

EXECUTIVE OFFICER'S REPORT.

Date: November 30, 2016

To: CBOT Members

From: 
Heather Martin, Executive Officer

Subject: Executive Officer Report – Board Meeting December 8-9, 2016

Items covered:

- a) Operational Report
- b) Budget Update
- c) Future Agenda Items

a) Operational Report

Several positions have been advertised and are in the process of being screened. Interviews have been held for four Enforcement positions; we are planning to fill three positions effective January 1st with on-boarding and training taking place January and February. The fourth position is being re-advertised to increase the candidate pool.

Recruitment efforts for the remaining positions will take place December – February.

b) Budget Update

Through October 31 (Q4), the Board has collected \$489k in revenue and spent \$483k of the Board's \$2.3m budget.

c) Future Agenda Items

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

1. Ad hoc committee's recommendation regarding occupational therapists performing the physically invasive components of a swallowing evaluation.
2. Practice Committee appointments.
3. 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.
4. Review/update of Board Member Administrative Manual.
5. Review/update of Board Member Disciplinary Resource Manual.
6. Review/update of Board's Disciplinary Guidelines (requires regulatory amendments).

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 11/10/2016

11 CA BD OF OCCUPATIONAL THERAPY

BUDGET REPORT

Page 54 of 450

00

AS OF 10/31/2016

00

FM 04

00

1475 OCCUPATIONAL THERAPY

	BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
PERSONAL SERVICES						
SALARIES AND WAGES						
003 00 CIVIL SERVICE-PERM	737,000	30,707	119,579	0	119,579	617,421
033 04 TEMP HELP (907)	4,000	3,013	8,767	0	8,767	-4,767
063 00 STATUTORY-EXEMPT	82,000	7,334	29,336	0	29,336	52,664
063 01 BD/COMMSN (901,920	20,000	500	2,100	0	2,100	17,900
083 00 OVERTIME	0	41	1,601	0	1,601	-1,601
SALARIES AND WAGES	843,000	41,595	161,383	0	161,383	681,617
STAFF BENEFITS						
103 00 OASDI	63,000	2,293	9,061	0	9,061	53,939
104 00 DENTAL INSURANCE	2,000	162	648	0	648	1,352
105 00 HEALTH/WELFARE INS	187,000	4,650	18,602	0	18,602	168,398
106 01 RETIREMENT	196,000	10,168	39,802	0	39,802	156,198
125 00 WORKERS' COMPENSAT	25,000	0	0	0	0	25,000
125 15 SCIF ALLOCATION CO	0	363	4,043	0	4,043	-4,043
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	1,931	7,707	0	7,707	-7,707
135 00 LIFE INSURANCE	0	7	28	0	28	-28
136 00 VISION CARE	1,000	69	268	0	268	732
137 00 MEDICARE TAXATION	5,000	587	2,277	0	2,277	2,723
STAFF BENEFITS	484,000	20,231	82,434	0	82,434	401,566
PERSONAL SERVICES	1,327,000	61,826	243,817	0	243,817	1,083,183
OPERATING EXPENSES & EQUIPMENT						
FINGERPRINTS						
213 04 FINGERPRINT REPORT	22,000	0	4,018	0	4,018	17,982
FINGERPRINTS	22,000	0	4,018	0	4,018	17,982

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 11/10/2016

11 CA BD OF OCCUPATIONAL THERAPY
 00
 00
 00
 1475 OCCUPATIONAL THERAPY

BUDGET REPORT
 AS OF 10/31/2016
 FM 04

Page 55 of 450

	BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
GENERAL EXPENSE						
201 00 GENERAL EXPENSE	33,000	0	0	0	0	33,000
206 00 MISC OFFICE SUPPLI	0	578	1,478	0	1,478	-1,478
207 00 FREIGHT & DRAYAGE	0	0	0	770	770	-770
213 02 ADMIN OVERHEAD-OTH	0	2,023	2,023	0	2,023	-2,023
217 00 MTG/CONF/EXHIBIT/S	0	0	0	1,397	1,397	-1,397
223 00 LIBRARY PURCH/SUBS	0	5	5	0	5	-5
GENERAL EXPENSE	33,000	2,607	3,506	2,167	5,673	27,327
PRINTING						
241 00 PRINTING	10,000	0	0	0	0	10,000
242 00 PAMPHLT/LEAFLT/BRO	0	0	54	0	54	-54
242 03 COPY COSTS ALLO	0	0	660	0	660	-660
242 05 METRO PRINT/MAIL	0	862	2,743	0	2,743	-2,743
244 00 OFFICE COPIER EXP	0	0	0	1,380	1,380	-1,380
PRINTING	10,000	862	3,457	1,380	4,837	5,163
COMMUNICATIONS						
251 00 COMMUNICATIONS	16,000	0	0	0	0	16,000
257 01 TELEPHONE EXCHANGE	0	217	442	0	442	-442
COMMUNICATIONS	16,000	217	442	0	442	15,558
POSTAGE						
261 00 POSTAGE	15,000	0	0	0	0	15,000
262 00 STAMPS, STAMP ENVE	0	26	223	0	223	-223
263 05 DCA POSTAGE ALLO	0	408	2,286	0	2,286	-2,286
POSTAGE	15,000	434	2,509	0	2,509	12,491
TRAVEL: IN-STATE						
291 00 TRAVEL: IN-STATE	17,000	0	0	0	0	17,000
292 00 PER DIEM-I/S	0	0	1,244	0	1,244	-1,244

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 11/10/2016

BUDGET REPORT

Page 56 of 450

11 CA BD OF OCCUPATIONAL THERAPY

AS OF 10/31/2016

00

FM 04

00

00

1475 OCCUPATIONAL THERAPY

			BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
294	00	COMMERCIAL AIR-I/S	0	455	1,977	0	1,977	-1,977
296	00	PRIVATE CAR-I/S	0	0	234	0	234	-234
297	00	RENTAL CAR-I/S	0	326	587	0	587	-587
305	00	MGMT/TRANS FEE-I/S	0	50	57	0	57	-57
TRAVEL: IN-STATE			17,000	831	4,099	0	4,099	12,901
TRAINING								
331	00	TRAINING	6,000	0	0	0	0	6,000
TRAINING			6,000	0	0	0	0	6,000
FACILITIES OPERATIONS								
341	00	FACILITIES OPERATI	45,000	0	0	0	0	45,000
343	00	RENT-BLDG/GRND(NON	0	6,598	26,392	52,926	79,318	-79,318
FACILITIES OPERATIONS			45,000	6,598	26,392	52,926	79,318	-34,318
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	1,317	3,362	47,638	51,000	-51,000
CONSULTANT & PROFESSIONAL SERVICES EXTER			51,000	1,317	3,362	47,638	51,000	0
DEPARTMENTAL SERVICES								
424	03	OIS PRO RATA	242,000	20,167	80,668	0	80,668	161,332
427	00	INDIRECT DISTRB CO	184,000	15,000	60,000	0	60,000	124,000
427	30	DOI - ISU PRO RATA	5,000	417	1,668	0	1,668	3,332
427	34	COMMUNICATIONS PRO	22,000	1,833	7,332	0	7,332	14,668
427	35	PPRD PRO RATA	2,000	167	668	0	668	1,332
DEPARTMENTAL SERVICES			455,000	37,584	150,336	0	150,336	304,664
CONSOLIDATED DATA CENTER								
428	00	CONSOLIDATED DATA	4,000	1	3	0	3	3,997
CONSOLIDATED DATA CENTER			4,000	1	3	0	3	3,997

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 11/10/2016

BUDGET REPORT

Page 57 of 450

11 CA BD OF OCCUPATIONAL THERAPY

AS OF 10/31/2016

00

FM 04

00

00

1475 OCCUPATIONAL THERAPY

	BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
DATA PROCESSING						
431 00 INFORMATION TECHNO	4,000	0	0	0	0	4,000
DATA PROCESSING	4,000	0	0	0	0	4,000
CENTRAL ADMINISTRATIVE SERVICES						
438 00 PRO RATA	60,000	-19,858	0	0	0	60,000
CENTRAL ADMINISTRATIVE SERVICES	60,000	-19,858	0	0	0	60,000
EXAMS						
404 03 C/P SVS - EXT SUB	0	656	806	1,666	2,472	-2,472
EXAMS	0	656	806	1,666	2,472	-2,472
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	3,913	19,420	0	19,420	117,580
397 00 OFC ADMIN HEARNG-I	1,000	0	0	0	0	1,000
414 31 EVIDENCE/WITNESS F	0	0	0	1,250	1,250	-1,250
418 97 COURT REPORTER SER	0	0	175	0	175	-175
427 31 DOI - INVESTIGATIO	63,000	5,250	21,000	0	21,000	42,000
ENFORCEMENT	201,000	9,163	40,595	1,250	41,845	159,155
MINOR EQUIPMENT						
226 00 MINOR EQUIPMENT	21,000	0	0	0	0	21,000
226 15 MIN EQPMT-GEN-REPL	0	0	369	0	369	-369
MINOR EQUIPMENT	21,000	0	369	0	369	20,631
OPERATING EXPENSES & EQUIPMENT	1,013,000	40,412	239,894	107,026	346,920	666,080
TOTAL EXPENDITURE	2,340,000	102,238	483,711	107,026	590,737	1,749,263

DEPARTMENT OF CONSUMER AFFAIRS

RUN DATE 11/10/2016

BUDGET REPORT

Page 58 of 450

AS OF 10/31/2016

FM 04

11 CA BD OF OCCUPATIONAL THERAPY

00

00

00

1475 OCCUPATIONAL THERAPY

	BUDGET	CURR. MONTH	YTD	ENCUMBRANCE	YTD + ENCUMBRANC	BALANCE
OCCUPATIONAL THERAPY	2,340,000	102,238	483,711	107,026	590,737	1,749,263

CSTARQ24 1111 (DEST: A1 CAL2) PM,C,6,5,2,0, ,6212,
 FISCAL MONTH: 04 OCTOBER 6(INDEX) 5(PCA) 2(AGYSRC) 0(NOFUND) FUND(ALL) GL(6212)
 DEPT OF CONSUMER AFFAIRS, REG BDS, BUR, DIVISIONS
 RECEIPTS BY ORGANIZATION AND SOURCE
 AS OF 10/31/16

***** RUN:11/10/16 TIME:18.30

***** PAGE 13
 ENY: 16 FFY: 16
 SECTION: 11 CA BD OF OCCUPATIONAL THERAPY
 SUB-SECTION: 00
 UNIT: 00
 SUB-UNIT: 00
 SUB-SUB-UNIT: 00
 INDEX: 1475 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
67 00 000 000	73017		REIMB - OCCUPATIONAL THERAPY FUND 3017				
001 991937	01		FINGERPRINT REPORTS	22,000.00	2,303.00	8,772.00	13,228.00
*TOTAL SOURCE 991937				22,000.00	2,303.00	8,772.00	13,228.00
001 995988	01		UNSCH-INVESTIGATIVE COST RECOVERY	0.00	875.00	2,175.00	2,175.00-
*TOTAL SOURCE 995988				0.00	875.00	2,175.00	2,175.00-
*TOTAL PROG 67				22,000.00	3,178.00	10,947.00	11,053.00
*TOTAL REFERENCE 001				22,000.00	3,178.00	10,947.00	11,053.00
67 00 000 000	83017		REVENUE - OCCUPATIONAL THERAPY FD 3017				
980 125600	CU		OTA DUP LIC FEE-\$15.00	0.00	120.00	750.00	750.00-
980 125600	CV		OTA DUP CERT FEES-\$15.00	0.00	75.00	180.00	180.00-
980 125600	FT		CITATION/FINE FTB COLLECTION	0.00	14.00	14.00	14.00-
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	300.00	3,125.00	3,125.00-
980 125600	90		OVER/SHORT FEES	0.00	0.00	1.00	1.00-
*TOTAL SOURCE 125600				34,000.00	509.00	4,070.00	29,930.00
980 125700	OC		OT INITIAL LIC FEE-\$VAR	0.00	12,595.00	44,431.00	44,431.00-
980 125700	OD		OTA INITIAL CERT FEE-\$VAR	0.00	3,159.00	13,795.00	13,795.00-
980 125700	OE		OT LIMITED PERMIT-\$75.00	0.00	375.00	1,575.00	1,575.00-
980 125700	OJ		OTA LIMITED PERMIT \$75.00	0.00	0.00	225.00	225.00-
980 125700	UE		OT RETIRED STATUS FEE-\$25	0.00	50.00	225.00	225.00-
980 125700	UG		OTA RETIRED STATUS FEE-\$25	0.00	0.00	50.00	50.00-
980 125700	UM		OT APPLICATION FEE-\$50	0.00	5,355.00	19,803.00	19,803.00-
980 125700	UN		OTA APPLICATION FEE-\$50	0.00	1,951.00	7,202.00	7,202.00-
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-
980 125700	91		SUSPENDED REVENUE	0.00	237.00	3,646.00	3,646.00-

CSTARQ24 1111 (DEST: A1 CAL2) PM,C,6,5,2,0, ,6212,
 FISCAL MONTH: 04 OCTOBER 6(INDEX) 5(PCA) 2(AGYSRC) 0(NCFUND) FUND(ALL) GL(6212)
 DEPT OF CONSUMER AFFAIRS, REG BDS, BUR, DIVISIONS
 RECEIPTS BY ORGANIZATION AND SOURCE
 AS OF 10/31/16

***** RUN:11/10/16 TIME:18.30

***** PAGE 14
 ENY: 16 FFY: 16
 SECTION: 11 CA BD OF OCCUPATIONAL THERAPY
 SUB-SECTION: 00
 UNIT: 00
 SUB-UNIT: 00
 SUB-SUB-UNIT: 00
 INDEX: 1475 OCCUPATIONAL THERAPY

PROGRAM				PLANNED	ACTUAL RECEIPTS		BALANCE		
PG	EL	CMP	TSK	PCA	DESCRIPTION	RECEIPTS	CURRENT MONTH	YEAR-TO-DATE	
980	125700	92			PRIOR YEAR REVENUE ADJUSTMENT	0.00	275.00-	497.00-	497.00
*TOTAL SOURCE				125700		258,000.00	23,447.00	90,456.00	167,544.00
980	125800	BP			OT INACTIVE RENEWAL LIC FEE-\$25.0	0.00	1,050.00	4,675.00	4,675.00-
980	125800	BQ			OTA INACTIVE RENEWAL CERT FEE-\$25	0.00	175.00	750.00	750.00-
980	125800	C1			AUTOMATED REVENUE REFUND CLAIM	0.00	0.00	35.00-	35.00
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	64,950.00	306,600.00	306,600.00-
980	125800	2X			BIENNIAL RENEWAL-OTA \$150	0.00	15,150.00	62,300.00	62,300.00-
980	125800	90			OVER/SHORT FEES	0.00	150.00	300.00	300.00-
*TOTAL SOURCE				125800		1,015,000.00	81,475.00	374,590.00	640,410.00
980	125900	TM			DELINQ BIENNIAL-OT-\$75	0.00	1,650.00	6,075.00	6,075.00-
980	125900	TN			DELINQ BIENNIAL-OTA \$75	0.00	375.00	975.00	975.00-
980	125900	00			DELINQUENT FEES	17,000.00	0.00	0.00	17,000.00
*TOTAL SOURCE				125900		17,000.00	2,025.00	7,050.00	9,950.00
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	1,610.00	8,680.00	8,680.00-
*TOTAL SOURCE				142500		23,000.00	1,610.00	8,680.00	14,320.00
980	150300	00			INCOME FROM SURPLUS MONEY INVESTM	8,000.00	4,732.47	4,732.47	3,267.53
*TOTAL SOURCE				150300		8,000.00	4,732.47	4,732.47	3,267.53
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	107.00	192.00	192.00-

CSTARQ24 1111 (DEST: A1 CAL2) PM,C,6,5,2,0, ,6212,
 FISCAL MONTH: 04 OCTOBER 6(INDEX) 5(PCA) 2(AGYSRC) 0(NOFUND) FUND(ALL) GL(6212)
 DEPT OF CONSUMER AFFAIRS, REG BDS, BUR, DIVISIONS
 RECEIPTS BY ORGANIZATION AND SOURCE
 AS OF 10/31/16

***** RUN:11/10/16 TIME:18.30

***** PAGE 15

ENY: 16 FFY: 16
 SECTION: 11 CA BD OF OCCUPATIONAL THERAPY
 SUB-SECTION: 00
 UNIT: 00
 SUB-UNIT: 00
 SUB-SUB-UNIT: 00
 INDEX: 1475 OCCUPATIONAL THERAPY

PROGRAM
 PG EL CMP TSK PCA DESCRIPTION

REF	SOURCE	ASRC	DESCRIPTION	PLANNED RECEIPTS	A C T U A L CURRENT MONTH	R E C E I P T S YEAR-TO-DATE	BALANCE
*TOTAL	SOURCE	161000		1,000.00	107.00	192.00	808.00
980	161400	91	DISHONORED CHECK FEE-VAR	0.00	0.00	25.00	25.00-
*TOTAL	SOURCE	161400		0.00	0.00	25.00	25.00-
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	113,905.47	489,795.47	881,204.53
*TOTAL	REFERENCE	980		1,371,000.00	113,905.47	489,795.47	881,204.53
*TOTAL	INDEX	1475		1,393,000.00	117,083.47	500,742.47	892,257.53
*TOTAL	SEC	11		1,393,000.00	117,083.47	500,742.47	892,257.53