UNIT: 00
 SUB-UNIT: 00
 INDEX: 1475 CA BD OF OCCUPATIONAL THERAPY
 PROGRAM
 PG EL CMP TSK PCA DESCRIPTION

REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	A C T U A L R E C E I P T S	YEAR-TO-DATE	BALANCE
				RECEIPTS	CURRENT MONTH	YEAR-TO-DATE	
67	00	000	73017 REIMB - CA BD OF OCCUPATIONAL THERAPY	22,000.00	784.00	9,163.00	12,837.00
001	991937	01	FINGERPRINT REPORTS	0.00	470.00	2,605.00	2,605.00-
001	991937	02	EXTERNAL/PRIVATE/GRANT				
*TOTAL SOURCE 991937				22,000.00	1,254.00	11,768.00	10,232.00
*TOTAL PROG 67				22,000.00	1,254.00	11,768.00	10,232.00
*TOTAL REFERENCE 001				22,000.00	1,254.00	11,768.00	10,232.00
67	00	000	83017 REVENUE CA BD OF OCCUPATIONAL THERAPY	0.00	210.00	1,125.00	1,125.00-
980	125600	CU	OTA DUP LIC FEE-\$15.00	0.00	60.00	210.00	210.00-
980	125600	CV	OTA DUP CERT FEES-\$15.00	0.00	0.00	150.00	150.00-
980	125600	FT	CITATION/FINE FTB COLLECTION	0.00	0.00	0.00	30,000.00
980	125600	00	OTHER REGULATORY FEES	30,000.00	730.00	21,332.00	21,332.00-
980	125600	18	CITATION & FINE FEE COLLECTED-WAR	0.00			
*TOTAL SOURCE 125600				30,000.00	1,000.00	22,817.00	7,183.00
980	125700	OC	OT INITIAL LIC FEE-\$VAR	0.00	7,191.00	56,207.00	56,207.00-
980	125700	OD	OTA INITIAL CERT FEE-\$VAR	0.00	2,289.00	17,238.00	17,238.00-
980	125700	OE	OT LIMITED PERMIT-\$75.00	0.00	0.00	2,100.00	2,100.00-
980	125700	OJ	OTA LIMITED PERMIT \$75.00	0.00	0.00	900.00	900.00-
980	125700	00	OTHER REGULATORY LICENSES AND PER	145,000.00	0.00	0.00	145,000.00
980	125700	90	OVER/SHORT FEES	0.00	59.00	432.00	432.00-
980	125700	91	SUSPENDED REVENUE	0.00	100.00	150.00	150.00-
980	125700	92	PRIOR YEAR REVENUE ADJUSTMENT	0.00	0.00	150.00	150.00
*TOTAL SOURCE 125700				145,000.00	9,439.00	76,877.00	68,123.00
980	125800	BP	OT IMACTIVE RENEWAL LIC FEE-\$25.0	0.00	500.00	5,100.00	5,100.00-
980	125800	BQ	OTA INACTIVE RENEWAL CERT FEE-\$25	0.00	125.00	800.00	800.00-
980	125800	C1	AUTOMATED REVENUE REFUND CLAIM	0.00	1,230.00	1,693.00	1,693.00-
980	125800	00	RENEWAL FEES	841,000.00	0.00	0.00	841,000.00

CSTAR024 1110 (DEST: A1 CAL2) PM, C, 6, 5, 2, 0, '6212, 2 (AGYSRC) 0 (NOFUND) FUND (ALL) GL(6212)
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REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	CURRENT MONTH	YEAR-TO-DATE	BALANCE
980	125800	2W	BIENNIAL RENEWAL-OT \$150	0.00	56,550.00	466,731.00	466,731.00-
980	125800	2X	BIENNIAL RENEWAL-OTA \$150	0.00	10,200.00	84,300.00	84,300.00-
980	125800	90	OVER/SHORT FEES	0.00	0.00	5.00	5.00-
*TOTAL SOURCE 125800				841,000.00	68,605.00	558,629.00	282,371.00
980	125900	TM	DELINQ BIENNIAL-OT \$75	0.00	975.00	5,925.00	5,925.00-
980	125900	TN	DELINQ BIENNIAL-OTA \$75	0.00	75.00	975.00	975.00-
980	125900	00	DELINQUENT FEES	16,000.00	0.00	0.00	16,000.00
*TOTAL SOURCE 125900				16,000.00	1,050.00	6,900.00	9,100.00
980	141200	00	SALES OF DOCUMENTS	0.00	0.00	7.41	7.41-
*TOTAL SOURCE 141200				0.00	0.00	7.41	7.41-
980	142500	00	MISCELLANEOUS SERVICES TO THE PUB	8,000.00	0.00	0.00	8,000.00
980	142500	90	MISC. SER TO PUBLIC - GENERAL	0.00	600.00	4,080.00	4,080.00-
*TOTAL SOURCE 142500				8,000.00	600.00	4,080.00	3,920.00
980	150300	00	INCOME FROM SURPLUS MONEY INVESTM	10,000.00	0.00	801.27	9,198.73
*TOTAL SOURCE 150300				10,000.00	0.00	801.27	9,198.73
980	161000	02	REVENUE CANCELLED WARRANTS	0.00	0.00	155.00	155.00-
*TOTAL SOURCE 161000				0.00	0.00	155.00	155.00-
980	161400	91	DISHONORED CHECK FEE-VAR	0.00	0.00	175.00	175.00-

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REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	A C T U A L R E C E I P T S CURRENT MONTH	YEAR-TO-DATE	BALANCE
*TOTAL	SOURCE	161400		0.00	0.00	175.00	175.00-
980	164300	00	PENALTY ASSESSMENTS	8,000.00	0.00	0.00	8,000.00
980	164300	99	PENALTY ASSESSMENTS	0.00	550.00	3,375.00	3,375.00-
*TOTAL	SOURCE	164300		8,000.00	550.00	3,375.00	4,625.00
*TOTAL	PROG	67		1,058,000.00	81,244.00	673,816.68	384,183.32
*TOTAL	REFERENCE	980		1,058,000.00	81,244.00	673,816.68	384,183.32
*TOTAL	INDEX	1475		1,080,000.00	82,498.00	685,584.68	394,415.32
*TOTAL	SEC	11		1,080,000.00	82,498.00	685,584.68	394,415.32

DEPARTMENT OF CONSUMER AFFAIRS

CA BD OF OCCUPATIONAL THERAPY

BUDGET REPORT
AS OF 12/31/2013

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CA BD OF OCCUPATIONAL THERAPY

DESCRIPTION	BUDGET	CURR. MONTH	YR-TO-DATE	ENCUMBRANCE	YTD + ENCUMBRANCE	BALANCE	PCNT REMAIN
PERSONAL SERVICES							
SALARIES AND WAGES							
003 00 CIVIL SERVICE-PERM	319,965	22,627	152,905	0	152,905	167,060	
033 04 TEMP HELP (907)	4,000	4,091	23,094	0	23,094	(19,094)	
063 00 STATUTORY-EXEMPT	77,956	7,015	42,090	0	42,090	35,866	
063 01 BD/COMMSN (901,920	20,000	500	900	0	900	19,100	
083 00 OVERTIME	0	0	318	0	318	(318)	
TOTAL SALARIES AND WAGES	421,921	34,232	219,307	0	219,307	202,614	48.02%
STAFF BENEFITS							
103 00 OASDI	31,006	1,977	12,895	0	12,895	18,111	
104 00 DENTAL INSURANCE	2,206	288	1,852	0	1,852	854	
105 00 HEALTH/WELFARE INS	83,407	3,186	21,113	0	21,113	62,294	
106 01 RETIREMENT	79,580	6,365	41,741	0	41,741	37,839	
125 00 WORKERS' COMPENSAT	10,225	0	0	0	0	10,225	
125 15 SCIF ALLOCATION CO	0	379	2,817	0	2,817	(2,817)	
132 00 NONINDUST DISABILITY	2,000	0	0	0	0	2,000	
133 00 UNEMPLOYMENT INSUR	3,000	0	0	0	0	3,000	
134 00 OTHER-STAFF BENEFIT	100	1,914	11,405	0	11,405	(11,605)	
135 00 LIFE INSURANCE	200	7	41	0	41	159	
136 00 VISION CARE	744	60	406	0	406	338	
137 00 MEDICARE TAXATION	5,281	483	3,092	0	3,092	2,189	
TOTAL STAFF BENEFITS	217,749	14,659	94,862	0	94,862	122,887	56.44%
TOTAL PERSONAL SERVICES	639,670	48,892	314,169	0	314,169	325,501	50.89%
OPERATING EXPENSES & EQUIPMENT							
FINGERPRINTS							
213 04 FINGERPRINT REPORT	22,000	882	8,281	0	8,281	13,719	
TOTAL FINGERPRINTS	22,000	882	8,281	0	8,281	13,719	62.36%
GENERAL EXPENSE							
201 00 GENERAL EXPENSE	27,216	0	0	0	0	27,216	
206 00 MISC OFFICE SUPPLI	0	0	1,185	0	1,185	(1,185)	
213 02 ADMIN OVERHEAD-OTH	0	38	1,689	0	1,689	(1,689)	
223 00 LIBRARY PURCH/SUBS	0	268	862	938	1,800	(1,800)	
TOTAL GENERAL EXPENSE	27,216	306	3,736	938	4,674	22,542	82.83%

DEPARTMENT OF CONSUMER AFFAIRS

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CA BD OF OCCUPATIONAL THERAPY

DESCRIPTION	BUDGET	CURR. MONTH	YR-TO-DATE	ENCUMBRANCE	YTD + ENCUMBRANCE	BALANCE	PCNT REMAIN
PRINTING							
241 00 PRINTING	8,245	0	0	0	0	8,245	
242 03 COPY COSTS ALLO	0	12,463	12,463	0	12,463	(12,463)	
244 00 OFFICE COPIER EXP	0	0	341	809	1,150	(1,150)	
TOTAL PRINTING	8,245	12,463	12,804	809	13,613	(5,368)	-65.11%
COMMUNICATIONS							
251 00 COMMUNICATIONS	5,449	0	179	0	179	5,270	
252 00 CELL PHONES,PDA,PA	0	0	98	0	98	(98)	
253 00 CENT COMM (CALNET,	0	0	281	0	281	(281)	
257 01 TELEPHONE EXCHANGE	0	300	1,215	0	1,215	(1,215)	
TOTAL COMMUNICATIONS	5,449	300	1,774	0	1,774	3,675	67.45%
POSTAGE							
261 00 POSTAGE	14,655	0	0	0	0	14,655	
262 00 STAMPS, STAMP ENVE	0	0	37	0	37	(37)	
263 00 POSTAGE METER	0	0	4	0	4	(4)	
263 05 DCA POSTAGE ALLO	0	0	5,935	0	5,935	(5,935)	
263 06 EDD POSTAGE ALLO	0	359	3,607	0	3,607	(3,607)	
TOTAL POSTAGE	14,655	359	9,583	0	9,583	5,072	34.61%
TRAVEL: IN-STATE							
291 00 TRAVEL: IN-STATE	16,146	0	0	0	0	16,146	
292 00 PER DIEM-I/S	0	408	1,363	0	1,363	(1,363)	
294 00 COMMERCIAL AIR-I/S	0	1,111	3,075	0	3,075	(3,075)	
296 00 PRIVATE CAR-I/S	0	187	574	0	574	(574)	
297 00 RENTAL CAR-I/S	0	77	358	0	358	(358)	
301 00 TAXI & SHUTTLE SER	0	0	12	0	12	(12)	
303 00 OVERTIME MEALS-I/S	0	0	8	0	8	(8)	
TOTAL TRAVEL: IN-STATE	16,146	1,784	5,390	0	5,390	10,756	66.62%
TRAINING							
331 00 TRAINING	5,499	0	0	0	0	5,499	
TOTAL TRAINING	5,499	0	0	0	0	5,499	100.00%
FACILITIES OPERATIONS							
341 00 FACILITIES OPERATI	44,894	0	0	0	0	44,894	
343 00 RENT-BLDG/GRND(NON	0	4,563	27,436	28,511	55,947	(55,947)	
347 00 FACILITY PLNG-DGS	0	90	447	0	447	(447)	
TOTAL FACILITIES OPERATIONS	44,894	4,653	27,884	28,511	56,394	(11,500)	-25.62%

DEPARTMENT OF CONSUMER AFFAIRS

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CA BD OF OCCUPATIONAL THERAPY

DESCRIPTION	BUDGET	CURR. MONTH	YR-TO-DATE	ENCUMBRANCE	YTD + ENCUMBRANCE	BALANCE	PCNT REMAIN
C/P SVS - EXTERNAL							
402 00 CONSULT/PROF SERV-	13,000	0	0	0	0	13,000	
404 05 C&P EXT ADMIN CR C	0	0	0	13,000	13,000	(13,000)	
TOTAL C/P SVS - EXTERNAL	13,000	0	0	13,000	13,000	0	0.00%
DEPARTMENTAL SERVICES							
424 03 OIS PRO RATA	129,400	0	64,700	0	64,700	64,700	
427 00 INDIRECT DISTRB CO	77,807	0	38,904	0	38,904	38,903	
427 01 INTERAGENCY SVS	105	0	0	0	0	105	
427 30 DOI - PRO RATA	2,498	0	1,250	0	1,250	1,248	
427 34 PUBLIC AFFAIRS PRO	3,508	0	1,754	0	1,754	1,754	
427 35 CCED PRO RATA	4,454	0	2,226	0	2,226	2,228	
TOTAL DEPARTMENTAL SERVICES	217,772	0	108,834	0	108,834	108,938	50.02%
CONSOLIDATED DATA CENTERS							
428 00 CONSOLIDATED DATA	0	13	88	0	88	(88)	
TOTAL CONSOLIDATED DATA CENTERS	0	13	88	0	88	(88)	0.00%
DATA PROCESSING							
431 00 INFORMATION TECHNO	3,817	0	0	0	0	3,817	
445 00 SOFTWARE-IT PURCH,	0	0	0	2,717	2,717	(2,717)	
TOTAL DATA PROCESSING	3,817	0	0	2,717	2,717	1,100	28.81%
CENTRAL ADMINISTRATIVE SERVICES							
438 00 PRO RATA	62,114	0	31,057	0	31,057	31,057	
TOTAL CENTRAL ADMINISTRATIVE SERVICES	62,114	0	31,057	0	31,057	31,057	50.00%
EXAMINATIONS							
404 03 C/P SVS - EXT SUB	0	75	619	5,198	5,817	(5,817)	
TOTAL EXAMINATIONS	0	75	619	5,198	5,817	(5,817)	0.00%
ENFORCEMENT							
396 00 ATTORNEY GENL-INTE	133,243	4,778	65,648	0	65,648	67,596	
397 00 OFC ADMIN HEARNG-I	1,000	4,381	7,272	0	7,272	(6,272)	
414 31 EVIDENCE/WITNESS F	0	0	3,131	0	3,131	(3,131)	
418 97 COURT REPORTER SER	0	79	608	0	608	(608)	
427 31 DOI - INVESTIGATIO	229,280	0	114,640	0	114,640	114,640	
TOTAL ENFORCEMENT	363,523	9,238	191,299	0	191,299	172,224	47.38%
TOTAL OPERATING EXPENSES & EQUIPMENTS	804,330	30,072	401,348	51,173	452,520	351,810	43.74%

DEPARTMENT OF CONSUMER AFFAIRS

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CA BD OF OCCUPATIONAL THERAPY

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CA BD OF OCCUPATIONAL THERAPY	1,444,000	78,964	715,517	51,173	766,690	677,310	46.91%
	1,444,000	78,964	715,517	51,173	766,690	677,310	46.91%



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.
CALIFORNIA BOARD OF OCCUPATIONAL THERAPY
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December 16, 2013

TO: Jeff Carosone, Principal Program Budget Analyst
Department of Finance

VIA: Anna Caballero, Secretary
Business, Consumer Services, and Housing Agency

VIA: Denise Brown, Director
Department of Consumer Affairs

FROM: Heather Martin, Executive Officer
California Board of Occupational Therapy

SUBJECT: 2013-14 Budget Bill Language (item 1110-402) –
Attorney General and Office of Administrative Hearings Expenditures

Pursuant to the 2013-14 Budget Bill Language in Item 1110-402, and based on the FY 2013-14 expenditure projections (through October 2013), the California Board of Occupational Therapy (Board) is requesting a total budget augmentation of \$81,000: \$54,000 for its Attorney General (AG) line, and \$27,000 for its Office of Administrative Hearings (OAH) line.

Year-to-date, the Board has expended \$65,648 for AG services, or nearly 50% of the budgeted line of \$133,243, and expended \$12,074 for OAH services, or 1,207% of the budgeted line of \$1,000.

The Board has made every effort to achieve savings in other areas within their budget to mitigate the overall impact of this enforcement-related augmentation, including leaving positions vacant, limiting supplies orders, as well as other savings within the General Expense line items, so that the resources could be redirected to cover the increased enforcement expenditures.

Enforcement is the foundation of the Board's public protection mandate; therefore, the Board must continue to process its enforcement caseload, which primarily deals with licensees who have violations related to incompetence, gross negligence, substance and alcohol abuse, sexual misconduct, patient harms, and fraudulent billing.

The AG augmentation is vital to the Board's enforcement efforts to remove occupational therapists and occupational therapy assistants with serious practice act violations and to ensure that the utmost protection is afforded to the public and consumers. Failure to ensure prosecution of any incompetent or unsafe occupational therapists and occupational therapy assistants could mean the difference between a patient's life and death.

The following caseload information will hopefully provide an additional perspective on the Board's funding needs and the magnitude of its overall enforcement caseload.

Entity	Cases Received (since 7/1/2013)	Pending Cases (as of 11/30/2013)	Cases Transmitted (awaiting AG and/or OAH action)	Cases w/ Final Decision (since 7/1/2013)
Board	388	249		
AG	--	18	6	--
OAH	--	6	--	Of the 7 Final Decisions: - Proposed Decisions (2) - Default Decisions (0) - Stipulated AG Settlements (5)

The Board currently has six hearings scheduled during the period of January 2014 through June 2014, estimating approximately 10 hearing days at a cost of \$1,502 per day for a total of \$15,020 for the remainder of this FY. (This projected expenditure does not account for any hearings that have been requested but may not yet appear on the calendar.)

If you have any questions, please contact me directly at 916-263-1623, or the DCA Budget Office at 916-574-7177. Thank you for your time and consideration of this request.

Attachments:

1. Board's Month 5 Expenditure Projections
2. Board's Fund Condition (Fund #3017)
3. AG Letter of Acknowledgement (December 16, 2013)

cc: Mr. James Goldstene, Undersecretary, Business, Consumer Services and Housing Agency
 Ms. Janet Nannini, Manager, Administrative Operations, Business, Consumer Services, and Housing Agency
 Ms. Sandra Mayorga, Deputy Director, DCA Office of Administrative Services
 Ms. Janice Shintaku-Enkoji, DCA Fiscal Officer
 Mr. Taylor Schick, DCA Budget Officer
 Ms. Cynthia Dines, DCA Budget Manager

OCCUPATIONAL THERAPY - 3017
BUDGET REPORT
FY 2013-14 EXPENDITURE PROJECTION
Nov-2013

OBJECT DESCRIPTION	FY 2012-13		FY 2013-14				
	ACTUAL EXPENDITURES (MONTH 13)	PRIOR YEAR EXPENDITURE 11/30/2012	BUDGET STONE 2013-14	CURRENT YEAR EXPENDITURES 11/30/2013	PERCENT SPENT	PROJECTIONS TO YEAR END	INENCUMBERED BALANCE
PERSONNEL SERVICES							
Salary & Wages (Staff)	273,095	86,558	329,532	130,278	40%	342,806	(13,274)
Statutory Exempt (EO)	76,697	24,727	81,732	35,075	43%	84,180	(2,448)
Temp Help Reg (Seasonals)	73,493	30,479	4,000	19,004		26,004	(22,004)
Temp Help (Exam Proctors)							0
Board Member Per Diem			20,000	400	2%	3,500	16,500
Committee Members (DEC)							0
Overtime				318		318	(318)
Staff Benefits	181,577	59,600	223,172	80,203	36%	193,448	29,724
TOTALS, PERSONNEL SVC	604,862	201,364	658,436	265,278	40%	650,256	8,180
OPERATING EXPENSE AND EQUIPMENT							
General Expense	12,071	2,879	23,850	4,636	19%	12,000	11,850
Fingerprint Reports	20,972	4,018	22,000	7,399	34%	22,000	0
Minor Equipment	8,910		0			850	(850)
Printing	7,269	1,790	8,245	1,150	14%	7,000	1,245
Communication	4,290	753	5,449	1,473	27%	4,000	1,449
Postage	21,659	10,197	14,655	9,224	63%	22,000	(7,345)
Insurance			0				0
Travel In State	9,639	1,277	16,146	3,607	22%	10,000	6,146
Travel, Out-of-State			0				0
Training	1,200		1,499		0%		1,499
Facilities Operations	56,495	46,133	44,894	56,304	125%	66,392	(21,498)
Utilities			0				0
C & P Services - Interdept.			0				0
C & P Services - External	511	7,507		13,000			0
DEPARTMENTAL SERVICES:							
Departmental Pro Rata	99,899	55,278	119,542	64,700	54%	119,542	0
Admin/Exec	77,353	43,150	79,134	38,904	49%	79,134	0
Interagency Services			105		0%	0	105
IA w/ OER							0
DOI-ProRata Internal	3,428	1,732	2,532	1,250	49%	2,532	0
Public Affairs Office	4,191	2,418	3,554	1,754	49%	3,554	0
CCED	5,845	3,134	4,536	2,226	49%	4,536	0
INTERAGENCY SERVICES:							
Consolidated Data Center	159	37		75		250	(250)
DP Maintenance & Supply	5,142	5,098	3,817	2,717	71%	5,000	(1,183)
Central Admin Svc-ProRata	76,575	19,144	62,114	31,057	50%	62,114	0
EXAM EXPENSES:							
Exam Supplies							0
Exam Freight							0
Exam Site Rental							0
C/P Svcs-External Expert Administrative							0
C/P Svcs-External Expert Examiners							0
C/P Svcs-External Subject Matter	7,209			5,742		7,000	(7,000)
ENFORCEMENT:							
Attorney General	104,330	30,225	133,243	65,648	49%	182,610	(49,367)
Office Admin. Hearings	10,202	712	1,000	12,074	1207%	28,000	(27,000)
Court Reporters	803	160		529		1,500	(1,500)
Evidence/Witness Fees	7,900	1,575		3,131		7,000	(7,000)
DOI - Investigations	106,835	54,520	233,987	114,640	49%	233,987	0
Major Equipment	7,862					0	0
Special Items of Expense							0
Other (Vehicle Operations)							0
TOTALS, OE&E	660,749	291,737	780,302	441,240	57%	881,001	(100,699)
TOTAL EXPENSE	1,265,611	493,101	1,438,738	706,518	97%	1,531,257	(92,519)
Sched. Reimb.							0
Sched. Reimb. - Fingerprints	(17,150)	(4,753)	(22,000)	(8,379)	38%	(22,000)	0
Sched. Reimb. - External/Private	(9,206)	(2,801)		(2,135)			22,000
Unsched. Reimb. - Other	(98)	(98)					0
NET APPROPRIATION	1,239,157	485,449	1,416,738	696,004	49%	1,509,257	(70,519)
SURPLUS/(DEFICIT):							-5.0%



3017 - Board of Occupational Therapy Analysis of Fund Condition

Prepared 1/7/2014

(Dollars in Thousands)

Note: \$2 Million Dollar General Fund Loan Outstanding
w/loan repayment scheduled
and AG/OAH Augmentation

	ACTUAL 2012-13	Budget Act CY 2013-14	BY 2014-15	BY+1 2015-16
BEGINNING BALANCE				
Prior Year Adjustment	\$ 608	\$ 1,154	\$ 700	\$ 2,490
Adjusted Beginning Balance	\$ 3	\$ -	\$ -	\$ -
	\$ 611	\$ 1,154	\$ 700	\$ 2,490
REVENUES AND TRANSFERS				
Revenues:				
125600 Other regulatory fees	\$ 34	\$ 30	\$ 34	\$ 34
125700 Other regulatory licenses and permits	\$ 135	\$ 145	\$ 150	\$ 150
125800 Renewal fees	\$ 854	\$ 841	\$ 867	\$ 867
125900 Delinquent fees	\$ 15	\$ 16	\$ 16	\$ 16
141200 Sales of documents	\$ -	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ 8	\$ 8	\$ 8	\$ 8
150300 Income from surplus money investments	\$ 2	\$ 2	\$ 1	\$ 7
150500 Interest income from interfund loans	\$ 89	\$ -	\$ -	\$ -
160400 Sale of fixed assets	\$ -	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants	\$ -	\$ -	\$ -	\$ -
161400 Miscellaneous revenues	\$ -	\$ -	\$ -	\$ -
164300 Penalty Assessments	\$ 7	\$ 8	\$ 8	\$ 8
Totals, Revenues	\$ 1,144	\$ 1,050	\$ 1,084	\$ 1,090
Transfers from Other Funds				
F00001 GF loan per item 1475-011-3017 BA of 2003 (repay)	\$ 640	\$ -	\$ -	\$ -
F00002 GF loan per BA of 2009 (repay)	\$ -	\$ -	\$ 2,000	\$ -
Transfers to Other Funds				
T00001 GF loan per 1475-011-3017 BA of 2003	\$ -	\$ -	\$ -	\$ -
T00002 GF loan per BA of 2009	\$ -	\$ -	\$ -	\$ -
T00001 GF loan repayment per Ch 697/00				
Totals, Revenues and Transfers	\$ 1,784	\$ 1,050	\$ 3,084	\$ 1,090
Totals, Resources	\$ 2,395	\$ 2,204	\$ 3,784	\$ 3,580
EXPENDITURES				
Disbursements:				
8880 FSCU (State Operations)	\$ -	\$ -	\$ -	\$ -
0840 SCO (State Operations)	\$ 1	\$ -	\$ -	\$ -
1110 Program Expenditures (State Operations)	\$ 1,240	\$ 1,417	\$ 1,294	\$ 1,320
FISCAL		\$ 6		
AG and OAH Augmentation		\$ 81		
	\$ 1,241	\$ 1,504	\$ 1,294	\$ 1,320
FUND BALANCE				
Reserve for economic uncertainties	\$ 1,154	\$ 700	\$ 2,490	\$ 2,260
Months in Reserve	9.2	6.5	22.6	20.1

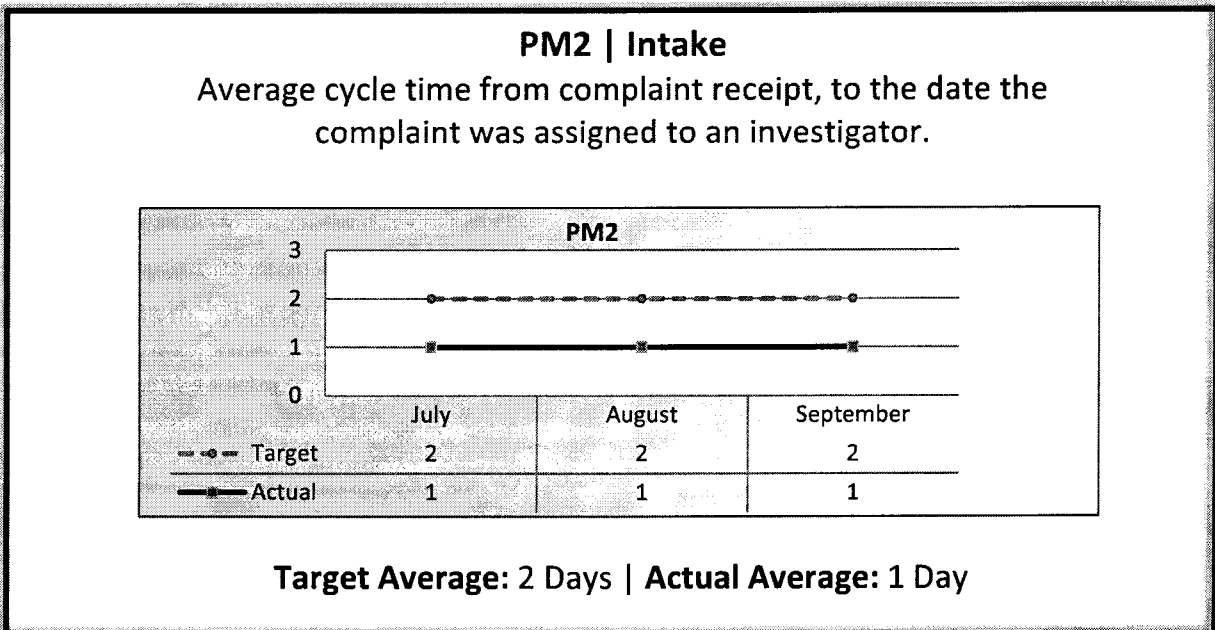
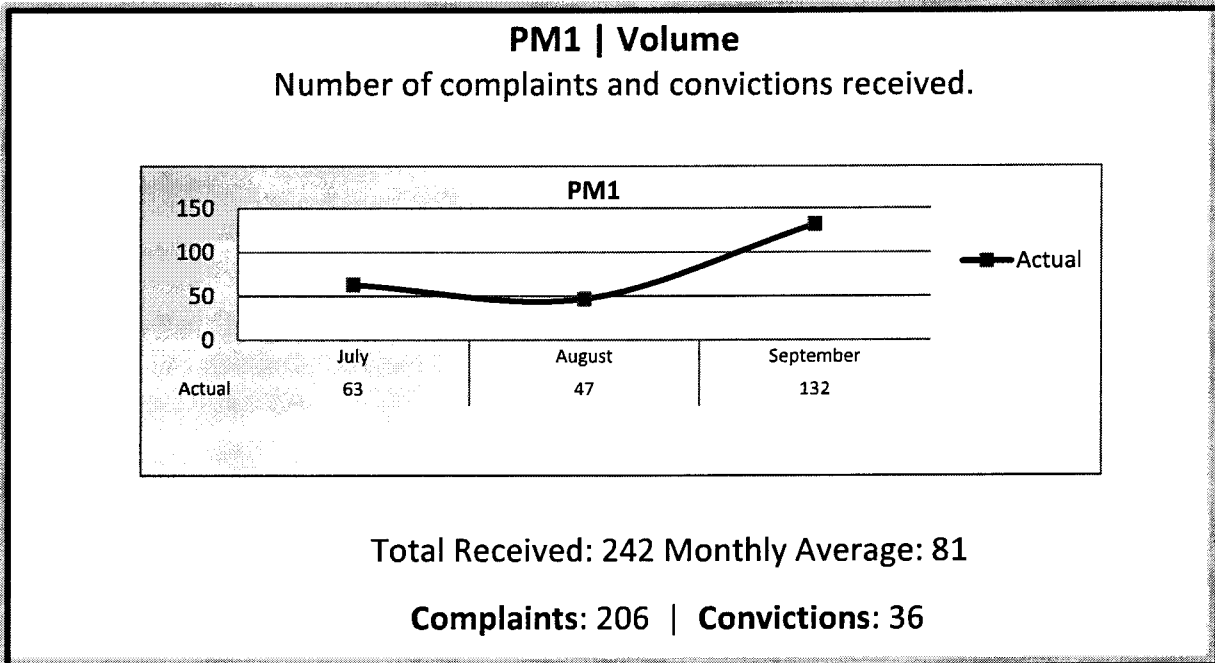
NOTES:

- A. ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED IN BY+1 AND ONGOING
- B. ASSUME APPROPRIATION GROWTH OF 2% IN BY+1 AND ONGOING
- C. INTEREST ON FUND ESTIMATE AT .3%

Performance Measures

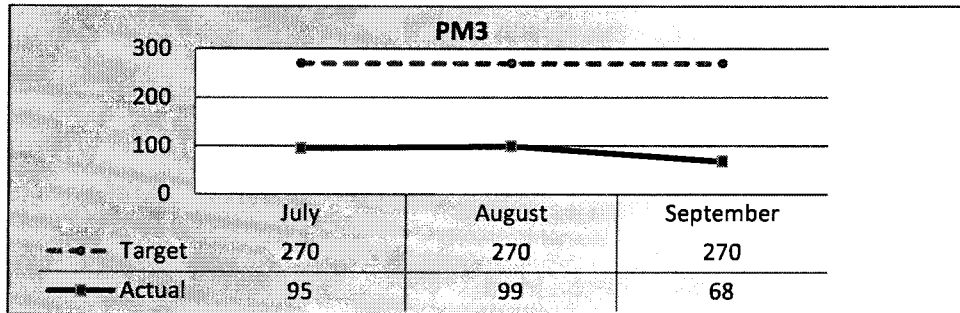
Q1 Report (July - September 2013)

To ensure stakeholders can review the Board's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.



PM3 | Intake & Investigation

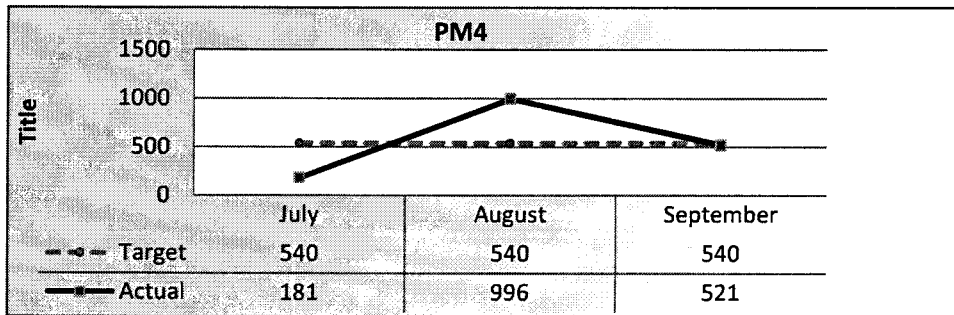
Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



Target Average: 270 Days | Actual Average: 90 Days

PM4 | Formal Discipline

Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Board and prosecution by the AG).



Target Average: 540 Days | Actual Average: 579 Days

PM7 | Probation Intake

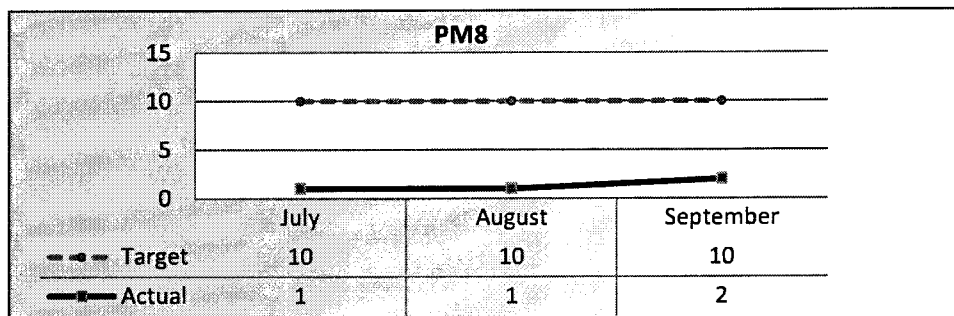
Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.

The Board did not contact any new probationers this quarter.

Target Average: 10 Days | Actual Average: N/A

PM8 | Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.



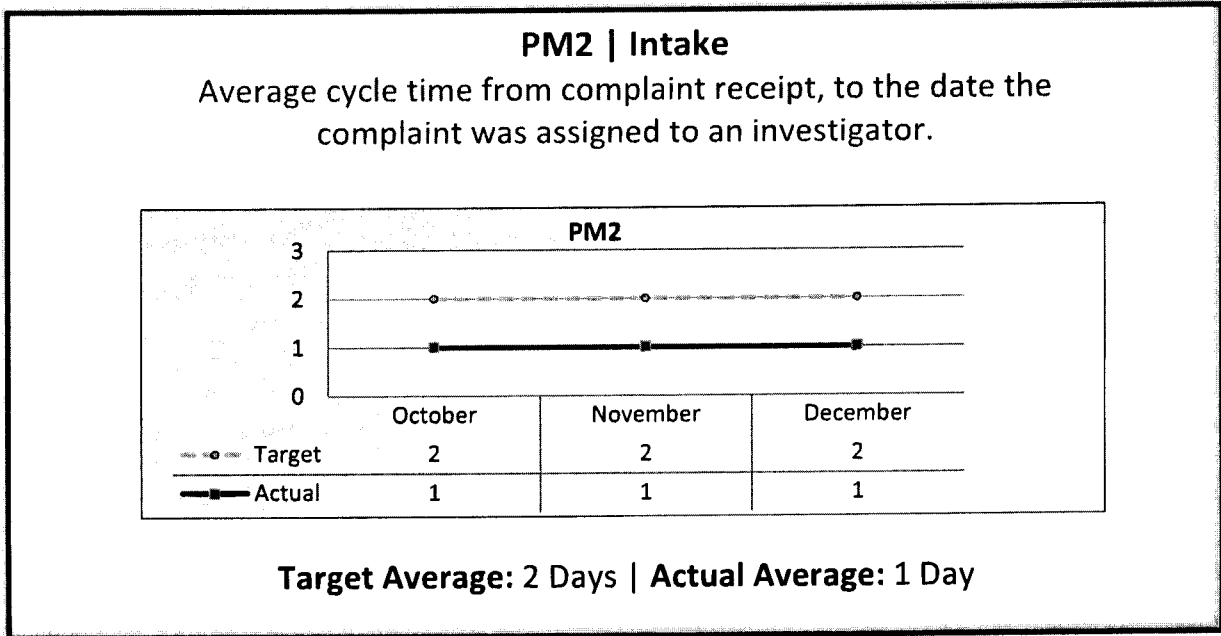
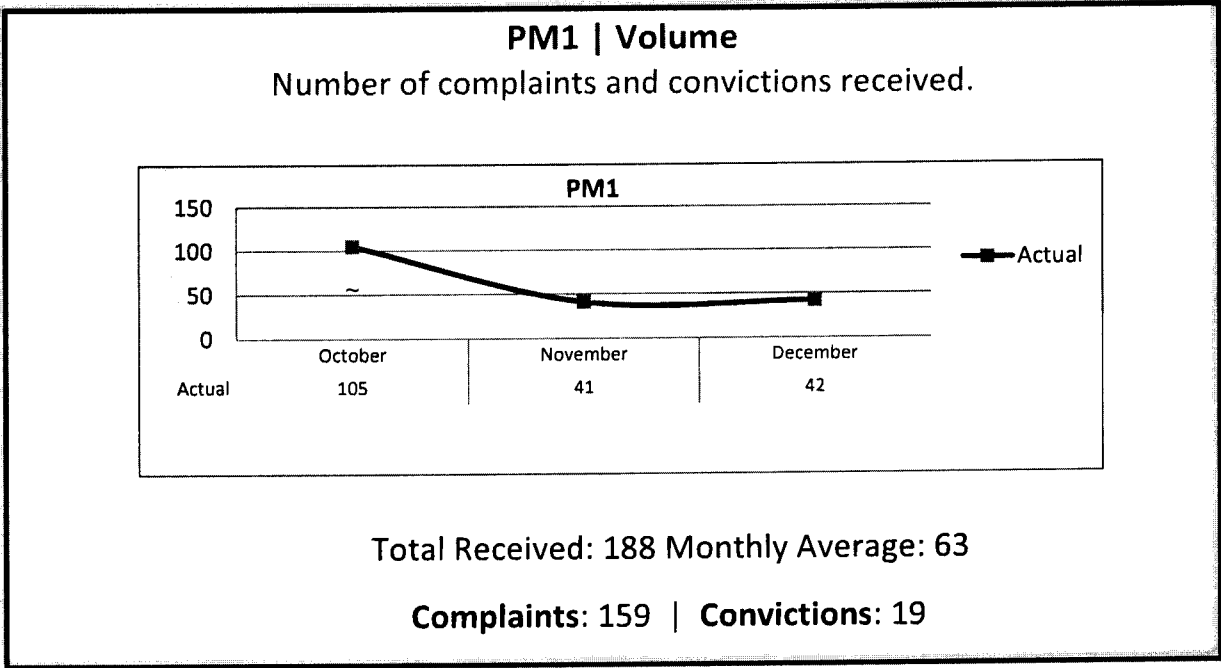
Target Average: 10 Days | Actual Average: 1 Day

Department of Consumer Affairs
 Board of Occupational
 Therapy

Performance Measures

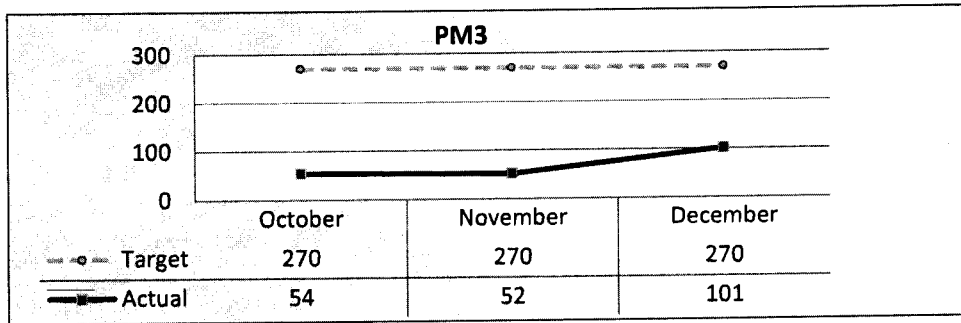
Q2 Report (October - December 2013)

To ensure stakeholders can review the Board's progress toward meeting its enforcement goals and targets, we have developed a transparent system of performance measurement. These measures will be posted publicly on a quarterly basis.



PM3 | Intake & Investigation

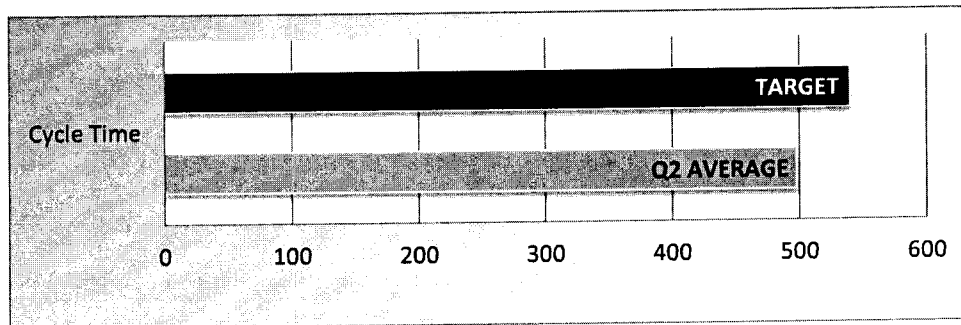
Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



Target Average: 270 Days | Actual Average: 73 Days

PM4 | Formal Discipline

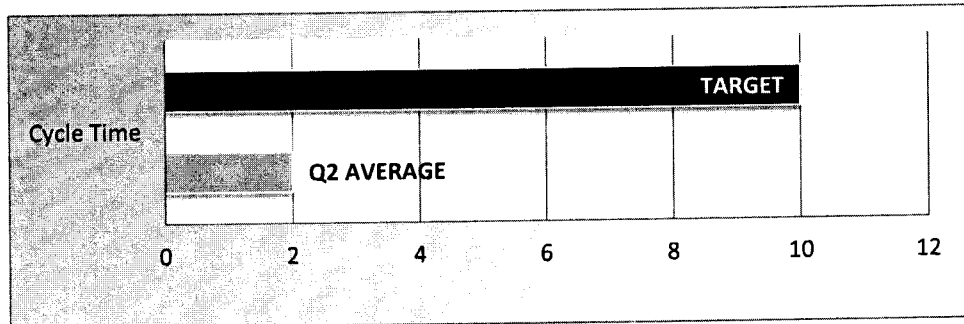
Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Board and prosecution by the AG).



Target Average: 540 Days | Actual Average: 498 Days

PM7 | Probation Intake

Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.



Target Average: 10 Days | Actual Average: 2 Days

PM8 | Probation Violation Response

Average number of days from the date a violation of probation is reported, to the date the assigned monitor initiates appropriate action.

The Board did not report any probation violations this quarter.

Target Average: 10 Days | Actual Average: N/A