

# STATE BOARD OF DENTAL EXAMINERS

## Enabling Laws

Act 112 of 2012  
A.C.A. §17-82-201

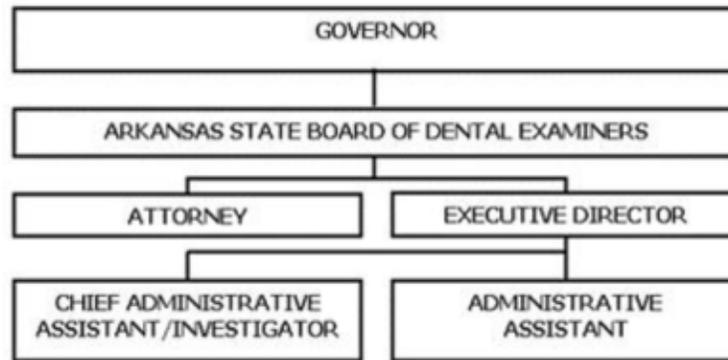
## History and Organization

The Arkansas State Board of Dental Examiners was created by Act 144 of 1887 and has been in continuous existence for 123 years. Act 14 of 1955, known as the Dental Practice Act, governs Board operations. The Board regulates the practice of dentistry, dental hygiene, and dental assisting, by examining applicants for competency and issuing licenses to candidates meeting the requirements of the state and the Board.

The Board is also vested with the power to revoke or suspend the privilege of practicing professionally under any license or permit issued by it; it may place a licensee or permittee on probation, may impose a fine, or a combination of these sanctions; it has the authority to promulgate Rules and Regulations governing the practice of dentistry; it may conduct disciplinary hearings under the Administrative Procedures Act.

The Board is composed of six practicing dentists, one practicing dental hygienist, and two consumer representatives; one represents the senior citizens of the state. Members are appointed by the Governor for five year terms; officers are elected annually. The Board meets six or more times a year and conducts disciplinary hearings in conjunction with those meetings.

The Board employs an executive director and two other employees. The Board participates in the Southern Regional Testing Agency with five other states; this agency administers clinical examinations to dentists and dental hygienists. The board members who are dentists and the dental hygienist board member participate with other professional examiners at more than sixteen examinations each year. The Board also holds individual examinations for applicants in the dental specialty fields. More than 5,900 individuals hold a current license or permit issued by the Board of Dental Examiners.



## Agency Commentary

The State Board of Dental Examiners is a medically related cash fund agency with one appropriation. Funds are collected by the Board through application fees for licensure, renewal of licenses and permits, issuance of permits, late penalties, and disciplinary fines. The Board is totally self-funded.

The Board was established in 1887 to regulate dentistry. Through the Dental Practice Act [A.C.A. §17-82-101 et seq.] and its Rules and Regulations, the Board prescribes those acts, services, procedures and practices which define the practice of dentistry and those acts, services, procedures and practices which can be performed by dental hygienists and dental assistants.

The Board's office staff of three receives written complaints from the public about dental services, answers questions from the public and licensees of the Board, dispenses applications and information about licensure and permitting in the state, and plans and schedules hearings and meetings. The Board implemented minimum standards of continuing education and mandatory CPR several years ago. The Board uses its website [www.dentalboard.arkansas.gov](http://www.dentalboard.arkansas.gov) to provide application forms for licensure, minutes of meetings, newsletters and lists of licensed dentists and dental hygienists. Our website is linked to the national group of dental examiners.

The Board has worked within its current budget since before 2003 and is currently preparing to initiate the Governor's directive in "Going Green." To do so, our software and website must be updated. In addition, the once spacious office is now overflowing with applications and files dating back to the 1920s. We are requesting an appropriation increase of \$150,000 in the first year and \$100,000 in the second year of the biennium to facilitate the hiring of technical support in order to update our current software, install and link to new scanning software in order to scan in all of the current files and donate the archives to the Arkansas Historical Society. Once the initial technical and installation process is completed we will be able to continue to use the scanning system for all future applications and documentation; therefore, we will

continue to be in compliance with the Governor's directive and strive to become a more paperless agency. In addition, the updates will include making our website more user friendly with applications completed and submitted online, once again eliminating the necessity of additional paper.

The Board has sufficient cash funding for the requests for the 2013-15 Biennium.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS STATE BOARD OF DENTAL EXAMINERS  
 FOR THE YEAR ENDED JUNE 30, 2010

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	0	1	1	33 %
Black Employees	0	2	2	67 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			2	67 %
Total Employees			3	100 %

## Cash Fund Balance Description as of June 30, 2012

Fund Account	Balance	Type	Location
3120000	\$1,365,218	Checking, Money Market, CD and Treasury	Pulaski, Simmons, Twin City Metropolitan Bank & State Treasury

### Statutory/Other Restrictions on use:

A.C.A. 17-82-211 Provides for the Agency to collect fines and penalties and for the Agency treasurer to disburse as necessary.

### Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-82-100 et seq., A.C.A. 17-82-201 et seq., A.C.A. 17-82-301 et seq., 17-82-501 et seq.

### Revenue Receipts Cycle:

January 1 Odd numbered years-Biennial renewal of dental and hygiene licenses, corporation registry, anesthesia permits. January 1 Even numbered years-Biennial renewal of dental assistant permits.

### Fund Balance Utilization:

To pay all expenses of board operations including board meetings, disciplinary hearings, complaint investigations, staff training, board member examiners training and office operations.

## 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	
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:** A41 - Cash Operations

**Funding Sources:** 312 - Dental Examiners Cash

The State Board of Dental Examiners is funded from the receipt of fees charged by the Board, as authorized by Arkansas Code Annotated § 17-82-310.

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 Agency's Change Level Request includes an increase of \$150,000 in FY14 and \$100,000 in Operating Expenses for Technical Services. This appropriation would be used to create a database and allow license renewals and applications to be processed online, facilitating a paperless office, as referenced in the Agency's IT Plan. The Agency also requests a reallocation in Operating Expense appropriation totaling \$29,150 each year between General Ledger codes to more accurately reflect anticipated expenses.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** A41 - Cash Operations  
**Funding Sources:** 312 - Dental Examiners Cash

### 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	176,070	166,243	169,259	166,243	166,243	166,243	166,343	166,343	166,343
<b>#Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	49,622	48,580	46,268	49,392	49,392	49,392	49,413	49,413	49,413
Operating Expenses	5020002	114,451	114,637	114,637	114,637	264,637	264,637	114,637	214,637	214,637
Conference & Travel Expenses	5050009	7,166	7,166	7,166	7,166	7,166	7,166	7,166	7,166	7,166
Professional Fees	5060010	30,875	42,126	42,126	42,126	42,126	42,126	42,126	42,126	42,126
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	233	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>378,417</b>	<b>388,752</b>	<b>389,456</b>	<b>389,564</b>	<b>539,564</b>	<b>539,564</b>	<b>389,685</b>	<b>489,685</b>	<b>489,685</b>
<b>Funding Sources</b>										
Fund Balance	4000005	1,083,942	1,363,408		1,374,656	1,374,656	1,374,656	1,385,092	1,235,092	1,235,092
Cash Fund	4000045	657,883	400,000		400,000	400,000	400,000	400,000	400,000	400,000
<b>Total Funding</b>		<b>1,741,825</b>	<b>1,763,408</b>		<b>1,774,656</b>	<b>1,774,656</b>	<b>1,774,656</b>	<b>1,785,092</b>	<b>1,635,092</b>	<b>1,635,092</b>
Excess Appropriation/(Funding)		(1,363,408)	(1,374,656)		(1,385,092)	(1,235,092)	(1,235,092)	(1,395,407)	(1,145,407)	(1,145,407)
<b>Grand Total</b>		<b>378,417</b>	<b>388,752</b>		<b>389,564</b>	<b>539,564</b>	<b>539,564</b>	<b>389,685</b>	<b>489,685</b>	<b>489,685</b>

FY13 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2011-2013 Biennium.

## Change Level by Appropriation

**Appropriation:** A41 - Cash Operations  
**Funding Sources:** 312 - Dental Examiners Cash

### Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>389,564</b>	<b>3</b>	<b>389,564</b>	<b>100.0</b>	<b>389,685</b>	<b>3</b>	<b>389,685</b>	<b>100.0</b>
C04	Reallocation	0	0	389,564	100.0	0	0	389,685	100.0
C08	Technology	150,000	0	539,564	138.5	100,000	0	489,685	125.7

### Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>389,564</b>	<b>3</b>	<b>389,564</b>	<b>100.0</b>	<b>389,685</b>	<b>3</b>	<b>389,685</b>	<b>100.0</b>
C04	Reallocation	0	0	389,564	100.0	0	0	389,685	100.0
C08	Technology	150,000	0	539,564	138.5	100,000	0	489,685	125.7

### Justification

C04	The Agency has reallocated Operating Expense appropriation between General Ledger codes to more accurately reflect anticipated expenses.
C08	The Board is requesting an increase of \$150,000 in FY14 and \$100,000 in FY 15. The \$150,000 increase in Technical Services would allow the Board to become completely paperless, by creating a database and allowing license renewals and applications to be processed online from the Board's website. The \$100,000 request in FY15 in Technical Services would facilitate the completion of the database project. This request is in accordance with the Board's IT Plan as submitted to the DFA – Office of State Technology Planning.