

Date: May 30, 2017

To: CBOT Members

From: 
Heather Martin, Executive Officer

Subject: Executive Officer Report – Board Meeting June 1-2, 2017

Items covered:

a. Operational Report.

Recent advertisement to fill two part-time positions (cashiering & Licensing) closed and the applications will be reviewed next week; goal start date of July 10-17.

Following this report are the CALSTRS reports, showing budget/revenue information through April 30th (or month 10 of fiscal year). Following that is a fund condition, where most expenses were 'straight-lined' with the exceptions of a few anticipated expenditures (labeled as **year-end purchases expenditures**@ \$47k); purchases include a license printer and supplies, additional copier and shredder, some file cabinets and chairs, a projector, a couple of monitors, and supplies. Also, \$90k was set aside for TIs (office expansion); estimated 'reversion' of \$208k.

Board staff continues to submit 'tickets' to make improvements and/or modifications to BreEZe on an as-needed basis. This includes corrections, fee increases, increased automation of various letters, on-line text improvements, corrections, etc.

More info on fees and 'ethics' attestation for renewal to be provided verbally.

PDU Audit statistics.

Qtr	Audits Completed	Audits Failed	% Audits Failed
Qtr 1 (7/1 - 9/30/2016)	91	13	14.28%
Qtr 2 (10/1 - 12/31/2016)	154	10	6.49%
Qtr 3 (1/1 - 3/31/2017)	123	13	10.56%
Total	368	36	Average: 9.7 %

Audits are not completed for those licensees whose licenses are on inactive status or renewing their license for the first time; both of these categories of licensees aren't required to complete PDUs as a condition for renewal.

b. Future Agenda Items

The items shown below will be addressed at a future meeting:

1. Board staff to research what other states are doing and report to Board on and differentiation/limitation on earning of PDUs in-person vs online/technological means.
2. Make appointments to Education and Outreach Committee.
3. Make appointments to Practice Committee.
4. Practice Committee's recommendation on records retention requirement for an occupational therapy business that closes or is sold or if the practitioner is no longer in private practice.
5. Review/update of Board Member Administrative Manual.
6. Review/update of Board Member Disciplinary Resource Manual.
7. Review/update of Board's Disciplinary Guidelines (requires regulatory amendments).

c. Other Informational Items – No Board discussion or action

DEPARTMENT OF CONSUMER AFFAIRS

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11 CA BD OF OCCUPATIONAL THERAPY

BUDGET REPORT

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1475 OCCUPATIONAL THERAPY

	BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
PERSONAL SERVICES						
SALARIES AND WAGES						
003 00 CIVIL SERVICE-PERM	737,000	47,437	348,930	0	348,930	388,070
033 04 TEMP HELP (907)	4,000	1,104	27,114	0	27,114	-23,114
063 00 STATUTORY-EXEMPT	82,000	7,554	74,880	0	74,880	7,120
063 01 BD/COMMSN (901,920	20,000	0	7,700	0	7,700	12,300
083 00 OVERTIME	0	1,128	6,875	0	6,875	-6,875
SALARIES AND WAGES	843,000	57,222	465,499	0	465,499	377,501
STAFF BENEFITS						
103 00 OASDI	63,000	3,389	25,980	0	25,980	37,020
104 00 DENTAL INSURANCE	2,000	382	2,502	0	2,502	-502
105 00 HEALTH/WELFARE INS	187,000	6,314	50,894	0	50,894	136,106
106 01 RETIREMENT	207,000	14,698	113,131	0	113,131	93,869
125 00 WORKERS' COMPENSAT	25,000	0	0	0	0	25,000
125 15 SCIF ALLOCATION CO	0	283	5,544	0	5,544	-5,544
132 00 NONINDUST DISABLTY	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	0	2,065	20,507	0	20,507	-20,507
134 01 TRANSIT DISCOUNT	0	220	385	0	385	-385
134 02 TRANSIT INVOICES	0	-14	-131	0	-131	131
135 00 LIFE INSURANCE	0	7	69	0	69	-69
136 00 VISION CARE	1,000	104	795	0	795	205
137 00 MEDICARE TAXATION	5,000	808	6,581	0	6,581	-1,581
STAFF BENEFITS	495,000	28,256	226,257	0	226,257	268,743
PERSONAL SERVICES	1,338,000	85,478	691,755	0	691,755	646,245

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	BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
OPERATING EXPENSES & EQUIPMENT						
FINGERPRINTS						
213 04 FINGERPRINT REPORT	22,000	2,352	18,728	0	18,728	3,272
FINGERPRINTS	22,000	2,352	18,728	0	18,728	3,272
GENERAL EXPENSE						
201 00 GENERAL EXPENSE	33,000	0	0	0	0	33,000
206 00 MISC OFFICE SUPPLI	0	909	4,272	98	4,370	-4,370
207 00 FREIGHT & DRAYAGE	0	175	2,219	0	2,219	-2,219
213 02 ADMIN OVERHEAD-OTH	0	102	2,441	0	2,441	-2,441
217 00 MTG/CONF/EXHIBIT/S	0	0	1,129	0	1,129	-1,129
223 00 LIBRARY PURCH/SUBS	0	0	5	0	5	-5
GENERAL EXPENSE	33,000	1,186	10,067	98	10,165	22,835
PRINTING						
241 00 PRINTING	10,000	0	0	0	0	10,000
242 00 PAMPHLT/LEAFLT/BRO	0	0	151	0	151	-151
242 03 COPY COSTS ALLO	0	0	3,201	0	3,201	-3,201
242 05 METRO PRINT/MAIL	0	1,088	8,585	0	8,585	-8,585
244 00 OFFICE COPIER EXP	0	0	587	793	1,380	-1,380
PRINTING	10,000	1,088	12,523	793	13,317	-3,317
COMMUNICATIONS						
251 00 COMMUNICATIONS	16,000	0	0	0	0	16,000
257 01 TELEPHONE EXCHANGE	0	209	1,766	0	1,766	-1,766
COMMUNICATIONS	16,000	209	1,766	0	1,766	14,234
POSTAGE						
261 00 POSTAGE	15,000	0	0	0	0	15,000
262 00 STAMPS, STAMP ENVE	0	37	488	0	488	-488
263 05 DCA POSTAGE ALLO	0	716	5,769	0	5,769	-5,769

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POSTAGE	15,000	753	6,256	0	6,256	8,744
INSURANCE						
288 00 NOC-INSURANCE	0	15	15	0	15	-15
INSURANCE	0	15	15	0	15	-15
TRAVEL: IN-STATE						
291 00 TRAVEL: IN-STATE	17,000	0	0	0	0	17,000
292 00 PER DIEM-I/S	0	4,028	11,763	0	11,763	-11,763
294 00 COMMERCIAL AIR-I/S	0	903	7,646	0	7,646	-7,646
296 00 PRIVATE CAR-I/S	0	857	2,701	0	2,701	-2,701
297 00 RENTAL CAR-I/S	0	169	1,924	0	1,924	-1,924
301 01 LYFT-TRANSPORTATIO	0	0	6	0	6	-6
301 02 UBER-TRANSPORTATIO	0	96	96	0	96	-96
305 00 MGMT/TRANS FEE-I/S	0	33	256	0	256	-256
TRAVEL: IN-STATE	17,000	6,087	24,393	0	24,393	-7,393
TRAINING						
331 00 TRAINING	6,000	0	0	0	0	6,000
332 00 TUITN/REGISTRATN F	0	49	1,144	0	1,144	-1,144
332 02 TRAINING-DATA TRAI	0	0	0	675	675	-675
TRAINING	6,000	49	1,144	675	1,819	4,181
FACILITIES OPERATIONS						
341 00 FACILITIES OPERATI	45,000	0	0	0	0	45,000
343 00 RENT-BLDG/GRND(NON	0	6,616	66,086	13,231	79,318	-79,318
347 00 FACILITY PLNG-DGS	0	714	1,285	0	1,285	-1,285
FACILITIES OPERATIONS	45,000	7,330	67,371	13,231	80,602	-35,602
CONSULTANT & PROFESSIONAL SERVICES EXT						
402 00 CONSULT/PROF SERV-	51,000	0	0	0	0	51,000
404 05 C&P EXT ADMIN CR C	0	1,550	10,535	40,465	51,000	-51,000

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CONSULTANT & PROFESSIONAL SERVICES EXTER	51,000	1,550	10,535	40,465	51,000	0
DEPARTMENTAL SERVICES						
424 03 OIS PRO RATA	243,000	20,250	202,500	0	202,500	40,500
427 00 INDIRECT DISTRB CO	186,000	15,167	151,670	0	151,670	34,330
427 30 DOI - ISU PRO RATA	5,000	417	4,170	0	4,170	830
427 34 COMMUNICATIONS PRO	22,000	1,833	18,330	0	18,330	3,670
427 35 PPRD PRO RATA	2,000	167	1,670	0	1,670	330
DEPARTMENTAL SERVICES	458,000	37,834	378,340	0	378,340	79,660
CONSOLIDATED DATA CENTER						
428 00 CONSOLIDATED DATA	4,000	0	8	0	8	3,992
CONSOLIDATED DATA CENTER	4,000	0	8	0	8	3,992
DATA PROCESSING						
431 00 INFORMATION TECHNO	4,000	0	0	0	0	4,000
436 00 SUPPLIES-IT (PAPER	0	0	1,229	0	1,229	-1,229
446 00 HARDWARE-IT PURCH,	0	0	0	1,295	1,295	-1,295
449 00 ELECT WASTE RECYCL	0	0	21	3	24	-24
DATA PROCESSING	4,000	0	1,250	1,298	2,548	1,452
EXAMS						
404 03 C/P SVS - EXT SUB	0	375	3,394	1,666	5,060	-5,060
EXAMS	0	375	3,394	1,666	5,060	-5,060
MAJOR EQUIPMENT						
452 00 REPLACEMENT-EQPT	5,000	0	0	0	0	5,000
472 00 ADDITIONAL EQUIPME	48,000	0	0	0	0	48,000
MAJOR EQUIPMENT	53,000	0	0	0	0	53,000
ENFORCEMENT						
396 00 ATTORNEY GENL-INTE	137,000	3,220	51,173	0	51,173	85,828

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397 00 OFC ADMIN HEARNG-I	1,000	3,378	15,242	0	15,242	-14,242
414 31 EVIDENCE/WITNESS F	0	1,062	1,062	1,250	2,312	-2,312
418 97 COURT REPORTER SER	0	0	604	0	604	-604
427 31 DOI - INVESTIGATIO	68,000	5,667	56,670	0	56,670	11,330
ENFORCEMENT	206,000	13,327	124,750	1,250	126,000	80,000
MINOR EQUIPMENT						
226 00 MINOR EQUIPMENT	21,000	0	0	0	0	21,000
226 10 MIN EQPMT-GEN-ADD'	0	0	140	0	140	-140
226 15 MIN EQPMT-GEN-REPL	0	0	369	0	369	-369
226 40 MIN EQPMT-DP-ADD'L	0	0	3,796	0	3,796	-3,796
226 45 MIN EQPMT-DP-REPL	0	0	3,375	0	3,375	-3,375
MINOR EQUIPMENT	21,000	0	7,680	0	7,680	13,320
OPERATING EXPENSES & EQUIPMENT	961,000	72,155	668,219	59,477	727,696	233,304
TOTAL EXPENDITURE	2,299,000	157,632	1,359,975	59,477	1,419,452	879,548
OCCUPATIONAL THERAPY	2,299,000	157,632	1,359,975	59,477	1,419,452	879,548

CSTARQ24 1111 (DEST: A1 CAL2) PM,C,6,5,2,0, ,6212,
 FISCAL MONTH: 10 APRIL 6(INDEX) 5(PCA) 2(AGYSRC) 0(NOFUND) FUND(ALL) GL(6212)
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PROGRAM
 PG EL CMP TSK PCA DESCRIPTION

REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	ACTUAL RECEIPTS		BALANCE
					CURRENT MONTH	YEAR-TO-DATE	
67 00 000 000	73017		REIMB - OCCUPATIONAL THERAPY FUND 3017				
001 991937	01		FINGERPRINT REPORTS	22,000.00	2,923.00	25,643.00	3,643.00-
001 991937	02		SCHEDULED REIMBURSEMENT/EXTERNAL	0.00	1,175.00	2,115.00	2,115.00-
*TOTAL SOURCE 991937				22,000.00	4,098.00	27,758.00	5,758.00-
001 995988	01		UNSCH-INVESTIGATIVE COST RECOVERY	0.00	1,144.28	4,894.28	4,894.28-
*TOTAL SOURCE 995988				0.00	1,144.28	4,894.28	4,894.28-
*TOTAL PROG 67				22,000.00	5,242.28	32,652.28	10,652.28-
*TOTAL REFERENCE 001				22,000.00	5,242.28	32,652.28	10,652.28-
67 00 000 000	83017		REVENUE - OCCUPATIONAL THERAPY FD 3017				
980 125600	CU		OTA DUP LIC FEE-\$15.00	0.00	270.00	2,595.00	2,595.00-
980 125600	CV		OTA DUP CERT FEES-\$15.00	0.00	75.00	690.00	690.00-
980 125600	FT		CITATION/FINE FTB COLLECTION	0.00	0.00	64.00	64.00-
980 125600	00		OTHER REGULATORY FEES	34,000.00	0.00	0.00	34,000.00
980 125600	18		CITATION & FINE FEE COLLECTED-VAR	0.00	2,825.00	14,185.00	14,185.00-
980 125600	90		OVER/SHORT FEES	0.00	2.00	5.00	5.00-
*TOTAL SOURCE 125600				34,000.00	3,172.00	17,539.00	16,461.00
980 125700	OC		OT INITIAL LIC FEE-\$VAR	0.00	13,717.00	117,937.00	117,937.00-
980 125700	OD		OTA INITIAL CERT FEE-\$VAR	0.00	4,212.00	38,238.00	38,238.00-
980 125700	OE		OT LIMITED PERMIT-\$75.00	0.00	125.00	3,025.00	3,025.00-
980 125700	OJ		OTA LIMITED PERMIT \$75.00	0.00	0.00	600.00	600.00-
980 125700	UE		OT RETIRED STATUS FEE-\$25	0.00	50.00	675.00	675.00-
980 125700	UG		OTA RETIRED STATUS FEE-\$25	0.00	50.00	150.00	150.00-
980 125700	UM		OT APPLICATION FEE-\$50	0.00	4,748.00	50,981.00	50,981.00-
980 125700	UN		OTA APPLICATION FEE-\$50	0.00	2,600.00	18,606.00	18,606.00-
980 125700	00		OTHER REGULATORY LICENSES AND PER	258,000.00	0.00	0.00	258,000.00
980 125700	90		OVER/SHORT FEES	0.00	0.00	1.00	1.00-

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PROGRAM
 PG EL CMP TSK PCA DESCRIPTION

REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	ACTUAL RECEIPTS		BALANCE
					CURRENT MONTH	YEAR-TO-DATE	
980	125700	91	SUSPENDED REVENUE	0.00	550.10	8,351.10	8,351.10-
980	125700	92	PRIOR YEAR REVENUE ADJUSTMENT	0.00	0.00	1,282.00-	1,282.00
*TOTAL SOURCE 125700				258,000.00	26,052.10	237,282.10	20,717.90
980	125800	BP	OT INACTIVE RENEWAL LIC FEE-\$25.0	0.00	600.00	10,425.00	10,425.00-
980	125800	BQ	OTA INACTIVE RENEWAL CERT FEE-\$25	0.00	175.00	1,900.00	1,900.00-
980	125800	C1	AUTOMATED REVENUE REFUND CLAIM	0.00	200.00-	0.00	0.00
980	125800	00	RENEWAL FEES	1,015,000.00	0.00	0.00	1,015,000.00
980	125800	2W	BIENNIAL RENEWAL-OT \$150	0.00	61,150.00	793,225.00	793,225.00-
980	125800	2X	BIENNIAL RENEWAL-OTA \$150	0.00	12,725.00	166,375.00	166,375.00-
980	125800	90	OVER/SHORT FEES	0.00	0.00	450.00	450.00-
*TOTAL SOURCE 125800				1,015,000.00	74,450.00	972,375.00	42,625.00
980	125900	TM	DELINQ BIENNIAL-OT-\$75	0.00	1,125.00	14,475.00	14,475.00-
980	125900	TN	DELINQ BIENNIAL-OTA \$75	0.00	675.00	3,300.00	3,300.00-
980	125900	00	DELINQUENT FEES	17,000.00	0.00	0.00	17,000.00
*TOTAL SOURCE 125900				17,000.00	1,800.00	17,775.00	775.00-
980	142500	00	MISCELLANEOUS SERVICES TO THE PUB	23,000.00	0.00	0.00	23,000.00
980	142500	90	MISC. SER TO PUBLIC - GENERAL	0.00	2,100.00	21,478.00	21,478.00-
980	142500	91	MISC. SER TO PUBLIC - TRANSCRIPTS	0.00	0.00	35.00	35.00-
*TOTAL SOURCE 142500				23,000.00	2,100.00	21,513.00	1,487.00
980	150300	00	INCOME FROM SURPLUS MONEY INVESTM	8,000.00	5,342.70	15,449.88	7,449.88-
*TOTAL SOURCE 150300				8,000.00	5,342.70	15,449.88	7,449.88-
980	161000	00	ESCHEAT OF UNCLAIMED CHECKS,WARRA	1,000.00	0.00	0.00	1,000.00

CSTARQ24 1111 (DEST: A1 CAL2) PM,C,6,5,2,0, ,6212,
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PROGRAM
 PG EL CMP TSK PCA DESCRIPTION

REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	ACTUAL RECEIPTS		BALANCE
					CURRENT MONTH	YEAR-TO-DATE	
980	161000	02	REVENUE CANCELLED WARRANTS	0.00	0.00	567.00	567.00-
*TOTAL SOURCE 161000				1,000.00	0.00	567.00	433.00
980	161400	91	DISHONORED CHECK FEE-VAR	0.00	0.00	100.00	100.00-
*TOTAL SOURCE 161400				0.00	0.00	100.00	100.00-
980	164300	00	PENALTY ASSESSMENTS	15,000.00	0.00	0.00	15,000.00
*TOTAL SOURCE 164300				15,000.00	0.00	0.00	15,000.00
*TOTAL PROG 67				1,371,000.00	112,916.80	1,282,600.98	88,399.02
*TOTAL REFERENCE 980				1,371,000.00	112,916.80	1,282,600.98	88,399.02
*TOTAL INDEX 1475				1,393,000.00	118,159.08	1,315,253.26	77,746.74
*TOTAL SEC 11				1,393,000.00	118,159.08	1,315,253.26	77,746.74

\$1,578,303
by 6/30

**OCCUPATIONAL THERAPY - 3017
BUDGET REPORT
FY 2016-17 EXPENDITURE PROJECTION
FISCAL MONTH 10**

OBJECT DESCRIPTION	FY 2016-16		FY 2016-17				
	ACTUAL	PRIOR YEAR	BUDGET	CURRENT YEAR	PERCENT	PROJECTIONS	UNENCUMBERED
	EXPENDITURES (MONTH 10)	EXPENDITURES 4/30/2016	STONE 2016-16	EXPENDITURES 4/30/2017	SPENT	TO YEAR END	BALANCE
PERSONNEL SERVICES							
Salary & Wages (Staff)	279,382	279,382	737,000	348,930	47%	592,207	144,793
Statutory Exempt (EO)	87,341	87,341	82,000	74,880	91%	89,856	(7,856)
Temp Help Reg (Seasonals)	15,021	15,021	4,000	27,114	678%	36,152	(32,152)
Temp Help (Exam Proctors)							0
Board Member Per Diem	1,500	1,500	20,000	7,700	39%	10,267	9,733
Committee Members (DEC)							0
Overtime	4,343	4,343		6,875		9,167	(9,167)
Staff Benefits	199,950	199,950	495,000	226,257	46%	271,508	223,492
TOTALS, PERSONNEL SVC	587,537	587,537	1,338,000	691,756	52%	1,009,157	328,843
OPERATING EXPENSE AND EQUIPMENT							
General Expense	10,075	10,075	33,000	10,165	31%	13,553	19,447
Fingerprint Reports	20,923	20,923	22,000	18,728	85%	28,092	(6,092)
Minor Equipment	13,108	13,108	21,000	7,680	37%	8,000	13,000
Printing	9,523	9,523	10,000	13,317	133%	17,756	(7,756)
Communication	2,195	2,195	16,000	1,766	11%	2,355	13,645
Postage	13,587	13,587	15,000	6,256	42%	8,341	6,659
Insurance			0	15	0%	20	(20)
Travel In State	27,824	27,824	17,000	24,393	143%	32,524	(15,524)
Travel Out-of-State							
Training	1,000	1,000	6,000	1,819	30%	2,425	3,575
Facilities Operations	80,830	80,830	45,000	80,602	179%	175,000	(130,000)
Utilities							
C & P Services - Interdept.							
C & P Services - External	17,271	17,271	51,000	51,000	100%	51,000	0
DEPARTMENTAL SERVICES:							
Departmental Pro Rata	212,841	212,841	243,000	202,500	83%	243,000	0
Admin/Exec	93,901	93,901	186,000	151,870	82%	186,000	0
Interagency Services			0		0%	0	0
IA w/ OER			0			27,948	(27,948)
DOI-ProRata Internal	2,949	2,949	5,000	4,170	83%	5,000	0
Communications Division	6,000	6,000	22,000	18,330	83%	22,000	0
PPRD Pro Rata	0	0	2,000	1,670	0%	2,000	0
INTERAGENCY SERVICES:							
Consolidated Data Center	118	118	4,000	8	0%	500	3,500
DP Maintenance & Supply	4,038	4,038	4,000	2,548	64%	4,000	0
Central Admin Svc-ProRata	65,704	65,704					
EXAM EXPENSES:							
Exam Supplies							
Exam Freight							
Exam Site Rental							
C/P Svcs-External Expert Administrative							
C/P Svcs-External Expert Examiners							
C/P Svcs-External Subject Matter	8,392	8,392	0	5,060		5,000	(5,000)
ENFORCEMENT:							
Attorney General	69,050	69,050	137,000	51,173	37%	73,000	64,000
Office Admin. Hearings	20,974	20,974	1,000	15,242	1524%	25,000	(24,000)
Court Reporters	1,090	1,090	0	604		725	(725)
Evidence/Witness Fees	5,806	5,806	0	2,312		3,083	(3,083)
DOI - Investigations	40,321	40,321	68,000	56,670	83%	68,000	0
Major Equipment			53,000			0	53,000
Special Items of Expense							
Year-end purchases/expenditures						47,818	(46,163)
TOTALS, OE&E	727,520	727,520	961,000	727,698	76%	1,052,140	(89,485)
TOTAL EXPENSE	1,315,057	1,315,057	2,299,000	1,419,454	127%	2,061,297	239,358
Sched. Reimb.							0
Sched. Reimb. - Fingerprints	(23,258)	(23,258)	(22,000)	(25,643)	117%	(22,000)	(30,772)
Sched. Reimb. - External/Private	(5,875)	(5,875)		(2,115)			0
Unsched. Reimb. - Other	(2,899)	(2,899)		(4,894)			0
NET APPROPRIATION	1,283,025	1,283,025	2,277,000	1,386,802	61%	2,039,297	208,586
SURPLUS/(DEFICIT):							9.2%