# ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM AGENCY PROGRAM COMMENTARY 2003 - 2005

Receipts from license fees charged by the agency finance the Arkansas State Board of Nursing operations. The Board is statutorily responsible for the licensing, examination, certification, endorsement, education, discipline and regulation of over 46,000 nurses and has more than sufficient revenue and fund balance to accommodate the requests described herein. The Board of Nursing accepts no general revenue from the state. The agency is operating in a highly efficient manner. In comparison with other states in the region, the annual operating budget is the lowest in the region and the ratio of numbers of licensees to each staff person is the second highest in the region. In order to execute the Board's responsibilities and fulfill the Board's public protection mission, four budget change requests are imperative.

The personnel budget includes a request for appropriation of the board's funds for addition of a secretarial position devoted to dealing with federal criminal background checks, which is required by Act 303 of 2001. An increasing number of the FBI checks are coming back positive, requiring the board to gather criminal history information and court documents to address waiver requests. The secretary position will handle this function. Existing resources will be reallocated to renovate current office space, furnish and provide for other operational expenses related to the addition of this position.

The Board requests appropriation be approved for rising costs as follows: postage increased by 8.8%; office space lease cost increased 3% each year, additional annual expense incurred for implementation of the interstate compact on nurse licensure with 18 other states in compliance with Articles VII and VIII of ACA §17-87-601. These expenses will be beyond the capacity of the current budget to absorb.

A request for appropriation of the agency's revenue to replace the agency's aging vehicle is included. The vehicle is used for travel to inspect the 52 nursing education programs in the state, required by ACA §17-87-401(2)(b); for travel related to investigation of nurses, required by ACA §17-87-309; and to present educational sessions around the state required by Act 86 of 2001. The current vehicle was purchased in 1995 and thus will be 10 years old by the end of this budget.

The Information Technology request is to purchase a high-speed printer to print licensure examination results and nursing licenses and to replace one of our four servers each year. Exam results currently arrive at the agency by mail. In 2003 results will be sent over the Internet, requiring the office to increase the printer speed and durability. Appropriation for educational courses for the agency Information Systems Administrator is requested to maintain expertise in database management for the licensure system being utilized.

AGENCY	
ARKANSAS	STATE BOARD OF NURSING

FAITH A. FIELDS, MSN, RN

AGENCY PROGRAM COMMENTARY **389** 

# ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM AGENCY PROGRAM COMMENTARY 2003 - 2005

The Board of Nursing has worked diligently to reallocate existing resources and to limit requests for increased appropriation to those absolutely essential to the continued functioning of the agency. As a special revenue agency, funding is entirely available from the agency fund balance and licensure fees for all requests included in this appropriation request.

AGENCY
ARKANSAS STATE BOARD OF NURSING

FAITH A. FIELDS, MSN, RN

AGENCY PROGRAM COMMENTARY 390

### DIVISION OF LEGISLATIVE AUDIT AUDIT OF: ARKANSAS STATE BOARD OF NURSING FOR THE YEAR ENDED JUNE 30, 2001

Findings	Recommendations
None	None

SA0827701

### ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

### EMPLOYMENT SUMMARY

Required by: A.C.A. 19-4-307

AGENCY TITLE:

0277 AR STATE BD OF NURSING

			FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	3	2	14	16	89%
BLACK EMPLOYEES	3	0	2	2	11%
EMPLOYEES OF OTHER RACIAL MINORITIES		0	0		0%
TOTAL EMPLOYED AS OF	08/05/2002 DATE	5		TOTAL MINORITIES	11%
				18 TOTAL EMPLOYEES	100%

AGENCY DIRECTOR

## ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM STATE AGENCY PUBLICATIONS

Fiscal Year 2002-2003 Required by: A.C.A. 25-1-204

AGENCY: Arkansas State Board of Nursing

		PUBLICATION REQUIRED		
NAME OF	STATUTORY	FOR GOVERNOR	NUMBER	REASON(S) FOR
PUBLICATION	AUTHORIZATION	AND/OR	OF COPIES	CONTINUED PUBLICATION AND DISTRIBUTION
		GENERAL ASSEMBLY ONLY	PUBLISHED	
Annual Danart	17 97 202(4)			Eviatorias of atatutani vanuirament
Annual Report	17-87-203(4)	X	200	Existence of statutory requirement.
				39
ASBN Update			46,000/Q	Quarterly newsletter to keep licensees informed
//ob/r opaulo			tr.	about rules and regulations of the Board and
				the activities of the Board at no cost to the
				Board.
				8
			The second secon	

# ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM ANALYSIS OF BUDGET REQUEST 2003 - 2005

The State Board of Nursing is funded from the receipt of fees charged by the Agency, as authorized by Arkansas Code §17-87-306. The Agency requests Base Level of \$1,513,502 for FY04 and \$1,540,069 for FY05. The Base Level request includes a 2.7% salary increase each year over the FY03 salary levels for all incumbents plus associated increases in Personal Services Matching. Included in Personal Services Matching is a \$33 per month increase in the monthly contribution for State employee's health insurance for a total state contribution of \$280 per month per budgeted employee. Change Level request total \$160,607 in FY04 and \$145,642 in FY05. Change level requests include:

- Request of \$28,851 in FY04 and \$27,576 in FY05 for new position (Nursing Board Nursing Secretary) to deal with federal criminal background checks.
- ➤ Increase in Operating Expenses for Postage of \$3,520 each year of the biennium; Rent of Facilities of \$3,058 in FY04 and \$3,150 in FY05; Sales tax of \$871 in FY04; and Telecommunications Wired of \$850 each year of the biennium.
- Increase in Travel and Conferences of \$4,000 each year of the biennium for Information Technology training.
- > Request for Capital Outlay of \$29,000 in FY04 and \$12,300 in FY05 to include replacement of aging vehicle, purchase of a high-speed printer to print licensure examination results and nursing licenses, and replacement of one computer server.
- Increase in Professional Fees and Services of \$3,000 each year of the biennium for the Agency's annual fee for Interstate Nursing Compact.
- > A request for personnel reclassifications total \$68,662 in FY04 and \$70,514 in FY05 and include the following:
  - Nursing Board Credential Specialist to Receptionist/Cashier for \$8,278 in FY04 and \$8,501 in FY05.
  - Nursing Board Program Coordinator to Director of Nursing Education for \$1,530 in FY04 and \$1,571 in FY05.
  - Nursing Board Nursing Practice Cons to Assistant Director of Nursing Practice for \$6,806 in FY04 and \$6,989 in FY05.
  - Nurse Board Director of Advanced Nursing Practice to Director of Advanced Nursing Practice for \$3,781 in FY04 and \$3,883 in FY05.
  - Director of Nursing Education Programs to Assistant Director of Nursing Education for \$1,736 in FY04 and \$1,783 in FY05.
  - Nurse Board Director of Acct/Info Services to Nurse Board Director of Acct/Info Services for \$22,597 in FY04 and

AGENC	Υ	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE
Name:	Arkansas State Board of Nursing	Name: Board of Nursing-Operations	Name: State Board of Nursing	BUDGET REQUEST	394
Code:	277	Code: 286	Code: SBN		

### ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM ANALYSIS OF BUDGET REQUEST

2003 - 2005

\$23,207 in FY05.

- Nurse Board Director Nursing Practice to Director of Nursing Practice for \$3,781 in FY04 and \$3,883 in FY05.
- Nursing Board General Counsel to Nursing Board General Counsel for \$8,589 in FY04 and \$8,821 in FY05.
- Nurse Board Nursing Executive Director to Executive Director for \$11,564 in FY04 and \$11,876 in FY05.

The Executive Recommendation provides for Agency Request with the exception of the request for new position of Nursing Board Nursing Secretary and personnel reclassifications for Nursing Board Program Coordinator, Nursing Board Nursing Practice Cons to Assistant Director, Nurse Board Director of Advanced Nursing Practice, Director of Nursing Education Programs, Nurse Board Director Nursing Practice, and Nursing Board General Counsel.

AGENCY	<b>(</b> P)	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE	1
Name:	Arkansas State Board of Nursing	Name: Board of Nursing-Operations	Name: State Board of Nursing	BUDGET REQUEST	395	
Code:	277	Code: 286	Code: SBN			

#### ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM Biennial Appropriation Summary

ARKANSAS STATE BOARD OF NURSING

Agency Name Agency Code Appropriation Name Appropriation Code

State Board of Nursing

Fund Name

State Board of Nursing SBN

Fund Code

ALCOHOLD STATE OF THE STATE OF		Expe	nditures	III		Agency Request									1	Recommen	dations				
Character	2001-02	2002-03		2002-03			8008	2003-04			1,000,000	HAIF	- 30	2004-05	550-11074			Executive			
Name	Actual	Budget	Pos.	Authorized	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	Base Level	Pos.	Change Level	Pos.	Total	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	744,062	813,958	19	813,958	19	835,935	19	95,513	1	931,448	20	858,505	19	98,090	1	956,595	20	850,658	19	873,625	19
Personal Serv Match	182,010	200,201	0	201,137	0	211,884	0	20,275	0	232,159	0	215,881	0	20,732	0	236,613	0	214,492	0	218,559	0
Operating Expenses	354,267	376,653	0	376,653	0	376,653	0	8,299	0	384,952	0	376,653	0	7,520	0	384,173	0	384,952	0	384,173	0
Travel-Conferences	23,689	22,048	0	22,048	0	22,048	0	4,000	0	26,048	0	22,048	0	4,000	0	26,048	0	26,048	0	26,048	0
Capital Outlay	4,845	9,000	0	9,000	0	0	0	29,000	0	29,000	0	0	0	12,300	0	12,300	0	17,000	0	12,300	0
Prof. Fees & Serv.	14,390	17,482	0	17,482	0	17,482	0	3,000	0	20,482	0	17,482	0	3,000	0	20,482	0	20,482	0	20,482	0
Data Processing	16,307	48,500	0	48,500	0	48,500	0	0	0	48,500	0	48,500	0	0	0	48,500	0	48,500	0	48,500	0
Refunds/Reimburse	55	1,000	0	1,000	0	1,000	0	0	0	1,000	0	1,000	0	0	0	1,000	0	1,000	0	1,000	0
Grand Total	1,339,623	1,488,842	19	1,489,778	19	1,513,502	19	160,087	1	1,673,589	20	1,540,069	19	145,642	1	1,685,711	20	1,563,131	19	1,584,687	19

Funding Sources	-																				
Name								20.07													
Fund Balance	1,752,454	1,587,812	*******	***************************************	********	1,513,970	*******	0	*******	1,513,970	********	1,255,381	********	0	********	1,255,381	********	1,513,970	*******	1,563,131	*******
Special Revenue	1,174,981	1,415,000	*******	***************************************	*******	1,254,913	*******	160,087	*******	1,415,000		1,269,358	*******	145,642	*******	1,415,000	*******	1,367,978		1,373,060	
Total Funding	2,927,435	3,002,812	*******	******************	*******	2,768,883	*******	160,087	*******	2,928,970	*******	2,524,739	*******	145,642	*******	2,670,381	*******	2,881,948	*******	2,936,191	*******
Excess Appro/(Funding)	(1,587,812)	(1,513,970)	********	***************************************	*******	(1,255,381)	*******	0	*******	(1,255,381)	*******	(984,670)		0	********	(984,670)	*******	(1,306,817)	*******	(1,043,754)	)
Grand Total	1,339,623	1,488,842	*******	***************************************	*******	1,513,502	*******	160,087	*******	1,673,589	*******	1,540,069	*******	145.642	*******	1,685,711	*******	1,563,131	*******	1.584.687	*******

### ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM Biennial Appropriation Summary

Agency Name

ARKANSAS STATE BOARD OF NURSING

Agency Code

277

Appropriation Name

State Board of Nursing

Appropriation Code

286

**Fund Name** 

State Board of Nursing

Fund Code

SBN

			Expe	nditures		
Chara	cter	2001-02	2002-03		2002-03	
Name	Code	Actual	Budget	Pos.	Authorized	Pos.
Regular Salaries	5010000	744,062	813,958	19	813,958	19
Personal Serv Match	5010003	182,010	200,201	0	201,137	0
Operating Expenses	5020002	354,267	376,653	0	376,653	0
Travel-Conferences	5050009	23,689	22,048	0	22,048	0
Capital Outlay	5120011	4,845	9,000	0	9,000	0
Prof. Fees & Serv.	5060010	14,390	17,482	0	17,482	0
Data Processing	5090012	16,307	48,500	0	48,500	0
Refunds/Reimburse	5110014	55	1,000	0	1,000	0
Grand Total		1,339,623	1,488,842	19	1,489,778	19

Funding So	urces					
Name	Code					
Fund Balance	4000005	1,752,454	1,587,812	******	******	******
Special Revenue	4000030	1,174,981	1,415,000	******	******	******
Total Funding		2,927,435	3,002,812	******	******	******
Excess Appro/(Funding)	1	(1,587,812)	(1,513,970)	*****	******	******
Grand Total		1,339,623	1,488,842	******	******	******

### ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM Biennial Appropriation Summary

Agency Name

ARKANSAS STATE BOARD OF NURSING

Agency Code

277

Appropriation Name

State Board of Nursing

Appropriation Code

286 State SBN

Fund Name

State Board of Nursing

Fund Code

Agency Request 2003-04 2004-05 Character Name Code Base Level Pos. Change Level Pos. Total Pos. Base Level Pos. Change Level Pos. Total Pos. Regular Salaries 5010000 835,935 19 95,513 931,448 20 858,505 19 98,090 956,595 20 Personal Serv Match 5010003 211,884 0 20,275 0 232,159 215,881 20,732 236,613 0 0 8,299 0 0 0 Operating Expenses 5020002 376,653 384,952 376,653 7,520 0 384,173 0 26,048 0 4,000 0 Travel-Conferences 5050009 22,048 4,000 0 22,048 26,048 0 29,000 0 29,000 0 12,300 Capital Outlay 5120011 12,300 0 5060010 17,482 0 3,000 0 20,482 17,482 0 3,000 20,482 Prof. Fees & Serv. 0 **Data Processing** 5090012 48,500 0 0 0 48,500 48,500 0 0 48,500 1,000 1,000 1,000 0 0 Refunds/Reimburse 5110014 0 1,000 1,513,502 19 160,087 1,673,589 20 1,540,069 19 145,642 1,685,711 20 **Grand Total** 

Funding Sou	irces												
Name	Code												
Fund Balance	4000005	1,513,970	*******	0	*******	1,513,970		1,255,381	*******	0	*******	1,255,381	*******
Special Revenue	4000030	1,254,913	*******	160,087	********	1,415,000	*******	1,269,358	*******	145,642	*******	1,415,000	*******
Total Funding		2,768,883	*******	160,087	*******	2,928,970	*******	2,524,739	*******	145,642	*******	2,670,381	*******
Excess Appro/(Funding)		(1,255,381)	*******	0	*******	(1,255,381)	*******	(984,670)	*******	0	*******	(984,670)	*******
Grand Total		1,513,502		160,087	*******	1,673,589	*******	1,540,069	*******	145,642	*******	1,685,711	*******

## ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM Biennial Appropriation Summary

Agency Name

ARKANSAS STATE BOARD OF NURSING

Agency Code

277

Appropriation Name

State Board of Nursing

Appropriation Code

286

**Fund Name** 

State Board of Nursing

Fund Code

SBN

				Recom	mendatio	ns			
Charac	cter		Executi	ve	Legislative				
Name	Code	2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.
Regular Salaries	5010000	850,658	19	873,625	19	0	0	0	0
Personal Serv Match	5010003	214,492	0	218,559	0	0	0	0	0
Operating Expenses	5020002	384,952	0	384,173	0	0	0	0	0
Travel-Conferences	5050009	26,048	0	26,048	0	0	0	0	0
Capital Outlay	5120011	29,000	0	12,300	0	0	0	0	0
Prof. Fees & Serv.	5060010	20,482	0	20,482	0	0	0	0	0
Data Processing	5090012	48,500	0	48,500	0	0	0	0	0
Refunds/Reimburse	5110014	1,000	0	1,000	0	0	0	0	0
Grand Total		1,575,131	19	1,584,687	19	0	0	0	0

Funding So	Funding Sources								
Name	Code								
Fund Balance	4000005	1,513,970	*****	1,306,817	*****	0	******	0	*****
Special Revenue	4000030	1,367,978	*****	1,373,060	******	0	******	0	******
Total Funding		2,881,948	******	2,679,877	*****	0	******	0	******
Excess Appro/(Funding)		(1,306,817)	******	(1,043,754)	*****	0	******	0	******
Grand Total		1,575,131	*****	1,584,687	*****	0	******	0	******

### ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM Biennial Rank by Appropriation

Agency Name

ARKANSAS STATE BOARD OF NURSING

Agency Code

Appropriation Name Appropriation Code State Board of Nursing

286

Fund Name State Board of Nursing

0277

Fund Code

						2001-02	2002-03		Agency Request				Executive Recommendation				Legislative Recommendation			
Rank	Justification	Designation		Cost Center		Actual	Budget Por		2003-04	Pos.	2004-05	Pos.	2003-04	Pos.	2004-05	Pos.	2003-04	os.	. 2004-05 P	
		BL	Base Level	Total	MISS ACTIVISATIONS	1,339,623	1,488,842	19	1,513,502	19	1,540,069	19	1,513,502	19	1,540,069	19	0	0	0	
1	Request for position Nursing Board Nursing Secretary to deal with Federal criminal background checks.	C01		234210	Brd of Nursing Oper	0	0	0	34,966	1	35,820	1	0	0	0	0	0	0	0	
	8	C01	0024000	Total	Company of the Company	0	0	0	34,966	1	35,820	1	0	0	0	0	0	0	0	
2	Increase in Operating Expenses for a 8.8% increase in Postage and a 3% increase in the Agency's lease space.	C02		234210	Brd of Nursing Oper	0	0	0	9,578	0	16,970	0	9,578	0	16,970	0	0	0	0	
	1	C02		Total		0	0	0	9,578	0	16,970	0	9,578	0	16,970	0	0	0	0	
3	Request for Capital Outlay and expenses to purchase a vehicle.	C03		234210	Brd of Nursing Oper	0	0	0	17,871	0	0	0	17,871	0	0	0	0	0	0	
		C03		Total		0	0	0	17,871	0	0	0	17,871	0	0	0	0	0	0	
4	Request for Cepital Outlay and expenses to purchase a high speed printer in FY04 and replacement of an outlated server in each year of the blennium. Also included, request for Conference and Seminar Fees of \$4,000 each year of the blennium for Information Technology courses.	C08	Technology	234210	Brd of Nursing Oper	0	0	0	16,850	0	9,850	0	16,850	0	9,850	0	0	0	0	
		C08	Technology	Total		0	0	0	16,850	0	9,850	0	18,850	0	9,850	0	0	0	0	
5 Request for reclasses on 9 position	Request for reclasses on 9 positions.	C10	Reclass	234210	Brd of Nursing Oper	0	0	0	80,822	0	83,002	0	17,330	0	17,798	0	0	0	0	
		C10	Reclass	Total		0	0	0	80,822	0	83,002	0	17,330	0	17,798	0	0	0	0	
		Grand Total	ione with	Total		1,339,623	1,488,842	19	1,673,589	20	1,685,711	20	1,575,131	19	1,584,687	19	0	0	0	