

ALCOHOL/DRUG ABUSE COUNSELORS

Enabling Laws

Act 31 of 2012
A.C.A. §17-27-401

History and Organization

Act 1588 of 1999 and 1708 of 2001 (A.C.A. §17-27-401 et seq.) established the State Board of Examiners of Alcoholism and Drug Abuse Counselors. It authorized a thirteen member board made up of Licensed and/or Certified Alcoholism and Drug Abuse Counselors and one citizen at large.

Mission

To protect the public from being misled by incompetent and unauthorized persons and from unprofessional conduct on the part of qualified Alcoholism and Drug Abuse Counselors.

Statutory Responsibility

To provide regulatory authority over persons who hold themselves out to the public as Licensed Alcoholism and Drug Abuse Counselors.

Primary Activities

- 1) To establish appropriate licensure and certification requirements.
- 2) To define the practice of Alcoholism and Drug Abuse Counseling and to promote high standards of professional performance for those engaged in the practice of Alcoholism and Drug Abuse Counseling.
- 3) To set standards of qualifications, training and experience for those who seek to engage in the practice of Alcoholism and Drug Abuse Counseling.
- 4) Maintain an office to provide necessary support to meet Board responsibilities.

Oversight and/or Advisory Affiliation

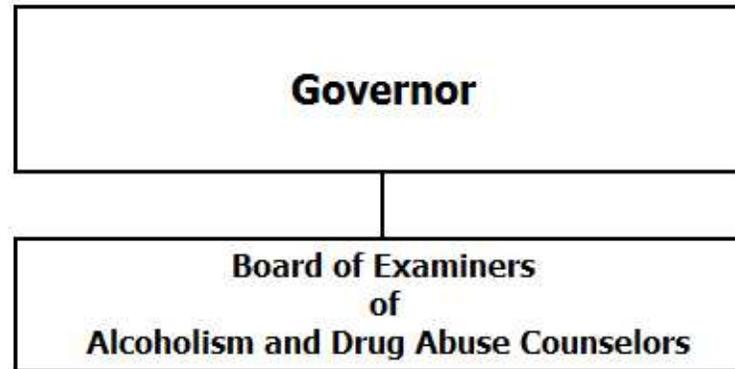
Attorney General's Office

Statutory Provisions for Fees, Fines and Penalties:

The Board has the authority to set fees or penalties for late renewals. A maximum amount of \$215.00 per counselor per licensing cycle (every other year) is charged.

Revenue Receipts Cycle:

Revenue receipts deposited per licensing cycle, every other year. Excess cash placed in Certificate of Deposit (CD). Interest deposited quarterly.



Agency Commentary

The State Board of Examiners of Alcoholism and Drug Abuse Counselors is responsible for providing regulatory authority over persons who hold themselves out to the public as Licensed Alcoholism and Drug Abuse Counselors. The operation of the Board is funded from the receipt of fees charged by the agency for licensing. In November 2011, the Board moved all of its cash funds from banks to the State Treasury.

Board expenses consist of Board member stipends, operating expenses and the part-time professional services of the Board Administrator. The total request is for Base Level of \$25,113 plus an additional \$4,700 each year of the biennium. The \$4,700 increase is due to:

- (1) Increased state reporting requirements, leading to an increase of hours worked by the Board Administrator.
- (2) A recent increase in hearings, which requires an increase in court stenographer fees.
- (3) The Board's website, developed in 2010, requires updates and changes throughout the year, which incur a charge of \$85 per hour from Professional Fees.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
STATE BOARD OF EXAMINERS OF ALCOHOLISM AND DRUG ABUSE COUNSELORS
FOR THE YEAR ENDED JUNE 30, 2011

Findings

Recommendations

None

None

State Contracts Over \$25,000 Awarded To Minority Owned Businesses Fiscal Year 2012

None

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
None	N/A	N	N	0	N/A

Agency Position Usage Report

FY2010 - 2011					FY2011 - 2012					FY2012 - 2013							
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

Analysis of Budget Request

Appropriation: 85U - Treasury Cash

Funding Sources: NDA - Cash in Treasury

The Board of Examiners of Alcoholism and Drug Abuse Counselors was created by A.C.A. §17-27-401 et seq. The Board is responsible for regulating the practice of Alcoholism and Drug Abuse Counseling. License fees generate funding for the operations of the Board. In November 2011, the Board moved all of its cash funds from banks to the State Treasury.

The Base Level request for Regular Salaries includes board member stipend payments. Base Level Personal Services Matching is for payment of the fringe benefits associated with these payments.

Base Level in each year of the biennium is \$25,113. The Agency's Change Level Request of \$4,700 in each year of the biennium provides for an increase in Professional Fees of \$4,700 due to an increase of duties and hours of the Board Administrator and increases in court stenographer fees and website maintenance.

The Executive Recommendation provides for Base Level, as well as a reallocation of \$1,000 from Operating Expenses to Professional Fees, and a reduction in Operating Expenses of \$2,000 in each year of the biennium. Expenditure of appropriation is contingent upon available funding.

Appropriation Summary

Appropriation: 85U - Treasury Cash
Funding Sources: NDA - Cash in Treasury

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			2013-2014			2014-2015		
	2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	4,800	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400
#Positions	0	0	0	0	0	0	0	0	0
Personal Services Matching 5010003	367	413	413	413	413	413	413	413	413
Operating Expenses 5020002	8,138	12,000	12,000	12,000	12,000	9,000	12,000	12,000	9,000
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	7,299	12,000	7,300	7,300	12,000	8,300	7,300	12,000	8,300
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	20,604	29,813	25,113	25,113	29,813	23,113	25,113	29,813	23,113
Funding Sources									
Fund Balance 4000005	19,670	32,771		4,458	4,458	4,458	14,345	9,645	16,345
Cash Fund 4000045	33,705	1,500		35,000	35,000	35,000	1,500	1,500	1,500
Total Funding	53,375	34,271		39,458	39,458	39,458	15,845	11,145	17,845
Excess Appropriation/(Funding)	(32,771)	(4,458)		(14,345)	(9,645)	(16,345)	9,268	18,668	5,268
Grand Total	20,604	29,813		25,113	29,813	23,113	25,113	29,813	23,113

Budget exceeds Authorized Appropriation in Professional Fees due to a transfer from the Cash Fund Holding Account.

Change Level by Appropriation

Appropriation: 85U - Treasury Cash
Funding Sources: NDA - Cash in Treasury

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	25,113	0	25,113	100.0	25,113	0	25,113	100.0
C01	Existing Program	4,700	0	29,813	118.7	4,700	0	29,813	118.7

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	25,113	0	25,113	100.0	25,113	0	25,113	100.0
C01	Existing Program	1,000	0	26,113	104.0	1,000	0	26,113	104.0
C19	Executive Changes	(3,000)	0	23,113	92.0	(3,000)	0	23,113	92.0

Justification

C01	The Board is requesting a \$4,700 increase in the Professional Fees line item. Due to an increase in hearings, there has been an increase in court stenographer fees. The Board's website, developed in 2010, requires updates throughout the year, at a rate of \$85 per hour, which is also paid from the Professional Fees line item. The Board Administrator is compensated under a professional services contract, and the duties and hours of that position have increased, due to an increase in state reporting requirements.
C19	The Executive Recommendation reflects a reallocation of \$1,000 from Operating Expenses to Professional Fees, and a reduction in Operating Expenses of \$2,000.