

# **AGENDA ITEM 16**

## **EXECUTIVE OFFICER'S REPORT.**

- a) Administrative Update.
- b) Licensing Unit data.
- c) Enforcement Unit data.
- d) Future Agenda Items.



## Memorandum

**Date:** February 21, 2025  
**To:** CBOT Members  
**From:** Austin Porter, Interim Executive Officer  
**Subject:** Administrative Summary

### BUDGET UPDATE.

#### Fiscal Month (FM) 7 revenue and expenditure reports.

Revenue and Expenditure information for fiscal year 2024-25, FM 7 is included.

- Current year to date revenue earned: \$2,233,432
- Current year expenditures plus encumbrances: \$2,028,004

*Note:* Annual revenue exceeding expenditures cannot be expected to continue. The primary difference is due to *unspent funds* due to vacancies (aka salary savings).

#### Fund condition statement based on FM 7.

The Fund Condition Statement (FCS) shows a prior year adjustment to Fiscal Year (FY) 2022-23. This adjustment accounts for the reduction in reserves at the beginning of FY 2023-24 and 2024-25, as compared to the FCS presented last November. As the Budget Office has denied our contract for a fee study, projected expenditures for the current Fiscal Year are also down. Months in reserve for FY 2024-25 remain at 4.2, and projections predict solvency until FY 2027-28. Fee increases are still necessary for the Board's long-term fiscal solvency.

#### Projected Expenditures based on FM 7.

Expenditures are currently projected to be higher than appropriations for FY 2024-25. The Board anticipates additional funding from the requested AG and OAH augmentations shown in the budget. The augmentations have not been approved yet, but we expect the funds to be available in April 2025. These additional funds would allow the Board to continue running an effective Enforcement Program without overspending. However, the Budget Office anticipates a reduction to this year's appropriations as a result of Control Sections 4.05 and 4.12 of the Budget Bill.

This anticipated reduction is cause for further expenditure reduction in the current Fiscal Year.

### **PERSONNEL UPDATE.**

At the November Meeting, it was announced that all vacancies had been filled. Since then, the Board saw the retirement of former Executive Officer, Heather Martin. A successor to Ms. Martin was appointed but has since left the Board. Austin Porter was appointed Interim Executive Officer on February 14<sup>th</sup>, 2025. The Staff Services Analyst position in the Licensing and Administration Unit, previously held by Austin, will remain vacant until the Board appoints a permanent Executive Officer.

The Retired Annuitant assisting with recruitments was extended through 6/30/2025. However, the Retired Annuitant working as an Enforcement Analyst was not able to be renewed at the beginning of the year. The Board does not currently have budgetary approval to hire any temporary help.

### **TECHNOLOGY (AKA BREEZE) UPDATE.**

- Disabled the Pocket License transaction online.
- Los Angeles wildfire deferral of renewal fees.

# CBOT Revenue Report

Fiscal Year: 2024-2025

FM 7

	January 2025	YTD
<b>Delinquent Fees</b>	<b>\$5,115</b>	<b>\$30,960</b>
Delinquent Renewal OT	\$4,590	\$24,975
Delinquent Renewal OTA	\$525	\$5,985
<b>Other Regulatory Fees</b>	<b>\$3,105</b>	<b>\$33,649</b>
Citation Fines	\$3,105	\$28,845
Duplicate License OT	\$0	\$3,350
Duplicate License OTA	\$0	\$650
FTB Cite Fine Collection	\$0	\$804
<b>Other Regulatory License and Permits</b>	<b>\$31,926</b>	<b>\$252,404</b>
Initial License OT	\$19,721	\$166,536
Initial License OTA	\$3,443	\$27,313
Limited Permit OT	\$600	\$1,500
Limited Permit OTA	\$400	\$800
Retired Status OT	\$300	\$1,800
Retired Status OTA	\$50	\$375
Application Fee OT	\$6,100	\$44,700
Application Fee OTA	\$1,300	\$9,600
Refunded Reimbursements	-\$98	-\$343
Suspended Revenue	\$110	\$172
Prior Year Revenue Adjustment	\$0	-\$49
<b>Other Revenue</b>	<b>\$24,129</b>	<b>\$61,828</b>
Misc Serv To Public General	\$2,380	\$16,930
Investment Income - Surplus Money Investments	\$21,749	\$44,211
Canceled Warrants Revenue	\$0	\$662
Dishonored Check Fee	\$0	\$25
<b>Renewal Fees</b>	<b>\$248,520</b>	<b>\$1,854,591</b>
Renewal OT	\$202,230	\$1,524,531
Renewal OTA	\$40,530	\$279,000
Restore License To Active OT	\$0	\$540
Restore License To Active OTA	\$0	\$210
Inactive Renewal OT	\$5,130	\$44,010
Inactive Renewal OTA	\$630	\$6,300
<b>TOTAL Revenue</b>	<b>\$312,795</b>	<b>\$2,233,432</b>
<b>Scheduled Reimbursements</b>	<b>\$2,744</b>	<b>\$19,649</b>
Fingerprint Reports	\$2,744	\$19,649
<b>Unscheduled Reimbursements</b>	<b>\$2,409</b>	<b>\$7,168</b>
US Cost Recovery	\$2,409	\$7,168
<b>TOTAL Reimbursements</b>	<b>\$5,153</b>	<b>\$26,817</b>

# CBOT Expenditure Report

Fiscal Year: 2024 - 2025

FM: 7

PERSONAL SERVICES					
	Budget	Jan 2025	YTD	Encumb	YTD + Encumb
<b>5100 PERMANENT POSITIONS</b>	<b>\$1,132,000</b>	<b>\$87,580</b>	<b>\$639,928</b>	<b>\$0</b>	<b>\$639,928</b>
Earnings - Permanent Civil Service Employee	\$1,025,000	\$87,413	\$582,873	\$0	\$582,873
Earnings - Exempt/Statutory Employee	\$107,000	\$167	\$57,055	\$0	\$57,055
<b>5100 TEMPORARY POSITIONS</b>	<b>\$4,000</b>	<b>\$9,122</b>	<b>\$48,292</b>	<b>\$0</b>	<b>\$48,292</b>
Temp Help	\$4,000	\$9,122	\$48,292	\$0	\$48,292
<b>5105-5108 PER DIEM, OT, &amp; LUMP SUM</b>	<b>\$20,000</b>	<b>\$1,825</b>	<b>\$7,014</b>	<b>\$0</b>	<b>\$7,014</b>
Bd/Commission Mbrs (901, 920)	\$20,000	\$1,300	\$5,800	\$0	\$5,800
OT Earn Oth than to Temp Help	\$0	\$525	\$1,214	\$0	\$1,214
<b>5150 STAFF BENEFITS</b>	<b>\$753,000</b>	<b>\$49,675</b>	<b>\$370,853</b>	<b>\$0</b>	<b>\$370,853</b>
Admin Fee - Health Benefits	\$0	\$0	\$2	\$0	\$2
Dental Insurance	\$2,000	\$602	\$3,702	\$0	\$3,702
Disability Leave - Nonindustri	\$2,000	\$0	\$0	\$0	\$0
Employee Assistance PGM Fee	\$0	\$27	\$155	\$0	\$155
Health Insurance	\$291,000	\$14,067	\$85,207	\$0	\$85,207
Life Insurance	\$0	\$10	\$125	\$0	\$125
Medicare Taxation	\$8,000	\$1,368	\$9,603	\$0	\$9,603
OASDI	\$91,000	\$5,284	\$38,064	\$0	\$38,064
Retirement - General	\$298,000	\$22,833	\$167,149	\$0	\$167,149
Unemployment Insurance	\$3,000	\$0	\$0	\$0	\$0
Vision Care	\$1,000	\$122	\$830	\$0	\$830
Workers' Compensation	\$25,000	\$0	\$0	\$0	\$0
SCIF Allocation Cost	\$0	\$0	\$16,152	\$0	\$16,152
Other Post-Employment Benefits	\$27,000	\$2,604	\$18,723	\$0	\$18,723
Staff Benefits - Other	\$5,000	\$2,759	\$31,139	\$0	\$31,139
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,909,000</b>	<b>\$148,201</b>	<b>\$1,066,087</b>	<b>\$0</b>	<b>\$1,066,087</b>
<b>OPERATING EXPENSES &amp; EQUIPMENT</b>					

# CBOT Expenditure Report

Fiscal Year: 2024 - 2025

FM: 7

	Budget	Jan 2025	YTD	Encumb	YTD + Encumb
<b>5301 GENERAL EXPENSE</b>	<b>\$73,000</b>	<b>\$2,706</b>	<b>\$19,335</b>	<b>\$3,364</b>	<b>\$22,698</b>
Fingerprint Reports	\$22,000	\$2,499	\$12,476	\$0	\$12,476
Conferences	\$0	\$0	\$1,163	\$0	\$1,163
Freight and Drayage	\$0	\$125	\$2,506	\$644	\$3,150
Goods - Other	\$51,000	\$0	\$0	\$0	\$0
Office Supplies - Misc	\$0	\$0	\$2,825	\$2,719	\$5,544
Subscriptions	\$0	\$82	\$365	\$0	\$365
<b>5302 PRINTING</b>	<b>\$35,000</b>	<b>\$756</b>	<b>\$1,439</b>	<b>\$17,661</b>	<b>\$19,101</b>
Office Copiers - Maintenance	\$0	\$167	\$844	\$796	\$1,640
Pamphlets, Leaflets, Brochures	\$0	\$589	\$595	\$16,865	\$17,461
Printing - Other	\$35,000	\$0	\$0	\$0	\$0
<b>5304 COMMUNICATIONS</b>	<b>\$14,000</b>	<b>\$240</b>	<b>\$1,121</b>	<b>\$0</b>	<b>\$1,121</b>
Telephone Services	\$0	\$240	\$1,121	\$0	\$1,121
Communications - Other	\$14,000	\$0	\$0	\$0	\$0
<b>5306 POSTAGE</b>	<b>\$18,000</b>	<b>\$0</b>	<b>\$5,299</b>	<b>\$0</b>	<b>\$5,299</b>
DCA Postage Allo	\$0	\$0	\$5,299	\$0	\$5,299
Postage - Other	\$18,000	\$0	\$0	\$0	\$0
<b>5308 INSURANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23</b>	<b>\$0</b>	<b>\$23</b>
Insurance - Other	\$0	\$0	\$23	\$0	\$23

# CBOT Expenditure Report

Fiscal Year: 2024 - 2025

FM: 7

	Budget	Jan 2025	YTD	Encumb	YTD + Encumb
<b>53202-204 IN STATE TRAVEL</b>	<b>\$25,000</b>	<b>\$4,394</b>	<b>\$12,284</b>	<b>\$0</b>	<b>\$12,284</b>
Travel-In State-Per Diem Lodgi	\$0	\$413	\$6,448	\$0	\$6,448
Travel-In State-Per Diem Meals	\$0	\$1,227	\$2,403	\$0	\$2,403
Travel-In State-Per Diem Other	\$0	\$99	\$193	\$0	\$193
Travel-In St-Trav Agcy Mgt Fee	\$0	\$5	\$5	\$0	\$5
Travel-In State-Commercial Air	\$0	\$1,983	\$1,983	\$0	\$1,983
Travel-In State - Rail & Bus	\$0	\$24	\$49	\$0	\$49
Travel-In State-Taxi & Shuttle	\$0	\$10	\$10	\$0	\$10
Lyft-Transportation Network Co	\$0	\$81	\$81	\$0	\$81
Uber-Transportation Network Co	\$0	\$97	\$124	\$0	\$124
Other-Transportation Network	\$0	\$18	\$43	\$0	\$43
Travel - In State -Private Car	\$0	\$419	\$927	\$0	\$927
Travel - In State - Rental Car	\$0	\$19	\$19	\$0	\$19
Travel - In State - Other	\$25,000	\$0	\$0	\$0	\$0
<b>5322 TRAINING</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Training - Tuition & Registration	\$9,000	\$0	\$0	\$0	\$0
<b>5324 FACILITIES</b>	<b>\$147,000</b>	<b>\$11,573</b>	<b>\$83,272</b>	<b>\$58,346</b>	<b>\$141,618</b>
Facilities Operations	\$18,000	\$0	\$0	\$0	\$0
Facilities Planning -Gen Svcs	\$0	\$0	\$2,263	\$0	\$2,263
Rents and Leases	\$129,000	\$0	\$0	\$0	\$0
Rent -Bldgs&Grounds(Non State)	\$0	\$11,573	\$81,010	\$58,346	\$139,356
<b>53402-53403 C/P SERVICES (INTERNAL)</b>	<b>\$243,000</b>	<b>\$18,934</b>	<b>\$167,595</b>	<b>\$0</b>	<b>\$167,595</b>
Legal - Attorney General	\$197,000	\$18,934	\$135,162	\$0	\$135,162
Office of Adminis Hearings	\$46,000	\$0	\$32,433	\$0	\$32,433

# CBOT Expenditure Report

Fiscal Year: 2024 - 2025

FM: 7

	Budget	Jan 2025	YTD	Encumb	YTD + Encumb
<b>53404-53405 C/P SERVICES (EXTERNAL)</b>	<b>\$131,000</b>	<b>\$6,964</b>	<b>\$21,935</b>	<b>\$10,022</b>	<b>\$31,957</b>
Administrative	\$0	\$2,505	\$13,378	\$10,022	\$23,400
Subject Matter Experts	\$0	\$113	\$1,031	\$0	\$1,031
Compliance Inspect & Investiga	\$0	\$2,257	\$2,257	\$0	\$2,257
Legal - Witness Fees	\$7,000	\$0	\$0	\$0	\$0
Reim Exp -Nontaxable (Non Emp)	\$0	\$0	\$19	\$0	\$19
Consult & Prof Svcs Extern Oth	\$117,000	\$0	\$0	\$0	\$0
Court Reporter Servs	\$7,000	\$2,090	\$5,250	\$0	\$5,250
<b>5342 DEPARTMENT PRORATA</b>	<b>\$720,000</b>	<b>\$0</b>	<b>\$546,000</b>	<b>\$0</b>	<b>\$546,000</b>
Division of Investigation DOI	\$51,000	\$0	\$41,250	\$0	\$41,250
Consumer Client Servs Div CCSD	\$669,000	\$0	\$504,750	\$0	\$504,750
<b>5342 DEPARTMENTAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$212</b>	<b>\$0</b>	<b>\$212</b>
Departmental Services - Other	\$0	\$0	\$212	\$0	\$212
<b>5344 CONSOLIDATED DATA CENTERS</b>	<b>\$14,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Consolidated Data Centers	\$14,000	\$0	\$0	\$0	\$0
<b>5346 INFORMATION TECHNOLOGY</b>	<b>\$4,000</b>	<b>\$2,513</b>	<b>\$9,510</b>	<b>\$111</b>	<b>\$9,621</b>
IT Services - Subscription	\$0	\$572	\$3,433	\$0	\$3,433
IT Svcs-Oth(Security/Archival)	\$0	\$128	\$782	\$0	\$782
Internet Service	\$0	\$546	\$3,279	\$0	\$3,279
IT Supplies (Paper, Toner, etc	\$0	\$1,267	\$2,017	\$11	\$2,028
E-Waste Recycl & Disposal Fees	\$0	\$0	\$0	\$100	\$100
Information Technology - Other	\$4,000	\$0	\$0	\$0	\$0



# CBOT Expenditure Report

Fiscal Year: 2024 - 2025

FM: 7

	Budget	Jan 2025	YTD	Encumb	YTD + Encumb
<b>5362-5368 EQUIPMENT</b>	<b>\$22,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,241</b>	<b>\$4,241</b>
Computers & Computer Equipment	\$0	\$0	\$0	\$4,241	\$4,241
Office Equipment	\$22,000	\$0	\$0	\$0	\$0
<b>54 SPECIAL ITEMS OF EXPENSE</b>	<b>\$0</b>	<b>\$147</b>	<b>\$147</b>	<b>\$0</b>	<b>\$147</b>
Other Special Items of Expense	\$0	\$147	\$147	\$0	\$147
<b>OPERATING EXPENSES &amp; EQUIPMENT</b>	<b>\$1,455,000</b>	<b>\$48,225</b>	<b>\$868,171</b>	<b>\$93,745</b>	<b>\$961,916</b>
<b>OVERALL TOTAL EXPENDITURES</b>	<b>\$3,364,000</b>	<b>\$196,426</b>	<b>\$1,934,259</b>	<b>\$93,745</b>	<b>\$2,028,004</b>

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

Prepared 2.26.2025

2025-26 Governor's Budget w-FM 07

	<b>PY</b>	<b>Actuals</b>	<b>CY</b>	<b>BY</b>	<b>BY +1</b>	<b>BY +2</b>
	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b>BEGINNING BALANCE</b>	\$ 1,438	\$ 1,478	\$ 1,505	\$ 1,241	\$ 946	\$ 571
Prior Year Adjustment	\$ -18	\$ 11	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,420	\$ 1,489	\$ 1,505	\$ 1,241	\$ 946	\$ 571
 <b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>						
Revenues						
Delinquent fees	\$ 41	\$ 48	\$ 52	\$ 49	\$ 49	\$ 49
Renewal fees	\$ 2,415	\$ 2,497	\$ 2,675	\$ 2,599	\$ 2,599	\$ 2,599
Other regulatory fees	\$ 59	\$ 56	\$ 53	\$ 55	\$ 55	\$ 55
Other regulatory licenses and permits	\$ 460	\$ 466	\$ 435	\$ 486	\$ 486	\$ 486
Miscellaneous Services to the Public	\$ 30	\$ 31	\$ 30	\$ 32	\$ 32	\$ 32
Income from surplus money investments	\$ 43	\$ 75	\$ 66	\$ 11	\$ 8	\$ 1
Escheat of unclaimed checks and warrants	\$ -	\$ -	\$ 1	\$ 1	\$ 1	\$ 1
Totals, Revenues	\$ 3,048	\$ 3,173	\$ 3,312	\$ 3,233	\$ 3,230	\$ 3,223
 <b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 3,048	\$ 3,173	\$ 3,312	\$ 3,233	\$ 3,230	\$ 3,223
 <b>TOTAL RESOURCES</b>	\$ 4,468	\$ 4,662	\$ 4,817	\$ 4,474	\$ 4,176	\$ 3,794

**EXPENDITURES**

Board Operations	\$ 2,708	\$ 2,875	\$ 3,342	\$ 3,285	\$ 3,384	\$ 3,485
Supplemental Pension Payments	\$ 42	\$ 42	\$ 22	\$ 22		
Statewide Pro Rata	\$ 240	\$ 240	\$ 212	\$ 221	\$ 221	\$ 221

**TOTALS, EXPENDITURES**

	\$ 2,990	\$ 3,157	\$ 3,576	\$ 3,528	\$ 3,605	\$ 3,706
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**FUND BALANCE****Reserve for economic uncertainties**

	\$ 1,478	\$ 1,505	\$ 1,241	\$ 946	\$ 571	\$ 88
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Months in Reserve

	5.6	5.1	4.2	3.1	1.9	0.3
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**NOTES:**

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

**Department of Consumer Affairs**  
**Expenditure Projection Report**  
**California Board of Occupational Therapy**  
**Reporting Structure(s): 11112400 Support**  
**Fiscal Month: 7**  
**Fiscal Year: 2024 - 2025**  
 Run Date: 02/21/2025

Fiscal Code	Line Item	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
<b>PERSONAL SERVICES</b>								
<b>5100</b>	<b>PERMANENT POSITIONS</b>	<b>\$1,132,000</b>	<b>\$87,580</b>	<b>\$639,928</b>	<b>\$0</b>	<b>\$639,928</b>	<b>\$1,117,777</b>	<b>\$14,223</b>
5100000000	Earnings - Perm Civil Svc Empl	\$1,025,000	\$87,413	\$582,873	\$0	\$582,873	\$1,008,202	\$16,798
5105000000	Earnings-Exempt/Statutory Empl	\$107,000	\$167	\$57,055	\$0	\$57,055	\$109,575	-\$2,575
<b>5100</b>	<b>TEMPORARY POSITIONS</b>	<b>\$4,000</b>	<b>\$9,122</b>	<b>\$48,292</b>	<b>\$0</b>	<b>\$48,292</b>	<b>\$78,128</b>	<b>-\$74,128</b>
5100150004	Temp Help (907)	\$4,000	\$9,122	\$48,292	\$0	\$48,292	\$78,128	-\$74,128
<b>5105-5108</b>	<b>PER DIEM, OVERTIME, &amp; LUMP SUM</b>	<b>\$20,000</b>	<b>\$1,825</b>	<b>\$7,014</b>	<b>\$0</b>	<b>\$7,014</b>	<b>\$97,342</b>	<b>-\$77,342</b>
5105100001	Bd/Commission Mbrs (901, 920)	\$20,000	\$1,300	\$5,800	\$0	\$5,800	\$10,100	\$9,900
5108000000	OT Earn Oth than to Temp Help	\$0	\$525	\$1,214	\$0	\$1,214	\$1,214	-\$1,214
5108000001	Lump Sum payout	\$0	\$0	\$0	\$0	\$0	\$86,028	-\$43,987
<b>5150</b>	<b>STAFF BENEFITS</b>	<b>\$753,000</b>	<b>\$49,675</b>	<b>\$370,853</b>	<b>\$0</b>	<b>\$370,853</b>	<b>\$644,422</b>	<b>\$108,578</b>
<b>PERSONAL SERVICES</b>		<b>\$1,909,000</b>	<b>\$148,201</b>	<b>\$1,066,087</b>	<b>\$0</b>	<b>\$1,066,087</b>	<b>\$1,937,669</b>	<b>-\$28,669</b>

Fiscal Code	Line Item	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
<b>OPERATING EXPENSES &amp; EQUIPMENT</b>								
5301	GENERAL EXPENSE	\$73,000	\$2,706	\$19,335	\$3,364	\$22,698	\$35,487	\$37,513
5302	PRINTING	\$35,000	\$756	\$1,439	\$17,661	\$19,101	\$19,301	\$15,699
5304	COMMUNICATIONS	\$14,000	\$240	\$1,121	\$0	\$1,121	\$1,591	\$12,409
5306	POSTAGE	\$18,000	\$0	\$5,299	\$0	\$5,299	\$15,899	\$2,101
5308	INSURANCE	\$0	\$0	\$23	\$0	\$23	\$23	-\$23
53202-204	IN STATE TRAVEL	\$25,000	\$4,394	\$12,284	\$0	\$12,284	\$23,000	\$2,000
5322	TRAINING	\$9,000	\$0	\$0	\$0	\$0	\$5,850	\$3,150
5324	FACILITIES	\$147,000	\$11,573	\$83,272	\$58,346	\$141,618	\$148,798	-\$1,798
53402-53403	C/P SERVICES (INTERNAL)	\$243,000	\$18,934	\$167,595	\$0	\$167,595	\$360,030	-\$117,030
5340310000	Legal - Attorney General	\$197,000	\$18,934	\$135,162	\$0	\$135,162	\$262,730	-\$65,730
5340320000	Office of Adminis Hearings	\$46,000	\$0	\$32,433	\$0	\$32,433	\$97,300	-\$51,300
53404-53405	C/P SERVICES (EXTERNAL)	\$131,000	\$6,964	\$21,935	\$10,022	\$31,957	\$69,227	\$61,773
5342	DEPARTMENT PRORATA	\$720,000	\$0	\$546,000	\$0	\$546,000	\$720,000	\$0
5342500050	Division of Investigation DOI	\$51,000	\$0	\$41,250	\$0	\$41,250	\$51,000	\$0
5342500055	Consumer Client Servs Div CCSD	\$669,000	\$0	\$504,750	\$0	\$504,750	\$669,000	\$0
5342	DEPARTMENTAL SERVICES	\$0	\$0	\$212	\$0	\$212	\$780	-\$780

Fiscal Code	Line Item	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5344	CONSOLIDATED DATA CENTERS	\$14,000	\$0	\$0	\$0	\$0	\$10,636	\$3,364
5346	INFORMATION TECHNOLOGY	\$4,000	\$2,513	\$9,510	\$111	\$9,621	\$17,117	-\$13,117
5362-5368	EQUIPMENT	\$22,000	\$0	\$0	\$4,241	\$4,241	\$22,452	-\$452
5368025000	Computers & Computer Equipment	\$0	\$0	\$0	\$4,241	\$4,241	\$21,502	-\$21,502
5368115000	Office Equipment	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000
5368930000	Software	\$0	\$0	\$0	\$0	\$0	\$950	-\$950
5390	OTHER ITEMS OF EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54	SPECIAL ITEMS OF EXPENSE	\$0	\$147	\$147	\$0	\$147	\$1,750	-\$1,750
<b>OPERATING EXPENSES &amp; EQUIPMENT</b>		<b>\$1,455,000</b>	<b>\$48,225</b>	<b>\$868,171</b>	<b>\$93,745</b>	<b>\$961,916</b>	<b>\$1,451,940</b>	<b>\$3,060</b>
<b>OVERALL TOTALS</b>		<b>\$3,364,000</b>	<b>\$196,426</b>	<b>\$1,934,259</b>	<b>\$93,745</b>	<b>\$2,028,004</b>	<b>\$3,389,609</b>	<b>-\$25,609</b>
<b>REIMBURSMENTS</b>		<b>-\$22,000</b>					<b>-\$22,000</b>	
<b>OVERALL NET TOTALS</b>		<b>\$3,342,000</b>	<b>\$196,426</b>	<b>\$1,934,259</b>	<b>\$93,745</b>	<b>\$2,028,004</b>	<b>\$3,367,609</b>	<b>-\$25,609</b>

-0.77%

Includes the following options	
Overall net total	\$ (25,609)
AG Augmentation (Anticipated)	\$ 73,000
OAH Augmentation (Anticipated)	\$ 51,000
Training	\$ 5,850
Equipment	\$ 17,000
Matrix (Fee Study)	\$ 35,000
	<b>\$ 156,241</b>

## **Breeze Updates January 2025**

- **Disabled the Pocket License transaction online (1/2025)**

The Board's pocket license printer is not operable. Licensees were completing and paying for a pocket license online which the board could not fulfill. The online request is now disabled. A request to purchase a new printer was submitted to the Department of Consumer Affairs (DCA).

- **Los Angeles wildfire deferral of renewal fees (1/2025)**

Postpones the license renewal fees for one year for all DCA licenses that expire between January 1, 2025, and June 30, 2025, and who's residential or business address is within the impacted zip codes.

**CA Board of Occupational Therapy  
Applications Data: Oct 1, 2024 – Dec 31, 2024**

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	137	128	97	106	94	106	328	340	109	113
OT License Issued	127	127	108	107	100	100	335	334	112	111
OT LP Apps	0	2	0	0	1	0	1	2	0	1
OT LP Issued	2	2	0	0	0	0	2	2	1	1
OTA License Apps	32	27	17	24	15	19	64	70	21	23
OTA License Issued	25	25	25	25	21	19	71	69	24	23
OTA LP Apps	1	1	0	0	1	1	2	2	1	1
OTA LP Issued	1	1	0	0	0	0	1	1	0	0
A/P – Hand Therapy	6	1	3	7	10	6	19	14	6	5
A/P – PAMs	9	6	11	12	6	13	26	31	9	10
A/P - Swallowing	1	7	3	2	2	4	6	13	2	4
Duplicate Wall	7	4	7	10	9	8	23	22	8	7
Pocket License	23	22	14	15	23	18	60	55	20	18
Set Inactive to Active	1	1	4	4	3	3	8	8	3	3
Name Changes	30	38	17	20	43	42	90	100	30	33
Address Changes	231	231	199	199	213	213	643	643	214	214
Verifications	60	100	60	30	72	78	192	208	64	69
Set to Retired	15	17	12	11	9	8	36	36	12	12
Set Retired to Active	0	0	1	1	0	0	1	1	0	0
<b>Totals</b>	<b>708</b>	<b>740</b>	<b>578</b>	<b>573</b>	<b>622</b>	<b>638</b>	<b>1908</b>	<b>1951</b>	<b>636</b>	<b>650</b>

Transaction Type	Oct	Nov	Dec	Total Approved 2Q	Average Approved per Month
OT Renewals	710	589	652	1951	650
OTA Renewals	183	163	163	509	170
<b>Totals</b>	<b>893</b>	<b>752</b>	<b>815</b>	<b>2,460</b>	<b>820</b>



## CBOT CASES/COMPLAINTS DATA

**October 1, 2024 – December 31, 2024**

CATEGORY	QUANTITY
<b><i>Total Complaints Opened/Received:</i></b>	261
Conviction/Arrest Investigations:	34
Complaints Opened/Received:	227
Petition for Reinstatement Received	0
Applications Denied per BPC 480:	0
Complaints Closed	<b>251</b>
<b><i>Total Complaints/Cases Pending:</i></b>	460
DOI Investigations Initiated:	1
DOI Investigation Reports Received:	0
<b><i>DOI Investigations Pending:</i></b>	15
Cases Transmitted to AGO:	5
Statement of Issues Filed:	0
Accusations Filed:	10
BPC 820/CCR 4148 Ordered:	1
PC 23 Issued:	0
ISO Issued:	0
Petition to Revoke Probation (PTR) Filed:	0
Accusation and PTR Filed:	0
Case(s) Withdrawn:	2
Case(s) Dismissed	0
<b><i>Total Cases Pending at Office of the Attorney General</i></b>	30
Cease Practice Order(s) Issued:	0
Cease Practice Order(s) Lifted:	0
Final Decisions Effective:	12

**OT CITATIONS**  
**October 1, 2024 - December 31, 2024**

#	VIOLATION						FINE	FINE REDUCE	TOTAL FINE DUE	DATE ISSUED	ABATE	APPEAL RECEIVED				PAYMENT			
	FTC	UPC	PDU	ULP	ADC	OTHER						ICRC	ADMIN	DISMISSED	WITHDRAWN	Payment Date	Paid in Full	Payment Amount	Balance (OT)
1							\$85		\$85	10/01/24	1					10/10/24	1	\$85	\$0
1							\$85		\$85	10/01/24	0					10/23/24	1	\$85	\$0
1							\$85		\$85	10/03/24	0							\$0	\$85
1							\$85		\$85	10/03/24	0							\$0	\$85
1							\$85		\$85	10/09/24	1					10/25/24	1	\$85	\$0
1							\$900		\$900	10/16/24	0					12/10/24	1	\$900	\$0
1							\$85		\$85	10/25/24	1							\$0	\$85
1							\$85		\$85	11/07/24	0					01/28/25	1	\$85	\$0
1							\$85		\$85	11/06/24	0					11/07/24	1	\$85	\$0
1							\$100		\$100	11/20/24	1					12/18/24	1	\$100	\$0
1							\$85		\$85	11/21/24	1							\$0	\$85
1							\$85		\$85	11/26/24	1							\$0	\$85
1							\$85		\$85	11/26/24	0							\$0	\$85
1							\$85		\$85	11/22/24	1							\$0	\$85
1							\$85		\$85	11/25/24	1							\$0	\$85
1							\$85		\$85	11/26/24	0							\$0	\$85
1							\$700		\$700	12/02/24	0					12/20/24	1	\$700	\$0
1							\$85		\$85	11/14/24	0	1						\$0	\$85
1							\$600	\$600	\$0	12/03/24	0	1		1				\$0	\$0
1							\$85		\$85	11/14/24	1					11/26/24	1	\$85	\$0
1							\$85		\$85	12/11/24	1								\$85

#	VIOLATION						FINE	FINE REDUCE	TOTAL FINE DUE	DATE ISSUED	ABATE	APPEAL RECEIVED				PAYMENT			
	FTC	UPC	PDU	ULP	ADC	OTHER						ICRC	ADMIN	DISMISSED	WITHDRAWN	Payment Date	Paid in Full	Payment Amount	Balance (OT)
1							\$85		\$85	12/11/24	1					01/09/25	1	\$85	\$0
1							\$85		\$85	12/11/24	0					02/01/25	1	\$85	\$0
1							\$85		\$85	12/11/24	1					01/11/25	1	\$85	\$0
1							\$85	\$85	\$0	12/12/24	0	1	1	1				\$0	\$0
1							\$85		\$85	12/17/24	0							\$0	\$85
1							\$85		\$85	12/17/24	0							\$0	\$85
1							\$85		\$85	12/17/24	1							\$0	\$85
1							\$85	\$85	\$0	12/17/24	0	1			1			\$0	\$0
1							\$85		\$85	12/17/24	1							\$0	\$85
1							\$85		\$85	12/19/24	0					12/31/24	1	\$85	\$0
1							\$85		\$85	12/19/24	0					12/24/24	1	\$85	\$0
1							\$85		\$85	12/20/24	1							\$0	\$85
1							\$85		\$85	12/20/24	1							\$0	\$85
1							\$85		\$85	12/20/24	1							\$0	\$85
1							\$85		\$85	12/20/24	1					01/16/25	1	\$85	\$0
1							\$85		\$85	12/23/24	0					01/21/25	1	\$85	\$0
1							\$85		\$85	12/23/24	0					02/04/25	1	\$85	\$0
1							\$85		\$85	12/24/24	1							\$0	\$85
1							\$85		\$85	12/24/24	0							\$0	\$85
1							\$85		\$85	12/24/24	0					01/06/25	1	\$85	\$0
1							\$85		\$85	12/24/24	1							\$0	\$85
1							\$85		\$85	12/20/24	1							\$0	\$85
1							\$85		\$85	12/20/24	1							\$0	\$85
1							\$85		\$85	12/20/24	1							\$0	\$85
1							\$85		\$85	12/13/24	0				1			\$0	\$85
1							\$85		\$85	12/17/24	1							\$0	\$85

#	VIOLATION						FINE	FINE REDUCE	TOTAL FINE DUE	DATE ISSUED	ABATE	APPEAL RECEIVED				PAYMENT			
	FTC	UPC	PDU	ULP	ADC	OTHER						ICRC	ADMIN	DISMISSED	WITHDRAWN	Payment Date	Paid in Full	Payment Amount	Balance (OT)
1							\$85		\$85	12/17/24	1						\$0	\$85	
1							\$85		\$85	12/18/24	1			1			\$0	\$85	
1							\$85		\$85	12/18/24	1						\$0	\$85	
1						1	\$600		\$600	12/27/24	0				01/08/25	1	\$600	\$0	
1					1		\$85		\$85	12/27/24	1				01/06/25	1	\$85	\$0	
1					1		\$150		\$150	12/30/24	1						\$0	\$150	
1					1		\$85		\$85	12/26/24	0				01/05/25	1	\$85	\$0	
1				1			\$900		\$900	12/30/24	0				01/22/25	1	\$900	\$0	
<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>\$7,945</b>	<b>\$770</b>	<b>\$7,175</b>		<b>28</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>4</b>		<b>22</b>	<b>\$4,645</b>	<b>\$2,530</b>

**Violation Key:**

FTC - Failure to Cooperate  
UPC - Unprofessional  
Conduct ULP - Unlicensed  
Practice

PDU - Continuing Education  
ADC - Failure to Notify of Address  
Change OTHER (Negligence, etc.)

**OTA CITATIONS**  
**October 1, 2024 - December 31, 2024**

#	VIOLATION						FINE	FINE REDUCE	TOTAL FINE DUE	DATE ISSUED	ABATE	APPEAL RECEIVED				PAYMENT			
	FTC	UPC	ULP	PDU	ADC	OTHER						ICRC	ADMIN	DISMISSED	WITHDRAWN	Payment Date	Paid in Full	Payment Amount	Balance (OT)
1					1		\$85		\$85	10/01/24	1						\$0	\$85	
1					1		\$85		\$85	10/03/24	1						\$0	\$85	
1					1		\$85	\$85	\$0	10/08/24	0	1	1				\$0	\$0	
1			1				\$1,100		\$1,100	10/16/24	0				11/07/24	1	\$1,100	\$0	
1				1			\$600		\$600	10/23/24	1						\$0	\$600	
1				1			\$125		\$125	11/22/24	1						\$0	\$125	
1			1				\$150		\$150	11/25/25	0				11/25/24	1	\$150	\$0	
1	1						\$600		\$600	12/03/24	1						\$0	\$600	
1					1		\$85		\$85	12/11/24	0				01/07/25	1	\$85	\$0	
1					1		\$85		\$85	12/13/24	1						\$0	\$85	
1					1		\$85		\$85	12/11/24	1				01/23/25	1	\$85	\$0	
1					1		\$85		\$85	12/17/24	1						\$0	\$85	
1					1		\$85		\$85	12/17/24	1				01/17/25	1	\$85	\$0	
1					1		\$85		\$85	12/17/24	1				01/15/25	1	\$85	\$0	
1					1		\$85		\$85	12/17/24	1				12/24/24	1	\$85	\$0	
1					1		\$85		\$85	12/18/24	0				01/17/25	1	\$85	\$0	
1					1		\$85		\$85	12/18/24	1						\$0	\$85	
1					1		\$85		\$85	12/19/24	1						\$0	\$85	
1					1		\$85		\$85	12/20/24	1						\$0	\$85	
1					1		\$85		\$85	12/24/24	1						\$0	\$85	
1					1		\$85		\$85	12/24/24	1						\$0	\$85	
1					1		\$85		\$85	12/24/24	1						\$0	\$85	
1	1						\$600		\$600	12/26/24	0	1	1				\$0	\$600	
<b>23</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>17</b>	<b>0</b>	<b>\$4,620</b>	<b>\$85</b>	<b>\$4,535</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>		<b>8</b>	<b>\$1,760</b>	<b>\$2,775</b>

**Violation Key:**

FTC - Failure to Cooperate  
UPC - Unprofessional Conduct  
ULP - Unlicensed Practice

PDU - Continuing Education  
ADC - Failure to Notify of Address Change  
OTHER (Negligence, etc.)

## CASES PENDING WITH THE OFFICE OF THE ATTORNEY GENERAL

Date Transmitted	Complaint Number	Case Type	Case Status
08/14/2023	2023-502	ACC	Notice of Defense received 11/20/24.
09/20/2023	2021-150	PTR	Hearing held 02/13-14/2025.
10/11/2023	2024-121	ACC	ALJ terminated the Accusation without Imposition of Discipline. Decision effective 02/26/2025 (Q3).
12/05/2023	2024-271	ACC	Scheduled for Closed Session 03/06/2025.
12/15/2023	2024-304	ACC	Hearing held 01/30/2025. Accusation withdrawn 01/15/2025 (Q3).
12/26/2023	2024-249	ACC	Stipulated Settlement Terms to AG 02/13/2025.
12/29/2023	2023-367	ACC	Scheduled for Closed Session 03/06/2025.
01/02/2024	2024-246	ACC	Scheduled for Closed Session 03/06/2025.
04/16/2024	2024-237	ACC	Stipulated Settlement Terms to AG 02/05/2025.
06/19/2024	2024-691	ACC	Accusation filed 01/28/2025.
06/20/2024	2024-256	ACC	Accusation filed 02/06/2025.
06/20/2024	2024-641	ACC	Stipulated Settlement Terms received 02/21/2025.
06/20/2024	2024-698	ACC	Stipulated Settlement Terms received 02/19/2025.

Updated 02/24/2025

<b>Date Transmitted</b>	<b>Complaint Number</b>	<b>Case Type</b>	<b>Case Status</b>
06/24/2024	2023-423	ACC	Edits to Accusation requested from AG 02/04/2025.
06/28/2024	2024-701	ACC	Accusation Withdrawn 02/13/2025 (Q3).
07/02/2024	2023-271	ACC	Stipulated Settlement Terms to AG 02/24/2025.
07/09/2024	2022-088	ACC	Notice of Defense received 01/14/2025.
08/05/2024	2023-102	ACC	Requested to set for hearing on 12/27/2024.
08/06/2024	2023-504	ACC	Stipulated Settlement Terms to AG 12/28/2024.
08/30/2024	2024-146	SOI	Scheduled for Closed Session 03/06/2025.
09/12/2024	2025-235	ACC	Accusation filed 01/28/2025.
09/12/2024	2024-047	ACC	Notice of Defense received 02/03/2025.
09/12/2024	2022-287	ACC	Stipulated Settlement Terms to AG 12/28/2024.
09/19/2024	2023-342	ACC	Updated Accusation received 02/24/2025.
09/19/2024	2023-662	ACC	Notice of Defense received 12/09/2025.
01/28/2025	2025-645	PTR	Scheduled for Closed Session 03/06/2025.

**FINAL DECISIONS**  
**October 1, 2024 – December 31, 2024**

<b>Effective</b>	<b>Name</b>	<b>Type</b>	<b>Violation</b>
10/04/2024	Whigham, Corey	Probation	Fraudulent Billing
10/10/2024	Ross, Donmishette	Probation	Unprofessional Conduct – Failed to Abate Unlicensed Practice
10/10/2024	Sabet, Sabrina	Probation	Fraudulent Billing
10/28/2024	Frederico, Victoria	Probation	Criminal Conviction for Substance Use
11/15/2024	Thielen, Amanda	Surrender	Multiple Criminal Convictions for Substance Use
11/15/2024	Cortez, Leslie	Order Issued	Applicant – Order Compelling Mental or Physical Examination (Passed)
12/06/2024	Hoehn, Jennifer	Revocation	Unprofessional Conduct – Failed to Abate Unlicensed Practice
12/06/2024	Herdman, Melissa	Revocation	Unprofessional Conduct – Criminal Conviction Obstruction/Resist a Police Officer or Emergency Medical Technician
12/18/2024	Moening,, Heather	Probation	Criminal Conviction for Substance Use
12/26/2024	Apolinario, Karen	Probation	Unprofessional Conduct – Failed to Abate CE Audit
12/27/2024	Sandage, Spencer	Probation	Unprofessional Conduct – Failed to Abate Unlicensed Practice
12/28/2024	Hickam, Tracy	Probation	Criminal Conviction for Substance Use
12/30/2024	Townsend, Elena	Withdrawal	Unprofessional Conduct – Mishandling of Patient



## LICENSEES CURRENTLY ON PROBATION

NAME	LICENSE #	LENGTH OF PROBATION	EFFECTIVE DATE	COMPLETION DATE
Apolinario, Karen	OT 3982	3 years	12/26/2024	
Bastianelli, Nachele	OT 11457	3 years	04/17/2022*	
Caro, Tabitha	OTA 5002	3 years	11/27/2023*	
Clendenen, Danielle	OT 6616	4 years	10/16/2024	
Dowd, Joshua	OT 18574	3 years	03/27/2018*	
Edwards, Anna	OTA 2453	3 years	04/26/2019*	
Ferrer, Oscar	OT 3726	3 years	07/19/2023	
Frederico, Victoria	OT 15499	4 years	10/28/2024	
Heng, Sonny	OT 18476	3 years	11/03/2021*	
Hickam, Tracy	OT 5129	3 years	12/28/2024*	
Jaghlassian, Linda	OTA 3079	3 years	03/30/2023*	
Johnson, Anthony	OT 16291	4 years	03/01/2024	
Johnson, Janyce	OT 6848	3 years	02/26/2024	
Jordan, Laura	OT 5826	3 years	08/29/2021*	
McCoy-Guzman, Tracy	OTA 2109	3 years	03/17/2022	
Moening, Heather	OTA 2547	3 years	12/18/2024	
Powell, Diana C.	OT 6367	3 years	06/03/2016*	
Provost, Ericka	OT 16010	3 years	12/26/2021*	
Ross, Donmishette	OT 11356	2 years	10/10/2024*	
Ryskalczyk, Roxanne	OT 5654	3 years	08/29/2021*	
Sabet, Sabrina	OT 18366	2 years	10/10/2024	
Sandage, Spencer	Ot 17847	3 years	12/27/2024*	
Schmidt, Rebecca	OT 8291	3 years	11/27/2009 *	

Suggs, Monica	OTA 1101	2.5 years	03/30/2019*	
Tolbert, Kristine	OT 4410	4 years	03/29/2019	
Torossian, Brittany	OT 16579	3 years	09/28/2023	
Whigham, Corey	OT 12215	3 years	10/04/2024*	
Wilkie, Alexis	OT 14749	3 years	09/20/2024	
Wilson, Candice	OTA 1436	3 years	07/16/2020*	

\* Probation "tolled" or extended beyond the original expiration date.

Report updated 02/24/2025

# **POSSIBLE FUTURE AGENDA ITEMS**

## **June 2025 Meeting**

- Review of Fee Study and discussion on impact to legislative language approved by the Board 2/2024 to establish/increase fees.
- Further discussion of the Sunset Review process.
- Development of communication plan to educate licensees on upcoming fee increases and rationale, including messaging and development of Frequently Asked Questions.
- Review of the American Occupational Therapy Association's (AOTA) *Occupational Therapy Practice Framework* and consideration of whether to include any provisions in the Board's laws and/or regulations.
- Review and vote on approval of the December 13, 2024, Board meeting minutes.
- Review and vote on approval of the January 25, 2025, Board meeting minutes.

## **September 2025 Meeting**

- Scheduling a townhall meeting with California OT and OTA programs to share the Occupational Therapy Assistant Workforce Needs Assessment and seek feedback.