

Agency Summary And Certification

NOV 16 2016

427 -- Occupational Licenses, Bureau of

Original Submission ___ or Rev No. 3

FY2018 Request

Page 1 of 28 Pages

In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director : *Tara Cony*

Date: *11/2/16*

Function/Activity	FY 2016 Total Appropriation	FY 2016 Total Expenditures	FY 2017 Original Appropriation	FY 2017 Estimated Expenditures	FY 2018 Total Request
Licensing Programs	3,584,700	3,479,800	4,067,400	4,080,700	4,664,500
Total	3,584,700	3,479,800	4,067,400	4,080,700	4,664,500
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0229-00 State Regulatory Fund	3,584,700	3,479,800	4,067,400	4,080,700	4,664,500
Total	3,584,700	3,479,800	4,067,400	4,080,700	4,664,500
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	2,186,500	2,136,900	2,615,800	2,627,700	2,675,300
Operating Expenditures	1,345,700	1,292,700	1,389,000	1,389,000	1,843,100
Capital Outlay	0	0	10,100	11,500	0
Trustee And Benefit Payments	52,500	50,200	52,500	52,500	146,100
Lump Sum	0	0	0	0	0
Total	3,584,700	3,479,800	4,067,400	4,080,700	4,664,500
FTP Total	35.00	35.00	39.00	40.00	40.00

STATE OF IDAHO BUREAU OF OCCUPATIONAL LICENSES ORGANIZATIONAL CHART

- BOARDS:**
 ACUPUNCTURISTS (ACU)
 ARCHITECTS (ARC)
 ATHLETE AGENTS (AAG)
 ATHLETIC COMMISSION (ATC)
 BARBERS (BAR)
 CHIROPRACTIC PHYSICIANS (CHI)
 CONTRACTORS (CON)
 COSMETOLOGISTS (COS)
 COUNSELORS (COU)
 DENTURISTS (DEN)
 DRIVING BUSINESSES (DRB)
 GENETIC COUNSELORS (GEN)
 GEOLOGISTS (GEO)
 LANDSCAPE ARCHITECTS (LAR)
 LIQUID PETROLEUM GAS DEALERS (LPG)
 MASSAGE THERAPISTS (MAS)

- BOARDS (cont):**
 MIDWIFERY (MID)
 MORTICIANS (MOR)
 NURSING HOME ADMINISTRATORS (NHA)
 OCCUPATIONAL THERAPISTS (OCT)
 OPTOMETRISTS (OPT)
 PHYSICAL THERAPISTS (PHT)
 PODIATRISTS (POD)
 PSYCHOLOGISTS (PSY)
 REAL ESTATE APPRAISERS (REA)
 RESIDENTIAL CARE ADMINISTRATORS (RCA)
 SHORTHAND REPORTERS (SRE)
 SOCIAL WORKERS (SWO)
 SPEECH & HEARING SERVICES (SHS)
 WATER & WASTEWATER OPERATORS (WWP)

GOVERNOR
 C.L. BUTCH OTTER

BUREAU CHIEF
 Tana Cory

General Counsel
 Maurice Ellsworth

Legal Counsel
 Mitchell Toryanski

Admin. Support Manager
 Dawn Hall
 Personnel; Operations; Finance; IT

Program Supervisor
 Lori Peel, Inv Unit Mgr
 Complaints; Investigations; Discipline

Appeals/Hearings Technician
 Marcie Rightnowar
 Appeals/Hearings Coordinator

Office Specialist II
 Diane Smith
 Complaint Coordinator

Management Assistant
 Cherie Simpson
 Legislative & Operations

Management Assistant
 Debbie Sexton
 Front Desk; Customer Service; ARC; REA

Financial Tech
 Linda Livengood
 Financial Services; Renewal Returns

Supervising Investigator
 John Kersey
 Chief Investigator

Investigator
 John Merrill
 AREA II
 (SW Idaho)

Investigator
 Allen Funk
 AREA I
 (North Idaho)

Investigator
 Allan Sharp
 AREA I
 (North Idaho)

Inspector
 Michael Laddy
 AREA I
 (North Idaho)

Investigator
 Skip Liddle
 AREAS II & III
 (SW & Central Idaho)

Investigator
 Dave Hosmer
 AREA II
 (SW Idaho)

Investigator
 Chuck Ewing
 AREA II
 (SW Idaho)

Inspector
 Dave Hotchkiss
 AREA II
 (SW Idaho)

Investigator
 Penny Ragland
 AREA III
 (Central Idaho)

Investigator
 Janeal Hanson
 AREA IV
 (SE Idaho)

Investigator
 Monte Conyers
 AREA IV
 (SE Idaho)

Inspector
 Mynde Heil
 AREA III
 (Central Idaho)

Inspector
 Teri Porter
 AREA IV
 (SE Idaho)

Tech Rec Spec II
 Mary Miles
 CON; MID: IT

Tech Rec Spec I
 Kim Aksamit
 BAR; COS: DEN

Tech Rec Spec I
 Betsy Duncan
 COS & BAR Shops;
 GEN; POD; SHS

Tech Rec Spec I
 Kellie LaBonte
 LPG; WWP

Tech Rec Spec I
 Deon L'Abbe
 AAG; ATC; DRB;
 CON backup

Tech Rec Spec II
 Vacant

Tech Rec Spec II
 Debbie Toncray
 CHI; OCT; OPT; PHT

Tech Rec Spec I
 Erin Anderson
 ACU; GEO; MAS;
 MOR

Tech Rec Spec I
 Pam Rebolo
 COU; LAR; PSY; SRE

Tech Rec Spec I
 Jennifer Keyes
 NHA; RCA; SWO

Customer Service Representative I
 Sharon Tabb
 Phone, mail; front desk service; receipt entry

Office Specialist II
 Lance Sedillo
 CSRI backup; TRS support; & address updates

Office Specialist II
 April Haynes
 CSRI backup; TRS support; renewals

Financial Tech
 Nancy Lyles
 Financial Services; Board Members

Financial Support Tech
 Scott Mayne
 Financial Services; Inventory

FORM B11: REVENUE

Agency/Department: Bureau of Occupational Licenses
 Program (If applicable) _____

Request for Fiscal Year: 2018
 Agency Number: 427
 Budget Unit (If Applicable): SGBH
 Function/Activity Number (If Applicable): _____

Original Request Date: 9/1/16 Revision Request Date: _____

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Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0229		Regulatory		0610	Taxes	8,000	18,600	28,200	28,500	29,400
				1018	Exam Fees	663,500	544,400	634,600	640,900	660,100
				1020	Licenses	2,303,000	2,373,400	2,505,600	2,530,700	2,669,100
				1160	Educational Fees	9,000	8,600	9,000	9,100	9,400
				1205	Other License Fees	163,900	165,500	197,000	199,000	205,000
0229		Regulatory		FUND TOTAL		\$3,147,400	\$3,110,500	\$3,374,400	\$3,408,200	\$3,573,000
0229		Regulatory		1315	Fines	189,400	280,300	409,400	413,500	425,900
				1555	Sale of Service	100	3,100	5,400	5,500	5,700
				3601	Refund	0	600	0	0	0
				3690	Misc	11,900	3,500	4,700	4,700	4,800
0229		Regulatory		FUND TOTAL		\$201,400	\$287,500	\$419,500	\$423,700	\$436,400
				FUND TOTAL		\$0	\$0	\$0	\$0	\$0
				FUND TOTAL		\$0	\$0	\$0	\$0	\$0
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				FUND TOTAL		\$0	\$0	\$0	\$0	\$0
				FUND TOTAL		\$0	\$0	\$0	\$0	\$0
				FUND TOTAL		\$0	\$0	\$0	\$0	\$0
				FUND TOTAL		\$0	\$0	\$0	\$0	\$0
				FUND TOTAL		\$0	\$0			

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Bureau of Occupational Licenses

Agency Number: 427

Original Request Date: _____ or Revision Request Date: 10/11/16

Page _____ of _____

Sources and Uses:

FUND NAME:	Regulatory	FUND CODE:	0229	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				3,284,600	3,325,400	3,415,600	3,729,700	3,494,200
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				3,284,600	3,325,400	3,415,600	3,729,700	3,494,200
4. Revenues (from Form B-11)				3,348,800	3,398,000	3,793,900	3,831,900	4,009,400
5. Non-Revenue Receipts and Other Adjustments				(3,800)	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				6,629,600	6,723,400	7,209,500	7,561,600	7,503,600
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				3,394,600	3,475,200	3,584,700	4,067,400	4,664,500
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(90,400)	(167,400)	(104,900)	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				3,304,200	3,307,800	3,479,800	4,067,400	4,664,500
20. Ending Cash Balance				3,325,400	3,415,600	3,729,700	3,494,200	2,839,100
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				3,325,400	3,415,600	3,729,700	3,494,200	2,839,100
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				3,304,200	3,307,800	3,479,800	4,067,400	4,664,500
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FY 2018 Agency Budget - Request

Detail Report

Agency: 427 - Occupational Licenses, Bureau of

Function: 01 - Licensing Programs

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2016 Total Appropriation								
1.00 FY 2016 Total Appropriation								
SB 1132								
0229-00	Dedicated	35.00	2,186,500	1,345,700	0	52,500	0	3,584,700
	Total	35.00	2,186,500	1,345,700	0	52,500	0	3,584,700
1.61 Reverted Appropriation Balances								
0229-00	Dedicated	0.00	(49,600)	(53,000)	0	(2,300)	0	(104,900)
	Total	0.00	(49,600)	(53,000)	0	(2,300)	0	(104,900)
FY 2016 Actual Expenditures								
0229-00	Dedicated	35.00	2,136,900	1,292,700	0	50,200	0	3,479,800
	Total	35.00	2,136,900	1,292,700	0	50,200	0	3,479,800
FY 2017 Original Appropriation								
3.00 FY 2017 Original Appropriation								
SB 1372, HB 325								
0229-00	Dedicated	39.00	2,547,600	1,389,000	0	52,500	0	3,989,100
OT 0229-00	Dedicated	0.00	68,200	0	10,100	0	0	78,300
	Total	39.00	2,615,800	1,389,000	10,100	52,500	0	4,067,400
Appropriation Adjustments								
4.31 Supplemental								
Technical Record Specialist to implement S1318 from the 2016 Legislature regarding regulating Appraisal Management Companies.								
0229-00	Dedicated	1.00	11,900	0	0	0	0	11,900
OT 0229-00	Dedicated	0.00	0	0	1,400	0	0	1,400
	Total	1.00	11,900	0	1,400	0	0	13,300
FY 2017 Total Appropriation								
0229-00	Dedicated	40.00	2,559,500	1,389,000	0	52,500	0	4,001,000
OT 0229-00	Dedicated	0.00	68,200	0	11,500	0	0	79,700
	Total	40.00	2,627,700	1,389,000	11,500	52,500	0	4,080,700
FY 2017 Estimated Expenditures								
0229-00	Dedicated	40.00	2,559,500	1,389,000	0	52,500	0	4,001,000
OT 0229-00	Dedicated	0.00	68,200	0	11,500	0	0	79,700
	Total	40.00	2,627,700	1,389,000	11,500	52,500	0	4,080,700

FY 2018 Agency Budget - Request

Detail Report

Agency: 427 - Occupational Licenses, Bureau of

Function: 01 - Licensing Programs

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
Base Adjustments								
8.41	Removal of One-Time Expenditures							
OT	0229-00 Dedicated	0.00	(68,200)	0	(11,500)	0	0	(79,700)
	Total	0.00	(68,200)	0	(11,500)	0	0	(79,700)
FY 2018 Base								
	0229-00 Dedicated	40.00	2,559,500	1,389,000	0	52,500	0	4,001,000
OT	0229-00 Dedicated	0.00	0	0	0	0	0	0
	Total	40.00	2,559,500	1,389,000	0	52,500	0	4,001,000
Program Maintenance								
10.11	Change in Health Benefit Costs							
	0229-00 Dedicated	0.00	47,600	0	0	0	0	47,600
	Total	0.00	47,600	0	0	0	0	47,600
10.21	General Inflation Adjustments							
	0229-00 Dedicated	0.00	0	52,800	0	2,600	0	55,400
	Total	0.00	0	52,800	0	2,600	0	55,400
10.23	Contract Inflation							
	Office Space Rental							
OT	0229-00 Dedicated	0.00	0	3,700	0	0	0	3,700
	Total	0.00	0	3,700	0	0	0	3,700
10.41	Attorney General Fees							
	0229-00 Dedicated	0.00	0	(500)	0	0	0	(500)
	Total	0.00	0	(500)	0	0	0	(500)
10.45	Risk Management Cost Increases							
	0229-00 Dedicated	0.00	0	5,200	0	0	0	5,200
	Total	0.00	0	5,200	0	0	0	5,200
10.46	Controller's Fee Charge							
	0229-00 Dedicated	0.00	0	1,300	0	0	0	1,300
	Total	0.00	0	1,300	0	0	0	1,300
10.47	Treasurer's Fee Charge							
	0229-00 Dedicated	0.00	0	(200)	0	0	0	(200)
	Total	0.00	0	(200)	0	0	0	(200)

FY 2018 Agency Budget - Request

Detail Report

Agency: 427 - Occupational Licenses, Bureau of

Function: 01 - Licensing Programs

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
10.51	Annualizations							
	Technical Record Specialist to implement S1318 from the 2016 Legislature regarding regulating Appraisal Management Companies.							
	0229-00 Dedicated	0.00	35,600	0	0	0	0	35,600
	Total	0.00	35,600	0	0	0	0	35,600
10.61	Salary Multiplier - Regular Employees							
	0229-00 Dedicated	0.00	20,400	0	0	0	0	20,400
	Total	0.00	20,400	0	0	0	0	20,400
10.62	Salary Multiplier - Group and Temporary							
	0229-00 Dedicated	0.00	200	0	0	0	0	200
	Total	0.00	200	0	0	0	0	200
FY 2018 Total Maintenance								
	0229-00 Dedicated	40.00	2,663,300	1,447,600	0	55,100	0	4,166,000
	OT 0229-00 Dedicated	0.00	0	3,700	0	0	0	3,700
	Total	40.00	2,663,300	1,451,300	0	55,100	0	4,169,700
Line Items								
12.01								
	As part of implementing S1318, the Federal Appraisal Subcommittee (ASC) will be charging a fee for each appraiser working for or contracting with an Appraisal Management Company (AMC). The Bureau needs spending authority to pass through the fee to the ASC.							
	0229-00 Dedicated	0.00	0	62,500	0	0	0	62,500
	Total	0.00	0	62,500	0	0	0	62,500
12.02	Operating Funds for IT Position							
	The Bureau is requesting Operating Funds in the amount of \$56,000 of dedicated funds to reimburse the Department of Administration for 62.3% of a position within the CIO's Office. The position will provide IT support dedicated to the Bureau and the Board of Medicine for upgrading and supporting a proprietary licensing application used by the two agencies.							
	0229-00 Dedicated	0.00	0	56,000	0	0	0	56,000
	Total	0.00	0	56,000	0	0	0	56,000
12.03	Database Upgrade							
	The Bureau of Occupational Licenses is requesting funds to upgrade the database system from an outdated Access platform to a web-based platform utilizing existing web programs and adding necessary functionality to meet increased needs, accessibility and quality.							
	OT 0229-00 Dedicated	0.00	0	255,300	0	0	0	255,300
	Total	0.00	0	255,300	0	0	0	255,300

FY 2018 Agency Budget - Request

Detail Report

Agency: 427 - Occupational Licenses, Bureau of

Function: 01 - Licensing Programs

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
12.04 Massage Therapy Background Checks								
The Massage Therapy Board is proposing Legislation to require background checks. This request is for spending authority to pass through the fees collected for background checks to the Idaho State Police.								
0229-00	Dedicated	0.00	0	0	0	10,400	0	10,400
OT 0229-00	Dedicated	0.00	12,000	18,000	0	80,600	0	110,600
Total		0.00	12,000	18,000	0	91,000	0	121,000
FY 2018 Total								
0229-00	Dedicated	40.00	2,663,300	1,566,100	0	65,500	0	4,294,900
OT 0229-00	Dedicated	0.00	12,000	277,000	0	80,600	0	369,600
Total		40.00	2,675,300	1,843,100	0	146,100	0	4,664,500

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: Occupational Licenses		Request for Fiscal Year : 2018			
Function/Division: Licensing Programs		Agency Number: 427			
Activity/Program:		Function/Activity Number: 1			
		Budget Unit: SGBH			
Original Request Date: September 1, 2016	Revision Request Date:	Page: 9 of 23			
Decision Unit Number: DU 4.31 & DU 10.51		Descriptive Title: Technical Records Specialist Supplemental			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries		27,800			\$27,800
2. Benefits		19,600			\$19,600
3. Group Position Funding					
TOTAL PERSONNEL COSTS:		\$47,400			\$47,400
OPERATING EXPENDITURES by summary object:					
1.					
2.					
3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1. Desk		200			\$200
2. Computer		800			\$800
3. Chair		400			\$400
TOTAL CAPITAL OUTLAY:		\$1,400			\$1,400
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		\$48,800			\$48,800

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

S1318 which passed in the 2016 Legislative Session requires the Idaho Board of Real Estate Appraisers to license and oversee Appraisal Management Companies (AMCs). This request is for a Technical Records Specialist to assist the Board with administering the provisions of this law. Included in the fiscal note of the bill was the need for a trailer bill for this position. The bill passed too late for the trailer bill, so a supplemental is needed.

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.

Technical Records Specialist I, Pay Grade H, Hire Date 4/1/2017. This is a full-time, benefitted position that will be ongoing.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

c. List any additional operating funds and capital items needed. One-time capital outlay of \$1,400 is requested to pay for costs of office set up.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This is an ongoing request. It will be funded by the fees paid by AMC licensees.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

This request will implement S1318, which passed in the 2017 Legislature. If this is not funded, the impact will be that the Board and the Bureau will be unable to support the additional work related to licensing AMCs.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Occupational Licenses
 Function/Division: Licensing Programs
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 427
 Function/Activity Number: 1
 Budget Unit: SGBH

Original Request Date: September 1, 2016
 Revision Request Date: _____

Page: 11 of 23

Decision Unit Number: DU 12.01		Descriptive Title: Pass through for AMC registration			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. AMC pass through to Federal Appraisal Subcommittee 2. 3.		62,500			\$62,500
TOTAL OPERATING EXPENDITURES:		\$62,500			\$62,500
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		\$62,500			\$62,500

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

As part of implementing S1318, the Federal Appraisal Subcommittee (ASC) will be charging a fee for each appraiser working for or contracting with an Appraisal Management Company (AMC). The Bureau needs spending authority to pass through the fees to the ASC.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
- b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
- c. List any additional operating funds and capital items needed.

The Bureau is requesting \$62,500.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This is an ongoing request.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

This request will implement S1318, which passed in the 2017 Legislature. If this is not funded, the impact will be that the Bureau will be unable to pay the fees to the ASC.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Occupational Licenses
 Function/Division: Licensing Programs
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 427
 Function/Activity Number: 1
 Budget Unit: SGBH

Original Request Date: September 1, 2016 Revision Request Date: _____
 Page: 12 of 23

Decision Unit Number: DU 12.02 Descriptive Title: Operating Funds for IT Position

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. Funds for IT Support at Department of Administration 2. 3.		56,000			\$56,000
TOTAL OPERATING EXPENDITURES:		\$56,000			\$56,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		\$56,000			\$56,000

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

The Bureau is requesting Operating Funds in the amount of \$56,000 of dedicated funds to reimburse the Department of Administration for 62.3% of a position within the CIO's Office. The position will provide IT support dedicated to the Bureau and the Board of Medicine for upgrading and supporting a proprietary licensing application used by the two agencies. The FTP is being requested in the Department of Administration's budget.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
- b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
- c. List any additional operating funds and capital items needed.

The Bureau is requesting \$56,000.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This is an ongoing request.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The Bureau and the Board of Medicine are working with the current IT vendors to upgrade the system. Having someone housed at Department of Administration dedicated to working with the agencies and the vendors will ensure guidelines established by the Idaho Technology Authority (ITA) are followed and that ongoing support is available for the system.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Occupational Licenses
 Function/Division: Licensing Programs
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 427
 Function/Activity Number: 1
 Budget Unit: SGBH

Original Request Date: _____
 Revision Request Date: October 11, 2016

Page: _____ of _____

Decision Unit Number: DU 12.03

Descriptive Title: Database Upgrade

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. Database upgrade 2. 3.		255,300			\$255,300
TOTAL OPERATING EXPENDITURES:		\$255,300			\$255,300
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		\$255,300			\$255,300

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

The Bureau of Occupational Licenses' current database houses a very large document storage system for applications, disciplinary documents and financial documents. This custom legacy system is integral to the Bureau's daily business operations. The Bureau is requesting funds to upgrade the database system from an outdated Access platform to a web-based platform utilizing existing web programs and adding necessary functionality to meet increased needs, accessibility and quality. The Bureau will use existing staff to assist in the upgrade and testing of the upgraded platform. The funding will come from the dedicated fund of the Bureau. This is the first year of a five-year request for one-time funds each year of \$255,300 for the upgrade. The total estimated cost is \$1,276,330.

2. What resources are necessary to implement this request? **None**

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

Oversight will be provided by the existing Bureau staff. Staff will provide expertise to test the functionality of the upgraded system to assure seamless implementation and access by internal and external customers.

c. List any additional operating funds and capital items needed.

None.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This request is for one-time funding for the first year of the five-year project. The Bureau will need to request one-time funding for each of the additional years. There will be no new customer base, fee structure changes or grants.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The staff, the public and licensees of the 30 boards that contract with the Bureau of Occupational Licenses will be served by this request. If this request is not funded, the Bureau risks operating system failure resulting in the inability to process occupational license applications, disciplinary complaints, and financial transactions. In addition, the Bureau's external facing web portal is intertwined with the database to access by the public and licensees would be impacted. Without a functional system, the boards would not be able to carry out their mission to ensure the public is protected.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Occupational Licenses
 Function/Division: Licensing Programs
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 427
 Function/Activity Number: 1
 Budget Unit: SGBH

Original Request Date: _____
 Revision Request Date: October 11, 2016

Page: _____ of _____

Decision Unit Number: DU 12.04		Descriptive Title: Massage Therapy Background Checks			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries: OT costs for part-time help to implement 2. Benefits 3. Group Position Funding		12,000			\$12,000
TOTAL PERSONNEL COSTS:		\$12,000			\$12,000
OPERATING EXPENDITURES by summary object: 1. Computer Programming and Board Expenses OT 2. 3.		18,000			\$18,000
TOTAL OPERATING EXPENDITURES:		\$18,000			\$18,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B by summary object: 1. Massage Therapy Background Checks OT 2. Massage Therapy Background Checks		80,600 10,400			
T/B PAYMENTS:		\$91,000			\$91,000
LUMP SUM:					
GRAND TOTAL		\$121,000			\$121,000

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

The Board of Massage Therapy is proposing legislation that would require applicants and currently licensed massage therapists to obtain and submit a satisfactory fingerprint-based criminal history check. Background checks would be performed by the Idaho State Police. Background checks will help the Board carry out its mission to protect the public. Many members of the public are under the impression that this is already required for licensure. There is no staffing level or funding in the base because it is not currently required.

2. What resources are necessary to implement this request? The Board has money in its dedicated fund, but would need spending authority to implement the background checks if the legislation passes.

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service. Part-time temporary staff would be needed to help process the background checks for the existing licensees.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

Current staff will assist with processing the background checks. No additional on-going staff will be needed. One-time funds of \$12,000 are being requested for part-time staff to process background checks for the current licensees.

c. List any additional operating funds and capital items needed.

Spending authority for operating funds is being requested to pass-through the cost of the fingerprint background checks.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

The one-time additional spending authority of \$80,600 is to process the background checks for the 2,179 existing licensees and the ongoing spending authority of \$10,400 is to process the background checks for the estimated 280 new applicants the Board receives annually. This request is for spending authority so the Bureau can pass these fees through to the Idaho State Police. Additionally, the Bureau would need \$18,000 in one-time in spending authority for computer costs to program the database to track the background checks, and additional board expenses. There will be no new customer base or grants. New licensees and existing licensees will be charged a fee in the amount of the background check, which is currently \$37.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The public will be served by this request by ensuring that anyone with a criminal history that would disqualify them from licensure will not be practicing massage therapy in Idaho.

		FTP	FY 18 Salary	FY18 Health Ben	FY 18 Var Ben	FY 2018 Total	
6.31	FTP or Fund Adjustment	0.00	0	0	0	0	
6.51	Transfer Between Programs	0.00	0	0	0	0	
7.00	FY 2017 ESTIMATED EXPENDITURES	40.00	1,758,250	494,400	375,000	2,627,650	
Base Adjustments:							
8.31	Transfer Between Programs	0.00	0	0	0	0	
8.41	Removal of One-Time Expenditures	0.00	(56,100)	0	(12,100)	(68,200)	
8.51	Base Reduction	0.00	0	0	0	0	
9.00	FY 2018 BASE	40.00	1,702,150	494,400	362,900	2,559,450	
10.11	Change in Health Benefit Costs			47,600		47,600	
10.12	Change in Variable Benefits Costs				0	0	
	Subtotal CEC Base:	Indicator Code	40.00	1,702,150	542,000	362,900	2,607,050
10.51	Annualization		20,850	14,700	0	35,550	
10.61	CEC for Permanent Positions	1.00%	16,800		3,600	20,400	
10.62	CEC for Group Positions	1.00%	200		0	200	
10.63	CEC for Elected Officials & Commissioners		0		0	0	
11.00	FY 2018 PROGRAM MAINTENANCE		40.00	1,740,000	556,700	366,500	2,663,200
Line Items:							
12.01						0	
12.02						0	
12.03						0	
13.00	FY 2018 TOTAL REQUEST		40.00	1,740,000	556,700	366,500	2,663,200

Form B4: Inflationary Adjustments

Agency: Occupational Licenses, Bureau of
 Function: Bureau of Occupational Licenses
 Activity: _____

Agency Number: 427

Function/Activity Number: _____

FY 2018 Request

Page ____ of ____

Original Submission ____ or Revision No. ____

(1) Operating Expenditures Summary Object	(2) FY 2013 Actual	(3) FY 2014 Actual	(4) FY 2015 Actual	(5) FY 2016 Actual	FY 2015 to FY 2016		(8) FY 2017 Approp	(9) FY 2017 Exp. Adj.	(10) FY 2017 Est. Exp.
					(6) Change	(7) % Change			
Communication Costs	111,342	132,030	141,476	125,332	(16,143)	-11.41%	125,332	-	125,332
Employee Development Costs	17,902	17,044	14,512	18,499	3,987	27.47%	18,499	-	18,499
General Services	39,576	41,139	49,091	34,501	(14,590)	-29.72%	34,501	-	34,501
Professional Services	491,997	558,123	470,410	468,691	(1,719)	-0.37%	468,691	-	468,691
Repair & Maintenance Services	43,766	53,300	70,166	64,985	(5,180)	-7.38%	64,985	-	64,985
Administrative Services	36,527	31,901	39,712	40,760	1,048	2.64%	40,760	-	40,760
Computer Services	23,583	32,606	48,085	34,259	(13,825)	-28.75%	34,259	-	34,259
Employee Travel Costs	192,645	207,619	184,513	198,604	14,091	7.64%	198,604	-	198,604
Administrative Supplies	41,735	43,226	31,806	61,039	29,232	91.91%	61,039	-	61,039
Computer Supplies	16,520	9,997	15,599	38,807	23,208	148.78%	38,807	-	38,807
Specific Use Supplies	-	173	914	-	(914)	-100.00%	-	-	-
Insurance	986	1,282	1,347	789	(558)	-41.43%	789	-	789
Rentals & Operating Leases	101,431	104,423	102,689	108,783	6,094	5.93%	108,783	-	108,783
Miscellaneous Expenditures	83,912	85,484	90,573	97,668	7,095	7.83%	97,668	-	97,668
Total	1,201,921	1,318,348	1,260,892	1,292,718	31,825	2.52%	1,292,718	-	1,292,718
FundSource									
General	-	-	-	-	-	#DIV/0!	-	-	-
Dedicated	1,201,921	1,318,348	1,260,892	1,292,718	31,825	2.52%	1,389,000	-	1,389,000
Federal	-	-	-	-	-	#DIV/0!	-	-	-
Total	1,201,921	1,318,348	1,260,892	1,292,718	31,825	2.52%	1,389,000	-	1,389,000

(11) Part B: Operating Expenditures Summary Object	(12) FY 2017 Est. Exp	(13) Remove One Time Funding	(14) SWCAP, Nondisc., Rent	(15) FY 2018 Base	(16) General Inflation (DU 10.21)	(17) % Change	(18) Medical Inflation (DU 10.22)	(19) % Change	(20) FY2018 Total
Communication Costs	125,332	-	-	125,332	1,500	1.20%	-	0.00%	126,832
Employee Development Costs	18,499	-	-	18,499	-	0.00%	-	0.00%	18,499

General Services	34,501	-	-	34,501	-	0.00%	-	0.00%	34,501
Professional Services	468,691	-	-	468,691	-	0.00%	-	0.00%	468,691
Repair & Maintenance Services	64,985	-	-	64,985	-	0.00%	-	0.00%	64,985
Administrative Services	40,760	-	-	40,760	-	0.00%	-	0.00%	40,760
Computer Services	34,259	-	-	34,259	51,300	149.74%	-	0.00%	85,559
Employee Travel Costs	198,604	-	-	198,604	-	0.00%	-	0.00%	198,604
Administrative Supplies	61,039	-	-	61,039	-	0.00%	-	0.00%	61,039
Computer Supplies	38,807	-	-	38,807	-	0.00%	-	0.00%	38,807
Specific Use Supplies	-	-	-	-	-	#DIV/0!	-	0.00%	-
Insurance	789	-	-	789	-	0.00%	-	0.00%	789
Rentals & Operating Leases	108,783	-	-	108,783	-	0.00%	-	0.00%	108,783
Miscellaneous Expenditures	97,668	-	-	97,668	-	0.00%	-	0.00%	97,668
Total	1,292,718	-	-	1,292,718	52,800	4.08%	-	-	1,345,518
FundSource									
General	-	-	-	-	-	#DIV/0!	-	0.00%	-
Dedicated	1,389,000	-	-	1,389,000	-	0.00%	-	0.00%	1,389,000
Federal	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	1,389,000	-	-	1,389,000	-	0.00%	-	-	1,389,000

Form B4: Inflationary Adjustments

Agency: Occupational Licenses, Bureau of
 Function: Bureau of Occupational Licenses
 Activity: _____

Agency Number: 427

Function/Activity Number: _____

FY 2018 Request

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Original Submission or Revision No. _____

(1)	(2)	(3)	(4)	(5)	FY 2015 to FY 2016		(8)	(9)	(10)
Trustee/Benefit Summary Object	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	(6) Change	(7) % Change	FY 2017 Approp	FY 2017 Exp. Adj.	FY 2017 Est. Exp.
Miscellaneous Payments As Ag	48,278	49,093	39,974	50,127	10,152	25.40%	52,500	-	52,500
Total	48,278	49,093	39,974	50,127	10,152	25.40%	52,500	-	52,500
FundSource									
General	-	-	-	-	-	#DIV/0!	-	-	-
Dedicated	48,278	49,093	39,974	50,127	10,152	25.40%	52,500	-	52,500
Federal	-	-	-	-	-	#DIV/0!	-	-	-
Total	48,278	49,093	39,974	50,127	10,152	25.40%	52,500	-	52,500

(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
Part B: Trustee/Benefit Summary Object	FY 2017 Est. Exp	Remove One Time Funding	SWCAP, Nondisc., Rent	FY 2018 Base	General Inflation (DU 10.21)	% Change	Medical Inflation (DU 10.22)	% Change	FY2018 Total
Miscellaneous Payments As Ag	52,500	-	-	52,500	2,600	4.95%	-	0.00%	55,100
Total	52,500	-	-	52,500	2,600	4.95%	-	-	55,100
FundSource									
General	-	-	-	-	-	#DIV/0!	-	0.00%	-
Dedicated	52,500	-	-	52,500	-	0.00%	-	0.00%	52,500
Federal	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	52,500	-	-	52,500	-	0.00%	-	-	52,500

Form B4: Part C - Contract Inflation

Agency: Bureau of Occupational Licenses

Division:

Program:

Agency Number: 427
 Function/Activity Number: _____

Request **2018**
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Original Submission _____ or Revision No. _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Part C: Contract (identify who and what)	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Est. Exp.	Contract Date	Term of Contract (Year x of x)	FY 2018 Contractual % Change	FY 2018 Change	FY 2018 Total
Office Space Rental	39,051	39,051	39,051	39,051				3,700	42,751
								-	-
								-	-
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								-	-
								-	-
Total	39,051	39,051	39,051	39,051			9.47%	3,700	42,751
FundSource							Proportion		
General	-	-	-	-			40.0%	1,500	17,100
Dedicated	42,751	-	-	-			30.0%	1,100	12,800
Federal	-	-	-	-			30.0%	1,100	12,800
Total	42,751	-	-	-			100.00%	3,700	42,700

Notes:

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B

AGENCY INFORMATION

AGENCY NAME:	Bureau of Occupational Licenses		
Division/Bureau:			
Prepared By:	Linda Livengood	E-mail Address:	linda.livengood@ibol.idaho.gov
Telephone Number:	2008-334-3233	Fax Number:	208-334-3945
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Keith Bybee
Date Prepared:		For Fiscal Year:	2018

FACILITY INFORMATION (please list each facility separately by city and street address)

Facility Name:	J. R. Williams Building		
City:	Boise	County:	ADA
Street Address:	700 W State St	Zip Code:	83702
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):	State Owned (use "X" to mark):	X
		Lease Expires:	

FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

COMMENTS: Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

SURPLUS PROPERTY: Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplus.						

WORK AREAS: Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:	32	34	35	35	35	35
Full-Time Equivalent Positions:	29	31	32	32	32	32
Temp. Employees, Contractors, Auditors, etc.:	3	3	3	3	3	3

SQUARE FEET: Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	9000	9000	9400	9400	9400	9400

FACILITY COST: Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$78,100.00	\$78,100.00	\$84,400.00	\$84,400.00	\$84,400.00	\$84,400.00

IMPORTANT NOTES:

1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@adm.idaho.gov.
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

AGENCY NOTES:

Part I – Agency Profile

Agency Overview

A major state government reorganization in 1974 resulted in the creation of the Department of Self-Governing Agencies. The Bureau of Occupational Licenses (Bureau) was created, within the Department of Self-Governing Agencies, to serve the needs of many of the regulatory bodies within the Department.

Governor C. L. "Butch" Otter appointed Tana Cory as Chief of the Bureau on January 2, 2007. The Bureau administrative staff consists of a two administrative attorneys, an administrative support manager, a business operations specialist, two management assistants, a hearing/appeals coordinator, a complaint coordinator, eight technical records specialists, a supervising investigator, eleven investigators/inspectors, one customer service representative, two office specialists, and two financial technicians. This organizational structure allows the Bureau to provide efficient service to regulatory Boards, Board members, licensees, applicants, and the public.

The Bureau's operations depend solely on dedicated funds generated from fees for applications, original licenses/registrations, renewals, examinations, and disciplinary fines. Neither tax dollars nor other funds from Idaho's general fund are used. Each Board is self-supporting and the Bureau's annual appropriation is distributed among the boards based on historical needs, new programs, and requests. Monthly financial status reports for the boards are available at all times throughout the year on the website at www.ibol.idaho.gov.

Those regulatory bodies that contract for services with the Bureau are subject to economic changes, population trends, and other factors that directly affect entry into a particular profession. These trends influence the number of new applicants and the number of licenses renewed annually which, in turn, impacts the amount of revenue collected by a board for its operations.

Core Functions/Idaho Code

The Bureau is empowered by Title 67, Chapter 26, Idaho Code to enter into written agreements to provide administrative, investigative, fiscal, and legal services to contracting self-governing entities. This arrangement, often referred to as an "umbrella," allows several boards to share resources and the costs of operation while maintaining their independence. The IBOL currently contracts with the following boards:

- Idaho State Board of Acupuncture;
- Board of Architectural Examiners;
- Uniform Athlete Agents Registration;
- Athletic Commission;
- Board of Barber Examiners;
- Board of Chiropractic Physicians;
- Contractors Board;
- Board of Cosmetology;
- Licensing Board of Professional Counselors and Marriage & Family Therapists;
- Board of Dentistry;
- Driving Businesses Licensure Board;
- Genetic Counselors Licensing Board
- Board of Registration for Professional Geologists;
- Board of Landscape Architects;
- Liquefied Petroleum Gas Safety Board;
- Board of Massage Therapy;
- Board of Midwifery;
- Board of Morticians;
- Board of Examiners of Nursing Home Administrators;
- Occupational Therapy Licensure Board;
- Board of Optometry;
- Board of Physical Therapists;
- Board of Podiatry;
- Board of Psychologist Examiners;
- Real Estate Appraiser Board;
- Board of Examiners of Residential Care Facility Administrators;
- Board of Social Work Examiners;
- Shorthand Reporters Board;
- Speech & Hearing Services Licensure Board; and
- Board of Drinking Water and Wastewater Professionals

Revenue and Expenditures

Idaho Bureau of Occupational Licenses

Performance Measurement Report

Revenue	FY 2013	FY 2014	FY 2015	FY 2016
State Regulatory Fund	\$3,343,683.98	\$3,348,828.98	\$3,398,087.35	\$3,793,886.08
Total	\$3,343,683.98	\$3,348,828.98	\$3,398,087.35	\$3,793,886.08
Expenditures	FY 2013	FY 2014	FY 2015	FY 2016
Personnel Costs	\$1,883,343.09	\$1,910,236.38	\$2,001,995.73	\$2,136,911.27
Operating Expenditures	\$1,201,921.30	\$1,318,347.57	\$1,260,892.49	\$1,292,717.75
Capital Outlay	\$4,561.31	\$26,572.20	\$4,885.00	\$0.00
Trustee/Benefit Payments	\$48,277.50	\$49,092.50	\$39,974.40	\$50,126.50
Total	\$3,138,103.20	\$3,304,248.65	\$3,307,747.62	\$3,479,755.52

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2013	FY 2014	FY 2015	FY 2016
Current Licensees	56,962	58,821	61,376	67,815
Applications Received	9,102	9,400	9,067	9,385
New Licenses Issued	7,673	8,303	8,924	8,201
Facility Inspections	3,666	4,413	3,996	4,837
Complaints Received	690	887	730	864
Complaints Resolved	882	795	869	944
Disciplinary Actions	351	412	368	409
Total Records Maintained	250,101	290,103	307,932	320,191

Part II – Performance Measures

Performance Measure		FY 2013	FY 2014	FY 2015	FY 2016
1. Complaint Acknowledgement letters sent within ten days.	actual	100%	100%	100%	100%
	benchmark				No less than 95%
Goal 1					
To provide continued improvement in the service provided to the boards					
2. The rate of online renewals continues to increase.	actual	41.88%	44.16%	46.97%	49.17%
	benchmark				At least 50% renewals done online.
Goal 1					
To provide continued improvement in the service provided to the boards					
3. All minutes completed within two weeks of board meeting.	actual	93%	85%	91%	90%
	benchmark				100%
Goal 1					
To provide continued improvement in the service provided to the boards					
4. Routine investigative cases are complete within one fiscal year of the receipt of the complaint.	actual				99%
	benchmark				100%
Goal 1					
To provide continued improvement in the service provided to the boards					

For More Information Contact

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Director Attestation for Performance Measurement Report

In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Measurement Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Occupational Licenses



Director's Signature

8/31/16

Date

Please return to:

Division of Financial Management
304 N. 8th Street, 3rd Floor
Boise, Idaho 83720-0032

FAX: 334-2438
E-mail: info@dfm.idaho.gov

