

# SOCIAL WORK LICENSING BOARD

## Enabling Laws

Act 166 of 2010  
A.C.A. §17-103-201

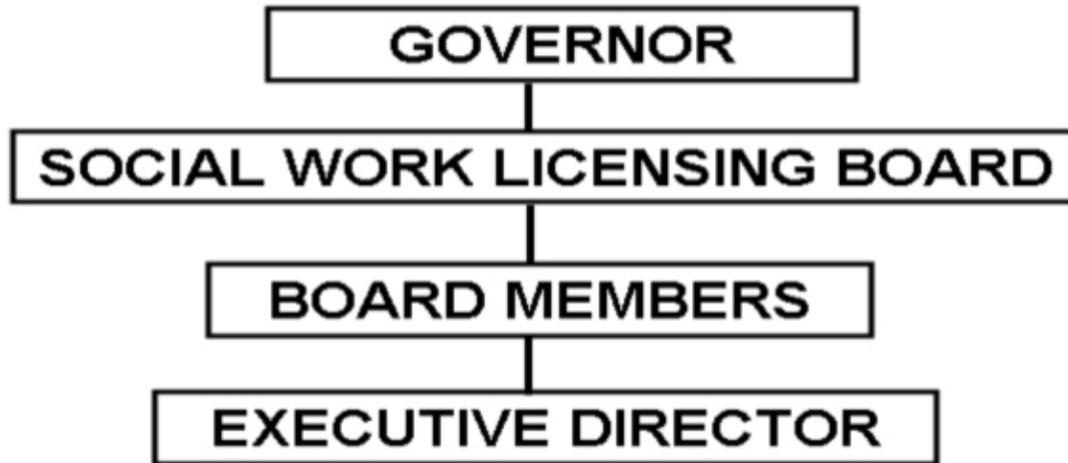
## History and Organization

Act 791 of 1981 created the Social Work Licensing Board and dissolved the Board of Social Work Registration. All records and equipment were transferred from the Board of Social Work Registration to the Social Work Licensing Board. The Social Work Licensing Board, which became fully operational in 1982, is funded solely by the collection of fees.

Act 760 of 1987 made state employees with job classifications of Family Service Worker and Social Service Worker exempt from licensure. Act 40 of 1989 increased fees for the operation of the Social Work Licensing Board. Act 1317 of 1997 mandated state and national criminal background checks for all new applicants for social work licensure and all currently licensed social workers. Act 1481 of 2001 increased fees for the Social Work Licensing Board, Act 1274 of 2003 requires Licensed Certified Social Workers in the private/independent practice of social work to display their licenses, and Act 281 of 2005 extended the provisional license for social workers to one year. Act 297 of 2009 made state employees with job classification of Adult Protective Services Worker exempt from licensure.

In February 2000, the Board's web site became operational as a means of communication to the public and to the 2,882 currently licensed social workers. The Board has nine members and one full-time employee.

The mission of the Social Work Licensing Board is to protect the public by setting standards of qualification, training and experience for those who seek to represent themselves to the public as social workers and by promoting high standards of professional performance for those engaged in the practice of social work.



### **Agency Commentary**

The Social Work Licensing Board is responsible for issuing licenses and regulating the practice of social work. Funding for this appropriation is from special revenues derived by the collection of application and license renewal fees.

In addition to Base Level, the Board is requesting the following:

An increase in the Operating Expenses line item of \$1,100 in FY12 and \$4,675 in FY13 to cover anticipated increases in telephone, postage, rent, board member travel expenses and office supplies.

A decrease of \$1,940 in Conference & Travel Expenses, \$1,360 in Professional Fees for legal fees and \$700 in Refunds/Reimbursements each year to reduce appropriation in line with actual expenditures.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
SOCIAL WORK LICENSING BOARD

Findings

A separate report for this Agency was not issued. However, financial activity for the Agency was included in the audit of the State's CAFR for the year ended June 30, 2009.

Recommendations

## Employment Summary

	Male	Female	Total	%
White Employees	0	1	1	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			1	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 Report	ACA 17-103-203(6)	N	N	4	Required by Law for Public Use
Board Meeting Minutes	ACA 25-1-204	N	N	4	Required by Regulations for Public Use

**A.C.A. 25-1-204**

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
Financial Report	ACA 17-103-203(8)	N	N	4	Required by Law for Public Use.

**Agency Position Usage Report**

FY2008 - 2009						FY2009 - 2010						FY2010 - 2011					
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		
1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %	1	1	0	1	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** 2KZ - Social Work Licensing

**Funding Sources:** SSW - Social Work Licensing Fund

The Social Work Licensing Board is responsible for administration of the Social Work Licensing Act (A.C.A. §17-103-201 et seq.), which requires individuals who practice social work or represent themselves to the public as social workers to be licensed. The operations of the Social Work Licensing Board are funded from special revenues derived by the collection of application and license renewal fees authorized by A.C.A. §17-103-205.

Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Career Service Payments. The Base Level request for Regular Salaries includes board member stipend payments.

The Board's Change Level Request totaling (\$2,900) in FY12 and \$575 in FY13 reflects the following:

- Operating Expenses net increases totaling of \$1,100 in FY12 and \$4,575 in FY13 for rent and copier lease renewals, postage & telephone/Internet rate increases, increased cost of office supplies, purchase of a laptop & backup storage device in FY12 and replacement of a desktop computer, software and printer in FY13, and increases for mileage and board member expenses. These increases are offset by reductions/reallocations in printing and copying resulting from the online publication of the Board's newsletter and reclassification of board member travel expenses.
- Reductions in Conference & Travel Expenses of (\$1,940) each year because board member travel expenses were previously paid from this line item in error. The lowered amount reflects the maximum amount of travel that would be required for the board director to attend national meetings of the Association of Social Work Boards.
- Reductions in Professional Fees of (\$1,360) each year because legal fees associated with hearings for violations have been less than previously projected.
- Reductions in Refunds/Reimbursements of (\$700) each year due to less actual requests for refunds of application fees than were estimated in previous years.

The Executive Recommendation provides for the Board Request.

# Appropriation Summary

**Appropriation:** 2KZ - Social Work Licensing  
**Funding Sources:** SSW - Social Work Licensing Fund

## Historical Data

## Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2009-2010 Actual	2010-2011 Budget	2010-2011 Authorized	2011-2012			2012-2013		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	46,096	52,364	45,723	52,364	52,364	52,364	52,364	52,364	52,364
<b>#Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Extra Help 5010001	0	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
<b>#Extra Help</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching 5010003	12,964	15,061	13,646	15,095	15,095	15,095	15,095	15,095	15,095
Operating Expenses 5020002	28,001	42,200	42,200	42,200	43,300	43,300	42,200	46,775	46,775
Conference & Travel Expenses 5050009	4,004	7,940	3,200	7,940	6,000	6,000	7,940	6,000	6,000
Professional Fees 5060010	10,973	31,360	36,100	31,360	30,000	30,000	31,360	30,000	30,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements 5110014	83	1,200	1,200	1,200	500	500	1,200	500	500
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>102,121</b>	<b>163,125</b>	<b>155,069</b>	<b>163,159</b>	<b>160,259</b>	<b>160,259</b>	<b>163,159</b>	<b>163,734</b>	<b>163,734</b>
<b>Funding Sources</b>									
Fund Balance 4000005	375,883	403,683		375,558	375,558	375,558	342,399	345,299	345,299
Special Revenue 4000030	129,921	135,000		130,000	130,000	130,000	135,000	135,000	135,000
<b>Total Funding</b>	<b>505,804</b>	<b>538,683</b>		<b>505,558</b>	<b>505,558</b>	<b>505,558</b>	<b>477,399</b>	<b>480,299</b>	<b>480,299</b>
Excess Appropriation/(Funding)	(403,683)	(375,558)		(342,399)	(345,299)	(345,299)	(314,240)	(316,565)	(316,565)
<b>Grand Total</b>	<b>102,121</b>	<b>163,125</b>		<b>163,159</b>	<b>160,259</b>	<b>160,259</b>	<b>163,159</b>	<b>163,734</b>	<b>163,734</b>

The FY11 Budget amounts in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary adjustments during the 2009-2011 biennium.

Budget exceeds Authorized Appropriation in Conference & Travel Expenses by authority of Budget Classification Transfer.

## Change Level by Appropriation

**Appropriation:** 2KZ - Social Work Licensing  
**Funding Sources:** SSW - Social Work Licensing Fund

### Agency Request

Change Level		2011-2012	Pos	Cumulative	% of BL	2012-2013	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>163,159</b>	<b>1</b>	<b>163,159</b>	<b>100.0</b>	<b>163,159</b>	<b>1</b>	<b>163,159</b>	<b>100.0</b>
C01	Existing Program	550	0	163,709	100.3	2,775	0	165,934	101.7
C03	Discontinue Program	(5,100)	0	158,609	97.2	(4,950)	0	160,984	98.7
C04	Reallocation	0	0	158,609	97.2	0	0	160,984	98.7
C08	Technology	1,650	0	160,259	98.2	2,750	0	163,734	100.4

### Executive Recommendation

Change Level		2011-2012	Pos	Cumulative	% of BL	2012-2013	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>163,159</b>	<b>1</b>	<b>163,159</b>	<b>100.0</b>	<b>163,159</b>	<b>1</b>	<b>163,159</b>	<b>100.0</b>
C01	Existing Program	550	0	163,709	100.3	2,775	0	165,934	101.7
C03	Discontinue Program	(5,100)	0	158,609	97.2	(4,950)	0	160,984	98.7
C04	Reallocation	0	0	158,609	97.2	0	0	160,984	98.7
C08	Technology	1,650	0	160,259	98.2	2,750	0	163,734	100.4

### Justification

C01	Board requires additional Postage (FY13:\$500) and Telecommunications Wired (FY12:\$200;FY13:\$500) to provide for increased cost for mailings, phone and internet services. Rent (FY13:\$1,000) and Copier (FY13:\$300) leases are set to expire in FY2012, so this increase is requested in the second year to accomodate potential rate increases. Mileage increase (FY12:\$50;FY13:\$100) is requested due to an increase in required travel. Board Member Expenses (FY13:\$75) increase due to cost of meals and number of retiring board members that will receive appreciation plaques. Office Supplies (FY12 & FY13:\$300) due to increased costs of supplies.
C03	Board requests to reduce: Printing (FY12 & FY13:\$500) and Copying (FY12:\$500; FY13:\$450) due to online publication of the Board's newsletter; Legal Fees (FY12 & FY13:\$1,360) and Refunds (FY12 & FY13:\$700) because previously anticipated costs have not reached the expected amount; Meals & Lodging (FY12 & FY13: \$1,100) and Common Carrier (FY12 & FY13: \$840) to reduce budget to projected expenditures; and Software & Licenses (\$100) in FY12, which is requested to reallocate to FY13 to purchase MS Office software for a new desktop computer (see below).
C04	Board requests to reallocate Association & Membership Dues (FY12 & FY13: \$500), Temporary Employment Services (FY12 & FY13: \$1,000) and Board Member Travel - Other (FY12 & FY13: \$1,000) to new commitment items Board Member Travel - Meals (FY12 & FY13: \$500) and Board Member Travel Lodging (FY12 & FY13: \$2,000) to cover the cost of two Board Members to attend the national conference of the Association of Social Work Boards.
C08	Board requests to purchase a laptop (\$1,500) and data storage (\$150) in FY2012 and a desktop (\$2,000) and printer (\$650) in FY2013. Agency requests to move Software & Licenses of \$100 from FY2012 to FY2013 to aquire new MS Office software for desktop computer. These items can be found in the Agency IT Plan under "Future Hardware Purchases".