

Narrative Information—DA 400

Division of the Budget
State of Kansas

Agency 700 Board of Veterinary Examiners
Program General Operations

September 14, 2023

Adam Proffitt
Director
Division of the Budget
Landon State Office Building
900 S.W. Jackson, Room 504N
Topeka, Kansas 66612

Dear Mr. Proffitt:

As Executive Director of the Kansas Board of Veterinary Examiners, I hereby submit for your consideration the Agency DA 400 Narrative Information including Agency Overview of Expenditures, and the Agency DA 405 Explanation of Receipt Estimates to accompany the Agency budget submitted on the IBARS system. The budget has been prepared in accordance with the instructions transmitted to us. To the best of my knowledge, understanding, and belief, the information and explanations included in this budget request are correct and complete.

Please let us know if we can provide any additional information that you may require.

Sincerely,

Mark R. Olson, D.V.M., Executive Director

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State of Kansas Board of Veterinary Examiners

Statutory History

The Board of Veterinary Medical Examiners, established in 1907, carries out the provisions of the Veterinary Practice Act (KSA 47-815 et seq.). The 1980 Legislature amended KSA 47-815 to 47-838 to establish a State Board of Veterinary Examiners. The 1993 Legislature amended the Veterinary Practice Act to require registrations of veterinary technicians and clinics (premises). They also increased the Board membership from five to seven members and gave the Board the authority to levy civil fines.

Agency Mission

- To protect and promote the public health, safety, and welfare through the enforcement of the Veterinary Practice Act; to promulgate rules and regulations necessary to implement the Act.
- To establish a minimum for professional conduct in the practice of veterinary medicine in Kansas; to assure the public consumer, that in the state of Kansas, licensed veterinarians and registered veterinary technicians possess the proper qualifications and moral character needed for the practice of their professions.
- To establish and maintain that licensed veterinarians and registered veterinary technicians maintain the abilities, skills, and ethics needed for the practice of their profession, through continuing education.
- To establish and maintain registration of all veterinary premises; to assure the public that the minimum standards for sanitary conditions and the physical plant are being met and maintained. The agency function shall be enforcing rules and regulations that are neither obtrusive to the business nor unnecessary for public health, safety, and welfare.
- To protect the public from substandard practice of veterinary medicine; all complaints concerning any licensed or unlicensed practice of veterinary medicine will be investigated.

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Agency Philosophy

To approach our activities with a deep sense of purpose and responsibility; to conduct ourselves in accordance with the highest standards of ethics, accountability, efficiency, and openness; to provide the public and veterinary profession alike a balanced and sensible approach to regulation.

Programs Established to Assist with Agency Mission

General Operations of the Agency

Goals

The Kansas Board of Veterinary Examiners has the following goals:

- 1) To assure the public consumer that each licensed veterinarian and each registered veterinary technician is qualified, properly trained, and performing in accordance with the Kansas Veterinary Practice Act.
- 2) To assure that all Kansas veterinary premises meet or exceed minimum premise standard to assure adequate facilities for providing veterinary services to the public in a sanitary and safe manner
- 3) To assure that licensees practice in a manner that prevents and controls animal diseases communicable to humans.
- 4) To assure that licensees practice in a manner that protects the safety of animal products entering the public food chain.
- 5) To protect the public welfare against negligent and fraudulent practices, including unlicensed practice.
- 6) To respond efficiently and effectively in the investigation of all allegations of violations reported to the agency.

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Programs

Under its General Operations program, the Kansas Board of Veterinary Examiners plans to develop its program inventory with the following programs:

- 1) Licensure, registration, and renewals
- 2) Premise inspections
- 3) Investigations, adjudications, enforcements, compliance monitoring

FY 2023:

Completed applications for licensure are forwarded for Board review and approval within 1 to 3 business days. Approved applications are issued within 1 to 3 business days. The KBVE online renewal portal was very successful in FY'23. 64% of licensed veterinarians used the online portal to renew, while 80% of registered veterinary technicians renewed online in FY'23. This compares to 61% of licensed veterinarians renewing online in the preceding year, and 79% of veterinary technicians renewing online in FY'22. Premises renewing online was 50% of the total premises for FY23 which compares to 44% in FY22. The agency saw an increase of the mobile premises renew online at the rate of 50% in FY'23 compared to only 41% in the preceding FY'22.

Premise inspections completed for FY'23 was 52% of the total 630 total premises registered. Deficiencies were at 1.00%. As the FY'23 continued more premises were open to the full-service access to the public. The inspection process was then moved back to in person inspections moving away from virtual inspections during the pandemic. All the mobile premises are inspected virtually and that totals for FY'23 to 56 mobile premises.

All submitted complaints are acknowledged received within 1-3 business days to the complainant. One hundred percent of complaints are presented to our investigator within 1-3 days of receipt for review and to begin the investigation process. The investigation is performed and 80-90% of all complaints reach the probable cause committee between 60 and 90 days from the time the complaint reaches the board office. The variance depends on the magnitude and difficulty of the complaint, the availability of witness's schedules to be interviewed, and for the completed investigation information packets be sent to the probable cause committee members to review the information compiled in the investigation of the complaint.

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OBJECTIVES

Goal #1: To assure the public consumer that each licensed veterinarian and each registered veterinary technician is qualified, properly trained, and performing in accordance with the Kansas Veterinary Practice Act

Objective 1.1: To determine that all license and registration applicants meet all requirements prior to issuing a license or registration, including knowledge of the Kansas Veterinary Practice Act.

Strategies 1.1.1: Verify successful completion of the National Exam by applicants who receive a veterinary license.

Outcome Measures: 1.1.1.1: Percent of applicants who successfully complete National Exam

FY '23	FY '24	FY '25	FY'26
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

Output Measures: 1.1.1.1.1: Number of applicants verified to have successfully completed National Veterinary Exam

FY '23	FY '24	FY '25	FY'26
Actual	Estimate	Estimate	Estimate
157	150	150	150

Strategies 1.1.2: Administer the state Jurisprudence Examination to all licensee applicants.

Outcome Measure 1.1.2.1: Percent of applicants who successfully complete Jurisprudence Exam.

FY '23	FY '24	FY '25	FY'26
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

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Output Measures: 1.1.2.1: Number of applicants verified to have successfully completed Jurisprudence exams.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
227	225	225	225

Strategies 1.1.3: Verify successful completion of the Veterinary Technician National Exam by all applicants that become registered.

Outcome Measure 1.1.3.1: Percent of applicants who successfully complete Veterinary Technician National Exam

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
70	65	65	65

- Action Plan:**
- 1) Develop Policy and Procedure for administering all tests.
 - 2) Develop Policy and Procedure for verifying test scores
 - 3) Make public and profession aware of rules and regulations
 - 4) Implementation of Policy and Procedures
 - 5) Develop an evaluation process.

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Goal #2: To assure that all Kansas veterinary premises meet or exceed minimum premise standard to assure adequate facilities for providing veterinary services to the public in a sanitary and safe manner.

Objective 2.1: To have all Kansas veterinary premises in compliance with minimum standards regulations and registered with the Board.

Strategies 2.1.1: To enforce the Minimum Regulations as they have been adopted by the Board, through an initial application and inspection process.

Outcome Measures: 2.1.1.1: Reduce the percent of premises that are not registered.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
2%	1%	1%	1%

Output Measures: 2.1.1.1.1: Number of non-registered premises that became registered.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
13	5	3	1

Outcome Measures: 2.1.1.1.1: Number of mobile veterinary premises that became registered.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
49	10	10	10

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Output Measure 2.1.1.2.1: The number of non-complying premises that are brought into compliance.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
2	6	6	6

Strategies 2.1.2: To register all “new” premises.

Outcome Measures: 2.1.2.1: Percent of new premises registered.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

Output Measures: 2.1.2.1.1: Number of new premises registered.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
25	25	25	25

Strategies 2.1.3: To register all premises that change ownership.

Outcome Measures 2.1.3.1: Percent of all premises that have a change of ownership that are issued new Registrations.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

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Output Measures 2.1.3.1: Number of premises that have a change of ownership that are issued new Registrations.

FY '23 Actual	FY '24 Estimate	FY '25 Estimate	FY '26 Estimate
24	30	30	30

- Action Plan - Goal #2:**
- 1) Develop additional Rules and Regulations for Board approval.**
 - 2) Develop Policies and Procedures to implement the regulations and approved by the Board**
 - 3) Make public and profession aware of rules and regulations**
 - 4) Implementation of Policies and Procedures**
 - 5) Develop an evaluation process.**

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Goal #3: To assure that licensees practice in a manner that prevents and controls animal diseases communicable to humans, such as rabies.

Objective 3.1: To control animal diseases communicable to humans.

Strategies 3.1.1: To investigate and take appropriate action on all allegations of violations of the Practice Act relating to diseases communicable to humans.

Outcome Measures: 3.1.1.1: Percent of alleged violations relating to diseases communicable to humans investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

Output Measures 3.1.1.1.1: Number of allegations of violations relating to diseases communicable to humans investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
2	2	2	2

- Action Plan- Goal 3:**
- 1) Develop Rules & Regulations for the practice of veterinarian medicine relating to disease communicable to humans.**
 - 2) Submitted Rules and Regulations to the Board for adoption**
 - 3) Develop Policies and Procedures for implementing the Rules and Regulations**
 - 4) Inform public and profession of new rules and regulations**
 - 5) Implement the Policies and Procedures**
 - 6) Develop an evaluation process.**

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Goal #4: Licensees practice in a manner that protects the safety of animal products entering the food chain.

Objective 4.1: To assure safety of animal products entering the food chain.

Strategies 4.1.1: To investigate and take appropriate action on all allegations of a licensee’s or registrant’s misuse of drugs according to Federal or State laws.

Outcome Measures: 4.1.1.1: Percent of allegations of violations investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

Output Measures 4.1.1.1.1: Number of allegations of violations investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
0	1	1	1

Strategies 4.1.2: To investigate and take appropriate action on all allegations of a licensee’s violation of accreditation regulations for certificates of veterinary inspection.

Outcome Measures 4.1.2.1: Percent of allegations of violation investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

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Output Measures 4.1.2.1.1: Number of allegations of violation investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
0	1	1	1

Actions Plan- Goal 4:

- 1) Develop Rules and Regulations for Board approval.**
- 2) Develop Policies and Procedures for implementing the Rules and Regulations**
- 3) Inform public and profession of new rules and regulations**
- 4) Implement the Policies and Procedures**
- 5) Develop an evaluation process.**

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Goal #5: To protect the public welfare against negligent and fraudulent practices, including unlicensed practice.

Objective 5.1: To prevent negligent and fraudulent veterinary practices.

Strategies 5.1.1: To investigate all allegations of alleged negligent veterinary practices.

Outcome Measures: 5.1.1.1: Percent of alleged complaints of negligence investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

Output Measures: 5.1.1.1.1: Actual number of verified instances of negligence and fraudulent veterinary practices

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
20	20	20	20

Strategies 5.1.2: To investigate all allegations of a licensed veterinarian’s impairment.

Outcome Measures: 5.1.2.1: Percent of alleged veterinarians’ impairment investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

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Output Measures 5.1.2.1.1: Actual number of veterinarians assessed to have impairment

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
2	2	2	2

Actions Plan- Goal 5:

- 1) Develop Rules and Regulations for Board approval.**
- 2) Develop Policies and Procedures for implementing the Rules and Regulations**
- 3) Inform public and profession of new rules and regulations and consequences of non-compliance**
- 4) Implement the Policies and Procedures**
- 5) Develop an evaluation process.**

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Goal #6: To respond efficiently and effectively in the investigation of all allegations of violations reported to the agency.

Objective 6.1: To investigate and take appropriate action on all allegations of a licensee’s or registrant’s violations of the Standards of Practice Regulations

Strategies 6.1.1: Development of policies and procedures for doing complaint investigations in a timely and efficient manner.

Outcome Measures: 6.1.1.1: Percentage of alleged complaints filed that were received and investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

Output Measures 6.1.1.1.1: Number of alleged complaints that were received and investigated.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
71	70	60	60

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Objective 6.2: To investigate and take appropriate action on all allegations of a licensee’s or registrant’s violations of the Standards of Practice Regulations

Strategies 6.2.1: Development of Standards of Practice, Rules, and Regulation for approval by the Board

Outcome Measures: 6.2.1.1: Percent of Rules and Regulations approved by the Board.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
100%	100%	100%	100%

Output Measures 6.2.1.1.1: Number of Rules and Regulations actually approved.

FY 2023	FY 2024	FY 2025	FY 2026
Actual	Estimate	Estimate	Estimate
0	10	6	6

Actions Plan - Goal 6:

- 1) Write Rules and Regulations for Board approval.**
- 2) Write Policies and Procedures for implementing the Rules and Regulations**
- 3) Inform public and profession of the rules and regulations**
- 4) Implement the Policies and Procedures**
- 5) Develop an evaluation process.**

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AGENCY OVERVIEW OF EXPENDITURES

FY 2024, and FY 2025 REVISED AGENCY EXPENDITURES

The agency expenditures will increase slightly over FY 2023 expenditures due to the 5% increase in salary and wages approved by the Governor and the Kansas legislature.

Object code 100: Salaries and Wages

The 3.8 FTE positions include an Administrative Specialist, Inspector, Investigator, and Executive Director.

FY 2024: \$303,965

FY 2025: \$303,920

Object Codes 200: Contractual Services

Expenditures in contractual services include the agency contract for legal services and representation and the Department of Administration's contract for Human Resources. Other contractual services include a contract with OITS for computer services and APB System Support (SMART). Communication expenses include a significant amount of postage as all licensees receive mailed renewal letters if they have not renewed online. Office rent and travel expense for the inspector and investigator are also included. Our inspector and investigator, now living in a more virtual communication environment, have seen an increase in the usage of cell phones, both in telephone calls to arrange and schedule virtual inspections and in contacting licensee's and registrants for scheduling interviews in the investigation process.

FY 2024: \$70,460

FY 2025: \$74,625

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Object Codes 300: Commodities

This category is primarily for consumables such as stationery and office supplies. Fuel is a necessary expense for our inspector and investigator to do field work. Our inspector can travel safely and more productively, and our investigator is able to do more of the complaint work remotely but still travels when it is prudent for public protection. Remote virtual inspections and investigations have evolved out of the pandemic, and they have been very well utilized by our agency.

FY 2024: \$5,575

FY 2025: \$5,700

Object Codes 400: Capital Outlay

This category is used primarily for technology upgrades.

FY 2024: \$650

FY 2025: \$690

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Board Members FY 2024

M. Leann Flowers, DVM, President	Current Term through 06/30/2025
Paul Ritter, DVM Vice-President	Current Term through 06/30/2023
Joe Allen (non-veterinarian)	Current Term through 06/30/2026
Elizabeth Covington, DVM	Current Term through 06/30/2027
Sheila Dodson, DVM	Current Term through 06/30/2022
Amy Ekerberg, DVM	Current Term through 06/30/2027
O. Larry Snyder, DVM	Current Term through 06/30/2024

It would be a tremendous disservice to the makeup of appointees to the Kansas Board of Veterinary Examiners and its goals, to replace more than 30% of the members during any one year. Under the KBVE Strategic Plan, the Board should represent Kansas licensee demographics and expertise. The appointees should have a minimum of 5 years of veterinary experience. The Board should have a minimum of 2 seats with mixed animal experience (one with food animal emphasis), a minimum of two seats with companion animal experience (one with equine emphasis), and a minimum of two male and two female members.