



Organizational Development Committee

Gregory Lippe, Public Member, President
 Debbie Veale, Licensee Member, Vice-President

a. Budget Update and Report

Fiscal Year 2020/2021

The new Fiscal Year (FY) began July 1, 2020. The Board’s spending authorization for the year is \$29,314,000, which is an 2% increase from the prior year.

Based on current preliminary reports from February 2021, the Board has received \$25,230,300 in revenue originating from the following:

Revenue Sources Table: FY 2020/2021

Source	Amount	Percentage
Licensing	\$23,659,300	94%
Cost Recovery	\$1,019,600	4%
Citation Fines	\$510,100	2%
Interest	\$41,300	0%

Further, the Board estimates it has expended \$18,164,600 through February 2021. The largest expenditure categories are detailed below.

Expenditures Table: FY 2020/2021

Source	Amount	Percentage
Personnel	\$11,094,500	61%
Enforcement	\$3,120,700	17%
Prorata	\$2,973,900	16%
Facilities Operations	\$441,100	2%

Fund Condition

Below is a summary of the Analysis of Fund Condition prepared by the department with the available budget reports. The fund condition assumed an effective date of new fees as April 1, 2020, and reflects a \$2.4M loan to the general fund.

Fund Condition Table: FY 2020/2021

Fiscal Year	Fund Balance	Months in Reserve
2019/2020	\$8,889,000	3.5
2020/2021	\$10,573,000	3.9
2021/2022	\$11,890,000	4.3

Attachment 1 includes the Analysis of Fund Condition prepared by the department and detailed budget charts.

b. Board Member Attendance Information

Attachment 2 includes a summary of Board member attendance at committee and Board meetings this fiscal year.

c. Update to the Board Member Procedure Manual

The Board Member Procedure Manual details the operation and function of the Board, responsibilities of board members and that of its officers. As the Board has delegated functions to the President, e.g., the authority to issue waivers in the event of a declared emergency, it appears appropriate to reflect this delegation in the list of President’s authorized duties and make conforming changes to the authorized duties of the Vice President.

Attachment 3 includes a copy of pages 14 - 15 of the procedure manual with the recommended changes reflected in underline.

d. Personnel Update

The Board currently has 14 vacant positions detailed below.

- 4 Inspector positions
- 2 Licensing positions
- 5 Enforcement positions, including one Chief of Enforcement Position
- 3 Administration positions

e. Meeting Calendar for 2021

Attachment 4 includes the meeting calendar for the remainder of 2021.

f. Proposed Meeting Calendar for 2022

Attachment 5 includes the proposed meeting calendar for 2022.

Attachment 1

0767 - Pharmacy Board Contingent Fund

Analysis of Fund Condition

Prepared 4.21.2021

(Dollars in Thousands)

2021-22 Governor's Budget

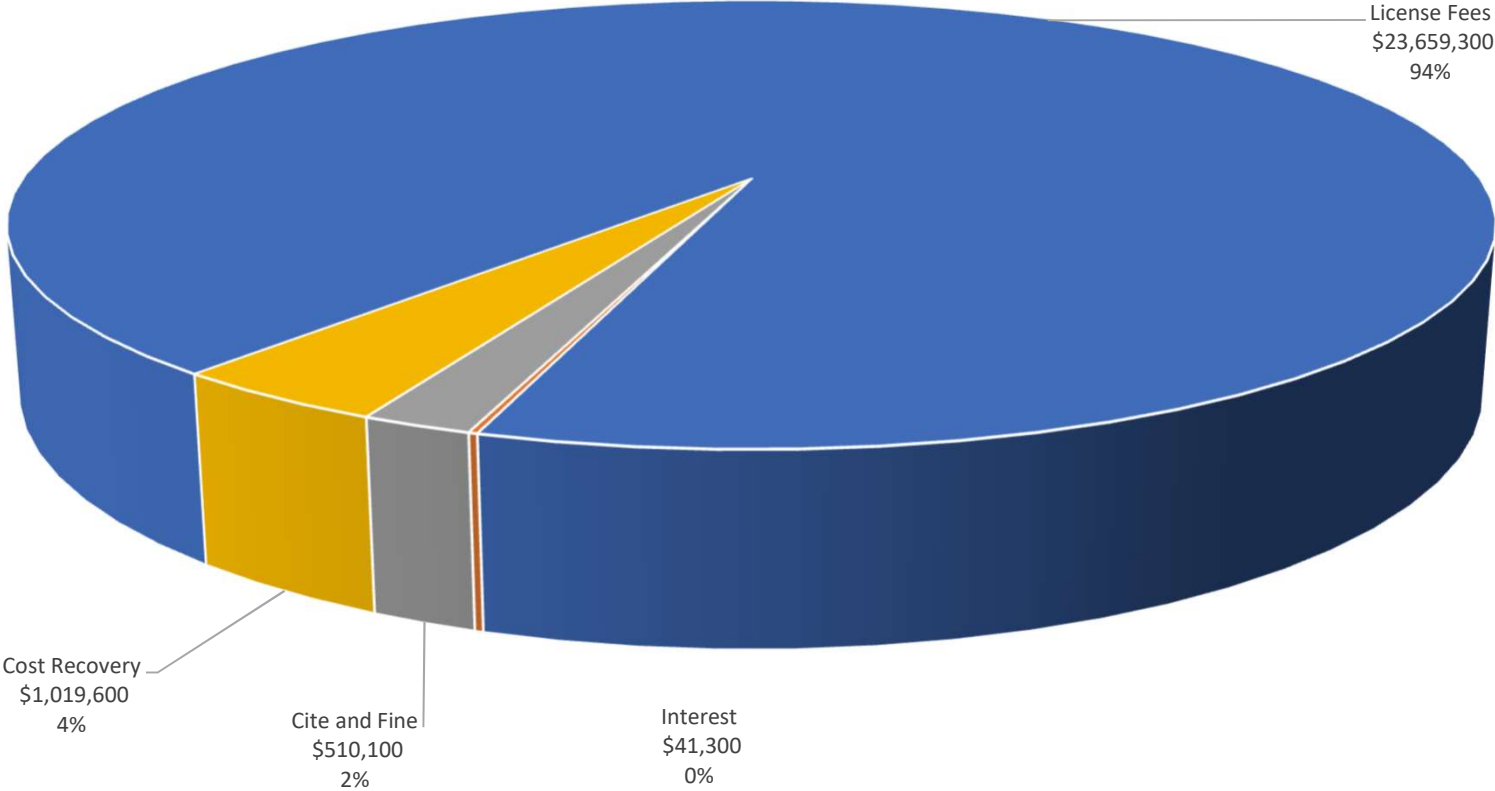
With FM 08 Projections and AG Augmentation

	PY 2019-20	CY 2020-21	Governor's Budget BY 2021-22
BEGINNING BALANCE	\$ 10,597	\$ 8,889	\$ 10,573
Prior Year Adjustment	\$ -1,052	\$ -	\$ -
Adjusted Beginning Balance	\$ 9,545	\$ 8,889	\$ 10,573
REVENUES AND TRANSFERS			
Revenues:			
4121200 Delinquent Fees	\$ 215	\$ 223	\$ 229
4127400 Renewal Fees	\$ 20,964	\$ 29,626	\$ 28,129
4129200 Other Regulatory Fees	\$ 1,129	\$ 950	\$ 950
4129400 Other Regulatory Licenses and Permits	\$ 3,677	\$ 4,094	\$ 4,078
4135000 Local Agencies - Miscellaneous Revenue	\$ 3	\$ 1	\$ 1
4140000 Document Sales	\$ 3	\$ -	\$ -
4163000 Investment Income - Surplus Money Investments	\$ 220	\$ 63	\$ 139
4171400 Escheat - Unclaimed Checks, Warrants, Bonds, and Coupons	\$ 42	\$ 20	\$ 20
4172500 Miscellaneous Revenue	\$ 5	\$ 3	\$ 3
4173500 Settlements and Judgements - Anti Trust Actions	\$ -	\$ 22	\$ -
Totals, Revenues	\$ 26,258	\$ 35,002	\$ 33,549
Transfers to Other Funds:			
Loan from the Pharmacy Board Contingent Fund (0767) to the General Fund (0001) per Item 1111-011-0767, Budget Act of 2020	\$ -	\$ -2,400	\$ -
Totals, Revenues and Transfers	\$ 26,258	\$ 32,602	\$ 33,549
Totals, Resources	\$ 35,803	\$ 41,491	\$ 44,122
EXPENDITURES			
Disbursements:			
1111 Department of Consumer Affairs Program Expenditures (State Operations)	\$ 24,730	\$ 28,580	\$ 29,694
8880 Financial Information System for California (State Operations)	\$ -2	\$ -	\$ -
9892 Supplemental Pension Payments (State Operations)	\$ 659	\$ 659	\$ 659
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 1,527	\$ 1,679	\$ 1,879
Total Disbursements	\$ 26,914	\$ 30,918	\$ 32,232
FUND BALANCE			
Reserve for economic uncertainties	\$ 8,889	\$ 10,573	\$ 11,890
Months in Reserve	3.5	3.9	4.3

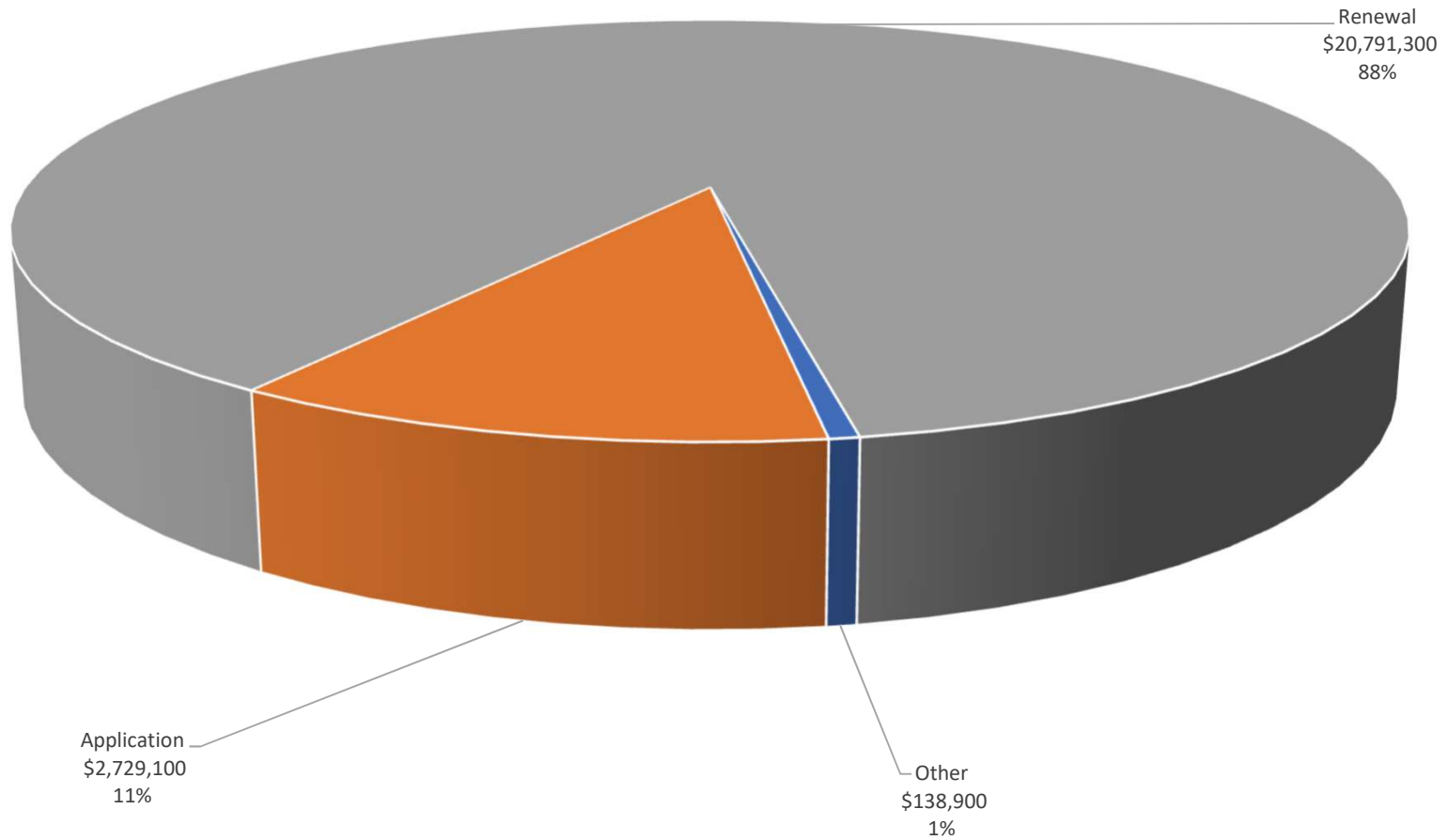
NOTES:

- ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED FOR BY+1 AND ON-GOING.
- ASSUMES APPROPRIATION GROWTH OF 3% PER YEAR IN BY+1 AND ON-GOING..
- ASSUMES INTEREST RATE OF 1.5%

Origin of Revenue
FY 2020-2021
FM 08
\$25,230,300



Applications vs. Renewal
FY 2020-2021
FM 08
\$23,659,300

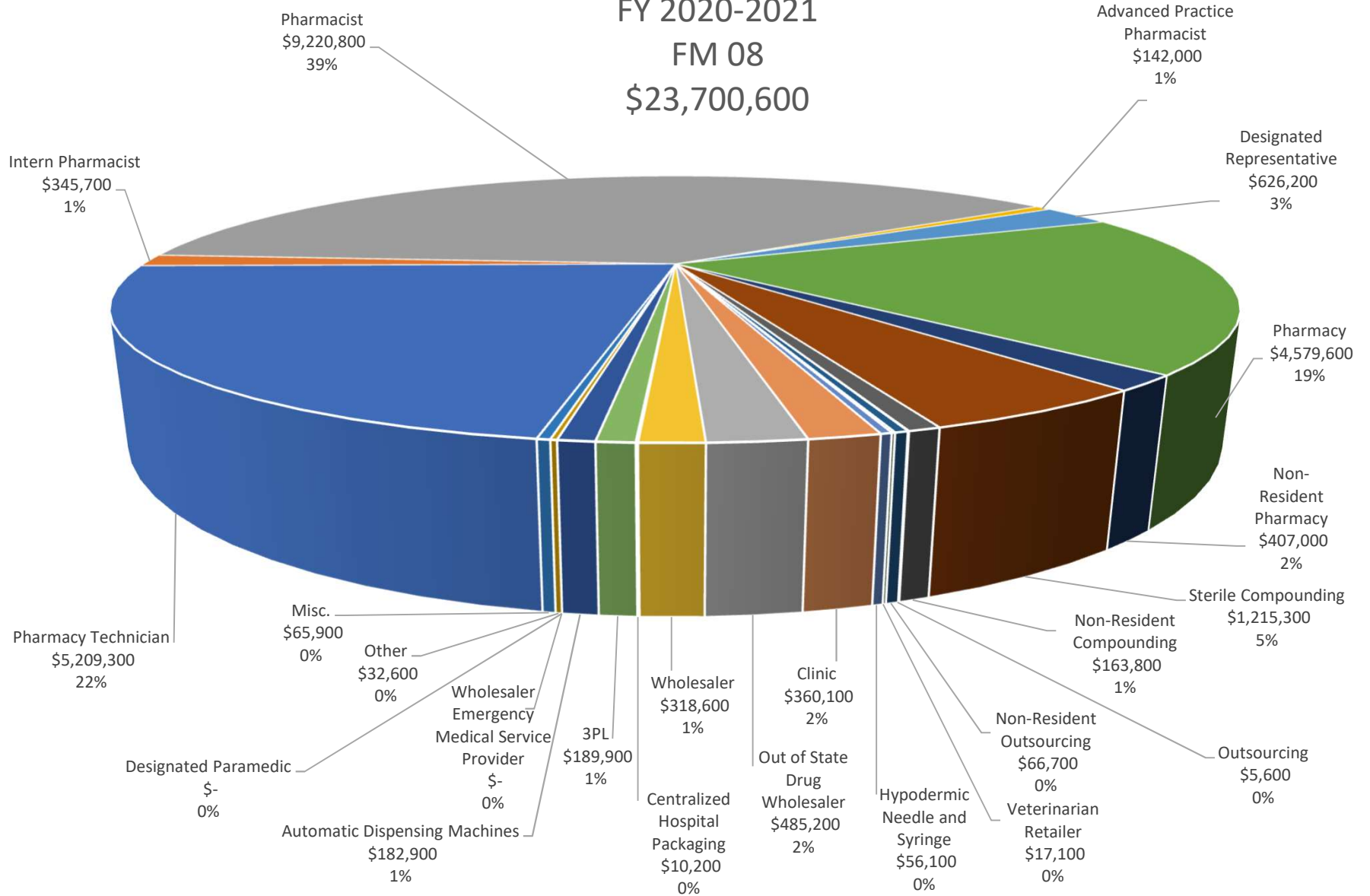


Revenue by Program

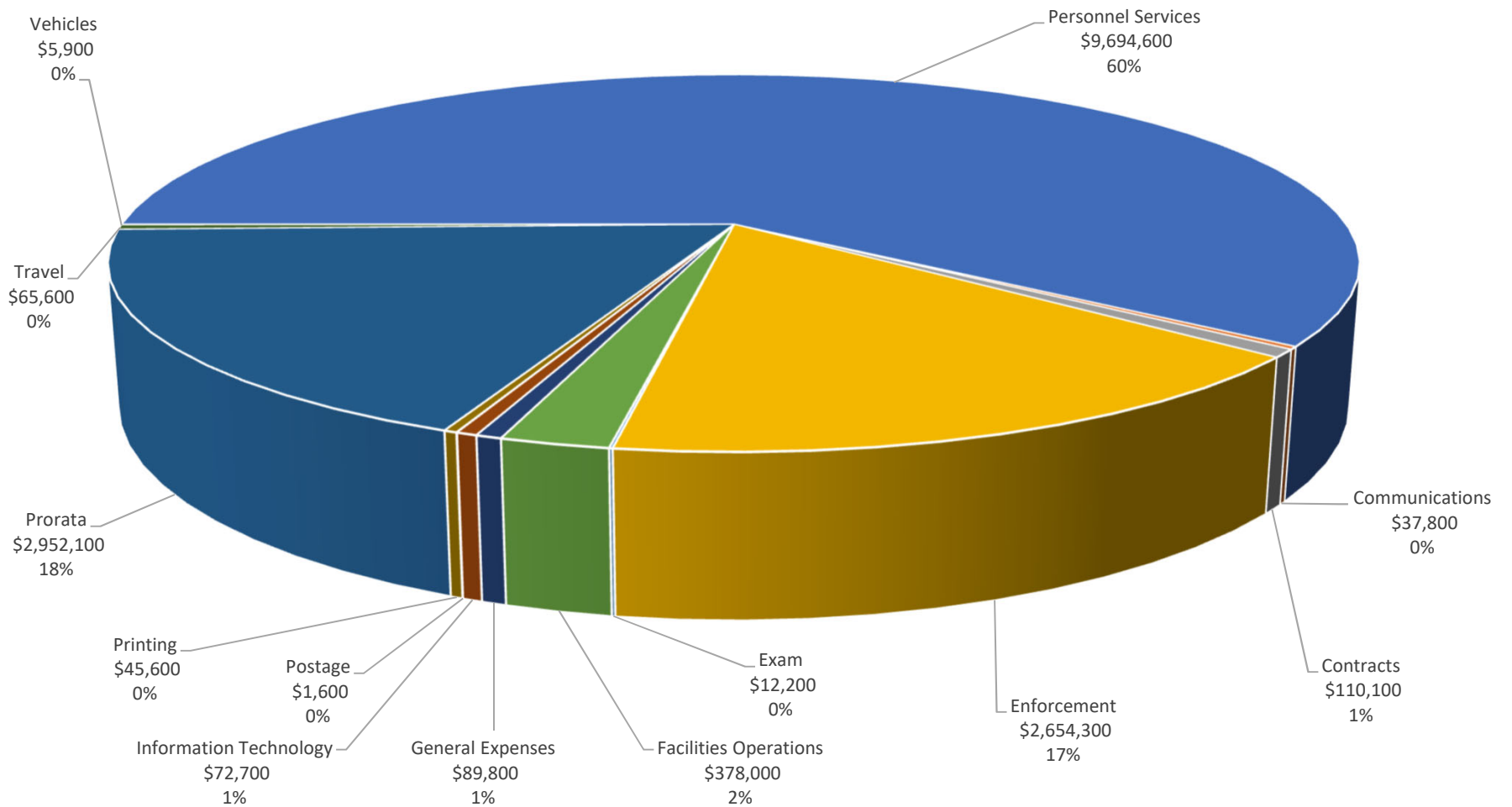
FY 2020-2021

FM 08

\$23,700,600



**Expenditures
FY 20-21
FM 07
\$16,120,300**



Attachment 2

Board Meetings – FY 2020/2021

Board Member	7/29/20	7/30/20	9/17/20	10/27/20	10/28/20	10/28/20 (E)	11/19/20	12/3/20	12/10/20	1/27/21	1/28/21
Brooks	X		X		X	X	X	X	X		X
Butler	X	X	X	X	X	X	X	X	X	X	X
Kim		X		X	X		X	X	X	X	X
Lippe	X	X	X	X	X	X	X	X	X	X	X
Oh	X	X	X	X	X	X	X	X	X	X	X
Patel	X	X	X	X	X	X	X	X	X		X
Sanchez	X	X	X	X	X	X	X	X		X	X
Serpa	X	X	X	X	X	X	X	X	X	X	X
Veale	X	X	X	X	X	X	X	X	X	X	X
Weisz ¹	n/a	n/a	X	X	X	X	X	X	X	X	X
Wong	X	X	X	X	X	X	X	X	X	X	X

Board Member	3/18/21
Butler	X
Kim	X
Lippe	X
Oh	X
Patel	X
Sanchez	X
Serpa	X
Veale	X
Weisz	X
Wong	X

¹ Appointed 8/19/2020

n/a – denotes not appointed to the committee at the time of meeting.

E – denotes emergency Board meeting.

Committee Meetings – FY 2020/2021

Enforcement Committee Meetings – FY 2020/2021

Board Member	7/9/20	10/27/20	1/20/21	2/18/21
Lippe	X	X	X	X
Patel	n/a	X	X	X
Sanchez	X	X	X	X
Serpa	X	X	X	X
Veale	X	X	X	X
Wong	X	X	X	X

Legislation and Regulation Committee Meetings – FY 2020/2021

Board Member	7/9/20	10/27/20
Brooks	X	X
Butler	X	X
Kim	X	X
Lippe	X	X
Oh	X	X
Serpa	X	X

Licensing Committee Meetings – FY 2020/2021

Board Member	7/8/20	10/20/20	1/27/21
Butler	X		X
Oh	n/a	X	X
Patel		X	X
Veale	X	X	X
Weisz	n/a	X	X
Wong	X	X	X

Communication and Public Education Committee Meetings – FY 2020/2021

Board Member	7/8/20	1/27/21
Brooks	X	X
Kim	X	X
Oh	X	X
Sanchez	X	X
Weisz	n/a	

Attachment 3

Chapter 5 OTHER POLICIES/PROCEDURES

Requests for Board Representation or Presentation

(Board policy)

If an association or individual requests board participation at an event or meeting, a written request should be submitted to the EO, as to the purpose of the function, and the reason for the request. The board president will approve such requests consistent with the board's strategic plan and if funds are available. Approval to participate will also include the extent of participation (e.g., one time meeting, presentation or continuous participation on a committee). Continued participation as a board representative should be consistent with the board's strategic plan and may need to be approved by the full board.

Prior authorization for any reimbursement must be obtained or expenses will be the responsibility of the participant.

Board members may participate on their own (i.e., as a citizen or professional) but not as an official board representative unless approved by the board president or the board. However, board members should recognize that even when representing themselves as “individuals,” their positions might be misconstrued as that of the board. For that reason, board members are cautioned to not express their personal opinions as a board policy or position or represent that the board has taken a position on a particular issue when it has not. Board members should also make every attempt to provide disclaimers that they are not representing the board.

Resignation of Board Members

(Government Code Section 1750)

In the event that it becomes necessary for a board member to resign, a letter shall be sent to the appropriate appointing authority (Governor, Senate Rules Committee, or Speaker of the Assembly) with the effective date of the resignation. Written notification is required by state law. A copy of this letter shall also be sent to the director of the department, the board president, and the EO.

Duties of Officers of the Board

(B&P Code Section 4002(a))

The board shall elect from its members a president, vice president, and treasurer.

- President**
- Spokesperson for the Board of Pharmacy (including but not limited to) – may attend legislative hearings and testify on behalf of the board, may attend meetings with stakeholders and Legislators on behalf of the board, may talk to the media on behalf of the board, and signs letters on behalf of the board

- Meets and communicates with the Executive Officer on a regular basis
- Communicates with other board members for board business
- Authors a president’s message in every newsletter
- Approves board meeting agendas
- Chairs and facilitates board meetings
- Chairs the Organizational Development Committee
- Signs specified full board enforcement approval orders
- Grants or denies requests for an extension of time to submit arguments to the board under the Administrative Procedure Act
- Approves leave requests and FMLA requests for the EO
- Performs other duties delegated by the Board

Vice President

- Is the back-up for the duties above in the president’s absence
- In the absence of the president may perform duties delegated to the president by the Board.
- Is a member of the Organizational Development Committee

Treasurer

Maintains the private board member fund for commemorative awards for board staff and board members.

Past President

- Is responsible for mentoring and imparting knowledge to the new board president
- May attend meetings and legislative hearings to provide historical background information, as needed

Committee Chair

- Approves the committee agendas
- Chairs and facilitates committee meetings

Vice Committee Chair

- Is the back-up for the duties above in the committee chair’s absence

Election of Officers

(Board Policy)

The board shall elect the officers at the last meeting of the fiscal year. Officers shall serve terms of one year effective June 1 and may be reelected to consecutive terms.

Officer Vacancies

(Board Policy)

If an office becomes vacant during the year, an election shall be held at the next meeting. If the office of the president becomes vacant, the vice president shall assume the office of the president until an election is held. Elected officers shall then serve the remainder of

Attachment 4

Committee and Board Meeting Calendar Year 2021

Date	Type of Meeting	Location
June 17, 2021	Petitioner Meeting	<i>TBD</i>
Jul. 14, 2021	Licensing Committee Communication and Public Education Committee	<i>TBD</i>
Jul. 15, 2021	Enforcement and Compounding Committee Legislation and Regulation Committee Meeting	<i>TBD</i>
Jul. 28-29, 2021	Board Meeting	<i>TBD</i>
Sept. 23, 2021	Petitioner Meeting	<i>TBD</i>
Oct. 20, 2021	Enforcement and Compounding Committee	<i>TBD</i>
Oct. 27, 2021	Licensing Committee Communication and Public Education Committee Legislation and Regulation Committee	<i>TBD</i>
Oct. 28, 2021	Board Meeting	<i>TBD</i>
Dec. 2, 2021	Petition Meeting	<i>TBD</i>

Attachment 5

Proposed Meeting Schedule 2022

January 19, 2022 – Licensing Committee Meeting

January 18, 2022 – Enforcement and Compounding Committee

January 27, 2022 – Legislation and Regulation Committee

January 27, 2022 – Communication and Public Education Committee

February 1-2, 2022 – Board Meeting

March 16, 2022 – Petitioner Board Meeting

April 19, 2022 – Licensing Committee Meeting

April 20, 2022 – Enforcement and Compounding Committee

April 26, 2022 – Legislation and Regulation Committee

April 26, 2022 – Communication and Public Education Committee

April 26-27, 2022 – Board Meeting

June 16, 2022 – Petitioner Board Meeting

July 18, 2022 – Licensing Committee

July 18, 2022 – Legislation and Regulation Committee

July 19, 2022 – Enforcement and Compounding Committee

July 19, 2022 – Communication and Public Education Committee

July 27-28, 2022 – Board Meeting

September 21, 2022 – Petitioner Board Meeting

October 18, 2022 – Licensing Committee Meeting

October 19, 2022 – Enforcement and Compounding Committee Meeting

October 25, 2022 – Legislation and Regulation Committee

October 25, 2022 – Communication and Public Education Committee

October 25-26, 2022 – Board Meeting

December 14, 2022 – Petitioner Board Meeting