

EXECUTIVE OFFICER'S REPORT.

The following are attached for review:

- Operational Report
- Budget Information
- BrEZe Update
- Bagley-Keene Meetings Act Update
- Strategic Planning Update
- Other informational items:
 - Performance Measures

Date: February 27, 2015

To: CBOT Members

From:  Heather Martin, Executive Officer

Subject: Executive Officer Report – Board Meeting November 10, 2014

Items covered:

- a) Operational Report
- b) Budget Update
- c) BrEZe Update
- d) Other Informational Items

Operational Report

The Board currently has two vacancies; one from an internal promotion and a recent retirement. We're recruiting for one position and will extend an offer once we get the clearance from Human Resources and will soon begin the recruitment process for the other position.

Given the fact that three staff are intermittently dedicated to BrEZe, there are other BrEZe-related assignments on-going, and with the two current vacancies, there are slight backlogs in the areas of advanced practice approvals and enforcement. With the filling of the vacancies in March and April-May, and a slight lull in the BrEZe activities in late March through mid-April, we anticipate 'catching' up in these areas during the April-May time period.

Please note: During the period 12/1/2014 – 2/26/2015, 272 applications for OT and OTA limited permits and initial licenses have been received. During the same time period, 204 approval letters were sent and 157 deficiency letters; there are only 45 applications received since February 10th, which still need deficiency or approval letters.

Budget Update

Attached is a Fiscal Month (FM) 6, (which includes the period of 10/1 – 12/31) budget report showing year to date expenditures are in alignment with budget. Budget: \$1.3m and year to date expenditures \$634k (approximately 51% of the budget remains). Annual revenue was estimated at \$1.2m; we're earned \$726k year to date.

Given the anticipated increased costs due to BrEZe, there is a fund analysis showing actual BrEZe costs through Fiscal Year (FY) 2013-14 and anticipated costs in FYs 2014-15 through 2016-17. With the repayment of the General Fund loan, the Board can comfortably afford future increased BrEZe costs, ending FY 2016-17 with 22 months in reserve. The next page show BrEZe costs project-wide; our Board-specific anticipated increase costs are shown at the bottom.

BreEZe Project:

You may recall that the new BrEZe system will provide on-line functionality (such as applying for a license or renewing a license) and back office functionality (such as processing applications, auditing PDU compliance, and tracking complaints and investigations).

Due to anticipated increased project costs, DCA has requested (through the Department of Finance) additional funding to support the project. The Joint Legislative Budget Committee denied the funding request and want several hearings that are scheduled in March to be held first so that the Legislature has the opportunity to fully evaluate the options available moving forward. (The Legislature has estimated costs of the project delay; while DCA anticipates there will be significant cost impacts, the exact amounts are unknown at this time. DCA is working closely with the Governor's Office on this matter.)

Despite the funding issue(s), DCA has asked that we continue to support the project and meet our contractual deliverables, which means we continue to dedicate resources and 'continue business as usual' so as not to further adversely impact the project schedule.

Bagley-Keene Meetings Act Update

Attached is the updated 2015 Bagley-Keene Meetings Act. The biggest impact will be the required roll-call vote after each

Strategic Plan Update

Following is a calendar of tasks associated with the strategic planning process when facilitated by DCA's SOLID unit. SOLID staff will begin Board member interviews in April.

Other Informational Items

Performance Measures

Included in the meeting materials are the performance measures for the period July 1 – September 30, 2014 and October 1 – December 31, 2014.

DEPARTMENT OF CONSUMER AFFAIRS

BUDGET REPORT

AS OF 12/31/2014

FM 06

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	337,130	24,217	161,256	0	161,256	175,874	
033 01	EXPERT EXAMINER (9	20,000	0	0	0	0	20,000	
033 04	TEMP HELP (907)	4,000	746	4,755	0	4,755	(755)	
063 00	STATUTORY-EXEMPT	81,732	7,155	42,930	0	42,930	38,802	
083 00	OVERTIME	0	97	1,060	0	1,060	(1,060)	
TOTAL	SALARIES AND WAGES	442,862	32,215	210,001	0	210,001	232,861	52.58%
STAFF BENEFITS								
103 00	OASDI	31,377	1,878	12,072	0	12,072	19,305	
104 00	DENTAL INSURANCE	1,822	226	1,534	0	1,534	288	
105 00	HEALTH/WELFARE INS	85,267	5,179	33,023	0	33,023	52,244	
106 01	RETIREMENT	83,684	7,617	49,576	0	49,576	34,108	
125 00	WORKERS' COMPENSAT	10,225	0	0	0	0	10,225	
125 15	SCIF ALLOCATION CO	0	470	1,963	0	1,963	(1,963)	
132 00	NONINDUST DISABLT	2,000	0	0	0	0	2,000	
133 00	UNEMPLOYMENT INSUR	3,000	0	0	0	0	3,000	
134 00	OTHER-STAFF BENEFI	100	1,825	10,732	0	10,732	(10,632)	
134 01	TRANSIT DISCOUNT	0	0	38	0	38	(38)	
135 00	LIFE INSURANCE	200	7	41	0	41	159	
136 00	VISION CARE	744	60	380	0	380	364	
137 00	MEDICARE TAXATION	5,368	450	2,892	0	2,892	2,476	
TOTAL	STAFF BENEFITS	223,787	17,712	112,252	0	112,252	111,535	49.84%
TOTAL	PERSONAL SERVICES	666,649	49,927	322,252	0	322,252	344,397	51.66%
OPERATING EXPENSES & EQUIPMENT								
FINGERPRINTS								
213 04	FINGERPRINT REPORT	22,000	1,421	7,880	0	7,880	14,120	
TOTAL	FINGERPRINTS	22,000	1,421	7,880	0	7,880	14,120	64.18%
GENERAL EXPENSE								
201 00	GENERAL EXPENSE	21,092	0	0	0	0	21,092	
206 00	MISC OFFICE SUPPLI	0	1,010	2,725	0	2,725	(2,725)	
213 02	ADMIN OVERHEAD-OTH	0	15	1,648	0	1,648	(1,648)	
217 00	MTG/CONF/EXHIBIT/S	0	261	261	0	261	(261)	
223 00	LIBRARY PURCH/SUBS	0	0	268	0	268	(268)	

DEPARTMENT OF CONSUMER AFFAIRS

CA BD OF OCCUPATIONAL THERAPY

BUDGET REPORT AS OF 12/31/2014

RUN DATE 1/13/2015

PAGE 2

FM 06

CA BD OF OCCUPATIONAL THERAPY

DESCRIPTION		BUDGET	CURR. MONTH	YR-TO-DATE	ENCUMBRANCE	YTD + ENCUMBRANCE	BALANCE	PCNT REMAIN
<u>TOTAL</u>	GENERAL EXPENSE	21,092	1,286	4,902	0	4,902	16,190	76.76%
PRINTING								
241 00	PRINTING	6,245	0	0	0	0	6,245	
242 00	PAMPHLT/LEAFLT/BRO	0	0	109	0	109	(109)	
242 03	COPY COSTS ALLO	0	0	150	0	150	(150)	
244 00	OFFICE COPIER EXP	0	0	293	1,087	1,380	(1,380)	
<u>TOTAL</u>	PRINTING	6,245	0	553	1,087	1,639	4,606	73.75%
COMMUNICATIONS								
251 00	COMMUNICATIONS	5,449	0	0	0	0	5,449	
252 00	CELL PHONES,PDA,PA	0	20	103	0	103	(103)	
253 00	CENT COMM (CALNET,	0	0	223	0	223	(223)	
257 01	TELEPHONE EXCHANGE	0	227	690	0	690	(690)	
<u>TOTAL</u>	COMMUNICATIONS	5,449	247	1,016	0	1,016	4,433	81.35%
POSTAGE								
261 00	POSTAGE	11,655	0	0	0	0	11,655	
262 00	STAMPS, STAMP ENVE	0	323	420	0	420	(420)	
263 05	DCA POSTAGE ALLO	0	938	4,706	0	4,706	(4,706)	
263 06	EDD POSTAGE ALLO	0	1,048	3,956	0	3,956	(3,956)	
<u>TOTAL</u>	POSTAGE	11,655	2,309	9,083	0	9,083	2,572	22.07%
TRAVEL: IN-STATE								
291 00	TRAVEL: IN-STATE	16,146	0	0	0	0	16,146	
292 00	PER DIEM-I/S	0	1,278	1,278	0	1,278	(1,278)	
294 00	COMMERCIAL AIR-I/S	0	2,312	2,312	0	2,312	(2,312)	
296 00	PRIVATE CAR-I/S	0	636	655	0	655	(655)	
297 00	RENTAL CAR-I/S	0	102	791	0	791	(791)	
301 00	TAXI & SHUTTLE SER	0	62	62	0	62	(62)	
305 01	CALATERS SERVICE F	0	16	16	0	16	(16)	
<u>TOTAL</u>	TRAVEL: IN-STATE	16,146	4,407	5,114	0	5,114	11,032	68.32%
TRAVEL: OUT-OF-STATE								
314 00	COMMERCIAL AIR-O/S	0	0	340	0	340	(340)	
<u>TOTAL</u>	TRAVEL: OUT-OF-STATE	0	0	340	0	340	(340)	0.00%
TRAINING								
331 00	TRAINING	1,499	0	0	0	0	1,499	
<u>TOTAL</u>	TRAINING	1,499	0	0	0	0	1,499	100.00%

CA BD OF OCCUPATIONAL THERAPY

DEPARTMENT OF CONSUMER AFFAIRS

BUDGET REPORT

AS OF 12/31/2014

FM 06

RUN DATE 1/13/2015

PAGE 3

CA BD OF OCCUPATIONAL THERAPY

DESCRIPTION	BUDGET	CURR. MONTH	YR-TO-DATE	ENCUMBRANCE	YTD + ENCUMBRANCE	BALANCE	PCNT REMAIN
FACILITIES OPERATIONS							
341 00 FACILITIES OPERATI	44,894	0	0	0	0	44,894	
343 00 RENT-BLDG/GRND(NON	0	6,605	39,465	15,297	54,762	(54,762)	
347 00 FACILITY PLNG-DGS	0	137	680	0	680	(680)	
TOTAL FACILITIES OPERATIONS	44,894	6,742	40,145	15,297	55,442	(10,548)	-23.49%
C/P SVS - EXTERNAL							
402 00 CONSULT/PROF SERV-	10,000	0	0	0	0	10,000	
404 05 C&P EXT ADMIN CR C	0	0	0	10,000	10,000	(10,000)	
409 00 INFO TECHNOLOGY-EX	0	73	73	0	73	(73)	
TOTAL C/P SVS - EXTERNAL	10,000	73	73	10,000	10,073	(73)	-0.73%
DEPARTMENTAL SERVICES							
424 03 OIS PRO RATA	130,646	0	65,324	0	65,324	65,322	
427 00 INDIRECT DISTRB CO	84,682	0	42,342	0	42,342	42,340	
427 01 INTERAGENCY SERVS	105	0	0	0	0	105	
427 30 DOI - ISU PRO RATA	2,651	0	1,326	0	1,326	1,325	
427 34 PUBLIC AFFAIRS PRO	2,587	0	1,294	0	1,294	1,293	
427 35 PCSD PRO RATA	3,680	0	1,840	0	1,840	1,840	
TOTAL DEPARTMENTAL SERVICES	224,351	0	112,126	0	112,126	112,225	50.02%
CONSOLIDATED DATA CENTERS							
428 00 CONSOLIDATED DATA	0	10	66	0	66	(66)	
TOTAL CONSOLIDATED DATA CENTERS	0	10	66	0	66	(66)	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	62,261	0	31,131	0	31,131	31,131	
TOTAL CENTRAL ADMINISTRATIVE SERVICES	62,261	0	31,131	0	31,131	31,131	50.00%
EXAMINATIONS							
404 03 C/P SVS - EXT SUB	0	19	356	7,142	7,499	(7,499)	
TOTAL EXAMINATIONS	0	19	356	7,142	7,499	(7,499)	0.00%
ENFORCEMENT							
396 00 ATTORNEY GENL-INTE	133,243	655	13,103	0	13,103	120,141	
397 00 OFC ADMIN HEARNG-I	1,000	0	7,401	0	7,401	(6,401)	

Breeze
437K

CA BD OF OCCUPATIONAL THERAPY

DEPARTMENT OF CONSUMER AFFAIRS

BUDGET REPORT

AS OF 12/31/2014

FM 06

RUN DATE 1/13/2015

PAGE 4

CA BD OF OCCUPATIONAL THERAPY

DESCRIPTION		BUDGET	CURR. MONTH	YR-TO-DATE	ENCUMBRANCE	YTD + ENCUMBRANCE	BALANCE	PCNT REMAIN
414 31	EVIDENCE/WITNESS F	0	874	2,169	0	2,169	(2,169)	
418 97	COURT REPORTER SER	0	0	309	0	309	(309)	
427 31	DOI - INVESTIGATIO	80,416	0	40,208	0	40,208	40,208	
<u>TOTAL</u>	ENFORCEMENT	214,659	1,529	63,189	0	63,189	151,470	70.56%
MINOR EQUIPMENT								
226 00	MINOR EQUIPMENT	5,283	0	0	0	0	5,283	
<u>TOTAL</u>	MINOR EQUIPMENT	5,283	0	0	0	0	5,283	100.00%
<u>TOTAL</u>	OPERATING EXPENSES & EQUIPMEN	649,351	18,043	275,974	36,243	312,217	337,134	51.92%
CA BD OF OCCUPATIONAL THERAPY								
		1,316,000	67,969	598,227	36,243	634,469	681,531	51.79%
		1,316,000	67,969	598,227	36,243	634,469	681,531	51.79%

CSTARQ24 1110 (DEST: A1 CAL2) PM,C,6,5,2,0, ,6212,
 FISCAL MONTH: 06 DECEMBER 6(INDEX) 5(PCA) 2(AGYSRC) 0(NOFUND) FUND(ALL) GL(6212)
 DEPT OF CONSUMER AFFAIRS - REGULATORY BOARDS
 RECEIPTS BY ORGANIZATION AND SOURCE
 AS OF 12/31/14

***** RUN:01/13/15 TIME:18.22

***** PAGE 13

ENY: 14 FFY: 14
 SECTION: 11 CA BD OF OCCUPATIONAL THERAPY
 SUB-SECTION: 00
 UNIT: 00
 SUB-UNIT: 00
 SUB-SUB-UNIT: 00
 INDEX: 1475 CA BD OF OCCUPATIONAL THERAPY

PROGRAM

PG EL CMP TSK PCA DESCRIPTION

REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	ACTUAL CURRENT MONTH	RECEIPTS YEAR-TO-DATE	BALANCE
67 00	000 000	73017	REIMB - CA BD OF OCCUPATIONAL THERAPY				
001	991937	01	FINGERPRINT REPORTS	22,000.00	1,323.00	8,281.00	13,719.00
001	991937	02	EXTERNAL/PRIVATE/GRANT	0.00	235.00	1,410.00	1,410.00-
*TOTAL SOURCE 991937				22,000.00	1,558.00	9,691.00	12,309.00
*TOTAL PROG 67				22,000.00	1,558.00	9,691.00	12,309.00
*TOTAL REFERENCE 001				22,000.00	1,558.00	9,691.00	12,309.00
67 00	000 000	83017	REVENUE CA BD OF OCCUPATIONAL THERAPY				
980	125600	CU	OTA DUP LIC FEE-\$15.00	0.00	225.00	1,080.00	1,080.00-
980	125600	CV	OTA DUP CERT FEES-\$15.00	0.00	15.00	255.00	255.00-
980	125600	00	OTHER REGULATORY FEES	31,000.00	0.00	0.00	31,000.00
980	125600	18	CITATION & FINE FEE COLLECTED-VAR	0.00	775.00	17,648.00	17,648.00-
*TOTAL SOURCE 125600				31,000.00	1,015.00	18,983.00	12,017.00
980	125700	OC	OT INITIAL LIC FEE-\$VAR	0.00	7,432.00	57,522.00	57,522.00-
980	125700	OD	OTA INITIAL CERT FEE-\$VAR	0.00	1,552.00	17,631.00	17,631.00-
980	125700	OE	OT LIMITED PERMIT-\$75.00	0.00	150.00	1,575.00	1,575.00-
980	125700	OJ	OTA LIMITED PERMIT \$75.00	0.00	0.00	525.00	525.00-
980	125700	UE	OT RETIRED STATUS FEE-\$25	0.00	50.00	200.00	200.00-
980	125700	UM	OT APPLICATION FEE-\$50	0.00	3,250.00	21,400.00	21,400.00-
980	125700	UN	OTA APPLICATION FEE-\$50	0.00	650.00	5,700.00	5,700.00-
980	125700	00	OTHER REGULATORY LICENSES AND PER	157,000.00	0.00	0.00	157,000.00
980	125700	90	OVER/SHORT FEES	0.00	87.00	331.00	331.00-
980	125700	92	PRIOR YEAR REVENUE ADJUSTMENT	0.00	0.00	12.00-	12.00
*TOTAL SOURCE 125700				157,000.00	13,171.00	104,872.00	52,128.00
980	125800	BP	OT INACTIVE RENEWAL LIC FEE-\$25.0	0.00	775.00	4,900.00	4,900.00-
980	125800	BQ	OTA INACTIVE RENEWAL CERT FEE-\$25	0.00	75.00	800.00	800.00-
980	125800	C1	AUTOMATED REVENUE REFUND CLAIM	0.00	325.00	1,450.00	1,450.00-

CSTARQ24 1110 (DEST: A1 CAL2) PM,C,6,5,2,0,,6212,
 FISCAL MONTH: 06 DECEMBER 6(INDEX) 5(PCA) 2(AGYSRC) 0(NOFUND) FUND(ALL) GL(6212)
 DEPT OF CONSUMER AFFAIRS - REGULATORY BOARDS
 RECEIPTS BY ORGANIZATION AND SOURCE
 AS OF 12/31/14

***** RUN:01/13/15 TIME:18.22

***** PAGE 14

ENY: 14 FFY: 14
 SECTION: 11 CA BD OF OCCUPATIONAL THERAPY
 SUB-SECTION: 00
 UNIT: 00
 SUB-UNIT: 00
 SUB-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			
						CURRENT MONTH	YEAR-TO-DATE	BALANCE	

980	125800	00	RENEWAL FEES		950,000.00	0.00	0.00	950,000.00	
980	125800	2W	BIENNIAL RENEWAL-OT \$150		0.00	58,025.00	475,600.50	475,600.50-	
980	125800	2X	BIENNIAL RENEWAL-OTA \$150		0.00	9,900.00	85,875.00	85,875.00-	
*TOTAL SOURCE 125800					950,000.00	69,100.00	568,625.50	381,374.50	
980	125900	TM	DELINQ BIENNIAL-OT \$75		0.00	825.00	5,475.00	5,475.00-	
980	125900	TN	DELINQ BIENNIAL-OTA \$75		0.00	0.00	750.00	750.00-	
980	125900	00	DELINQUENT FEES		15,000.00	0.00	0.00	15,000.00	
*TOTAL SOURCE 125900					15,000.00	825.00	6,225.00	8,775.00	
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	1,500.00	5,830.00	5,830.00-	
*TOTAL SOURCE 142500					8,000.00	1,500.00	5,830.00	2,170.00	
980	150300	00	INCOME FROM SURPLUS MONEY INVESTM		10,000.00	0.00	1,811.74	8,188.26	
*TOTAL SOURCE 150300					10,000.00	0.00	1,811.74	8,188.26	
980	161000	00	ESCHEAT OF UNCLAIMED CHECKS,WARRA		1,000.00	0.00	0.00	1,000.00	
980	161000	02	REVENUE CANCELLED WARRANTS		0.00	0.00	375.00	375.00-	
*TOTAL SOURCE 161000					1,000.00	0.00	375.00	625.00	
980	161400	91	DISHONORED CHECK FEE-VAR		0.00	75.00	225.00	225.00-	
*TOTAL SOURCE 161400					0.00	75.00	225.00	225.00-	
980	164300	00	PENALTY ASSESSMENTS		8,000.00	0.00	0.00	8,000.00	

CSTARQ24 1110 (DEST: A1 CAL2) PM,C,6,5,2,0,,6212,
 FISCAL MONTH: 06 DECEMBER 6(INDEX) 5(PCA) 2(AGYSRC) 0(NOFUND) FUND(ALL) GL(6212)
 DEPT OF CONSUMER AFFAIRS - REGULATORY BOARDS
 RECEIPTS BY ORGANIZATION AND SOURCE
 AS OF 12/31/14

***** RUN:01/13/15 TIME:18.22

***** PAGE 15

ENY: 14 FFY: 14
 SECTION: 11 CA BD OF OCCUPATIONAL THERAPY
 SUB-SECTION: 00
 UNIT: 00
 SUB-UNIT: 00
 SUB-SUB-UNIT: 00
 INDEX: 1475 CA BD OF OCCUPATIONAL THERAPY

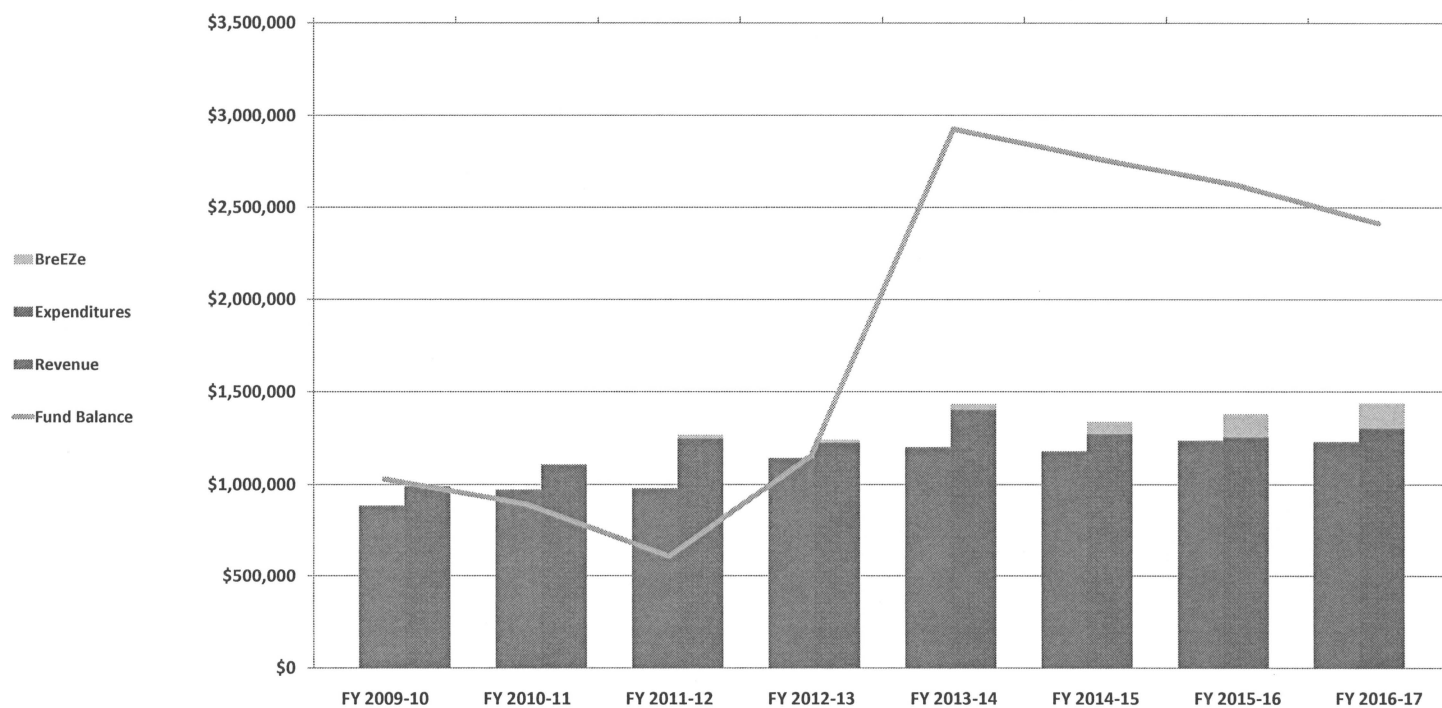
 PROGRAM

PG EL CMP TSK PCA DESCRIPTION

REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	ACTUAL CURRENT MONTH	RECEIPTS YEAR-TO-DATE	BALANCE
980	164300	99	PENALTY ASSESSMENTS	0.00	475.00	9,576.00	9,576.00-
*TOTAL SOURCE 164300				8,000.00	475.00	9,576.00	1,576.00-
*TOTAL PROG 67				1,180,000.00	86,161.00	716,523.24	463,476.76
*TOTAL REFERENCE 980				1,180,000.00	86,161.00	716,523.24	463,476.76
*TOTAL INDEX 1475				1,202,000.00	87,719.00	726,214.24	475,785.76
*TOTAL SEC 11				1,202,000.00	87,719.00	726,214.24	475,785.76

Board of Occupational Therapy
Fund Analysis: Governor's Budget w/BreEZe SPR 3.1
Release 2

	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
			Actual				Projected*	
Beginning Fund Balance (Incl. Prior Year Adj.)	\$ 3,135,000	\$ 1,028,000	\$ 896,000	\$ 611,000	\$ 1,157,000	\$ 2,924,000	\$ 2,765,000	\$ 2,620,000
Total Revenue	\$ 884,000	\$ 973,000	\$ 979,000	\$ 1,144,000	\$ 1,202,000	\$ 1,180,000	\$ 1,237,000	\$ 1,230,000
Transfers/General Fund Loans	\$ (2,000,000)	\$ -	\$ -	\$ 640,000	\$ 2,000,000	\$ -	\$ -	\$ -
Total Expenditures	\$ 990,000	\$ 1,110,000	\$ 1,267,000	\$ 1,240,000	\$ 1,435,000	\$ 1,339,000	\$ 1,382,000	\$ 1,438,000
BreEZe Cost	\$ 1,506	\$ 4,511	\$ 18,473	\$ 15,266	\$ 33,382	\$ 66,532	\$ 125,839	\$ 133,583
Expenditures (less BreEZe)	\$ 988,494	\$ 1,105,489	\$ 1,248,527	\$ 1,224,734	\$ 1,401,618	\$ 1,272,468	\$ 1,256,161	\$ 1,304,417
Ending Fund Balance	\$ 1,029,000	\$ 891,000	\$ 608,000	\$ 1,155,000	\$ 2,924,000	\$ 2,765,000	\$ 2,620,000	\$ 2,412,000
Months in Reserve	11.1	8.4	5.9	9.7	26.2	24.0	21.9	22.5



* Projected years assume full budget appropriation is expended

Department of Consumer Affairs
BreZE Costs and Funding
FY 2009-10 through FY 2016-17
(amounts in whole \$s)

	FY 2009-10		FY 2010-11		FY 2011-12		FY 2012-13		FY 2013-14		FY 2014-15	FY 2015-16	FY 2016-17
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Proposed*	Proposed*	Proposed*
BreZE Costs													
Solution Vendor - Accenture LLP		-		-	1,200,000	869,926	4,081,649	387,607	5,029,513	4,478,770	5,375,928	9,732,344	11,750,441
DCA Staff and OE&E	2,080,000	372,732	2,080,000	1,096,247	3,280,829	3,199,363	3,636,888	4,655,450	6,742,294	7,979,320	8,026,062	13,111,845	7,046,014
Data Center Services		-		-	1,101,843	147,645	1,667,899	138,410	136,072	137,472	155,376	156,096	156,096
Other Contracts		44,151		53,169	860,120	645,011	899,600	1,178,588	2,357,360	1,751,269	2,814,819	4,428,850	4,543,800
Oversight		10,168		345,993	537,276	488,034	537,276	393,232	559,920	478,328	563,234	643,512	
Total Costs	2,080,000	427,051	2,080,000	1,495,409	6,980,068	5,349,979	10,823,312	6,753,287	14,825,159	14,825,159	16,935,419	28,072,647	23,496,351
BreZE Funding Needs													
Total Costs	2,080,000	427,051	2,080,000	1,495,409	6,980,068	5,349,979	10,823,312	6,753,287	14,825,159	14,825,159	16,935,419	28,072,647	23,496,351
Redirected Resources	2,080,000	427,051	2,080,000	1,495,409	4,169,882	3,198,486	4,448,886	4,818,002	5,806,881	5,806,881	7,405,427	7,426,449	2,080,000
Total BreZE BCP	-	-	-	-	2,810,186	2,151,493	6,374,426	1,935,285	9,018,278	9,018,278	9,529,992	20,646,198	21,416,351

	FY 2009-10		FY 2010-11		FY 2011-12		FY 2012-13		FY 2013-14		FY 2014-15	FY 2015-16	FY 2016-17
Board / Bureau Name	Budget	Actual	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Proposed	Proposed	Proposed
Board of Occupational Therapy	8,382	1,506	8,382	4,511	21,218	18,473	33,382	15,268	33,382	33,382	66,532	125,839	133,583

* Figures identified in FY 2014-15 through FY 2016-17 are still pending approval

February 24, 2015

Joint Legislative Budget Committee

CHAIR
MARK LENO

VICE CHAIR
SHIRLEY N. WEBER

SENATE

PATRICIA C. BATES
JEAN FULLER
RICARDO LARA
HOLLY J. MITCHELL
BILL MONNING
JIM NIELSEN
LOIS WOLK

GOVERNMENT CODE SECTIONS 9140-9143

ASSEMBLY

RICHARD BLOOM
ROB BONTA
ROCKY J. CHÁVEZ
REGINALD B. JONES-SAWYER
MELISSA A. MELENDEZ
JAY OBERNOLTE
PHILIP Y. TING

February 25, 2015

CALIFORNIA LEGISLATURE

LEGISLATIVE ANALYST
MAC TAYLOR

925 L STREET, SUITE 1000
SACRAMENTO, CALIFORNIA 95814
(916) 445-4656

Mr. Michael Cohen, Director
Department of Finance
Room 1145, State Capitol
Sacramento, California 95814

Dear Mr. Cohen:

In a letter dated January 27, 2015, you notified the Joint Legislative Budget Committee (JLBC) of a request from the Department of Consumer Affairs (DCA) to enter into a contract amendment for its BreZE information technology (IT) project that would (1) terminate the contract with the current vendor (Accenture) after Release 2, and (2) increase project costs by \$17.5 million. This request was made pursuant to Control Section 11.00 of the *2014-15 Budget Act*.

Do Not Concur At This Time. I have reviewed the Section 11.00 request and do not concur at this time. The Section 11.00 letter reflects a significant change in project cost and scope—with project costs that are roughly three times the original estimate and a project scope that is roughly half of what was originally proposed. Despite the magnitude of these changes, the Administration has failed to provide adequate information necessary to inform the Legislature's review and decision-making. In particular, it is critical for the Legislature to understand:

- ***DCA's Long-Term Plan for the Project.*** The Legislature needs the department's long-term plan for moving forward with the project, including the anticipated cost and timeline for providing IT solutions for the board and bureaus in Release 3. The DCA has indicated they do not plan to conduct this analysis until sometime after Release 2 is completed in 2016. However, this information is necessary for the Legislature to adequately evaluate whether the proposed course of action is the best available long-term approach.
- ***Allocation of Project Costs.*** Information is also needed on how project costs will be allocated across boards and bureaus and how those costs will affect license fees for each entity. The Administration did not initially provide this information when requested by legislative staff. On February 24, 2015—just two days before the end of the JLBC's 30-day review period—the Administration provided some pertinent in-

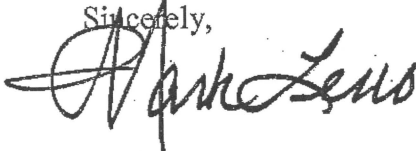
formation. However, this does not leave the Legislature with adequate time to meaningfully review and analyze this information.

Reassess Request Following Oversight Hearings. By not concurring with the Section 11.00 request at this time, it will provide budget and policy committees with an opportunity to more fully evaluate the options for moving forward with the project. The Legislature has several hearings already scheduled this spring in which committees could consider these issues—March 12 (Senate Budget and Fiscal Review Subcommittee No. 4 on State Administration and General Government), March 23 (Joint Hearing of the Senate Business, Professions, and Economic Development Committee and the Assembly Business and Professions Committee), and April 14 (Assembly Budget Subcommittee No. 4 on State Administration). These hearings will also provide stakeholders and the broader public with an opportunity to inform the decision-making process. The DCA should be prepared to provide these committees with detailed responses to the issues raised above.

The DCA has indicated that there may be some additional project delays and costs to the state associated with not concurring with the Section 11.00 request at this time. Specifically, the department indicates that these costs could be about \$1.7 million per month (\$1.3 million per month for Accenture and roughly \$400,000 per month for other state staff and contractor costs). While I expect the Administration to make every effort to minimize the costs associated with this short delay; on balance, I believe that it is worth the risk of incurring these costs in order to provide a more informed, thorough, and public decision-making process. I believe that such a process may ultimately provide a better outcome that could save the state money in the long run.

Accordingly, I do not concur with the Section 11.00 request at this time. However, I will reconsider the merits of the proposed approach following upcoming legislative oversight hearings.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Leno", written over the word "Sincerely,".

Mark Leno
Chair

cc: Members of the Joint Legislative Budget Committee

OT Strategic Plan Schedule

Task		Due Date
Preliminary Meeting	SOLID works with OT to gather information about the unit and discuss the strategic planning process.	1 hour
Determine stakeholders	OT to determine stakeholders	1 week
Survey Stakeholders	SOLID will use an online survey at surveymonkey.com to obtain input from OT stakeholders. OT to send message (SOLID will provide email text and instructions with a link to this survey) to stakeholders	2 weeks
Board Member Interviews	SOLID will send OT a draft of the email invitation to be sent to Board members in preparation for the individual phone interviews or focus group.	1 week to complete a 1 hour phone interview with each Board member (can be concurrent with stakeholder survey)
Management Team Interviews	SOLID will send OT a draft of the email invitation to be sent to management team in preparation for the individual phone interviews or focus group.	1 week to complete a 1 hour phone interview with each manager (the week after Board Member interviews)
Staff Focus Group	SOLID will facilitate a <u>four hour meeting</u> with your Board staff to discuss internal and external program challenges and opportunities as well as gather their views on the Board's strategic focus for the upcoming plan.	4 hours (the week after management team interviews)
Compile Results for Review	Upon completion of interviews and surveys, SOLID will compile and analyze the data and produce a trends document outlining the Board's strengths, trends, challenges and recommendations to use with our presentation materials. This material will be sent to you for review and approval. The final Environmental Scan will be discussed during the strategic planning session.	2 weeks
Draft environmental scan	SOLID will email you soft copies of our handouts for the planning session or can bring handouts to the meeting.	2 weeks to review
Planning Session	SOLID will facilitate the strategic plan development session with Board members and staff. Through discussion our purpose is to highlight recent accomplishments of the Board, review the trends identified from the surveys, interviews and focus groups, and establish goals and objectives for the new plan.	2 days (January 2015)
Update Strategic Plan	SOLID will use the information gathered at the planning session to update the Board's strategic plan. A comprehensive draft will be sent to you for review by the target due date.	2 weeks
Adopt Strategic Plan	Strategic plan is adopted.	1 day
Action Planning Session	SOLID will facilitate a meeting with Board staff to create an action plan to guide completion of strategic objectives by establishing due dates, identifying major tasks, and assigning responsible parties.	TBD – Action Planning Session is scheduled after Board adopts strategic plan.

Department of Consumer Affairs
Board of Occupational
Therapy

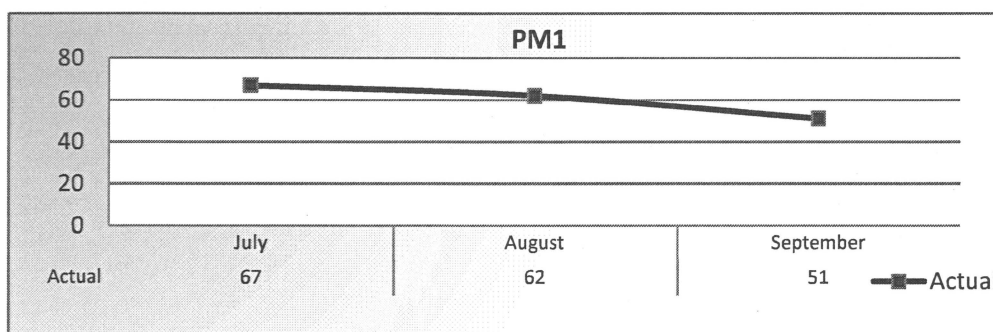
Performance Measures

Q1 Report (July - September 2014)

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.

PM1 | Volume

Number of complaints and convictions received.

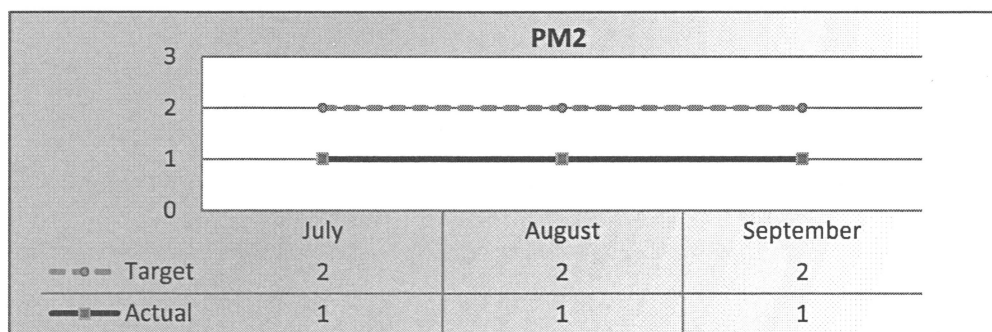


Total Received: 180 Monthly Average: 60

Complaints: 144 | Convictions: 36

PM2 | Intake

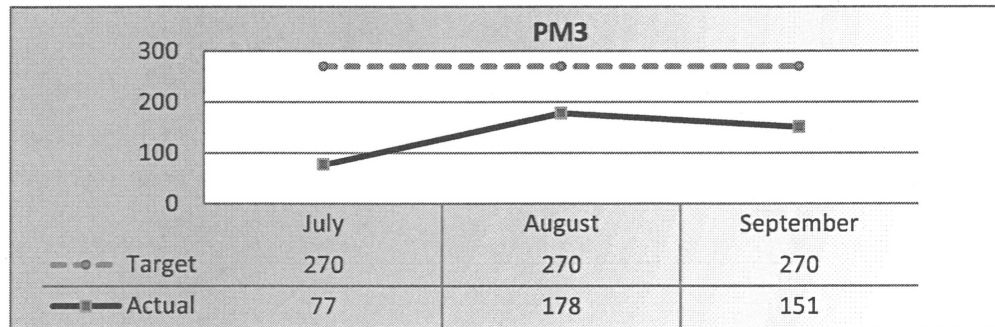
Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.



Target Average: 2 Days | Actual Average: 1 Day

PM3 | Intake & Investigation

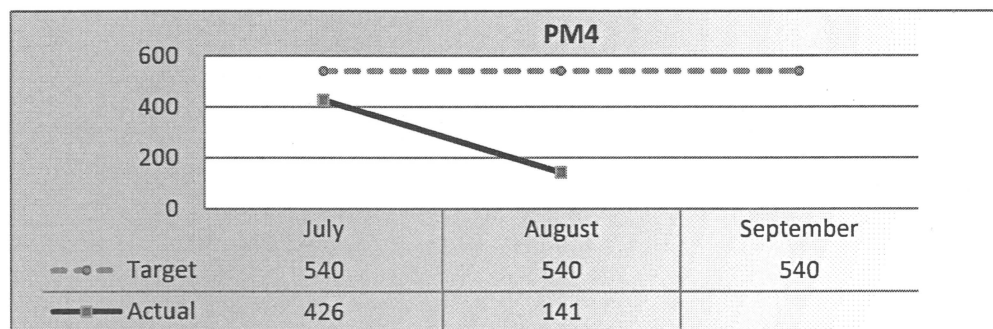
Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



Target Average: 270 Days | Actual Average: 161 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: 312 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.

*The Board did not report any probation violations
this quarter.*

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

Department of Consumer Affairs
Board of Occupational
Therapy

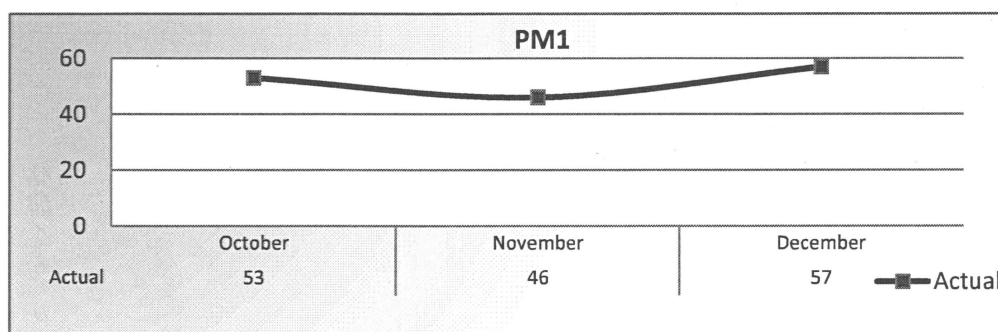
Performance Measures

Q2 Report (October - December 2014)

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.

PM1 | Volume

Number of complaints and convictions received.

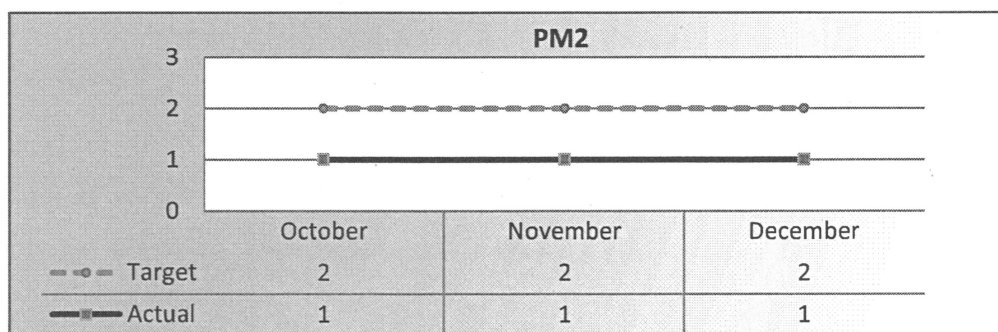


Total Received: 156 Monthly Average: 52

Complaints: 130 | Convictions: 26

PM2 | Intake

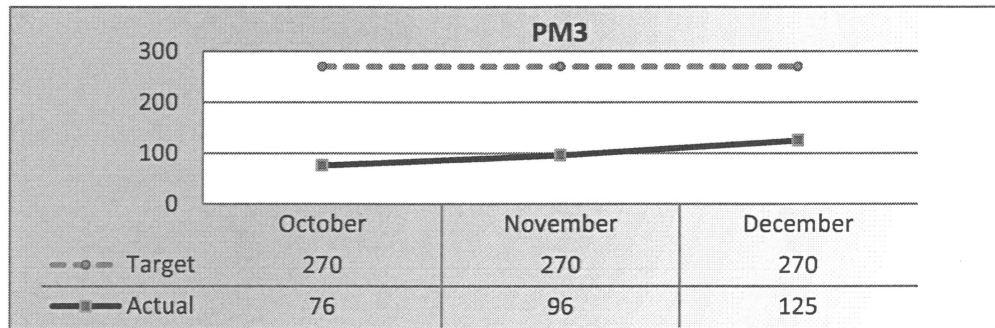
Average cycle time from complaint receipt, to the date the complaint was assigned to an investigator.



Target Average: 2 Days | Actual Average: 1 Day

PM3 | Intake & Investigation

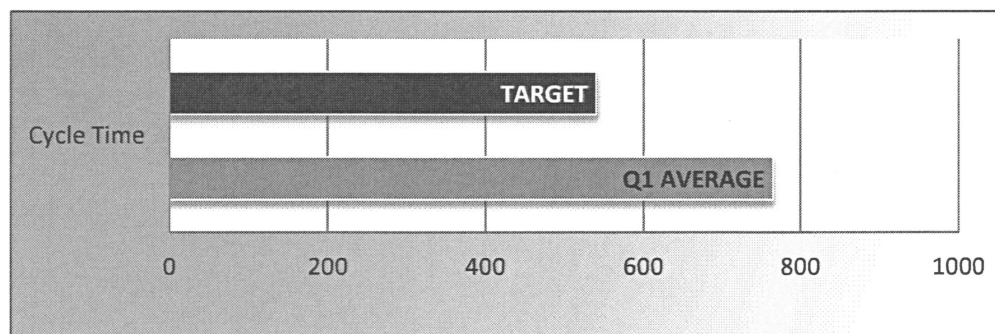
Average cycle time from complaint receipt to closure of the investigation process. Does not include cases sent to the Attorney General or other forms of formal discipline.



Target Average: 270 Days | Actual Average: 107 Days

PM4 | Formal Discipline

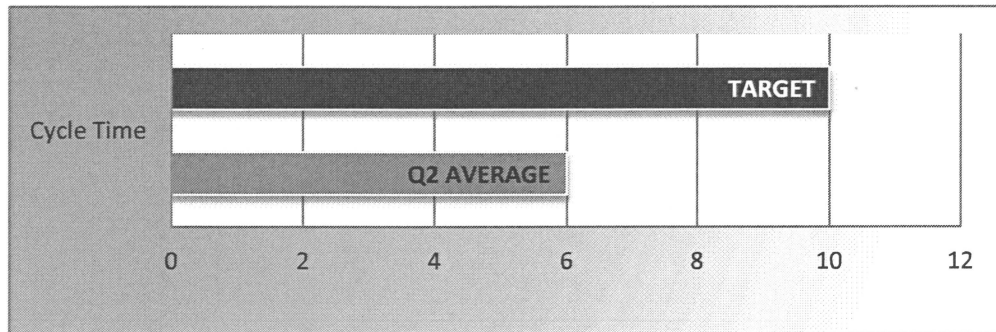
Average number of days to complete the entire enforcement process for cases resulting in formal discipline. (Includes intake and investigation by the Board and prosecution by the AG).



Target Average: 540 Days | Actual Average: 765 Days

PM7 | Probation Intake

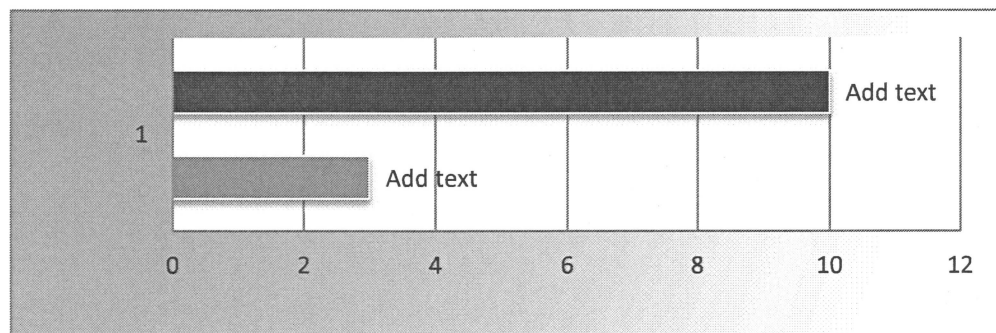
Average number of days from monitor assignment, to the date the monitor makes first contact with the probationer.



Target Average: 10 Days | Actual Average: 6 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.



Target Average: 10 Days | Actual Average: 3