

# STATE BOARD OF BARBER EXAMINERS

## Enabling Laws

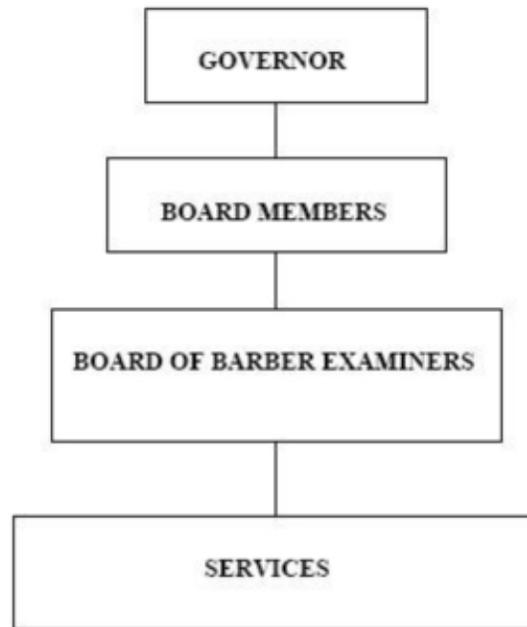
Act 23 of 2012  
Act 313 of 1937 as amended  
See A.C.A. §17-20-101 et seq.

## History and Organization

Act 313 of 1937, as amended, established the Arkansas State Board of Barber Examiners to provide for the regulation of the barber profession. All barbers, barbershops, barber schools or colleges and students in the barber colleges in Arkansas are required to meet minimum requirements and be licensed or certified by the Board of Barber Examiners. Board membership is composed of five (5) persons appointed by the Governor for a term of six (6) years, with one term expiring each two years and the State Health Officer, who is an ex-officio member.

Fees are collected on an annual basis from all barbers, barbershops, barber colleges, barber college instructors and students enrolled in barber college. All barbershops and barber colleges in the State are inspected for sanitation and sterilization of equipment and any other violation of the barber law. Examinations for a license to practice barbering in our State are given to all barbers and barber college instructors.

The Board is a cash fund agency funded by the collection of fees.



### **Agency Commentary**

The State Board of Barber Examiners is responsible for ensuring all persons, students, shops and schools are properly licensed and the sanitation and sterilization rules are met in accordance with the laws set forth in the Laws and Rules and Regulations for Barbering. To be in compliance with Arkansas Barber Law, Act 313 of 1937, as amended, the board conducts random inspections on each and every shop and school in the State of Arkansas; and investigates and resolves all complaints submitted to the board. This is to ensure the health and safety of the public.

In addition to Base Level appropriation for the 2013-2015 Biennium, the Board requests a Change Level of \$27,914 in Regular Salaries and Personal Services Matching for an Administrative Specialist I position due to growth in the barber profession. This growth is shown by an increase in the number of schools from six in 1997 to twelve today. Of the twelve, two opened since December 2011, with inquiries to open additional schools in the future. The new position will be responsible for verification and maintenance of student hours as reported by the schools on a monthly basis; this includes verification of expired student licenses, examination applications review, and reciprocity applications review. Other duties include logging incoming mail and receipting money for examinations and renewals; and responsible for mailing out receipts and licenses when processed. This position will be responsible for barber, barbershop, student, and teacher-manager-instructor file maintenance on a monthly basis, and will assist in processing and mailing the annual newsletter, which includes a financial statement. The newsletter is mailed to approximately 2,500 barbers.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF BARBER EXAMINERS  
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

## Employment Summary

	Male	Female	Total	%
White Employees	2	1	3	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			3	100 %

## Publications

### A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
Annual Letter with Financial Report	A.C.A. 17-20-207	Y	N	2,500	Required by A.C.A. 17-20-207.

## Agency Position Usage Report

FY2010 - 2011						FY2011 - 2012						FY2012 - 2013					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %	3	3	0	3	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 81J - Barber Board-Treasury Cash

**Funding Sources:** NBE - Cash in Treasury

The State Board of Barber Examiners was created by Act 313 of 1937 to regulate the barbering profession. The Board supervises barber colleges in Arkansas to ensure they teach the proper methods of sanitation and sterilization, and perform services to the public. The Board prepares written and practical examinations and administers them to students upon completion of the course. Upon passage, students are licensed to work in a licensed barbershop.

The Board issues Student Barber, Barber Technician, Barber Shop, Barber Instructor, and Barber College licenses. Barber shops are periodically inspected, by direction of the Board, to ensure barbers are currently licensed and are using the proper methods of sanitation and sterilization. Fees are collected annually from barbers, barber shops, barber colleges, barber college instructors and students enrolled in barber college.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Board requests a Change Level of \$27,914 in Regular Salaries and Personal Services Matching for each year of the biennium for an Administrative Specialist I position. This is due to the increase in schools from six to twelve. Two of the twelve schools opened since December 2011. On a monthly basis, the position will be responsible for verification and maintenance of student hours, including verification of expired student licenses, reviews of examination applications and reciprocity applications; and barber, barbershop, student, and teacher-manager-instructor file maintenance. This position will assist in processing and mailing the annual newsletter which includes a financial statement to approximately 2,500 barbers. Other duties include daily logging of incoming mail, receipting money for examinations and renewals and mailing out receipts and licenses when processed.

The Executive Recommendation Provides for the Agency Request, but recommends discontinuation of one (1) Extra Help position. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** 81J - Barber Board-Treasury Cash

**Funding Sources:** NBE - Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	2013-2014			2014-2015		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	124,944	146,912	150,525	147,012	165,867	165,867	147,012	165,867	165,867
<b>#Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>4</b>
Extra Help	5010001	10,380	15,802	10,802	10,802	10,802	10,802	10,802	10,802	10,802
<b>#Extra Help</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>
Personal Services Matching	5010003	39,563	46,810	44,285	47,261	56,320	56,320	47,261	56,320	56,320
Operating Expenses	5020002	28,901	45,150	46,150	45,150	45,150	45,150	45,150	45,150	45,150
Conference & Travel Expenses	5050009	2,404	3,550	2,550	3,550	3,550	3,550	3,550	3,550	3,550
Professional Fees	5060010	0	500	500	500	500	500	500	500	500
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>206,192</b>	<b>258,724</b>	<b>254,812</b>	<b>254,275</b>	<b>282,189</b>	<b>282,189</b>	<b>254,275</b>	<b>282,189</b>	<b>282,189</b>

Funding Sources										
Fund Balance	4000005	232,082	236,330		178,606	178,606	178,606	128,031	100,117	100,117
Cash Fund	4000045	210,440	201,000		203,700	203,700	203,700	206,700	206,700	206,700
<b>Total Funding</b>		<b>442,522</b>	<b>437,330</b>		<b>382,306</b>	<b>382,306</b>	<b>382,306</b>	<b>334,731</b>	<b>306,817</b>	<b>306,817</b>
Excess Appropriation/(Funding)		(236,330)	(178,606)		(128,031)	(100,117)	(100,117)	(80,456)	(24,628)	(24,628)
<b>Grand Total</b>		<b>206,192</b>	<b>258,724</b>		<b>254,275</b>	<b>282,189</b>	<b>282,189</b>	<b>254,275</b>	<b>282,189</b>	<b>282,189</b>

Budget exceeds Authorized Appropriation in Extra Help due to a transfer from the Cash Fund Holding Account. The FY13 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2011-2013 Biennium. Budget exceeds Authorized Appropriation in Conference & Travel by authority of Budget Classification Transfer.

## Change Level by Appropriation

**Appropriation:** 81J - Barber Board-Treasury Cash  
**Funding Sources:** NBE - Cash in Treasury

### Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>254,275</b>	<b>3</b>	<b>254,275</b>	<b>100.0</b>	<b>254,275</b>	<b>3</b>	<b>254,275</b>	<b>100.0</b>
C01	Existing Program	27,914	1	282,189	111.0	27,914	1	282,189	111.0

### Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>254,275</b>	<b>3</b>	<b>254,275</b>	<b>100.0</b>	<b>254,275</b>	<b>3</b>	<b>254,275</b>	<b>100.0</b>
C01	Existing Program	27,914	1	282,189	111.0	27,914	1	282,189	111.0
C03	Discontinue Program	0	0	282,189	111.0	0	0	282,189	111.0

### Justification

C01	The Board requests a change level of \$27,914, in Regular Salaries and Personal Services Matching for an Administrative Specialist I position, due to the growth in the barber profession. This growth is shown by the increase in the number of schools from 6 in 1997 to twelve today. Of the 12, two opened since December 2011, with inquiries to open additional schools in the future. The new position will be responsible for verification and maintenance of student hours as reported by the schools on a monthly basis; this includes verification of expired student licenses, examination applications review, and reciprocity applications review. Other duties include daily logging of incoming mail, receipting money for examinations and renewals. The Administrative Specialist will be responsible for mailing out receipts and licenses when processed. This position will be responsible for barber and barbershop file maintenance; and will assist in processing and mailing the annual newsletter which includes a financial statement.
C03	The Executive Recommendation provides for the Agency Request but recommends discontinuation of one (1) Extra Help position.