



California State Board of Pharmacy

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STATE AND CONSUMERS AFFAIRS AGENCY
DEPARTMENT OF CONSUMER AFFAIRS
ARNOLD SCHWARZENEGGER, GOVERNOR

ORGANIZATIONAL DEVELOPMENT COMMITTEE

Ken Schell, PharmD, Chairperson, Board President

The Organizational Development Committee did not have a meeting since the January Board Meeting. Below is an update of items with the purview of the Organizational Development Committee.

A. FOR INFORMATION: Budget Report

1. Governor's Executive Order to Furlough State Employees

The worsening condition of the state's economy and the state's budget are at the forefront of legislative and executive branch activity. A number of reductions have been initiated or proposed by the Governor affecting state agencies, many of these will be placed on a special election ballot in May.

The single greatest issue affecting the board (as a Special Fund Agency) is the furlough of staff two days per month, with a corresponding reduction in staff salaries. The parameters have changed slightly since late January:

1. State employees will undergo a 9.2 percent monthly cut in salary for 18 months, beginning with February 2009.
2. Offsetting the salary reduction is a reduction in the time base of employees. Initially the Governor directed that all state agencies be closed two days per month. This occurred during February and March 6. However, since then all state agencies have been directed to resume normal operations (five days per week for the board). Now, employees are to select two days off per month as voluntary furlough days. If employees do not take these two days off each month, the days will need to be taken before 2012.

I am attaching some departmental guidelines for employees developed regarding the furlough process as **Attachment 1**.

Board staff is very dedicated and work hard, but this 10 percent reduction will result in a decrease in our timelines to review applications, issue licenses, conduct routine inspections, and investigate and discipline licenses. However, as we have in the past when faced with staff reductions implemented in response to budget reductions, our key business processes will be left intact and the focus of our activities will remain doing the

most important activities first. We are nearly at full staff, and we hope that future budget restrictions will not result in layoffs of staff or longer furloughs.

2. 2008-09 Budget

Estimated budget figures are provided below from DCA's estimates done at the beginning of the fiscal year.

- Revenue: \$8,396,000
- Expenditures: \$9,800,000

The new fiscal year started July 1, 2008, without a state budget being in place until mid September. The enacted budget contained a \$1 million loan from the board's fund to the state's General Fund. This loan will be repaid to the board in the future, in advance of any need for the board to increase fees because of a deficit in the board's fund.

Attachment 2 displays various graphs depicting actual board revenue and expenditures showing actual figures through March 2009.

As of March 31, 2009, the board has collected 8,344,000 in revenue. Eighty-seven percent of the revenue comes from fees, with cite and fine and cost recovery generating 11 percent of the board's revenue.

3. Fund Condition

According to a fund condition report prepared by the department (**Attachment 3**): the board will have the following fund conditions at the end of the identified fiscal years:

2007/08	\$10,833,000	13.3 months in reserve (actual)
2008/09	\$8,999,000	10.1 months in reserve
2009/10	\$7,566,000	8.3 months in reserve
2010/11	\$4,786,000	5.2 months in reserve

4. Reimbursement to Board Members

Expenses and per diem payments to board members will be reported to the board are provided in **Attachment 4**. These are hours and expenses claimed by board members during the indicated periods. Board members are paid for each day of a board meeting, but in accordance with board policy, may also submit hours for work performed doing additional board business.

5. I-Licensing Update

The I-Licensing project will offer online application and renewal of licenses (a much needed relief from mail-in renewals). A feasibility study report was approved by the Department of Finance several years ago, and the board is in the first tier of new

agencies that may be able to offer this service in the future. Nevertheless, the board is still a long way from implementing this system for its licensees.

The board spent \$50,000 in 2006/07 on programming specifications needed for its programs. In the next three years, the board will spend \$342,000 as its share of costs to implement this system department-wide.

Recently, the department changed the name of the program from I-Licensing to BreEZe. A new logo has also been designed. Meanwhile delays in securing vendors and hiring of new staff overseeing the project at the Department of Consumer Affairs have delayed the project. In the last few months, new staff has been hired to lead the project. The board is about 2 years away from implementing I-Licensing according to current estimates and timelines. The department hopes to award the contract for the system this year.

This priority project for the board potentially means additional delays before the board can achieve on-line renewals of licenses. The executive officer has been an executive sponsor of this project, and periodic meetings have just been resumed due to staff changes in the office of Information Services.

B. FOR DISCUSSION AND POSSIBLE ACTION: Discussion of the 2008 Audit Report Regarding the Independent Review of the Board's Fee Structure by Sjoberg Evashenck Consulting, Inc.

The board is solely self-funded from the fees it collects from its applicants and licensees. At every board meeting for at least the last four years, the board has discussed that it is nearing the time when it will need to seek a statutory increase in its fees that were last set in statute in the mid-1980s.

Monitoring the fund condition report prepared by the Department of Consumer Affairs has been integral to measuring the fiscal condition of the board and is done at every board meeting. Over the years, despite increasing workload and a substantial salary increase granted 18 months ago to the board's pharmacist inspectors (to enable recruitment of quality applicants), the board has waited to seek an increase in any of its fees until absolutely necessary.

In January 2008, principally to help finance the salary increase to inspectors (\$576,000), the board promulgated regulations to increase all fees to the statutory maximum.

Projections for the board's budget indicate a serious problem in 2010/11 and a deficit in 2012/13. Recognizing that a fee increase was looming in the board's future, in 2008 the board commissioned an independent audit of the board's fees. This audit was undertaken as part of the background for any fee increase, to ensure that fees are set at the appropriate levels with respect to the expenses of providing services. This audit involved a cost allocation of all duties to ensure that fees are appropriately allocated to the time and cost required to provide the service. The final audit report was submitted

at the end of December, and the audit report was mailed to Board members in early January 2009.

At the January Board Meeting, Lynda McCallum of Sjoberg Evashenck Consulting presented the fee audit report to the board, and responded to questions.

The board had questions about whether any licensing fee should subsidize the fee of another licensing group. Specifically, should the site licenses (pharmacies and wholesalers) offset the licensing fees of pharmacist interns, pharmacy technicians and pharmacists?

The board remained undecided about this question, and requested further discussion at this meeting.

Meanwhile to keep with the Legislative deadlines for 2009, the board secured an author for its fee provisions, Assemblymember Emmerson, and proposed fee increases were introduced as AB 1071. The fees proposed in AB 1071 start stepping away from any subsidy from one licensing group to another, but do not totally end the subsidies.

At this meeting, the board will have an opportunity to continue its discussion about fees.

Attachment 5 displays the current and proposed fees in AB 1071, and a brief summary of the increase in pharmacist, technician and intern licensees since 1993.

As we have done over the last few years, staff will continue to monitor the fund condition and provide a report to the board at each meeting. However, the Department of Consumer Affairs agreed that the board needed to sponsor legislation to increase fees either this or next year and recommended that we initiate the process this year.

One component we have instituted is that for purposes of cost recovery, the hourly reimbursement cost for Board of Pharmacy inspectors' investigation time, currently \$65 per hour, will be increased to the auditor's recommended level of \$102 per hour, effective July 2007 when the inspectors' salaries were increased by \$2,000 per month.

C. FOR INFORMATION: Recognition of Pharmacists Who Have Been Licensed 50 Years

Since July 2005, the board has acknowledged 778 pharmacists with 50 or more years of licensure as pharmacists in California. Twenty-eight pharmacists reached this milestone between January and April 2009. Each was sent a certificate and invited to a future board meeting for public recognition.

D. FOR INFORMATION: Personnel Update

1. Staff Changes

Board managers have been working very hard to fill all vacant positions. A number of staff have been hired or promoted and most of the board's positions have been filled.

- Rob Buckner has been hired as the board's enforcement manager, replacing Karen Cates, who retired in February. Mr. Buckner formerly worked for the Department of Public Health, where he was a manager.
- Susan Sykes has become the new examination technician, processing examination applications. She is a new state employee.
- Todd Wallace has been hired to process change of PIC and DRC applications. He is a new state employee.

The board is recruiting for executive office support (Michelle Gallagher's prior position)

The board has also moved to establish and recruit to fill 6.5 positions for a new unit to review background checks involving conviction and arrest information on applicants and licensees. The positions will be filled in the next few months on a temporary basis while permanent authority to establish these positions has been sought in a budget change proposal recently added to the Governor's 2009-10 budget, at an annual expense of \$638,0000 annually to the board. These positions are needed to allow the board to thoroughly research and take action against licensees and applicants with criminal backgrounds. This is part of the department's initiative to improve the ability of healing arts boards to take action against health care licensees with serious criminal convictions.

Supervising Inspector Janice Dang completed the winter management academy training provided by the Department of Consumer Affairs. This course is a six-day intensive session in developing future leaders.

D. FOR INFORMATION: Professionals Achieving Consumer Trust Summit Scheduled for January 2010 in Sacramento

The department will host its second Professionals Achieving Consumer Trust Summit in late January 2010, although the date has not been finalized. This summit will follow the November 2008 Summit held in Los Angeles, where the boards and bureaus of the department host joint meetings and attend communal meetings on items of interest. This may mean that the board has a three day meeting in January to accommodate both board business and the need to attend this summit.

More details will follow as they are released.

E. FOR INFORMATION: Board Meeting Dates for 1010

Board Meeting dates for 2010 are proposed as:

January 20-21: Sacramento *Note: this date may change to accommodate the scheduling of the PACT conference*

April 21-22: Loma Linda
July 28, 29: San Francisco
October 20, 21: San Diego

Remaining Board Meetings for 2009:
July 22, 23: Los Angeles/LAX
October 21, 22: San Francisco

F. FOR INFORMATION: Third Quarterly Report on the Committee's Goals for 2008/09

The third quarterly report on the Organizational Development Committee's goals is provided at the back of the tab session.

Attachment 1

Furlough Information Developed for Employees



Feedback Form
[click here](#)

Frequently Asked Questions (FAQ) General Government Furlough Authorized by Executive Order S-16-08

April 9, 2009

The Department of Consumer Affairs (DCA) Office of Human Resources and Business Services have developed the questions and answers below regarding the furlough authorized by Governor's Executive Order S-16-08. We will revise these FAQs as we receive more information.

* **Indicates new or revised questions**

- [Furlough Basics: Who, What, When & Where](#)
- [Work Week Group "E"](#)
- [Work Week Group "SE" \(Physicians, Attorneys, Teachers\)](#)
- [Benefits](#)
- [Alternative Work Schedule & Overtime](#)
- [Part-Time, Temporary and Intermittent Employees](#)
- [Salary](#)
- [Retirement](#)
- [Hiring Freeze, Position Reductions and Layoffs](#)
- [Business Services](#)
- [Miscellaneous](#)

FURLOUGH BASICS: WHO, WHAT, WHEN & WHERE

What does "furlough" mean?

A furlough is defined as a temporary leave of absence without pay during a prescribed time for an employee.

What is a "self-directed" furlough and do I get to choose which days I'm off?

After March 6, employees can choose their furlough day/days. A self-directed furlough is designed for employees to choose which day/days to take off each month with supervisor approval.

Why do I have to take two unpaid days off each month?

The State needs to reduce spending immediately. Otherwise, essential services and public health and safety could be in jeopardy.

After ratification by SEIU members and the Legislature, [SEIU's tentative agreement](#) will reduce the furlough to

one day a month for employees in bargaining units represented by SEIU. Adjustments will be made for those employees after the agreement is ratified.

When do I earn the days?

At the beginning of each month you will be credited with the hours.

Do I have to use the "self-directed" furlough days each month or can I save them?

The intent is that you use your furlough day/days each month. However, if you choose to accumulate hours, you will have up to 24 months following the end of the furlough program, to take all furlough days off (July 1, 2012).

**** Can I split up the hours?***

Yes, the hours may be used in 15 minute increments.

If I separate from the state can I be reimbursed for the days?

No, they have no reimbursable value.

When is the furlough scheduled to end?

June 30, 2010.

When will the furlough reduction affect my pay check?

The Furlough Program began with the February 2009 pay period and reflected the 9.23% reduction.

Will all DCA employees be impacted by the furlough?

Yes, with the exception of employees on a leave of absence without pay or on military leave are not subject to the Furlough Program.

Is it possible that the Furlough Program could be extended or possibly end sooner?

At this point, the information we received from DPA, states the Furlough Program will begin in February 2009 and end in June 2010.

If the budget is signed will furloughs still take effect?

Yes, the budget has been signed and the furlough day/days continue to be in effect.

Can I telecommute on a "self-directed" furlough day?

No. The days are unpaid, so you are not expected to work. Employees should work with their supervisor to adjust their work schedule accordingly.

How can I obtain the most current information regarding the furlough and executive order?

The DCA will post any new information on the DCA's intranet. The Office of Human Resources will be updating the FAQ's. There are also FAQs on the DPA web site at <http://dpa.ca.gov>

If I have questions regarding the Furlough Program, who do I contact?

The DCA has established an email address: furlough@dca.ca.gov for employees to email their questions.

How do I report the furlough days on my time sheet?

Use the code FH and the amount of hours used.

**** I have heard that we will have months of no furlough and paid full salary in exchange for the months we were furloughed for two days?***

OHR is waiting for direction from DPA.

***WORK WEEK GROUP "E"**

****DEFINITION***

Work Week Group "E" includes classes that are exempted from coverage under the FLSA because of the "white-collar" (**administrative, executive, professional**) exemptions. Exempt (WWG E) employees are paid on a "salaried" basis and the regular rate of pay is full compensation for all hours worked to perform assigned duties. Work Week Group E employees shall not receive any form of additional compensation, whether formal or informal, unless otherwise provided by the provisions of this work week group.

****Why am I not FLSA exempt during the furlough week?***

The Code of Federal Regulation Section 541.710(b) provides that on weeks FLSA exempt employees have a furlough day and have their pay correspondingly reduced they lose their exempt status and become hourly employees.

****If I must work on a Furlough Friday, how do I account for the hours?***

Departments should manage employees who are exempt from FLSA to avoid overtime pay. Departments may direct an employee to take his/her furlough day on another day within the month only when it is **absolutely necessary** to work an employee more than 32 hours in the furlough workweek; or pay may be requested for the hours worked in excess of the 32 hours.

****What if I worked only a partial day on the Furlough Friday, do I later take a partial day off or a full day?***

The hours you worked will be credited as furlough hours worked and you may later combine them with other leave credits to equal a full day absence.

****How do I account for my time on my time sheet?***

Use code FH (Furlough Hours) to identify dates the furlough day was taken. If the Program Leave Request Form does not specifically state furlough as a leave option, then indicate Furlough Day Taken in the comment section of the form. If you have any questions regarding this code, contact your Program Liaison or Attendance Coordinator.

****Do I have to use leave credits for a partial day worked?***

No, employees shall not be charged leave in less than full day increments even during a furlough week

****Now that we have "self directed" furlough days, am I still FLSA exempt during the week I take my furlough day?***

No, you become an hourly employee and are entitled to the provisions of FLSA. However, employees are encouraged not to work in excess of 32 hour in a workweek that they use their furlough hours.

***WORK WEEK GROUP "SE" (PHYSICIANS, ATTORNEYS, TEACHERS)**

****DEFINITION***

Work Week Group "SE" applies to classes and positions with an average work week of 40 hours. The regular rate of pay is full compensation for all time that is required for the employee to perform the duties of the position. Hours of work in excess of the average work week are not compensable, and shall not be deemed overtime. If an employee in this subgroup is not required by the appointing power to work a normal workday or part thereof, the employee shall receive the regular rate of pay without deduction for the entire pay period.

****Why do I continue to be FLSA exempt during a furlough week?***

WWG SE employees are statutorily exempt from overtime under FLSA. The FLSA by statute exempts teachers, doctors, and attorneys; therefore they earn no overtime and would not convert to hourly employees.

****If I must work on a Furlough Friday, how do I account for the hours?***

Departments may direct an employee to take his/her furlough day on another day within the month only when it is **absolutely necessary** to work an employee more than 32 hours in the furlough workweek.

****What if I worked only a partial day on the Furlough Friday, do I later take a partial day off or a full day?***

The hours you worked will be credited as furlough hour worked and you may later combine them with other leave credits to equal a full day absence.

BENEFITS

Will my health, dental, and vision benefits be impacted by the furlough?

No. Your benefits will remain the same.

Will the definition of a Qualifying Pay Period be changed due to the furlough?

No. A qualifying pay period is 11 paid days at your time base.

Will the furlough program impact my vacation, sick leave, and state service accruals?

As long as you have a qualifying pay period of 11 days at your time base, you will earn vacation, sick leave and state service accruals.

Can I change my health benefits to a lower cost plan or cancel FlexElect deductions? In other words, will the pay reduction be considered a permitting event to make a change to health benefits?

The pay reduction is not a permitting event for health benefits or FlexElect for Medical Reimbursement; but it

is a permitting event for Dependent Care Reimbursement.

How does the furlough affect NDI, SDI, IDL, IDL with Supplementation, and Temporary Disability with Supplementation?

The Furlough Program doesn't impact disability leave payments for employees receiving Temporary Disability, Industrial Disability Leave, Non-Disability Leave, SDI, or Involuntary Leave and supplemental payments. However, when an employee returns to partial work, the hours they work will be affected.

How will the furlough affect Family Medical Leave Act (FMLA)?

The furlough program will not affect an employee's FMLA leave. Employees are still required to meet the FMLA eligibility requirements.

Will state disability pay be affected by the furlough program?

No, however if you are supplementing your disability with leave credits, your supplementation pay may be reduced in accordance with the furlough program.

Can I file for unemployment benefits for the two furlough days?

Unemployment Insurance claims will not be approved for the two days state employees will be furloughed.

ALTERNATIVE WORK SCHEDULE & OVERTIME

Will Alternate Work Schedules (AWS) be impacted?

The DPA is meeting and conferring with the exclusive representatives over the impact of the Furlough Program on the AWS. Below is a link to DPA's AWS sample calendars.

[Sample of Alternate Work Schedules](#)

Managers and supervisors will review alternate work schedules and furlough days to determine the impact on business operations, and will work individually with their employees to come up with alternatives to their current work schedules, if necessary. In considering how to adjust the work schedule of employees on alternative work schedules, keep in mind these three principles:

1. Employees will not work on furlough days.
2. Employees' work hours will be reduced by 16 hours per month.'
3. Supervisors must approve adjusted alternative work schedules.

I am ready to hire a new employee. Can I offer them an alternate work schedule during the furlough period?

Managers and supervisors can offer new employees an alternate work schedule if they meet the AWS criteria and the AWS option is in line with the program's business and operational needs.

Does a supervisor need to give 30 days notice to an employee to cancel AWS?

Yes. However, DPA is encouraging departments not to cancel AWS.

What if I must work overtime?

Since the purpose of the furlough is to reduce state government expenditures, overtime is not encouraged.

Overtime cannot be used to make up for time lost on furlough days.

Nonetheless, there may be extraordinary circumstances where overtime is a necessity. Where these occur, the Executive Officer, Bureau Chief, or Deputy should inform the Executive Office and work with them to determine how best to resolve the situation.

If overtime is granted, all the normal overtime rules still apply:

- Employees must be in a work week group that can earn overtime pay.
- Employees must work more than 40 hours in a work week to earn overtime and time and a half.
- When an employee is excused from work because of holidays, sick leave, vacation, annual leave, compensating time off, or any other leave shall not be considered as time worked by the employee for the purpose of computing cash or compensating time off for overtime.
- Employees must have prior approval from their supervisor to work overtime.

NOTE:
Furlough days do not count as time worked for determining overtime in a work week. Employees that work less than 40 hours will be paid at straight time.

If I work overtime will it be calculated at my base rate or the reduced rate?

Overtime is calculated on your unreduced base salary rate.

I am an attendance coordinator and have to key/process documents on Personnel cut off dates. What do I do when cut off dates fall on my furlough days?

Attendance coordinators will need to key/process documents the day before a furlough day or make arrangements with a backup attendance coordinator.

PART-TIME, TEMPORARY AND INTERMITTENT EMPLOYEES

Would the furlough days be prorated for part-time employees?

Part-time employees will be furloughed a number of hours according to their time base.

Therefore, an employee's schedule needs to be reduced according to the chart below:

For example: A half-time employee is normally required to work 20 hours per week. However, during a furlough week the employee would be required to reduce their work schedule by 4 hours. As a result, the employee would only work 16 hours during a furlough week.

Part-Time Employees

Time Base	Furlough Hours Per Month
1/10	1.6
1/8	2
1/5	3.2
1/4	4
3/10	4.8
3/8	6
2/5	6.4
1/2	8
3/5	9.6
5/8	10
7/10	11.2
3/4	12
4/5	12.8
7/8	14
9/10	14.4

How does the furlough affect intermittent employees?

Intermittent employees will be furloughed based on how many hours they work in a month as shown below.

The transactions area of OHR is working closely with Liaisons and Attendance Coordinators on how to properly document the time sheets.

Hours Worked	Furlough Hours Per Pay Period
11 to 30.9	2
31 to 50.9	4
51 to 70.9	6
71 to 90.9	8
91 to 110.9	10
111 to 130.9	12
131 to 150.9	14
151 or more	16

How does the Furlough Program affect seasonal employees?

Seasonal employees with a CBID of E are not impacted by the Furlough Program.

If an intermittent employee has a second intermittent position in another department, how are their hours affected?

No employee should ever be furloughed more than 16 hours. If the employee holds two positions, the primary employer may need to adjust the employees furlough hours to ensure they don't exceed 16 hours per pay period.

How does the Furlough Program affect Retired Annuitants that work 960 hours in a fiscal year?

Retired Annuitants total hours will not be impacted by the Furlough Program.

SALARY

What salary are employment verifications based on?

Your salary will be verified at your unreduced base salary rate.

How is the reduction in salary calculated?

Salaries will be reduced to reflect two work days equivalent to a 9.23% salary reduction.

Can an employee work the two furlough days without pay and volunteer their services to the department?

There are no provisions to allow employees to volunteer their time during the Furlough Program. Employees may volunteer in the community on furlough days.

Will we be paying taxes on our full base pay or at the reduced salary rate?

Taxes are calculated on your reduced rate of salary.

Will the union dues/fair share fees be calculated from our reduced salary, or our "original" salary?

Union dues are set by the Union and they are being calculated at a reduced rate.

Will the Furlough Program impact the rate received for pay differentials?

No, the rate of pay will remain the same.

Can I change my monthly withholding allowance to increase my net monthly income during the Furlough Program?

Employees may change their withholding allowance at any time, but during this period it is recommended you seek the advice of a professional tax consultant before making a change.

Are Merit Salary Adjustments (MSA) and Alternate Range Changes (ARC) affected by the Furlough Program?

There is no impact. MSA's and ARC's will be calculated based on the employee unreduced base salary rate.

I currently participate in the Voluntary Personal Leave Program (VPLP). Can I discontinue enrollment in this program to avoid an additional reduction in pay, or will this count as part of my reduction?

Any deduction mandated by the Executive Order will be in addition to the VPLP deduction. Employees in the VPLP can cancel participation in the program, even if they haven't met the 12 month minimum requirement.

Will Hiring Above Minimum (HAM) or Red Circle Rates be impacted?

The furlough salary adjustment only applies to an employee's base salary.

RETIREMENT

Is a Golden Handshake being considered for state employees within two to three years of retirement?

There has been no mention of a Golden Handshake at this time. This will be updated when we have further clarification.

What impact will the Furlough Program have on payment of leave credits (lump sum) when I retire?

If you elect to receive a lump sum payment of leave credits, your payment will be issued at the unreduced salary rate.

What if I choose to exhaust my leave credits before I retire?

If you elect to run out leave credits prior to retirement during 02/01/2009 through 06/30/2010, your monthly payment will reflect two furlough days, and the running out of credits will extend two additional days each month until exhausted. The Furlough Program is scheduled to end on 06/30/2010, and any payments made after that date will issue at the un-reduced rate.

If I retire within the next one – two years, will this pay reduction affect my pension?

No. The furlough days will not reduce your base salary, which is used to calculate retirement benefits.

Will retirement contributions be based on my current base salary rate or at the reduced rate?

Retirement contributions will be calculated on the reduced salary rate.

HIRING FREEZE, POSITION REDUCTIONS AND LAYOFFS

Is there a hiring freeze?

At this time a hiring freeze is not in effect. We will inform you as we get more information.

Is there a layoff plan?

The Executive Order directed that the General Fund payroll be reduced by up to ten percent. It further directed the Department of Personnel Administration to compile a listing of the least senior twenty percent of state employees in General Fund positions. This listing, called a State Restriction of Appointment (SROA) list, is a first step in the layoff process. However, DPA has not yet published this listing nor provided direction on how position reductions or layoffs will occur.

Will a layoff list be established for DCA employees?

No. The SROA list and possible future layoff impacts only positions funded by the General Fund. DCA is funded by special funds.

BUSINESS SERVICES

I've heard that payments to vendors providing goods and/or services to DCA will be delayed for 30 days, is that true?

No, because DCA is 100% funded by special funds DCA's vendors will not be impacted. What you may be hearing on the news applies to general fund payments.

MISCELLANEOUS

Who is tracking the "self-directed" furlough days?

The Human Resources Information System (HRIS) tracks the hours based on the information inputted by the attendance coordinator from your time sheet.

If I am a new rank and file employee and I haven't joined the union yet, do I need to join before the executive order is implemented?

You may elect to join the union at any time. There is no requirement to do so prior to implementation of the Furlough Program.

Some employees still have Personal Leave Program (PLP) days on the books. In order to minimize the impact, can DCA allow these employees to cash out PLP days?

There is no provision to cash out PLP time except upon separation from state service. There has been no indication that the DPA will change this because of the potential negative impact to the General Fund.

Prior to this executive order, the Governor said he would be taking away two holidays; Lincoln's Birthday and Columbus Day. Since he did not include the take away of these two holidays in his executive order, does this mean State employees will not be losing these holidays?

Information in the Executive Order does not indicate whether eliminating these two holidays is still part of the proposal. However, the proposal to eliminate the two holidays is the subject of ongoing contract negotiations between the state and employee unions.

In regards to secondary employment performing the same type of work, will the rules be relaxed in order to supplement income?

The current DCA Incompatible Work Activities Policy still applies. Any request for secondary employment needs to be submitted to employee's supervisor for review and approval.

What if there are due dates and deadlines on furlough days?

Employees are expected to work around the furlough days and manage their work accordingly. If necessary, process documents the day before furlough day.

Is the Legislature on Furlough Program?

No. The Governor does not have authority over the Legislature Therefore, they are not subject to the Governor's recent Executive Order.

Any suggestions on how state employees can soften blows of furlough and financial impact?

The Department of Personnel Administration, Savings Plus Program is offering a new workshop for State employees called: "Digging up Dollars: How to Reduce Debt" to help employees manage current and future debt and stretch their dollars. To register for a workshop, please visit DPA's web site: [Savings Plus Program](#). We also encourage you to use the Employee Assistance Program.

Are travel expense claims being delayed by SCO?

Travel claims for DCA employees are being paid as we are special funded. The delay in paying travel claims appears to affect general fund payments.

****If I had Jury Duty on a Friday that was designated a furlough Friday, do I get another day in exchange for that Friday?***

Yes, you are entitled to take an alternate day in exchange for that Friday.

9:11:26 AM

Attachment 2

2008-09 Graphic Displays of Board Revenue and Expenditures

Chart 1
FY 2008/2009
Origin of Revenue
\$8,344,074
***as of March 31, 2009**

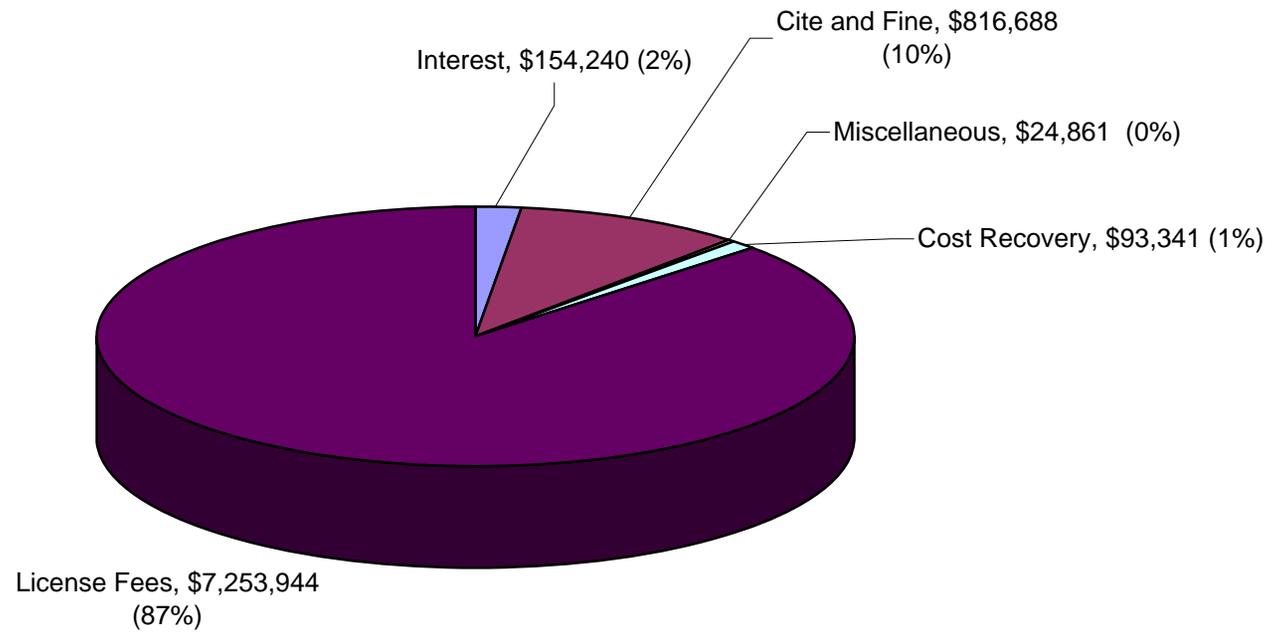


Chart 2
FY 2008/2009
Application vs Renewal Fees Collected
\$7,253,944
***as of March 31, 2009**

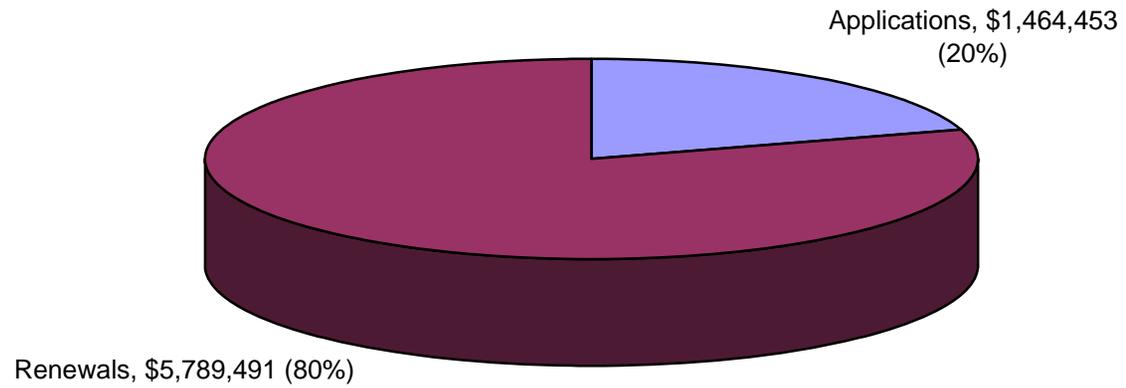


Chart 3
FY 2008/2009
Revenue by Program
\$7,293,284
***as of March 31, 2009**

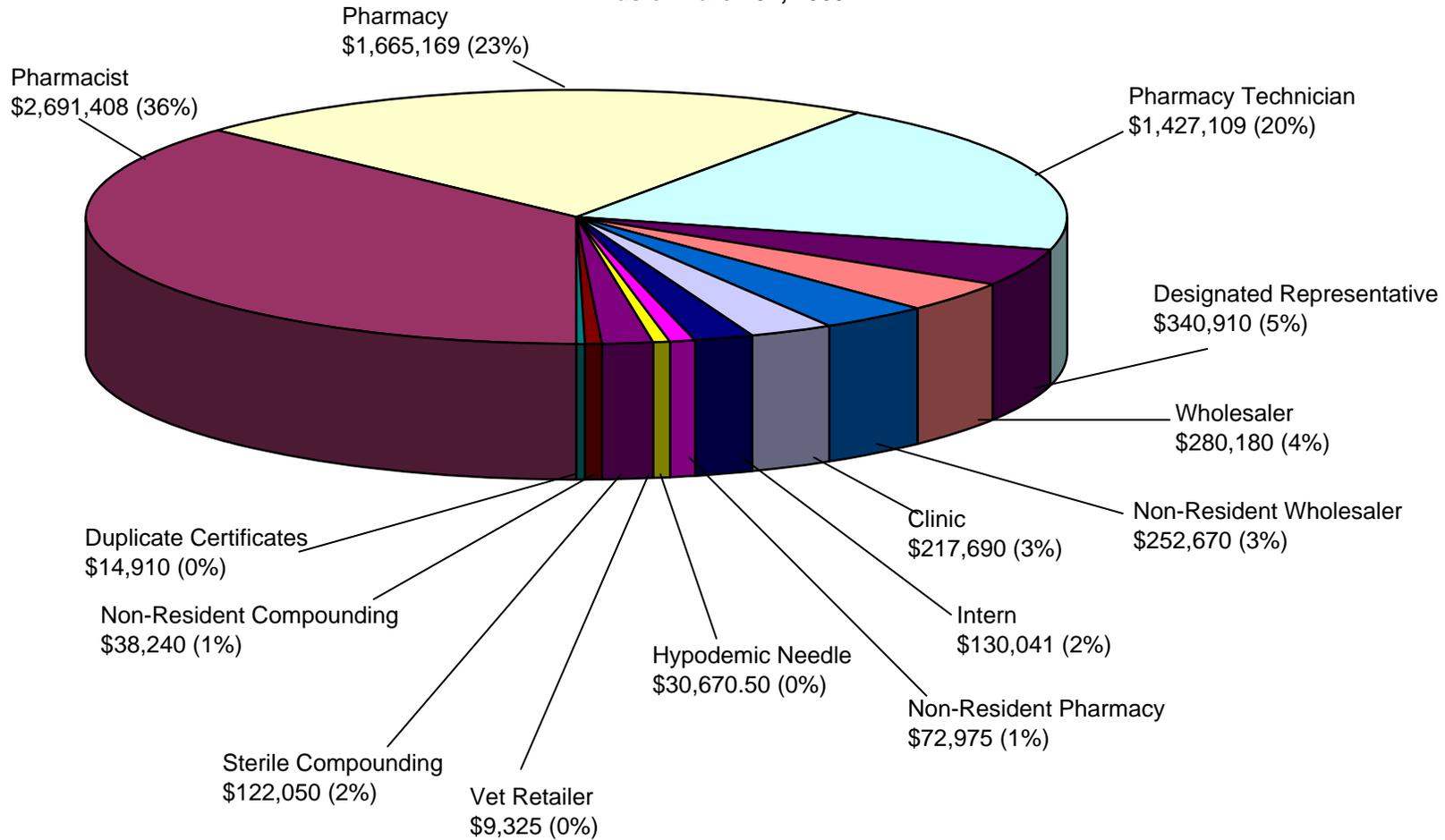
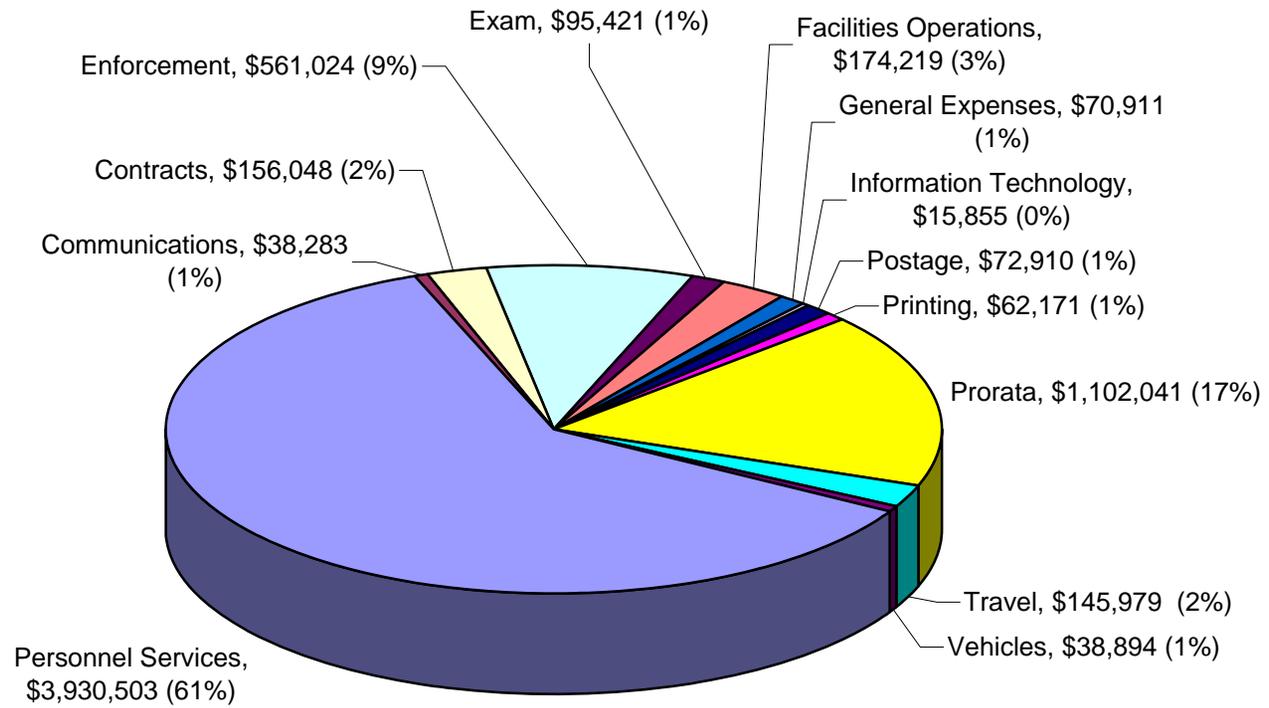


Chart 4
FY 2008/2009
Expenditures
\$6,464,259.38
***as of April 15, 2009**



Attachment 3

Fund Condition Report

**0767 - State Board of Pharmacy
Analysis of Fund Condition**

(Dollars in Thousands)

2009-10 Governor's Budget
Prepared 1-14-09

	Actual 2007-08	CY 2008-09	GOVERNOR'S BUDGET			
			2009-10	2010-11	2011-12	2012-13
BEGINNING BALANCE	\$ 10,914	\$ 10,884	\$ 8,999	\$ 7,566	\$ 4,786	\$ 1,729
Prior Year Adjustment	\$ 169	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 11,083	\$ 10,884	\$ 8,999	\$ 7,566	\$ 4,786	\$ 1,729
REVENUES AND TRANSFERS						
Revenues:						
125600 Other regulatory fees	\$ 907	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
125700 Other regulatory licenses and permits	\$ 1,590	\$ 1,545	\$ 1,530	\$ 1,530	\$ 1,530	\$ 1,530
125800 Renewal fees	\$ 5,638	\$ 5,699	\$ 5,699	\$ 5,699	\$ 5,699	\$ 5,699
125900 Delinquent fees	\$ 104	\$ 90	\$ 147	\$ 147	\$ 147	\$ 147
131700 Misc. revenue from local agencies	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -
141200 Sales of documents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
150300 Income from surplus money investments	\$ 460	\$ 406	\$ 228	\$ 94	\$ 34	\$ -
150500 Interest Income From Interfund Loans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
160400 Sale of fixed assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
161400 Miscellaneous revenues	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2
Totals, Revenues	\$ 8,721	\$ 8,915	\$ 8,215	\$ 8,081	\$ 8,021	\$ 7,987
Transfers from Other Funds						
F00001 GF loan per Item 1490-011-0767, BA of 2002						
F00683 Teale Data Center (CS 15.00, Bud Act of 2005) General Fund Loan Repayment			\$ 1,000			
Transfers to Other Funds						
T00001 GF loan per Item 1490-011-0767, BA of 2002 GF LOAN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals, Revenues and Transfers	\$ 8,721	\$ 7,915	\$ 9,215	\$ 8,081	\$ 8,021	\$ 7,987
Totals, Resources	\$ 19,804	\$ 18,799	\$ 18,214	\$ 15,647	\$ 12,807	\$ 9,716
EXPENDITURES						
Disbursements:						
0840 State Controller (State Operations)	\$ 6	\$ 7	\$ -	\$ -	\$ -	\$ -
1110 Program Expenditures (State Operations)	\$ 8,914	\$ 9,793	\$ 10,648	\$ 10,861	\$ 11,078	\$ 11,300
9670 Equity Claims / Board of Control (State Operations)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Disbursements	\$ 8,920	\$ 9,800	\$ 10,648	\$ 10,861	\$ 11,078	\$ 11,300
FUND BALANCE						
Reserve for economic uncertainties	\$ 10,884	\$ 8,999	\$ 7,566	\$ 4,786	\$ 1,729	\$ (1,584)
Months in Reserve	13.3	10.1	8.4	5.2	1.8	-1.6

NOTES:

- A. ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED FOR 2008-09 AND ON-GOING.
- B. ASSUMES INTEREST RATE AT 2%.
- C. ASSUMES APPROPRIATION GROWTH OF 2% PER YEAR.

Attachment 4

Reimbursement to Board Members

**Board Member Reimbursement
And Expenses**

July 1, 2008 through March 31, 2009

Board Members	Attendance Hours	Travel Expenses
James Burgard	146	\$3849.40
Ryan Brooks	16	0
Tim Dazé	80.25	\$1189.79
Stanley Goldenberg	33	\$840.76
Robert Graul	55.5	\$100.00
Henry Hough	85.5	\$1076.87
Randy Kajioka	16	0
William Powers	71.25	\$1252.92
Susan Ravnán	46	\$682.98
Kenneth Schell	57	\$1927.81
Robert Swart	160.5	\$839.37
Stan Weisser	161.75	\$3434.27
Shirley Wheat	101.5	\$1630.53
Andrea Zinder	36	\$478.14

Attachment 5

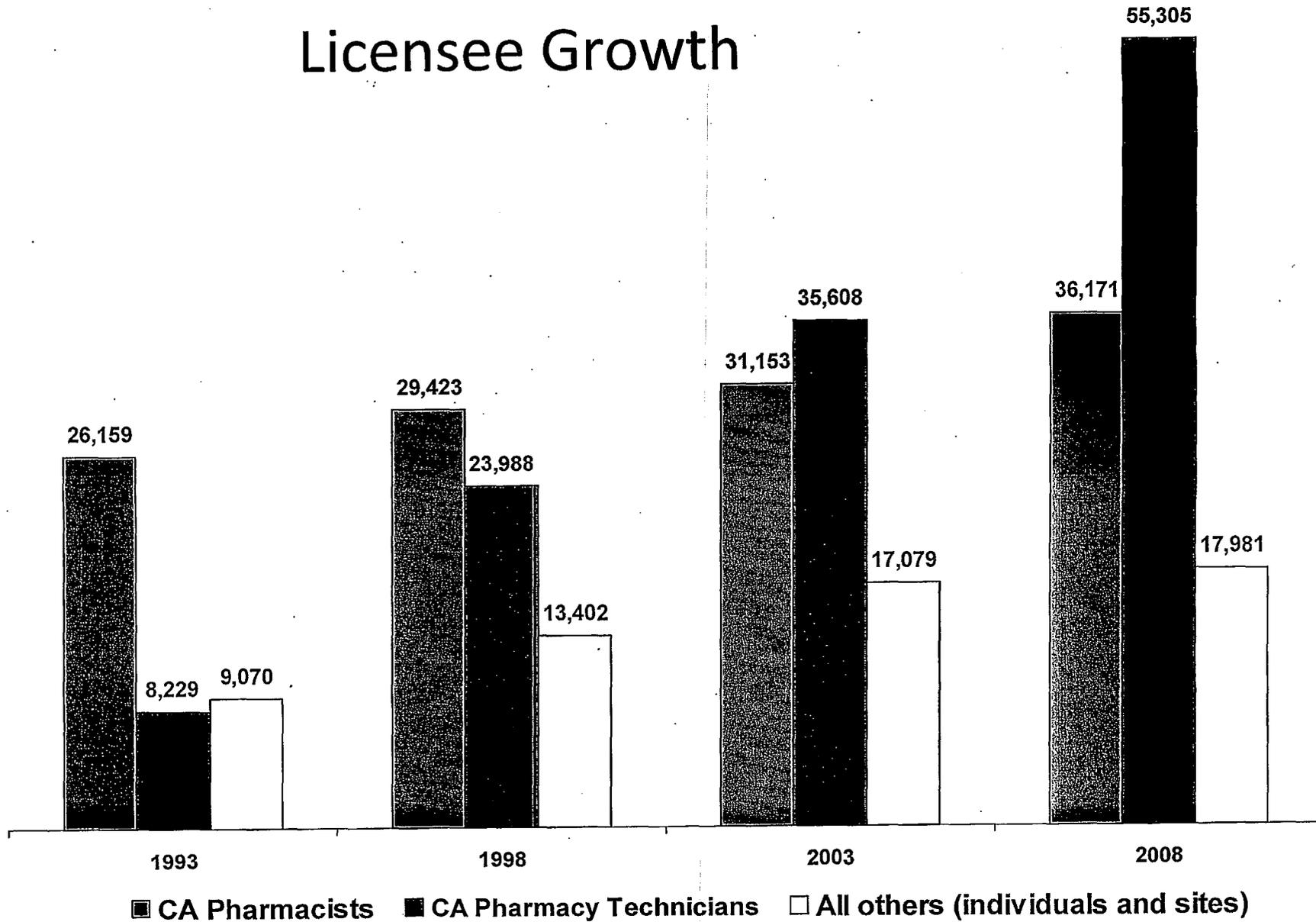
*Board of Pharmacy
Proposed Fees in AB 1071*

License Type	Application Fee (Current)	Renewal Fee (Current)	Application Fee (Proposed)	Renewal Fee (Proposed)
Pharmacy 4400(a) & (b)	\$340 – \$400	\$175 – \$250	\$400 - \$520	\$250 - \$325
Temporary Fee	\$175 – \$250	n/a	\$250 - \$325	n/a
Pharmacist Examination 4400 (c)	\$ 155 - \$185	n/a	\$200 - \$260	n/a
Pharmacist Examination Regrade 4400 (d)	\$75 - \$85	n/a	\$90 - \$115	n/a
Pharmacist License 4400 (e)	\$115 - \$150	\$115 - \$150	\$150 - \$195	\$150 - \$195
Hypodermic Needle and Syringe 4400 (g)	\$90 - \$125	\$90 - \$125	\$125 - \$165	\$125 - \$165
Designated Representative* 4400 (h)(1) & (h)(2)	\$185 - \$250	\$110 - \$150	\$255 - \$330	\$150 - \$195
Designated Representative – Food Animal Drug Retailer 4400 i(1) & i(2)	\$250	\$110	\$255 - \$330	\$150 - \$195
Intern Pharmacist 4400 (l)	\$65 - \$75	n/a	\$90 - \$115	n/a
Clinic 4400 (q)	\$340 - \$400	\$175 - \$250	\$400 - \$520	\$250 - \$325
Pharmacy Technician 4400 (r)	\$25 - \$50	\$25 - \$50	\$80 - \$105	\$100 - \$130
Veterinary Food-Animal Drug Retailer 4400 (s)	\$400	\$250	\$405 - \$425	\$250 - \$325
Sterile Injectable Compounding Pharmacy 4400 (u)	\$500 - \$600	\$500 - \$600	\$600 - \$780	\$600 - \$780
Temporary Fee	\$500 - \$600	n/a	\$550 - \$715	n/a

*Includes first year of licensure

License Type	Application Fee (Current)	Renewal Fee (Current)	Application Fee (Proposed)	Renewal Fee (Proposed)
Wholesaler 4400 (f)	\$550 - \$600	\$550 - \$600	\$600 - \$780	\$600 - \$780
More than 20 locations	\$225 - \$300		\$225 - \$300	
Temporary fee	\$550 - \$600	n/a	\$550 - \$715	n/a
Nonresident Wholesaler 4400 (j)(1) & (j) (3)	\$550 - \$600	\$550 - \$600	\$600 - \$780	\$600 - \$780
More than 20 locations	\$225 - \$300	n/a	\$225 - \$300	n/a
Temporary fee	\$550 - \$600	n/a	\$550 - \$715	n/a
OTHER				
License Transfer/Transfer Intern hours 4400 (l)	\$20	n/a	\$25 - \$30	n/a
License Reissuance 4400 (n)	\$30	n/a	\$35 - \$45	n/a
License Reissuance – Change of information 4400 (o)	\$60 - \$100	n/a	\$100 - \$130	n/a
Retired Pharmacist License 4400 (t)	\$30	n/a	\$35 - \$45	n/a

Licensee Growth



Graph data reflects Fiscal Year Status delinquent, suspended, inactive, clear, CE required not adequate, temporary

Attachment 6

*Third Quarterly Update on the
Committee's Goals for 2008/09*

ORGANIZATIONAL DEVELOPMENT COMMITTEE

Goal 5: Achieve the board's mission and goals.

Outcome: An effective organization.

Objective 5.1	Obtain 100 percent approval for identified program needs by June 30, 2011.
Measure:	Percentage approved for identified program needs.
Tasks:	<ol style="list-style-type: none"> <li data-bbox="370 459 1487 821">1. Review workload and resources to streamline operations, target backlogs and maximize services. <i>1st Qtr 08/09: State government without budget and then facing severe deficit triggers layoffs, hiring freezes, contract suspensions that impact board operations</i> <ul style="list-style-type: none"> <li data-bbox="558 606 802 632">• <i>Loss of six staff</i> <li data-bbox="558 646 1114 672">• <i>Suspension of all contracts for two months</i> <li data-bbox="558 686 1487 745">• <i>Inability to hire for three vacant positions, including two manager positions and three enforcement positions.</i> <li data-bbox="558 760 1398 819">• <i>Suspend response to all status inquiries in Licensing Unit to focus on application processing.</i> <li data-bbox="370 831 1487 890">3rd Qtr 08/09: <i>Board undergoes 10 percent reduction in staff salaries and two working days furlough each month, effective February 2009 to reduce state expenses.</i> <li data-bbox="370 905 1487 1299">2. Develop budget change proposals to secure funding for needed resources. <i>1st Qtr 08/09: Board staff prepare legislative Budget Change Proposal to secure one half-time manager position to address workload associated with SB 1441 (Ridley-Thomas) Healing Arts Rehabilitation Program.</i> <i>2nd Qtr 08/09: Budget Change Proposal on SB 1441 denied due to language in bill preventing staff augmentations.</i> <i>Board submits Criminal Convictions Unit proposal for 6.5 staff positions to strengthen and expedite review of arrest and conviction notices involving board applicants and licensees, \$600,000 annually.</i> <i>3rd Qtr 08/09: Criminal Conviction Unit approved and inserted into 2009/2010 Governor's Budget.</i> <li data-bbox="370 1314 1487 1520">3. Perform strategic management of the board through all committees and board activities. <i>1st Qtr 08/09: Strategic Plan approved at the July 2008 Board Meeting. Staff initiates redesign of quarterly reporting format and incorporates changes to plan.</i> <i>2nd Qtr 08/09: Quarterly reports provided at board meeting updating Strategic Plan.</i> <i>3rd Qtr 08/09: Quarterly reports provided at board meeting updating Strategic Plan.</i> <li data-bbox="370 1535 1487 1816">4. Manage the board's financial resources to ensure fiscal viability and program integrity. <i>1st Qtr 08/09: Fee audit initiated then suspended by state budget impasse. Staff successful in seeking exemption and work resumed.</i> <i>Staff complete budget forecast for 2009/2010 workload and revenue.</i> <i>2nd Qtr 08/09: Fee audit completed.</i> <i>3rd Qtr 08/09: Fee audit submitted to Board at January Meeting; proposed new fees for 2010 identified.</i>

Objective 5.2	Maintain 100 percent staffing of all board positions.
Measure:	Percentage staffing of board positions.
Tasks:	<ol style="list-style-type: none"> 1. Continue active recruitment of pharmacists for inspector positions. <i>1st Qtr 08/09: Board inspectors positions at full staffing.</i> 2. Vigorously recruit for any vacant positions. <i>1st Qtr 08/09: Initiate recruitment for enforcement analyst and legislation and regulation manager.</i> <i>Recruitment suspended on vacant positions pursuant to the Executive Order.</i> <i>Board seeks exemptions to rehire key staff. All exemptions denied.</i> <i>2nd Qtr 08/09: Three staff vacancies exist.</i> <i>3rd Qtr 08/09: One staff vacancy exists.</i> 3. Perform annual performance and training assessments of all staff. <i>1st Qtr 08/09: Complete annual performance review on 25% of staff.</i>
Objective 5.3	Succession planning and workforce retention.
Measure:	Secure enhanced training of staff to improve job proficiency
Tasks:	<ol style="list-style-type: none"> 1. Identify training for staff development. <i>1st Qtr 08/09: Supervising Inspector Nurse and Assistant Executive Officer accepted into Department of Consumer Affairs Management Academy. Both complete course.</i> <i>2nd Qtr 08/09: Supervising Inspector Dang accepted into Department of Consumer Affairs Management Academy.</i> <i>3rd Qtr 08/09: Supervising Inspector Dang completes Academy training.</i> <i>Assistant Executive Officer Sodergren works with Department of Consumer Affairs training office on a mentoring program for the department.</i>

Objective 5.4	Implement 10 strategic initiatives to automate board processes by June 30, 2011.
Measure:	Number of strategic initiatives implemented to automate board processes.
Tasks:	<ol style="list-style-type: none"> <li data-bbox="370 218 1495 323">1. Implement automated applicant tracking (ATS). <i>1st Qtr 08/09: Full implementation of ATS achieved in 2007/2008. Staff continue to seek program changes as necessary.</i> <li data-bbox="370 323 1495 1472">2. Implement online license renewal and application submission features (I-Licensing). <ol style="list-style-type: none"> <li data-bbox="440 365 1474 436"><i>1st Qtr 06/07: Interim Executive Officer Herold put on DCA's executive sponsor committee for this project.</i> <li data-bbox="440 436 1487 548"><i>2nd Qtr 06/07: The board meets with design staff to assure necessary program components are part of system specifications. The state's budget allocates \$50,000 this year for development activities.</i> <li data-bbox="440 548 1495 659"><i>3rd Qtr 06/07: Board executive officer continues as a member of the department's Executive Steering Committee as an executive sponsor. Work is focused on securing vendors for the project. Staff changes at DCA may delay implementation.</i> <li data-bbox="440 659 1495 842"><i>4th Qtr 06/07: Board executive officer continues as a member of the department's Executive Steering Committee as an executive sponsor. Work is focused on securing vendors for the project. Project delayed due to contracting issues for service vendors six to nine months. DCA hires additional staff for I-Licensing project. Implementation for board programs delayed until mid-2009.</i> <li data-bbox="440 842 1495 995"><i>1st Qtr 07/08: Board executive officer continues as a member of the department's Executive Steering Committee as an executive sponsor. Work is focused on securing vendors for the project. Project delayed due to contracting issues for service vendors six to nine months due to loss of all key DCA staff.</i> <li data-bbox="440 995 1463 1178"><i>2nd Qtr 07/08: Licensing staff review all board applications to conform to system requirements. Integrated work team formed of board staff to work closely with I-Licensing conversion, a major workload. DCA's new staff in place, work on securing I-Licensing vendor resumes. Executive Officer continues on executive steering committee.</i> <li data-bbox="440 1178 1349 1249"><i>3rd Qtr. 07/08: Department works on securing vendors. Board is up to date in performing implementation components.</i> <li data-bbox="440 1249 1235 1323"><i>4th Qtr 07/08: Delays continue to plague I-Licensing. New implementation date for board is now mid 2010.</i> <li data-bbox="440 1323 1474 1396"><i>1st Qtr 08/09: Board executive officer attends Steering Committee Meeting and conveyed boards concerns about continued delays of implementation.</i> <li data-bbox="440 1396 1409 1472"><i>3rd Qtr 08/09: Project undergoes additional delays due to need to revise Request for Proposal and new staff hired to implement project.</i> <li data-bbox="370 1472 1495 1799">3. Integrate telephone features to improve board services without adding staff resources. <ol style="list-style-type: none"> <li data-bbox="440 1545 1487 1619"><i>1st Qtr 06/07: Phone system modified to allow "zeroing out" early in telephone message so consumers can reach a live operator more quickly.</i> <li data-bbox="440 1619 1487 1730"><i>3rd Qtr 07/08: Added Call Pilot feature to licensing and renewal phone lines that automatically places a copy of the call log into the appropriate staff's email. This saves time and improves customer service.</i> <li data-bbox="440 1730 1487 1799"><i>4th Qtr 07/08: Conference line used to coordinate inspector staff meetings without need to travel to meeting.</i>

	<p>4. Use the department's newly created "ad hoc" system to generate data for reports.</p> <p><i>1st Qtr 07/08: Three staff trained in using enforcement or licensing reports.</i></p> <p><i>2nd Qtr 07/08: Board begins to use reports for management.</i></p> <p><i>4th Qtr 07/08: Staff use reports to:</i></p> <ul style="list-style-type: none"> • Track unpaid citations • Track cite and fine aging • Find citations by violation type, such as prescription errors • Pull special cite and fine statistics upon request • Pull list of recently licensed pharmacists for wall certificates • Pull list of change of ownership applications for received dates • Develop ad hoc for licensing applicant tracking • Pull pending applications list for application inventory • Pull licensing information for sites required to report to CURES and send to the CURES vendor weekly • Pull enforcement case statistical data regarding received, pending and closed cases to report workload and status information monthly to management and quarterly to the Board • Pull various enforcement statistical reports used to compile the Boards annual statistical profile report and quarterly strategic plan updates • Pull special ad hoc reports created to gather information specifically requested under the public records act • Pull case aging data for application investigations, complaint investigations and AC cases <p>5. Secure equipment needed to perform staff duties optimally.</p> <p><i>1st Qtr 08/09: Staff work with department to eliminate delay resulting from staff shortages in department's IT, delaying production of a new "image" of software for new computers.</i></p> <p><i>2nd Qtr 08/09: Completed rollout of new computers.</i></p> <p>6. Implement automated program for staff conducted drug audits.</p> <p><i>4th Qtr 07/08: Automated program developed for drug audits initiated by inspectors.</i></p> <p><i>1st Qtr 08/09: Automated program deployed to office staff assisting with drug audits.</i></p> <p>7. Implement template for drug audits completed by pharmacies.</p> <p>8. Develop template for hospital inspections to identify recalled heparin. (Completed April 2008)</p>
Objective 5.5	Provide for communication venues to communicate within the board by June 30, 2011.
Measure:	Number of communication venues to communicate within the board.
Tasks:	<ol style="list-style-type: none"> 1. Continue the Communication Team to improve communication among staff and host quarterly staff meetings. <i>2nd Qtr 08/09: TCT hosts staff meeting, team building and holiday party.</i> 2. Continue Enforcement Team meetings with board members and enforcement staff. 3. Convene annual inspector meetings to ensure standardized investigation and inspection processes, law and practice updates and earn continuing education credit. <i>1st Qtr 08/09: Inspector workshop scheduled.</i> <i>2nd Qtr 08/09: Inspector meeting convened with Department of Public Health Consultants. Inspectors have staff meetings for training.</i>

Objective 5.6	Annually conduct at least two outreach programs where public policy issues on health care are being discussed.
Measure:	Number of outreach programs conducted in one year.
Tasks:	<ol style="list-style-type: none"> 1. Outreach programs 2006/2007. <i>Convene subcommittee on Medicare Part D implementation. Convene Workgroup to implement e-pedigree. Host the National Association of Boards of Pharmacy District 7 & 8 Meeting in California. Attends and presents at annual association meetings.</i> 2. Outreach programs 2007/2008. <i>Continue subcommittee on Medicare Part D implementation. Continue workgroup to implement e-pedigree. Initiates public campaign on SB 472 (Corbett) - Standardization of the prescription label. Attends and presents at annual association meetings.</i> 3. Outreach programs 2008/2009. <i>July 2008 Board Meeting focuses on medication errors and prevention. Presentation on sharps disposal before the California Integrated Waste Management Board to a statewide audience. Nationwide presentations on implementation of e-pedigree.</i> 4. Professionals Achieving Consumer Trust Summit - November 2008. <i>Board sponsors forum on e-prescribing. Board hosts conference with experts presenting information designing patient-centered prescription container labels.</i> 5. Board provides three presentations at the annual California Pharmacists Association Meeting. 6. Workgroup on E-Pedigree holds March 2009 meeting where presentations made on FDA proposed standards for a unique identification number for serialization, Congressman Buyer's Office on federal legislation, and standards setting by GS1.
Objective 5.7	Perform succession planning to ensure continuity for board operations during staff retirements.
Measure:	Number of staff trained for advanced duties and promoted.
Tasks:	<p><i>1st Qtr 08/09: Assistant Executive Officer Anne Sodergren and Supervising Judi Nurse complete Department of Consumer Affairs first Management Academy.</i></p> <p><i>3rd Qtr 08/09: Supervising Inspector Dang completes training.</i></p>

Objective 5.8	Respond to all public record requests within 10 days.																																																																																																																														
Measure:	Percentage response to public record requests within 10 days.																																																																																																																														
Tasks:	1. Respond to public records requests within 10 days (e.g., license verifications, investigative/disciplinary information, licensing information).																																																																																																																														
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Subpoenas Received	9	4	7																																																																																																																												
Responded within required time	7	4	7																																																																																																																												
Not responded to within required time	2	0	0																																																																																																																												
3. Respond to specific requests for data reports list.																																																																																																																															
<p><i>1st Qtr 08/09: Submit agency statistical profile summarizing data for 2007-2008. Submit monthly report to director's office that highlights major activities of board licensing and enforcement statistics. Data for DCA's annual report submitted.</i></p>																																																																																																																															