

NEW MOTOR VEHICLE BOARD

MONTHLY ADMINISTRATIVE MATTERS UPDATE

September 2021

Budget Items

- Previous Fiscal Year (FY) Budget - The 2020/2021 FY closed on June 30, 2021. End of the year budget numbers are not yet available and will be provided on a subsequent update.
- Current FY Budget - Current 2021/2022 Budget allotments provided by the Department of Finance show a budget of \$1,514,844 for personnel and \$263,188 for operating expenses. The total 21/22 budget is \$1,778,032.
- New Motor Vehicle Board (NMVB) Annual Fee - The NMVB annual collection of fees from manufacturers and distributors is underway. Staff will be collecting approximately \$800,000 from manufacturers and distributors under NMVB jurisdiction.
- Arbitration Certification Program (ACP) Annual Fee - The annual collection of ACP fees is complete. Staff collected \$1,546,976 from manufacturers within the ACP's jurisdiction and deposited the funds directly into ACP's account.
- Out of State Travel - Due to COVID restrictions, discretionary travel for training and conferences is not permitted at this time.

Mediation program

The Mediation program has received 262 cases since January 1, 2021 with 39 cases currently open. The cases are mediated by mediation analysts Holly Victor and Lee Moore.

Staff training

Staff training for 2021 has been limited to virtual training. Training was 100% job related in the following topics:

Defensive Driving	Privacy and Security Training
Implicit Bias	Diversity and Inclusion
Ethics for State Officials	ADA Accessible Documents

Website update

The Board's website has received 24,899 visitors to date in 2021. The top three pages viewed by visitors continue to be the Home page, Mediation Request Form and Mediation Overview.

Lease renewal/relocation

The NMVB's long-term lease for its current location expired on July 31, 2021, and we are now operating under a two-year "soft" lease and have asked DMV's Administrative Services Division, Facilities Operations Branch to begin a search for a new site. When considering facility relocations, Departments are generally expected to explore all options available for downsizing, space-sharing/hoteling, and capitalizing on increased telework in order to reduce space needs and associated costs.

Pandemic Related update

The NMVB transitioned to a virtual office at the onset of the pandemic, moving physical mail filings to electronic format, and public meetings of the Board to virtual meetings via Zoom. NMVB's public counter at its sole physical location has been closed to public visitors since the onset of the pandemic, and services have continued without interruption via a virtual office format.

All mediation cases were transitioned to a digital format several years ago and personnel paperwork, contracts and related administrative items are all being transitioned to digital with the assistance of DMV.

In February 2021 NMVB staff returned to a rotational telework schedule, after operating in an emergency full telework schedule since Friday December 4, 2020. NMVB staff are working in the office on Tuesdays and Thursdays and remotely on Mondays, Wednesdays and Fridays. The DMV provided NMVB staff with the necessary IT hardware and software to work in a remote environment.

NMVB management is continually engaging with staff to assess interest in remote work on an ongoing basis that will be within the confines of the anticipated revised statewide telework policy expected to be finalized in late 2021.

NMVB Contact

If you have any comments or questions regarding this informational update, please contact Dawn Kindel, Assistant Executive Officer at dawn.kindel@nmvb.ca.gov