

# ALCOHOL/DRUG ABUSE COUNSELORS

## Enabling Laws

Act 144 of 2014  
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

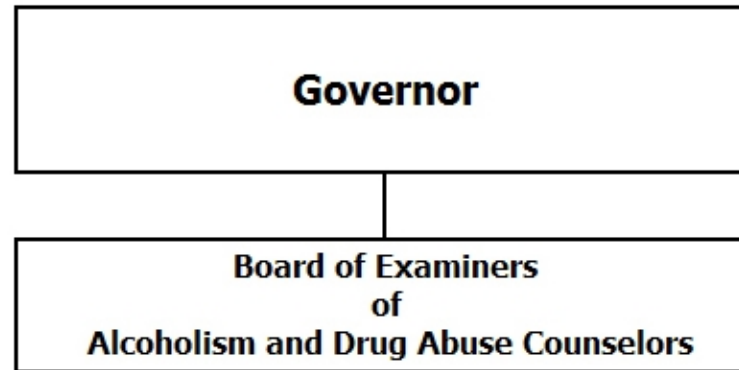
Attorney General's Office

### 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.

The Board is requesting a Change Level increase each year in the amount of \$8,853 for Board Stipends, Operating Expenses, and Professional Fees and Services.

The increase of \$2,153 each year is for Board Stipends for 13 full-time board members.

The increase of \$3,000 each year in Operating Expenses is due to the increase in our travel expenses due to 13 full-time board members traveling from all over the state to Little Rock.

The increase of \$3,700 each year in Professional Fees is due to the increase in the Board Administrator’s duties. The board had to request a

cash increase letter last fiscal year to be able to pay the Administrator due to her increased workload. She is now making \$9,000 per year as a contract employee with \$1,000 added into the budget for her travel expenses. The increase is also to cover other professional services such as a stenographer for court hearings, website fees to Information Network of Arkansas or any other unexpected professional service that might arise.

As of March 2013, our Board has been authorized per Act 1249 of 2013 to increase licensing and renewal fees to our Counselors, generating added income. Our total funding should be approximately \$64,000 to cover a two year period.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS STATE BOARD OF EXAMINERS OF ALCOHOLISM AND DRUG ABUSE COUNSELORS  
FOR THE YEAR ENDED JUNE 30, 2013

Findings

Recommendations

None

None

## State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

## Publications

### A.C.A. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
None	N/A	N	N	0	N/A	0	0.00

## Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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 each year of the 2015-2017 Biennium is \$23,113.

The Agency's Change Level Request of \$8,853 each year of the biennium provides the following:

- Regular Salaries and Personal Services Matching increase of \$2,153 for board stipends,
- Operating Expenses increase of \$3,000 due to the increase in travel for 13 full-time board members, and
- Professional Fees increase of \$3,700 due to an increase of duties and hours of the Board Administrator and increases in court stenographer fees and web site maintenance.

The Executive Recommendation provides for the Agency Request. 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			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	4,380	7,400	5,400	5,400	7,400	7,400	5,400	7,400	7,400
<b>#Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Personal Services Matching 5010003	341	566	413	413	566	566	413	566	566
Operating Expenses 5020002	9,063	12,000	9,000	9,000	12,000	12,000	9,000	12,000	12,000
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	10,059	12,000	8,300	8,300	12,000	12,000	8,300	12,000	12,000
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>23,843</b>	<b>31,966</b>	<b>23,113</b>	<b>23,113</b>	<b>31,966</b>	<b>31,966</b>	<b>23,113</b>	<b>31,966</b>	<b>31,966</b>
<b>Funding Sources</b>									
Fund Balance 4000005	16,376	39,628		12,662	12,662	12,662	15,696	15,696	15,696
Cash Fund 4000045	47,095	5,000		26,147	35,000	35,000	5,000	5,000	5,000
<b>Total Funding</b>	<b>63,471</b>	<b>44,628</b>		<b>38,809</b>	<b>47,662</b>	<b>47,662</b>	<b>20,696</b>	<b>20,696</b>	<b>20,696</b>
Excess Appropriation/(Funding)	(39,628)	(12,662)		(15,696)	(15,696)	(15,696)	2,417	11,270	11,270
<b>Grand Total</b>	<b>23,843</b>	<b>31,966</b>		<b>23,113</b>	<b>31,966</b>	<b>31,966</b>	<b>23,113</b>	<b>31,966</b>	<b>31,966</b>

FY15 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2013-2015 Biennium. Budget exceeds Authorized Appropriation in Operating Expenses and 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		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>23,113</b>	<b>0</b>	<b>23,113</b>	<b>100.0</b>	<b>23,113</b>	<b>0</b>	<b>23,113</b>	<b>100.0</b>
C01	Existing Program	8,853	0	31,966	138.3	8,853	0	31,966	138.3

### Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>23,113</b>	<b>0</b>	<b>23,113</b>	<b>100.0</b>	<b>23,113</b>	<b>0</b>	<b>23,113</b>	<b>100.0</b>
C01	Existing Program	8,853	0	31,966	138.3	8,853	0	31,966	138.3

### Justification

C01	The increase of \$2,153 each year is for Board Stipends for 13 full-time board members, \$3,000 each year in Operating Expenses is due to the increase in travel expenses due to 13 full-time board members traveling from all over the state to Little Rock, and \$3,700 each year in Professional Fees is due to the increase in the Board Administrator's duties. The Board had to request a cash increase letter last fiscal year to be able to pay the Administrator due to increased workload. The Administrator is now making \$9,000 per year as a contract employee with \$1,000 for travel expenses. The increase is also to cover other professional services such as a stenographer for court hearings, website fees to Information Network of Arkansas or any other unexpected professional service that might arise.
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