

# ARKANSAS PSYCHOLOGY BOARD

## Enabling Laws

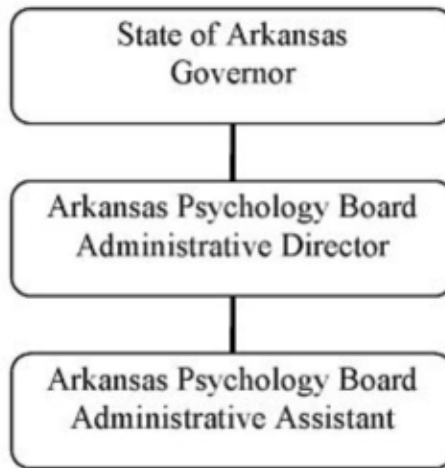
Act 80 of 2014  
A.C.A. §17-97-101, et seq.

## History and Organization

The Arkansas Board of Examiners in Psychology was created by Act 129 of 1955 to regulate the practice of Psychology. The original Act has been amended several times. Act 113 of 1977 added a Consumer Representative to the Board; Act 939 of 1979 added another professional to the Board specifying one member to be a Psychological Examiner; Act 131 of 1983 added a Senior Citizen Representative to the Board; Act 955 of 1995 replaced one academic Psychologist with an additional Psychological Examiner; Act 1482 of 2003 added another academic Psychologist and also renamed the Board to the Arkansas Psychology Board; and most recently Act 1262 of 2005 added the registration of Psychological Technicians.

The major responsibility of the Arkansas Psychology Board is to ensure the citizens of Arkansas are protected from misrepresentation, unethical practice, and/or incompetence in the practice of psychology. The Board is charged by law with regulating the practice of psychology within the State of Arkansas, including, but not limited to, examining and passing upon the qualifications of applicants for the practice of psychology. The Board performs two major functions. The first involves approving the credentials of applicants and then administering both written and oral examinations. The second primary function performed by the Board involves the investigation of possible ethical violations or allegations of incompetent or fraudulent practices.

The Board is charged by law with administering its duties consistent with the Act under which it was organized and authorized to regulate the practice of psychology consistent with the Administrative Procedures Act and in the interest of the public of the State of Arkansas. The Board is now composed of nine individuals: Five Psychologists (doctoral level practitioners), two Psychological Examiners (master's level practitioners), one Consumer Representative, and one Senior Citizen Representative. All members receive reimbursement for actual expenses incurred, but no other remuneration. The Board employs three full time staff members who serve as the Board's Executive Director and Licensing Coordinator.



### **Agency Commentary**

The Arkansas Psychology Board's major responsibility is to ensure that the people of the state are protected from misrepresentation, unethical practice, and/or incompetence in the practice of psychology. Funding for this appropriation consists of fees received from licensees and applicants throughout the year.

The Board is requesting an upgrade and change in title to position C115 Director of Psychology Board to C119 Administrative Director.

The Board is requesting an increase in Operating Expenses each year in the amount of \$691 to cover the 3% increase in rent to ABA.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS PSYCHOLOGY BOARD  
FOR THE YEAR ENDED JUNE 30, 2012

Findings	Recommendations
<p>Ark. Code Ann. § 19-4-1103 states, "It shall be the responsibility of each executive head of a state agency to establish adequate internal administrative procedures and controls to ensure prompt and accurate payment of obligations." In addition, Financial Management Guide regulation R3-19-4-1601 states that no Agency may employ contract labor for a period longer than six consecutive weeks or 240 hours per calendar quarter. A review of 78 maintenance and operation expenditures noted the following deficiencies:</p> <ul style="list-style-type: none"><li>• Three disbursements that included late fees totaling \$195.</li><li>• One disbursement indicating the Agency employed contract labor for seven consecutive weeks in a calendar quarter.</li></ul>	<p>Provide adequate training to staff on state laws and regulations related to the disbursement of state funds.</p> <p><u>Agency Response:</u> Because the responsibilities of maintaining the requirements of the State and the functions of the Agency are too numerous for one person (i.e., the Executive Director), a Board member and current staff are being trained in the bill-paying process.</p>
<p>The Board's lack of adherence to state laws and regulations could create the opportunity for misappropriation of state assets.</p>	<p>Provide adequate training for staff on travel regulations.</p> <p><u>Agency Response:</u> The overpayment occurred because the lodging facility did not offer government rates. In the future, the Agency will communicate to all Board members that any amount greater than the State's reimbursement rate will not be refunded to them.</p>
<p>Financial Management Guide regulation R1-19-4-903 establishes criteria for reimbursement of travel expenses for state employees and officials. A review of 27 travel expenditures revealed three reimbursements for lodging that exceeded the allowable rate without proper authorization, resulting in overpayments totaling \$111.</p>	
<p>The Board's lack of adherence to travel laws and regulations could lead to misappropriation of state assets and reduction in services to citizens.</p>	

## 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				
ABEP Directory	None	N	N	1,000	Required by the Rules and Regulations Section 1.3.E(2-6).	0	0.00
ABEP Newsletter	None	N	N	900	Required by the Rules and Regulations Section 1.3.F	0	0.00

## 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		
2	2	1	3	-1	0.00 %	2	1	1	2	0	50.00 %	2	1	1	2	0	50.00 %

FY13 Total Budgeted Positions exceed the Authorized Number due to one added OPM pool position.

## **Analysis of Budget Request**

**Appropriation:** M82 - Treasury Cash Operations

**Funding Sources:** NBP - Cash in Treasury

A.C.A. §17-97-201 established the State Board of Examiners in Psychology. The Board is a cash agency funded from the fees collected primarily for application, testing and renewal. The Board is responsible for regulating the practice of psychology in the State of Arkansas by ensuring that Arkansans are protected from misrepresentation, unethical practices, and/or incompetence in the practice of psychology. This goal is accomplished by licensing psychologists and psychological examiners, registering psychological technicians, and investigating complaints. The Arkansas Psychology Board moved to a Cash in State Treasury on March 27, 2014.

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.

Base Level for this appropriation is \$186,872 each year of the biennium.

The Agency's Change Level Request provides for (1) position reclassification of the C115 Director of Psychology Board to C119 Administrative Director and Operating Expenses in the amount of \$691. This increase will provide for a 3% increase in rent.

The Executive Recommendation provides for the Agency Request with the exception that the C115 Director of Psychology Board position be upgraded to C117 APB Administrative Director instead of upgraded to C119 Administrative Director. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** M82 - Treasury Cash Operations

**Funding Sources:** NBP - 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	63,104	69,630	66,547	70,325	70,325	70,325	70,325	70,325	70,325
<b>#Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Personal Services Matching	5010003	28,676	27,533	24,447	27,971	27,971	27,971	27,971	27,971	27,971
Operating Expenses	5020002	79,891	60,849	60,849	60,849	61,540	61,540	60,849	61,540	61,540
Conference & Travel Expenses	5050009	0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Professional Fees	5060010	45,523	24,727	24,727	24,727	24,727	24,727	24,727	24,727	24,727
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>217,194</b>	<b>185,739</b>	<b>179,570</b>	<b>186,872</b>	<b>187,563</b>	<b>187,563</b>	<b>186,872</b>	<b>187,563</b>	<b>187,563</b>
<b>Funding Sources</b>										
Fund Balance	4000005	315,836	468,675		467,936	467,936	467,936	466,064	465,373	465,373
Cash Fund	4000045	370,033	185,000		185,000	185,000	185,000	185,000	185,000	185,000
<b>Total Funding</b>		<b>685,869</b>	<b>653,675</b>		<b>652,936</b>	<b>652,936</b>	<b>652,936</b>	<b>651,064</b>	<b>650,373</b>	<b>650,373</b>
Excess Appropriation/(Funding)		(468,675)	(467,936)		(466,064)	(465,373)	(465,373)	(464,192)	(462,810)	(462,810)
<b>Grand Total</b>		<b>217,194</b>	<b>185,739</b>		<b>186,872</b>	<b>187,563</b>	<b>187,563</b>	<b>186,872</b>	<b>187,563</b>	<b>187,563</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.

## Change Level by Appropriation

**Appropriation:** M82 - Treasury Cash Operations  
**Funding Sources:** NBP - 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>186,872</b>	<b>2</b>	<b>186,872</b>	<b>100.0</b>	<b>186,872</b>	<b>2</b>	<b>186,872</b>	<b>100.0</b>
C01	Existing Program	691	0	187,563	100.4	691	0	187,563	100.4
C11	Upgrade/Downgrade	0	0	187,563	100.4	0	0	187,563	100.4
C14	Title Change	0	0	187,563	100.4	0	0	187,563	100.4

### Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>186,872</b>	<b>2</b>	<b>186,872</b>	<b>100.0</b>	<b>186,872</b>	<b>2</b>	<b>186,872</b>	<b>100.0</b>
C01	Existing Program	691	0	187,563	100.4	691	0	187,563	100.4
C11	Upgrade/Downgrade	0	0	187,563	100.4	0	0	187,563	100.4
C14	Title Change	0	0	187,563	100.4	0	0	187,563	100.4

### Justification

C01	\$691 reflects an increase of Operating Expenses due to the statewide 3% increase of rent to ABA.
C11	Reflects C115 position being upgraded to C119.
C14	Reflects Director of Psychology Board position title being changed to Administrative Director.