ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1999 - 2001

The Arkansas Board of Cosmetology operates from two appropriations; Disciplinary Hearings (CO3) - a cash fund account and Cosmetology Operations (053) - a special revenue account.

### DISCIPLINARY HEARINGS (CO3) - FUND SOURCE (331)

This appropriation is used to support the Board's enforcement program. When warranted, Respondents in disciplinary matters are assessed civil penalties in lieu of suspension or revocation of licenses. A.C.A. 17-26-323 requires that funds derived from penalties assessed by the Board will be used to off set the costs of disciplinary hearings and other enforcement activities. As such, this appropriation is used for administrative hearing expenses (court reporter, subpoenas, etc.,), the costs for other enforcement actions and related administrative expenses (court fees, transcripts, postage, etc.).

The budget request for disciplinary hearings reflects a base level of 3,294 in each year of the biennium. The Board is requesting an additional 1,520(Change Level 01 – Rank 01) in each year of the biennium to provide for reimbursement of travel expenses incurred by inspectors to testify at disciplinary hearings. Funding is sufficient to support the Board's budget request of 4,814in each year of the biennium.

### COSMETOLOGY OPERATIONS (053) - FUND SOURCE (SXC)

The Board uses this appropriation to cover operating expenses to conduct examinations; maintain a system for issuing certificates of registration and licenses; conduct health and safety inspections, investigations and operation audits; conduct meetings; maintain a principle office and provide the administrative support the Board needs to carry out its duties and functions as prescribed in the Cosmetology Act. The 1999-01 biennium budget request reflects a base level of \$445,772 in FY00 and \$452,617 in FY01. This request covers 10 positions. An increase in the Board's base level operation is needed to continue the Agency's level of operation; to cover increases in operating expenses due to the installation of a new license administration system; and to allow the Board to expand the scope of the national written examinations it administers to include candidates for the Cosmetologist licensure examination. To support these changes the Board is requesting an additional \$18,850 in each year of the biennium. The Board's total budget request for the 1999-01 biennium for Cosmetology Operations is \$464,622 in FY00 and \$471,467 in FY01. Anticipated receipts and the use of the SXC fund balance will be sufficient to fund the Board's biennium budget request. The changes requested to the base level budget follow.

CHANGE LEVEL 01 – RANK 01: The Board is requesting \$3,100 in each year of the biennium to cover increases in operating expenses for maintenance of equipment acquired in FY98 and for rental of office space. Effective 7/1/99 the rental rate charged by SBS will increase from \$9.75 to \$11 a square foot.

CHANGE LEVEL 08 – RANK 02: The Agency is currently working with DIS in testing and implementing the Board's new license administration system. Once the Agency completes a full business cycle using the new system, it is anticipated that minor program modifications will be required. Hence, the Board is requesting \$6,250 in FY00 for that purpose. A continuation of this appropriation request in FY01 is requested to develop a system for archiving historical records. An additional \$4,500 is requested in each year of the biennium to continue a contract with DIS to provide technical support services, to provide ongoing training of Agency personnel to fully utilize the new computer technology and to cover increases in operating expenses for data processing supplies and telecommunication services needed to support and maintain the new license administration system. A total of \$10,750 in each year of the biennium will be needed to fund this request.

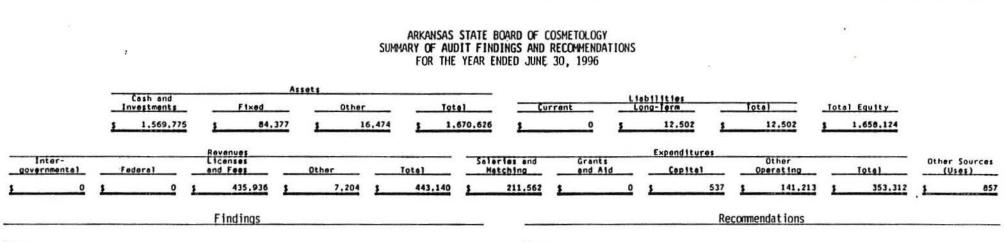
AGENCY ARKANSAS STATE BOARD OF COSMETOLOGY	DEPara Morton	AGENCY PROGRAM COMMENTARY BR21	page 101
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### ARKANSAS BUDGET SYSTEM AGENCY PROGRAM COMMENTARY 1999 - 2001

CHANGE LEVEL 02 – RANK 03: The Cosmetology Code requires applicants for licensure by examination to pass both a written and practical examination. The Board currently administers a written examination developed by a national credentialing company to those applicants pursuing licensure in specialty areas. Due to new procurement guidelines the Office of Accounting has advised us that this type of expenditure does not require a professional/consultant service contract. Therefore, the Board requests that the \$3,000 reflected in the Base Level request in each year of the biennium be transferred from Character 10 to Character 02.

The Board is requesting an additional \$5,000 in each year of the biennium to expand the scope of the written testing program it administers to include applicants for the Cosmetologist licensure examination. There are 41 states that administer national written examinations to Cosmetology examination candidates. Several states have enacted legislation that denies licensure to outof-state applicants who have not passed a national examination. The mobility of Arkansas licensees to practice their occupation in other states will be greatly enhanced if the Board administers examinations that are recognized on a national level. Further, the Board wants to ensure that the tests it administers have been developed based on recognized psychometric principles which is essential in establishing the reliability, validity and thus the legal defensibility of the licensure examination. ' CHANGE LEVEL 09 – RANK 04: The Board has identified two positions to be considered for the Career Ladder Incentive Program. The Board anticipates that two incumbent employees will satisfy competency-based criteria for promotion to the next level within their respective Career Ladder Classification group, as established by OPM (Business Controller I to Business Controller II – Administrative Assistant I to Administrative Assistant II). The employees in these positions support key organizational goals and objectives of the Agency and based on their past performance, it is anticipated that these employees will continue to exhibit effective performance and will fulfill the competency-based criteria established for their respective positions.

AGENCY ARKANSAS STATE BOARD OF COSMETOLOGY	DEBra Jorton	AGENCY PROGRAM COMMENTARY BR21	PAGE
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None

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None

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Audited by Division of Legislative Audit SA0722796

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#### ARKANSAS BUDGET SYSTEM EMPLOYMENT SUMMARY AS REQUIRED BY ACT 358 OF 1993 (A.C.A 19-4-307)

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AGENCY TITLE 227 - STATE BOA	RD OF COSMETOLO	ĴΥ		
	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	1	8	9	90%
BLACK EMPLOYEES	0	1	1	10%
EMPLOYEES OF OTHER RACIAL MINORITIES	0	0	0	0%
TOTAL EMPLOYED AS OF 08/08/98 DATE			1 TOT <mark>AL MINORIT</mark> IES	10%
LEBAR DOLLON AGENCY DIRECTOR			10 TOT <mark>AL EMPLOYE</mark> ES	100%

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# CASH FUND BALANCE DESCRIPTION AS OF JUNE 30, 1998

AGENCY: Arkansas State Board of Cosmetology (227)

	Contraction of the second se	COUNT INFOR		STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	A.C.A. 17-26-323 requires that funds derived from penalties assessed by
Disciplinary	\$ 3,263	Checking	Nations Bank - Little Rock	the Board shall be used exclusively to defray the costs of disciplinary
Hearings (331)	\$ 50,531 \$ 50,531	C.D. C.D.	Nations Bank - Little Rock Nations Bank - Little Rock	hearings and any other enforcement activities including investigations.
240		-		STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:
				A.C.A. 17-26-322 (b) authorizes the Board to assess penalties, in lieu of a
				suspension or revocation of license, in an amount not exceed \$500.
				REVENUE RECEIPTS CYCLE:
				Penalties are collected throughout the year.
				FUND BALANCE UTILIZATION:
				As required by statute, this fund is used for on-going expenses incurred to
				conduct investigations, disciplinary hearings and for other enforcement
				activities. Except that, when authorized by special language, this fund has
				been used for one-time expenses for capital purchases.
and Ara -	and the second se			STATUTORY/OTHER RESTRICTIONS ON USE:
FUND ACCT.	BALANCE	TYPE	LOCATION	-
				STATUTORY PROVISIONS FOR FEES, FINES, PENALTIES:
				REVENUE RECEIPTS CYCLE:
			×	
				FUND BALANCE UTILIZATION:

## ARKANSAS BUDGET SYSTEM

## DEPARTMENT APPROPRIATION SUMMARY

	AGENCY TITLE		1997				1999				1999		
	Board of Cosmetology		Expend				Biennium					mmendation	r
O	Appropriations	Actual	No. of	Budgeted	No. of	Year 1	No. of	Year 2	No. of	Year 1	No. of	Year 2	No. of
Code	Name	1997-98	Pos.	1998-99	Pos.	1999-00	Pos.	2000-01	Pos.	1999-00	Pos.	2000-01	Pos.
C03	Disciplinary Hearings	\$3,294		\$3,294		\$4,814		\$4,814		\$4,814		\$4,814	1
	Operations	510,155	10	428,159	10	464,622	10	471,467	10			471,467	10
	operations	510,135	10	420,105	10	404,022		471,407	10	404,022	10	471,407	
+													
				÷.		X							
OTAL	S	\$513,449	10	\$431,453	10	\$469,436	10	\$476,281	10	\$469,436	10	\$476,281	10
F	unding Sources		% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
A REAL PROPERTY AND A REAL PROPERTY.	alances	\$539,569	49.6%	\$573,883	56.6%	\$582,430	57.0%	\$552,994	55.7%	\$582,430	57.0%	\$552,994	55.7%
	Revenues												
and the second	Revenues	521,541	48.0%	419,000	41.3%	419,000	41.0%	419,000	42.2%	419,000	41.0%	419,000	42.29
	Funds												
	& Fiscal Agency Fund												
	entral Services Fund								_				
	venue Receipts												
ash F	unds	26,222	2.4%	21,000	2.1%	21,000	1.9%	21,000	2.1%	21,000	1.9%	21,000	2.1%
ther	P		100.000		100.000	1 000 100	100 000	000.001	100 000	1 000 100	100.000		102.25
otal Fu		1,087,332	100.0%	1,013,883	100.0%	1,022,430	100.0%	992,994	100.0%		100.0%	992,994	100.0%
xcess	Appro./ (Funding)	(573,883)		(582,430)		(552,994)		(516,713)		(552,994)		(516,713)	
	TOTAL	\$513,449		\$431,453		\$469,436		\$476,281		\$469,436		\$476,281	
EPAR	TMENT			DIRECTOR						DEPARTMENT	APPROPRI		
OARD	OF COSMETOLOGY (227)			Debra Norton						BR 40		1	106

## ARKANSAS BUDGET SYSTEM ANALYSIS OF BUDGET REQUEST 1999 - 2001

The Board of Cosmetology utilizes this appropriation to pay expenses of administrative disciplinary hearings of licensed cosmetologists. In settlement of some disciplinary matters, penalties are assessed instead of suspending or revoking licenses. The Base Level for each year is \$3,294. The Board is requesting an additional \$1,520 in Operating Expenses to provide reimbursement of travel expenses to inspectors who testify at disciplinary hearings.

The Executive Recommendation provides for the Agency Request.

AGENCY	APPROPRIATION	CASH FUND	ANALYSIS OF	PAGE
Name: State Board of Cosmetology	Name: Disciplinary Hearings - Cash	Name: Board of Cosmetology - Cash	BUDGET REQUEST	107
Code: 227	Code: C03	Code: 331	BR20	

#### ARKANSAS BUDGET SYSTEM

01	02	03	04	05	06	07	08	09	10	11	12	13	14
CHARACTER TITLE	EXPEND) 97-98 ACTUAL	TURES 98-99 BUDGETED	98-99 AUTHORIZED APPRO	99- BASE	-00 FISCAL YE Change Level	TOTAL REQUEST	00 BASE	-01 FISCAL YEA Change Level	AR TOTAL REQUEST		ECOMMEN JTIVE 00-01		S LATIVE 00-0
RATING EXPENSES	2,244	2,244	2,311	2,244	1,520	3,764	2,244	1,520	3,764	3,764	3,764		
ENSES	1,050	1,050	1,050	1,050	0	1,050	1,050	0	1,050	1,050	1,050		
2													
<b>K</b>	3,294	3,294	Winnerscher and store to prove the	3,294	1,520	4,814	3,294	1,520	4,814	9.814	4,814		
PROPOSED FUNDING SOURCES BALANCES	188,511	211.639	***********	229,145		229,145	245,331		245,331	229,145	245,331		
RAL REVENUES			*****			- ANTIALY					A DE LO VA		
IAL REVENUES			*****			6							
RAL FUNDS			*******										
E CENTRAL SERVICES FUND													
CONTRACTOR OF CONT			*******										
REVENUE RECEIPTS			and the second sec	19,480	1,520	21,000	19,480	1,520	21,000	21,000	21,000		
	26.222	21,000		17,400				A REAL				the second s	-
FUNDS	26,222	21,000	*********	17,400									
1 FUNDS ER			******				264 ,811	1,520	266,331	250,145	266.331		
REVENUE RECEIPTS	26,222 214,733 ( 211,439)	232,439		248,625	1,520	250,145 ( 245,331)	264,811 ( 261,517)	1,520	266,331 ( 261,517)	250,145 ( 245,331)	266,331 ( 261,517)		

T 007 REGULATORY BOARDS AND COMMISSIONS

227 STATE BOARD OF COSMETOLOGY

RO CO3 DISCIPLINARY HEARINGS -- CASH

D 331 BOARD OF COSMETOLOGY CASH(227)

APPROPRIATION SUMMARY

BR 215

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01	02	03	04	05	06	07	08 0		11	12	13	14	15	16	17	18	19
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	DES			FY 1999 REQUEST	- 00			2000 - 0	1			E C O M M E TIVE 2000-01		
00		331	227 C03	в	3,294	3,294	3,294 0		Τ	3	,294 0			3,294	3,294		
			×														
001		331	227 C03	C01			1,520		T	1	,520 0			1,520	1,520		
	The Disciplin \$1,520 in eac the Board.	nary H	learing Fund is used or of the biennium to p	exclus	sively to defray e for reimburse	the costs of d ment of travel	lisciplinary hearings a expenses incurred by	and other en	forcement a to testify at c	ctivities. T lisciplinary	he Board hearings	is requesting conducted by	B y				
EPT	007 REGULAT	ORY BO	DARDS AND COMMISSION	5										APPROPRI	ATION		

APPRO CO3 DISCIPLINARY HEARINGS -- CASH

AGY

227 STATE BOARD OF COSHETOLOGY

BR 264

## ARKANSAS BUDGET SYSTEM ANALYSIS OF BUDGET REQUEST 1999 – 2001

The State Board of Cosmetology is a special revenue funded agency that uses this appropriation to cover operating expenses of examinations, certification, inspections, and all other Board related duties. Special revenues are derived from the collection of license fees, with all funds remaining at the end of each fiscal year carried forward.

The request for the Board of Cosmetology reflects a Base Level of \$445,772 in FY00 and \$452,617 in FY01, covering 10 positions. Base Level includes a cost of living increase of 2.8% each year over the FY99 salary levels, and related Personal Services Matching costs. Budget changes were requested in the areas of Operating Expenses, Professional Fees and Services and Data Processing. The Operating Expenses request will cover rental of office and storage space, maintenance of equipment, data processing supplies and the expansion of the written testing program. A professional service contract is no longer required, therefore the Board is reducing the Professional Fees and Services line item. This reduction is meant to offset the requested increases to Operating Expenses. Data Processing will be utilized to cover the cost to develop a new system for archiving historical records and to continue a contract with the Department of Information Systems to provide ongoing training and technical support.

Expenditure of this appropriation is contingent upon the availability of adequate funding.

The Executive Recommendation provides for the Agency Request.

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE
Name: State Board of Cosmetology	Name: Cosmetology - Operations	Name: Cosmetology Contingency	BUDGET REQUEST	110
Code: 227	Code: 053	Code: SXC	BR20	110

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01	02	03	04	05	06	07 -	08	09	10	11	12	13	14
CHARACTER TITLE	EXPENDI 97-98 Actual	TURES 98-99 BUDGETED	98-99 Authorized Appro	99- BASE	00 FISCAL Y Change Level	EAR TOTAL REQUEST	OO- DASE	-01 FISCAL YEA Change Level	R TOTAL REQUEST	R Execu 99-00	5.2	DATION Legisl 99-00	
REGULAR SALARIES NUMBER OF POSITIONS	187,089 10	198,068 10	1/05/05/2010 100/06/06/06/06/06/06/06/06/06/06/06/06/0	207,657 10		0 207,657 0 10	213,471 10	0	213,471 10	207,657 10	213,471 10		
PERSONAL SERV MATCHING	58,980	61,032	66,407	69,056		69,056	70,087	0	70,087	69,056	70,087		
OPERATING EXPENSES	154,142	154,710	155,384	154,710	13,60	0 168,310	154,710	13,600	168,310	168,310	168,310		
CONF FEES & TRAVEL	3,881	4,349	4,349	4,349		4,349	4,349	0	4,349	4,349	4,349		
PROF FEES & SERVICES	1,338	3,000	3,000	3,000	-3,00	o o	3,000	-3,000	0	٥	o		
CAPITAL OUTLAY	56,726	o	0	0		• •	٥	0	•	0	0		
DATA PROCESSING	47,999	7,000	7,000	7,000	8,25	15,250	7,000	8,250	15,250	15,250	15,250		
PROPOSED FUNDING SOURCES	510,155		438,412	445.772	18,650	464.622	452,617	18,850	471,467	464,622	471,467		
	351,050		***********	353,205		353,285	307,663		307,663	353,285	307.663		
GENERAL REVENUES	521,541	419.000	**********	499.159	18.050	419.000	400,150	10.050	419,000	419,000	419.000		
STATE CENTRAL SERVICES FUND			********										
NON-REVENUE RECEIPTS			*********										
CASH FUNDS			*****										
QTHER.			*********										
IDIAL FUNDING	872.599		*****	753,435	18.850	772,285	707,013	18,850	726.663	772.285	726,663		
EXCESS APPRO/ (FUNDING)	( 362,444) (			397,663)		( 307.663)	255,196)		255,1961	307.663)	255,1961		
TOTAL	510,155	428,159	***********	445,772	18,850	464,622	452,617	18,850	471,467	464,622	471,467		

DEPT 007 REGULATORY BOARDS AND COMMISSIONS

AGY 227 STATE BOARD OF COSMETOLOGY

APPRO 053 COSHETOLOGY -- OPERATIONS

The FY99 Budgeted amounts in Regular Salaries and/or Personal Services Matching may exceed the Authorized amounts due to the implementation of the pay plan during the 1997-99 biennium.

APPROPRIATION SUMMARY

BR 215

FUND SXC COSHETOLOGY CONTINGENCY(227)

#### ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST RANK BY APPROPRIATION

02	03		04	05	06	07	08		09	10	11	12	13	14	15	16	17	18	19
					EXPENDI	TURES		FY 199	9 - 00		BIENNIU			01		R	ECOMME	NDATIO	N S
PROGRAM DESCRIPTION	FUND		ACCOUNTING Information	E S	ACTUAL 97-98	BUDGETED 98-99		-REQUEST-	•••••			REG	QUEST			EXECU	11VE 2000-01	LEGI 1999-00	SLATIVE 2000-01
	sxc	227	053	в	510,155 10	428,159 10		445,772 10				45	52,617 10			445,772 10	452,617 10		
								÷											
	SXC	227	053	C01				3,100					3,100			3,100	3,100		
	1							•					0						
	SXC	227	053	C08				10,750				1	0,750		_	10,750	10,750		
full business FY00 for tha additional \$4, training of Ag	cycle t purp ,500 is gency cation	usin bose. s rec pers serv	y working with D g the new system A continuation quested in each y sonnel to fully util rices needed to sup test.	, it is of th ear of ize th	anticipated that is appropriation f the biennium ie new compute	at minor prog n request in l to continue a er technology	ram modifi FY01 is re contract v and to cov	ications v equested t with DIS wer increa	to deve to pro ses in	required. elop a sys vide techr operating	Hence, t tem for a nical supp expenses	he board irchiving ort servic for data j	is requestin historical r es, to prov processing	ng \$6,250 in ecords. An ide ongoing supplies and		a			
227 STATE B	OARD 0	OF C	S AND COMMISSIONS OSMETOLOGY PERATIONS												BR 264	Y APPROPRIA			
SXC COSMETO	LOGY (	CONT	INGENCY(227)																
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							PROGRAM/SERVICE INFORM RANK BY APPROPRIA						
	02	03	04	05	06	07	08 09 10	11 12	13 14 19	5 16	17	18	1
	PROGRAM	FUND	ACCOUNTING INFORMATION	D E S		DITURES BUDGETED 98-99	1999 - FY 1999 - 00 REQUEST	and a second sec	0		N D A T I O N S LEGISLATIVE 1999-00 2000-		
		SXC	227 053	C02			5,000	5,00	0	5,000	5,000		
e: h \$ C on th	xamination de urrently class ence, the Boa 5,000 is requ currently, 41 s ut-of-state appley have pass	evelop ified a rd req lested states a plican sed a	ped by a national creder as a Character 10 Exper quests that the \$3,000 ref l in each year of the bi administer national writt its who have not passed national examination.	tialing se. D lected ennium en exa a natio Furth	g company to the Due to new proce in the Base lev in to expand the aminations to Co ponal examination wer, the Board v	ose applicants p urement guideli el request in eac e scope of the osmetology exan n the mobility of vants to ensure	ass a written and practical examinat bursuing licensure in specialty areas. Ines this type of expenditure does not the year of the biennium be transferred written testing program to include a mination candidates. Since states have f Arkansas licensees to practice their of that the tests it administers have be all defensibility of the licensure examina-	The base level request to con require a professional/consu- from Character 10 to Charac pplicants pursuing licensure begun to enact legislation ti ccupation in other states will an developed based on recc	ntinue this program is ltant service contract, cter 02. An additional e as a Cosmetologist. hat denies licensure to be greatly enhance if				
		SXC	227 053	C09			0 0		0 0				
Th	D 11	idant											
Bo Lac As:	ard anticipa dder Classif sistant II).	tes th icatio The e	hat two incumbent en on group, as establish employees in these pos	ed by	ees will satisf y OPM (Busin s support key	y competency- ness Controlle organizational	er Incentive Program currently und based criteria for promotion to th r I to Business Controller II – A goals and objectives of the Agence e and will fulfill the competency-ba	te next level within their dministrative Assistant I by and based on their past	respective Career to Administrative performance, it is				

APPRO 053 COSHETOLOGY -- OPERATIONS

FUND SXC COSHETOLOGY CONTINGENCY(227)

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