

AGENDA ITEM 28

EXECUTIVE OFFICER'S REPORT.

Included are the following:

- a) Operational report.
- b) Fiscal Month 6 revenue and expenditure reports.
- c) Fund condition statement.
- d) Licensing data for 10/1/2023 – 12/31/2023.
- e) Enforcement data for 10/1/2023 – 12/31/2023.
- f) Future Agenda Items.
- g) *Nothing to report.*
- h) Budget Letter 23-27 regarding Current Year Expenditure Freeze and Exemption Process memo. (Informational only; no Board action can be taken.)

a) OPERATIONAL REPORT.



Memorandum

Date: January 28, 2024
To: CBOT Members
/SIGNATURE ON FILE/
From: Heather Martin, Executive Officer
Subject: Executive Officer Report

a) Operational report.

Staffing

With the promotion of Jeanine Orona to serve as the Board's Discipline Coordinator, her Enforcement Analyst position was filled by current employee Rosanna Vinson, effective December 1st. With Jeanine assuming her new role, she also continues to provide training and support to both Rosanna and Marco Molina, who promoted to Enforcement Analyst effective September 1st.

Marco's vacant Licensing Technician position was filled by current employee Maureen Paquette, effective October 1st.

After advertising the Enforcement Technician positions seven times between December 2022 - November 2023, we're pleased that we have two new team members effective January 16th: Jasmine Gaithwright and Austin Porter.

Maureen's Administrative Support position was advertised January 19th. Rosanna's part-time Cashier position was reclassified to full-time and continuing competency audit duties were added to the position; the position was advertised January 24th. We anticipate applications will be screened and interviews for both positions will be held in mid-February.

Enforcement Analyst Gagan Mahl has accepted a promotion at another Board and staff have begun working on the recruitment package. We hope to fill the position in early to mid-April.

The Board will be fully staffed for the first time in many years, after filling the three vacancies previously identified.

Processes review and other projects

The Department of Consumer Affairs' Organizational Improvement Office continues its review of various Board processes, with the goal of providing recommendations to improve operational efficiency.

Following the completion of the review process, staff will focus on other projects including:

- Addressing control issues identified in DCA's 2023 Asset Management Process audit to ensure all Board assets are properly accounted for,
- Address risks identified in the State Leadership Accountability Act report, and
- Develop the Board's Succession Plan.

b) Fiscal Month (FM) 6 revenue and expenditure reports for FY 2023-24.

Revenue and Expenditure information for fiscal year 2023-24, FM 6 is included.

- FM 6 revenue collected earned: \$1,831,195
- FM 6 expenditures plus encumbrances: \$1,755,959

Note: Annual revenue exceeding expenditures cannot be expected to continue. The *unspent funds* due to vacancies (aka salary savings) will not continue as we anticipate being fully staffed prior to the end of the fiscal year. Moreover, there has been an increase in cases transmitted to the Office of the Attorney General (AGO), which will result in increased AGO expenditures. More information on AG cases under item 28(e).

c) Fund condition statement (FCS) based on FM 6.

Due to cost-savings the Board's Fund has not depleted as soon as anticipated. However, the months of operating reserves to support operations continue to decrease. While the FCS is based on actual (prior year) revenue and expenditures, it is also based on projections, meaning the numbers listed can be very fluid. As shown, the fee increases are still necessary to ensure the Board's Fund remains solvent beyond 2025-26.

d) Licensing data.

Included is standard report on various applications processed during the period October 1 – December 31, 2023.

e) Enforcement data.

Included are the standard reports for the period October 1 – December 31, 2023, including:

- Cases/Complaint data
- Citations issued to OTs
- Citations issued to OTAs

- Pending cases at the Office of the Attorney General
- Final Decisions
- Listing of current probationers

f) Future Agenda Items.

Included is the list of future agenda items, including those prioritized for the February meeting, as well as those items that need to be prioritized.

g) Data/Information requested at prior meeting.

Nothing to report.

h) Other informational items.

Expenditure Freeze

Due to significant General Fund budget deficits anticipated in fiscal years 2023-24 and 2024-25, the Department of Finance issued Budget Letter 23-27 December 12, 2023, directing all agencies and departments under the authority of the Governor to take immediate action to reduce current year expenditures. This includes travel, supplies, equipment, contracts, non-essential purchases and expenditures, etc. An exemption request was submitted for the Board to hold its February meeting in San Marcos as planned; another will be submitted to hold the May meeting in Sacramento.

Board staff will also submit an exemption request for the Invitation to Bid for the fee study necessary for the upcoming Fee bill and the contract for those services and fee study report.

Following this report is a copy of Budget Letter 23-27, and a memo outlining the Current Year Expenditure Freeze Exemption Process.

Executive Officer recruitment update

The Department of Consumer Affairs (DCA) will have a representative from Human Resources (HR) attend the Board's May 2024 meeting to provide an overview of the recruitment process, provide a timeline of steps in the recruitment process, and answer any questions.

The Board President will appoint an ad hoc committee of two Board members to work with Board staff and DCA Classification and Recruitment staff on different parts of the recruitment process; this including updating the duty statement, developing screening criteria and the job advertisement, etc. Upon closing of the final filing date, applications will be screened, candidates will be interviewed by the ad hoc committee and recommended candidates will move forward in the process to interview with the full Board in December 2024. The plan is to have the selected candidate assume the Executive Officer position January 1, 2025.

**b) FISCAL MONTH 6 REVENUE AND EXPENDITURE REPORTS.
OPERATIONAL REPORTS.**

CBOT Revenue Report

Fiscal Year: 2023-2024

FM 6

	Current Month	YTD
Delinquent Fees	\$4,185	\$23,595
Delinquent Renewal OT	\$3,240	\$17,820
Delinquent Renewal OTA	\$945	\$5,775
Other Regulatory Fees	\$4,355	\$28,804
Cite & Fine	\$3,595	\$21,855
Duplicate License OT	\$500	\$5,250
Duplicate License OTA	\$100	\$1,200
Ftb Cite Fine Collection	\$160	\$499
Other Regulatory License and Permits	\$41,399	\$243,895
Initial License OT	\$27,236	\$149,827
Initial License OTA	\$5,313	\$33,941
Limited Permit OT	\$600	\$4,600
Limited Permit OTA	\$100	\$1,300
Retired Status OT	\$150	\$1,375
Retired Status OTA	\$100	\$350
Application Fee OT	\$6,650	\$40,900
Application Fee OTA	\$1,250	\$11,450
Refunded Reimbursements	\$0	-\$343
Suspended Revenue	\$0	\$1,509
Prior Year Revenue Adjustment	\$0	-\$1,014
Other Revenue	\$1,880	\$31,581
Misc Service To Public General	\$1,855	\$15,225
Investment Income - Surplus Money Investments	\$0	\$16,133
Canceled Warrants Revenue	\$0	\$198
Dishonored Check Fee	\$25	\$25
Renewal Fees	\$158,680	\$1,503,320
Renewal OT	\$127,340	\$1,225,200
Renewal OTA	\$26,040	\$231,570
Restore License To Active OT	\$270	\$1,350
Restore License To Active OTA	\$0	\$840
Inactive Renewal OT	\$3,140	\$35,810
Inactive Renewal OTA	\$1,890	\$8,550
TOTAL Revenue	\$210,499	\$1,831,195
Scheduled Reimbursements	\$2,450	\$15,435
Fingerprint Reports	\$2,450	\$15,435
Unscheduled Reimbursements	\$684	\$6,400
US Cost Recovery	\$684	\$6,400
TOTAL Reimbursements	\$3,134	\$21,835

CBOT Expenditure Report

Fiscal Year: 2023 - 2024

FM: 6

PERSONAL SERVICES					
	Budget	Current Month	YTD	Encumb	YTD + Encumb
5100 PERMANENT POSITIONS	\$1,200,000	\$96,875	\$494,116	\$0	\$494,116
Earnings - Permanent Civil Service Employee	\$1,118,000	\$86,651	\$440,599	\$0	\$440,599
Earnings - Exempt/Statutory Employee	\$82,000	\$10,225	\$53,517	\$0	\$53,517
5100 TEMPORARY POSITIONS	\$4,000	\$22,356	\$71,080	\$0	\$71,080
Temp Help	\$4,000	\$22,356	\$71,080	\$0	\$71,080
5105-5108 PER DIEM, OVERTIME, & LUMP SUM	\$20,000	\$1,931	\$6,599	\$0	\$6,599
Bd/Commission Mbrs (901, 920)	\$20,000	\$1,600	\$4,300	\$0	\$4,300
OT Earn Oth than to Temp Help	\$0	\$331	\$2,299	\$0	\$2,299
5150 STAFF BENEFITS	\$783,000	\$61,593	\$307,057	\$0	\$307,057
Dental Insurance	\$2,000	\$397	\$2,393	\$0	\$2,393
Disability Leave - Nonindustrial	\$2,000	\$0	\$0	\$0	\$0
Employee Assistance PGM Fee	\$0	\$24	\$122	\$0	\$122
Health Insurance	\$273,000	\$7,513	\$37,304	\$0	\$37,304
Life Insurance	\$0	\$20	\$120	\$0	\$120
Medicare Taxation	\$7,000	\$1,689	\$7,882	\$0	\$7,882
OASDI	\$84,000	\$6,788	\$31,357	\$0	\$31,357
Retirement - General	\$367,000	\$31,215	\$163,186	\$0	\$163,186
Unemployment Insurance	\$3,000	\$0	\$0	\$0	\$0
Vision Care	\$1,000	\$99	\$645	\$0	\$645
Workers' Compensation	\$28,000	\$0	\$0	\$0	\$0
SCIF Allocation Cost	\$0	\$5,437	\$16,311	\$0	\$16,311
Other Post-Employment Benefits	\$16,000	\$2,903	\$16,111	\$0	\$16,111
Staff Benefits - Other	\$0	\$5,508	\$31,626	\$0	\$31,626
PERSONAL SERVICES	\$2,007,000	\$182,754	\$878,853	\$0	\$878,853

CBOT Expenditure Report

Fiscal Year: 2023 - 2024

FM: 6

OPERATING EXPENSES & EQUIPMENT					
	Budget	Current Month	YTD	Encumb	YTD + Encumb
5301 GENERAL EXPENSE	\$59,000	\$1,464	\$11,464	\$2,677	\$14,141
Fingerprint Reports	\$22,000	\$1,372	\$8,145	\$0	\$8,145
Conferences	\$0	\$0	\$1,163	\$0	\$1,163
Freight and Drayage	\$0	\$62	\$395	\$2,677	\$3,072
Goods - Other	\$37,000	\$0	\$0	\$0	\$0
Office Supplies - Misc	\$0	\$30	\$1,706	\$0	\$1,706
Subscriptions	\$0	\$0	\$55	\$0	\$55
5302 PRINTING	\$19,000	\$2,343	\$4,360	\$18,556	\$22,915
Office Copiers - Maintenance	\$0	\$422	\$677	\$1,393	\$2,070
Printing - Other	\$19,000	\$1,921	\$3,683	\$17,163	\$20,845
5304 COMMUNICATIONS	\$14,000	\$396	\$1,688	\$0	\$1,688
Telephone Services	\$0	\$396	\$1,688	\$0	\$1,688
Communications - Other	\$14,000	\$0	\$0	\$0	\$0
5306 POSTAGE	\$18,000	\$0	\$2,988	\$0	\$2,988
DCA Postage Allo	\$0	\$0	\$2,988	\$0	\$2,988
Postage - Other	\$18,000	\$0	\$0	\$0	\$0
53202-204 IN STATE TRAVEL	\$25,000	\$1,784	\$4,473	\$0	\$4,473
Travel-In State-Per Diem Meals	\$0	\$353	\$1,815	\$0	\$1,815
Travel-In State-Per Diem Other	\$0	\$35	\$323	\$0	\$323
Travel-In St-Trav Agcy Mgt Fee	\$0	\$0	\$7	\$0	\$7
Travel-In State-Commercial Air	\$0	\$995	\$995	\$0	\$995
Lyft-Transportation Network Co	\$0	\$48	\$222	\$0	\$222
Uber-Transportation Network Co	\$0	\$54	\$163	\$0	\$163
Travel - In State -Private Car	\$0	\$175	\$762	\$0	\$762
Travel - In State - Rental Car	\$0	\$125	\$187	\$0	\$187
Travel - In State - Other	\$25,000	\$0	\$0	\$0	\$0
5322 TRAINING	\$9,000	\$0	\$5,500	\$0	\$5,500
Training - Tuition & Registration	\$9,000	\$0	\$5,500	\$0	\$5,500

CBOT Expenditure Report

Fiscal Year: 2023 - 2024

FM: 6

	Budget	Current Month	YTD	Encumb	YTD + Encumb
5324 FACILITIES	\$147,000	\$11,766	\$70,160	\$68,472	\$138,633
Facilities Operations	\$18,000	\$0	\$0	\$0	\$0
Facilities Planning -Gen Svcs	\$0	\$434	\$2,170	\$0	\$2,170
Rents and Leases	\$129,000	\$0	\$0	\$0	\$0
Rent -Bldgs&Grounds(Non State)	\$0	\$11,332	\$67,990	\$68,472	\$136,463
53402-53403 C/P SERVICES (INTERNAL)	\$243,000	\$11,364	\$94,125	\$0	\$94,125
Legal - Attorney General	\$197,000	\$11,294	\$84,187	\$0	\$84,187
Office of Adminis Hearings	\$46,000	\$70	\$9,938	\$0	\$9,938
53404-53405 C/P SERVICES (EXTERNAL)	\$58,000	\$4,080	\$22,844	\$34,442	\$57,287
Administrative	\$0	\$3,968	\$20,558	\$34,442	\$55,000
Subject Matter Experts	\$0	\$113	\$1,088	\$0	\$1,088
Legal - Witness Fees	\$7,000	\$0	\$0	\$0	\$0
Consult & Prof Svcs Extern Oth	\$7,000	\$0	\$0	\$0	\$0
Court Reporter Servs	\$44,000	\$0	\$1,199	\$0	\$1,199
5342 DEPARTMENT PRORATA	\$752,000	\$181,500	\$544,500	\$0	\$544,500
Division of Investigation DOI	\$92,000	\$21,750	\$65,250	\$0	\$65,250
Consumer Client Services Division CCSD	\$660,000	\$159,750	\$479,250	\$0	\$479,250
5342 DEPARTMENTAL SERVICES	\$0	\$11	\$237	\$0	\$237
Departmental Services - Other	\$0	\$11	\$237	\$0	\$237
5344 CONSOLIDATED DATA CENTERS	\$14,000	\$1,235	\$6,164	\$0	\$6,164
Consolidated Data Centers	\$14,000	\$1,235	\$6,164	\$0	\$6,164
5346 INFORMATION TECHNOLOGY	\$4,000	\$0	\$0	\$185	\$185
IT Services - Software Maint	\$0	\$0	\$0	\$185	\$185
Information Technology - Other	\$4,000	\$0	\$0	\$0	\$0
5362-5368 EQUIPMENT	\$4,000	\$0	\$120	\$0	\$120
Office Equipment	\$4,000	\$0	\$0	\$0	\$0
Software	\$0	\$0	\$120	\$0	\$120
OPERATING EXPENSES & EQUIPMENT	\$1,366,000	\$215,943	\$768,623	\$124,332	\$892,956
OVERALL TOTALS	\$3,373,000	\$398,697	\$1,647,476	\$124,332	\$1,771,808

c) FUND CONDITION STATEMENT.

**CA Board of Occupational Therapy Fund
Analysis of Fund Condition
(Dollars in Thousands)**

Prepared 1.29.2024

2024-25 Governor's Budget W-FM6 Projection

	ACTUAL 2022-23	CY 2023-24	BY 2024-25	BY +1 2025-26	BY +2 2026-27	BY +3 2027-28
BEGINNING BALANCE	\$ 1,438	\$ 1,478	\$ 1,121	\$ 673	\$ 137	\$ -505
Prior Year Adjustment	\$ -18	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,420	\$ 1,478	\$ 1,121	\$ 673	\$ 137	\$ -505
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS						
Revenues						
Delinquent fees	\$ 41	\$ 43	\$ 43	\$ 43	\$ 43	\$ 43
Renewal fees	\$ 2,415	\$ 2,448	\$ 2,562	\$ 2,562	\$ 2,562	\$ 2,562
Other regulatory fees	\$ 59	\$ 53	\$ 53	\$ 53	\$ 53	\$ 53
Other regulatory licenses and permits	\$ 460	\$ 472	\$ 478	\$ 478	\$ 478	\$ 478
Miscellaneous Services to the Public	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30
Income from surplus money investments	\$ 43	\$ 51	\$ 11	\$ 2	\$ -	\$ -
Escheat of unclaimed checks and warrants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals, Revenues	\$ 3,048	\$ 3,097	\$ 3,177	\$ 3,168	\$ 3,166	\$ 3,167
Totals, Transfers and Other Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES & TRANSFERS	\$ 3,048	\$ 3,097	\$ 3,177	\$ 3,168	\$ 3,166	\$ 3,167
TOTAL RESOURCES	\$ 4,468	\$ 4,575	\$ 4,298	\$ 3,841	\$ 3,303	\$ 2,662

	ACTUAL 2022-23	CY 2023-24	BY 2024-25	BY +1 2025-26	BY +2 2026-27	BY +3 2027-28
Expenditures:						
Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 2,708	\$ 3,172	\$ 3,363	\$ 3,464	\$ 3,568	\$ 3,675
Supplemental Pension Payments (State Operations)	\$ 42	\$ 42	\$ 22	\$ -	\$ -	\$ -
Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240
						\$ -
TOTAL EXPENDITURES	\$ 2,990	\$ 3,454	\$ 3,625	\$ 3,704	\$ 3,808	\$ 3,887
FUND BALANCE						
Reserve for economic uncertainties	\$ 1,478	\$ 1,121	\$ 673	\$ 137	\$ -505	\$ -1,225
Months in Reserve	5.1	3.7	2.2	0.4	-1.6	-3.8

NOTES:

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

d) LICENSING DATA FOR 10/1/2023- 12/31/2023.

CA Board of Occupational Therapy
Applications Data: Oct 1, 2023 – Dec 31, 2023

Transaction Type	Oct		Nov		Dec		Total Received 2Q	Total Approved 2Q	Average Received per Month	Average Approved per Month
	Received	Approved	Received	Approved	Received	Approved	Received	Approved	Received	Approved
OT License Apps	168	126	134	123	118	153	420	402	140	134
OT License Issued	113	113	127	124	145	140	385	377	128	126
OT LP Apps	7	13	11	7	5	7	23	27	8	9
OT LP Issued	10	8	4	6	6	6	20	20	7	7
OTA License Apps	40	51	35	34	26	33	101	118	34	39
OTA License Issued	44	44	34	34	36	34	114	112	38	37
OTA LP Apps	1	1	3	3	5	2	9	6	3	2
OTA LP Issued	1	1	3	2	1	2	5	5	2	2
A/P – Hand Therapy	8	6	7	10	5	4	20	20	7	7
A/P – PAMs	15	1	13	16	8	5	36	22	12	7
A/P - Swallowing	3	2	6	4	1	2	10	8	3	3
Duplicate Wall License	6	6	6	6	1	1	13	13	4	4
Pocket License Request	32	32	25	25	44	21	101	78	34	26
Name Changes	22	4	30	47	23	11	75	62	25	21
Address Changes	212	212	177	177	164	164	553	553	184	184
Verifications	63	60	79	58	62	24	204	142	68	47
Set to Retired	9	10	11	9	7	9	27	28	9	9
Retired to Active	3	2	4	4	0	1	7	7	2	2
Totals	757	692	709	689	657	619	2,123	2,000	708	667
Transaction Type	Oct		Nov		Dec		Total Approved 2Q		Average Approved per Month	
OT Renewals	624		640		500		1,764		588	
OTA Renewals	165		165		163		493		164	
Totals	789		805		663		2,257		752	