

# SOCIAL WORK LICENSING BOARD

## Enabling Laws

Act 96 of 2014  
A.C.A. §17-103-201

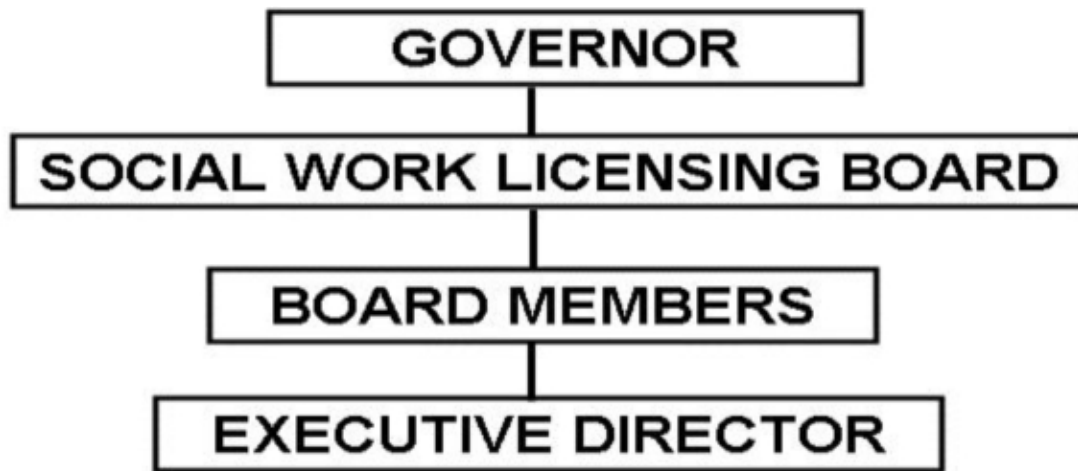
## History and Organization

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 3,100 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.

The Board is requesting an additional C112 Administrative Specialist III position for the 2015-2017 Biennium. If the Executive Director is out of the office due to meetings, vacation, illness, etc., the office is closed and public is not served.

The Board is requesting an increase in Operating Expenses each year in the amount of \$3,375 to cover the 3% increase in rent to ABA and \$2,000 in Office Supplies to purchase items needed for the new requested C112 position.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS SOCIAL WORK LICENSING BOARD  
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

## 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. 25-1-201 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				
Annual Report	ACA 17-103-203(6)	N	N	4	Required by Law for Public Use	4	1.00
Board Meeting Minutes	ACA 25-1-204	N	N	4	Required by Regulations for Public Use	4	15.00
Financial Report	ACA 17-103-203(8)	N	N	4	Required by Law for Public Use.	4	1.00

## Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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

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 Regular Salaries and Personal Services Matching include continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for Merit Pay Increases. The Base Level request for Regular Salaries includes board member stipend payments.

The Base Level request is \$168,697 each year of the biennium.

The Change Level request is \$39,362 each year of the biennium, and provides for the following:

- One new position - C112 Administrative Specialist III with Regular Salaries and Personal Service Matching totaling \$35,987 in both years of the biennium.
- An increase in Operating Expenses in the amount of \$3,375 each year. This increase will provide for a 3% increase in rent, and office supplies for the requested new position.

The Executive Recommendations provides for the Agency Request with the exception of the C112 Administrative Specialist III position.

## Appropriation Summary

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

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

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			2015-2016			2016-2017		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	51,646	54,782	54,782	55,238	80,506	55,238	55,238	80,506	55,238
<b>#Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>
Extra Help	5010001	1,118	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
<b>#Extra Help</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>
Personal Services Matching	5010003	15,964	16,836	16,635	17,094	27,813	17,094	17,094	27,813	17,094
Operating Expenses	5020002	42,830	46,775	46,775	46,775	50,150	50,150	46,775	50,150	50,150
Conference & Travel Expenses	5050009	1,259	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Professional Fees	5060010	1,915	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	460	500	500	500	500	500	500	500	500
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>115,192</b>	<b>167,893</b>	<b>167,692</b>	<b>168,607</b>	<b>207,969</b>	<b>171,982</b>	<b>168,607</b>	<b>207,969</b>	<b>171,982</b>
<b>Funding Sources</b>										
Fund Balance	4000005	525,687	562,310		534,417	534,417	534,417	510,810	471,448	507,435
Special Revenue	4000030	151,815	140,000		145,000	145,000	145,000	145,000	145,000	145,000
<b>Total Funding</b>		<b>677,502</b>	<b>702,310</b>		<b>679,417</b>	<b>679,417</b>	<b>679,417</b>	<b>655,810</b>	<b>616,448</b>	<b>652,435</b>
Excess Appropriation/(Funding)		(562,310)	(534,417)		(510,810)	(471,448)	(507,435)	(487,203)	(408,479)	(480,453)
<b>Grand Total</b>		<b>115,192</b>	<b>167,893</b>		<b>168,607</b>	<b>207,969</b>	<b>171,982</b>	<b>168,607</b>	<b>207,969</b>	<b>171,982</b>

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

## Change Level by Appropriation

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

### Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>168,607</b>	<b>1</b>	<b>168,607</b>	<b>100.0</b>	<b>168,607</b>	<b>1</b>	<b>168,607</b>	<b>100.0</b>
C01	Existing Program	39,362	1	207,969	123.3	39,362	1	207,969	123.3

### Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>168,607</b>	<b>1</b>	<b>168,607</b>	<b>100.0</b>	<b>168,607</b>	<b>1</b>	<b>168,607</b>	<b>100.0</b>
C01	Existing Program	14,094	0	182,701	108.4	14,094	0	182,701	108.4
C13	Not Recommended	(10,719)	0	171,982	102.0	(10,719)	0	171,982	102.0

### Justification

C01	Reflects a \$35,987 increase in Regular Salaries and Personal Services Matching due to the request of an Administrative Specialist III position. An increase of \$1,375 in Operating Expenses due to the statewide 3% increase in rent to ABA. An increase of \$2,000 in Office Supplies for new Administrative Specialist III position.
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