



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
3443 N. CENTRAL AVE., SUITE 1700
PHOENIX, AZ 85012
PHONE: 602.542.1882 FAX: 602.364-0890
Board Website: www.azbbhe.us
Board E-Mail Address: information@azbbhe.us

DOUGLAS A. DUCEY
Governor

TOBI ZAVALA
Executive Director

August 31, 2016

The Honorable Douglas A. Ducey
Governor, State of Arizona
1700 West Washington
Phoenix, AZ 85007

Dear Governor Ducey:

In accordance with guidelines from the Office of Strategic Planning and Budgeting, the Arizona Board of Behavioral Health Examiners respectfully submits its FY 2018 operating budget request.

The Board is pleased to present a plan which reflects our mission to establish and maintain standards of qualifications and performance for licensed behavioral health professionals and to regulate the practice of licensed behavioral health professionals for protection of the public.

Your support of the Board's FY 2018 operating budget request is greatly appreciated as it moves through the appropriation process.

If you have any questions, please do not hesitate to contact me at 602-542-1617 or tobi.zavala@azbbhe.us.

Sincerely,

Tobi Zavala
Executive Director



State of Arizona Budget Request

State Agency

Board of Behavioral Health Examiners

A.R.S. Citation: 32-3251

Appropriated Funds

	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total Budget
Total Amount Requested:	1,759.1	0.0	1,759.1
Behavioral Health Examiners Fund	1,759.1	0.0	1,759.1


Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2018.

To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

Agency Head: **Tobi Zavala**

Title: **Executive Director**



(signature)

Phone: **(602) 542-1617**

Prepared By: **Tobi Zavala**

Email Address: **Tobi.Zavala@azbbhe.us**

Date Prepared: **Wednesday, August 31, 2016**

Revenue Schedule

Agency: BHA Board of Behavioral Health Examiners

Fund: 1000 General Fund

AFIS Code	Category of Receipt and Description	FY 2016	FY 2017	FY 2018
4339	OTHER FEES AND CHARGES FOR SERVICES	0.8	0.8	0.8
4372	PUBLICATIONS AND REPRODUCTIONS	2.1	2.1	2.1
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	55.1	55.1	55.1
4419	OTHER LICENSES	155.6	155.6	155.6
4519	OTHER FINES OR FORFEITURES OR PENALTIES	2.3	2.3	2.3
4645	CREDIT CARD DISCOUNT FEES PAID	(2.1)	(2.1)	(2.1)
Fund Total:		213.8	213.8	213.8

Revenue Schedule

Agency: BHA Board of Behavioral Health Examiners

Fund: 2256 Behavioral Health Examiners Fund
--

AFIS Code	Category of Receipt and Description	FY 2016	FY 2017	FY 2018
4339	OTHER FEES AND CHARGES FOR SERVICES	6.8	6.8	6.8
4372	PUBLICATIONS AND REPRODUCTIONS	18.8	18.8	18.8
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	498.8	498.8	498.8
4419	OTHER LICENSES	1,398.1	1,398.1	1,398.1
4519	OTHER FINES OR FORFEITURES OR PENALTIES	15.6	15.6	15.6
4645	CREDIT CARD DISCOUNT FEES PAID	(21.7)	(21.7)	(21.7)
4649	CREDIT CARD CONVENIENCE FEES REVENUE	20.0	20.0	20.0
Fund Total:		1,936.4	1,936.4	1,936.4

Revenue Schedule

Agency:	BHA	Board of Behavioral Health Examiners
----------------	------------	---

Fund:	2256	Behavioral Health Examiners Fund
--------------	-------------	---

Justification: See Attachment 3

Sources and Uses of Funds

Agency:	BHA Board of Behavioral Health Examiners
Fund:	2256 Behavioral Health Examiners Fund

Cash Flow Summary	Actual FY 2016	Estimate FY 2017	Estimate FY 2018
Balance Forward from Prior Year	1,416.8	1,807.7	1,969.0
Revenue (From Revenue Schedule)	1,936.4	1,936.4	1,936.4
Total Available	3,353.2	3,744.1	3,905.4
Total Appropriated Disbursements	1,545.5	1,775.1	1,759.1
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	1,807.7	1,969.0	2,146.3

Appropriated Expenditure	Actual FY 2016	Estimate FY 2017	Estimate FY 2018
Expenditure Categories			
Personal Services	809.5	900.4	900.4
Employee Related Expenses	315.5	316.7	316.7
Prof. And Outside Services	200.0	267.1	267.1
Travel - In State	7.4	7.4	7.4
Travel - Out of State	5.9	6.0	6.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	192.3	236.5	236.5
Equipment	1.5	25.0	25.0
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
Expenditure Categories Total:	1,532.1	1,759.1	1,759.1
Non-Lapsing Authority from Prior Years	0.0	0.0	0.0
Administrative Adjustments	13.4	16.0	0.0
Capital Projects (Land, Buildings,Improvements)	0.0	0.0	0.0
Appropriated 27th Pay Roll	0.0	0.0	0.0
Legislative Fund Transfers	0.0	0.0	0.0
Appropriated Expenditure Total:	1,545.5	1,775.1	1,759.1
Appropriated FTE:	17.0	17.0	17.0

Fund Justification

Justification: Pursuant to A.R.S. 32-3254, the Board of Behavioral Health Examineers fund is established. The Board collects fees from behavioral health professionals primarily for processing licensure applications and license renewal applications. Other services which require a fee include providing written license verifications, mailing lists, and copies of public documents.

Fund Description

Source: Pursuant to A.R.S. 32-3254, the Board of Behavioral Health Examineers fund is established. The Board collects fees from behavioral health professionals primarily for processing licensure applications and license renewal applications. Other services which require a fee include providing written license verifications, mailing lists, and copies of public documents.

Use: The fund is used to support the functions of the Board, which include ensuring that licensed behavioral health professionals meet required minimum standards in education, experience and competency and investigating and taking disciplinary action against incompetent and unprofessional licensees and applicants.

OSPB: Revenues are from the fees, fines, and other revenue collected by the Board, and are used to certify and regulate behavioral health professionals in the fields of social work, counseling, marriage and family therapy, and substance abuse counseling.

Sources and Uses of Funds

Agency:	BHA Board of Behavioral Health Examiners
Fund:	2500 IGA and ISA Fund

Cash Flow Summary	Actual FY 2016	Estimate FY 2017	Estimate FY 2018
Balance Forward from Prior Year	0.0	0.0	0.0
Total Available	0.0	0.0	0.0
Total Appropriated Disbursements	0.0	0.0	0.0
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	0.0	0.0	0.0

Appropriated Expenditure	Actual FY 2016	Estimate FY 2017	Estimate FY 2018
Expenditure Categories			
Personal Services	0.0	0.0	0.0
Employee Related Expenses	0.0	0.0	0.0
Prof. And Outside Services	0.0	0.0	0.0
Travel - In State	0.0	0.0	0.0
Travel - Out of State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	0.0	0.0	0.0
Equipment	0.0	0.0	0.0
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
Expenditure Categories Total:	0.0	0.0	0.0
Non-Lapsing Authority from Prior Years	0.0	0.0	0.0
Administrative Adjustments	0.0	0.0	0.0
Capital Projects (Land, Buildings,Improvements)	0.0	0.0	0.0
Appropriated 27th Pay Roll	0.0	0.0	0.0
Legislative Fund Transfers	0.0	0.0	0.0
Appropriated Expenditure Total:	0.0	0.0	0.0
Appropriated FTE:	0.0	0.0	0.0

Fund Justification

Justification:

Fund Description

Source: The Board does not use this fund

Use: The Board does not use this fund

OSP: This fund was established for state agencies as a clearing account to properly account for, control, and report receipts and disbursements associated with intergovernmental and interagency service agreements, which are not reported in other funds.

Funding Issues List

Agency: BHA Board of Behavioral Health Examiners

FY 2018

Priority	Funding Issue Title	Category	Total FTE	Total Amount	General Fund	Other Funds	Non-App Funds
1		Decision Pack		0.0	0.0	0.0	0.0
	Total:			0.0	0.0	0.0	0.0
	Decision Package Total:			0.0	0.0	0.0	0.0

Summary of Expenditure and Budget Request for All Funds

Agency: BHA Board of Behavioral Health Examiners

Appropriated

		FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Cost Center/Program:					
1	Licensing and Regulation	1,532.1	1,759.1	0.0	1,759.1
		1,532.1	1,759.1	0.0	1,759.1
Expenditure Categories					
	FTE	17.0	17.0	0.0	17.0
	Personal Services	809.5	900.4	0.0	900.4
	Employee Related Expenses	315.5	316.7	0.0	316.7
	Professional and Outside Services	200.0	267.1	0.0	267.1
	Travel In-State	7.4	7.4	0.0	7.4
	Travel Out of State	5.9	6.0	0.0	6.0
	Food (Library for Universities)	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	192.3	236.5	0.0	236.5
	Equipment	1.5	25.0	0.0	25.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:		1,532.1	1,759.1	0.0	1,759.1

Summary of Expenditure and Budget Request for All Funds

Agency: BHA Board of Behavioral Health Examiners

Agency Total for All Funds:	1,532.1	1,759.1	0.0	1,759.1			
-----------------------------	---------	---------	-----	---------	--	--	--

Summary of Expenditure and Budget Request for Selected Funds

Agency:	BHA	Board of Behavioral Health Examiners
Fund:	2256	Behavioral Health Examiner Fund (Appropriated)

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Cost Center/Program:				
1 Licensing and Regulation	1,532.1	1,759.1	0.0	1,759.1
	1,532.1	1,759.1	0.0	1,759.1
Expenditure Categories				
FTE	17.0	17.0	0.0	17.0
Personal Services	809.5	900.4	0.0	900.4
Employee Related Expenses	315.5	316.7	0.0	316.7
Professional and Outside Services	200.0	267.1	0.0	267.1
Travel In-State	7.4	7.4	0.0	7.4
Travel Out of State	5.9	6.0	0.0	6.0
Food (Library for Universities)	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	192.3	236.5	0.0	236.5
Equipment	1.5	25.0	0.0	25.0
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	1,532.1	1,759.1	0.0	1,759.1
Fund Total:	1,532.1	1,759.1	0.0	1,759.1

Summary of Expenditure and Budget Request for Selected Funds

Agency:	BHA	Board of Behavioral Health Examiners
Fund:	2256	Behavioral Health Examiner Fund (Appropriated)

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Agency Total for Selected Funds	1,532.1	1,759.1	0.0	1,759.1

Program Summary of Expenditures and Budget Request

Agency:	BHA	Board of Behavioral Health Examiners
Program:	1	Licensing and Regulation

	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Program Summary				
1-1 Licensing and Regulation	1,532.1	1,759.1	0.0	1,759.1
Program Summary Total:	1,532.1	1,759.1	0.0	1,759.1
Expenditure Categories				
0000 FTE Positions	17.0	17.0	0.0	17.0
6000 Personal Services	809.5	900.4	0.0	900.4
6100 Employee Related Expenses	315.5	316.7	0.0	316.7
6200 Professional and Outside Services	200.0	267.1	0.0	267.1
6500 Travel In-State	7.4	7.4	0.0	7.4
6600 Travel Out of State	5.9	6.0	0.0	6.0
6700 Food (Library for Universities)	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	192.3	236.5	0.0	236.5
8000 Equipment	1.5	25.0	0.0	25.0
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	1,532.1	1,759.1	0.0	1,759.1
Fund Source				
Appropriated Funds				
2256-A Behavioral Health Examiner Fund (Appropriated)	1,532.1	1,759.1	0.0	1,759.1
Fund Source Total:	1,532.1	1,759.1	0.0	1,759.1

Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency:	BHA	Board of Behavioral Health Examiners
Program:	1	Licensing and Regulation

		FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
Fund: 2256-A Behavioral Health Examiner Fund (Appropriated)					
Program Expenditures					
COST CENTER/PROGRAM BUDGET UNIT					
1-1	Licensing and Regulation	1,532.1	1,759.1	0.0	1,759.1
	Total	1,532.1	1,759.1	0.0	1,759.1
Appropriated Funding					
Expenditure Categories					
	FTE Positions	17.0	17.0	0.0	17.0
	Personal Services	809.5	900.4	0.0	900.4
	Employee Related Expenses	315.5	316.7	0.0	316.7
	Professional and Outside Services	200.0	267.1	0.0	267.1
	Travel In-State	7.4	7.4	0.0	7.4
	Travel Out of State	5.9	6.0	0.0	6.0
	Food (Library for Universities)	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	192.3	236.5	0.0	236.5
	Equipment	1.5	25.0	0.0	25.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:		1,532.1	1,759.1	0.0	1,759.1
Fund 2256-A Total:		1,532.1	1,759.1	0.0	1,759.1
Program 1 Total:		1,532.1	1,759.1	0.0	1,759.1

Program Budget Unit Summary of Expenditures and Budget Request for All Funds

Agency:	BHA	Board of Behavioral Health Examiners
Program:	1-1	Licensing and Regulation

Expenditure Categories	FY 2016 Actual	FY 2017 Expd. Plan	FY 2018 Fund. Issue	FY 2018 Total
0000 FTE	17.0	17.0	0.0	17.0
6000 Personal Services	809.5	900.4	0.0	900.4
6100 Employee Related Expenses	315.5	316.7	0.0	316.7
6200 Professional and Outside Services	200.0	267.1	0.0	267.1
6500 Travel In-State	7.4	7.4	0.0	7.4
6600 Travel Out of State	5.9	6.0	0.0	6.0
6700 Food (Library for Universities)	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	192.3	236.5	0.0	236.5
8000 Equipment	1.5	25.0	0.0	25.0
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	1,532.1	1,759.1	0.0	1,759.1
Fund Source				
Appropriated Funds				
2256-A Behavioral Health Examiner Fund (Appropriated)	1,532.1	1,759.1	0.0	1,759.1
Fund Source Total:	1,532.1	1,759.1	0.0	1,759.1

Program Budget Unit Summary of Expenditures and Budget Request for Selected Funds

Agency:	BHA Board of Behavioral Health Examiners				
	FY 2016	FY 2017	FY 2018	FY 2018	
	Actual	Expd. Plan	Fund. Issue	Total	
Program:	1-1 Licensing and Regulation				
Fund:	2256-A Behavioral Health Examiners Fund				
Appropriated					
0000	FTE	17.0	17.0	0.0	17.0
6000	Personal Services	809.5	900.4	0.0	900.4
6100	Employee Related Expenses	315.5	316.7	0.0	316.7
6200	Professional and Outside Services	200.0	267.1	0.0	267.1
6500	Travel In-State	7.4	7.4	0.0	7.4
6600	Travel Out of State	5.9	6.0	0.0	6.0
6700	Food (Library for Universities)	0.0	0.0	0.0	0.0
6800	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000	Other Operating Expenses	192.3	236.5	0.0	236.5
8000	Equipment	1.5	25.0	0.0	25.0
8100	Capital Outlay	0.0	0.0	0.0	0.0
8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	0.0	0.0	0.0	0.0
Appropriated Total:		1,532.1	1,759.1	0.0	1,759.1
Fund Total:		1,532.1	1,759.1	0.0	1,759.1
Program Total For Selected Funds:		1,532.1	1,759.1	0.0	1,759.1

Program Expenditure Schedule

Agency:	BHA	Board of Behavioral Health Examiners
Program:	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
FTE Positions		
FTE	17.0	17.0
Expenditure Category Total	17.0	17.0
Fund Source		
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	17.0	17.0
Fund Source Total	17.0	17.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Personal Services		
Personal Services	792.5	883.4
Boards and Commissions	17.0	17.0
Expenditure Category Total	809.5	900.4
Fund Source		
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	809.5	900.4
Fund Source Total	809.5	900.4

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Employee Related Expenses		
Employee Related Expenses	315.5	316.7
Expenditure Category Total	315.5	316.7
Fund Source		
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	315.5	316.7
Fund Source Total	315.5	316.7

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Professional & Outside Services		
External Prof/Outside Serv Budg And Appn	0.0	0.0
External Investment Services	0.0	0.0
Other External Financial Services	0.0	0.0
Attorney General Legal Services	158.6	179.3
External Legal Services	0.0	0.0
External Engineer/Architect Cost - Exp	0.0	0.0
External Engineer/Architect Cost- Cap	0.0	0.0
Other Design	0.0	0.0
Temporary Agency Services	0.0	0.0
Hospital Services	0.0	0.0
Other Medical Services	0.0	0.0
Institutional Care	0.0	0.0
Education And Training	1.8	1.8
Vendor Travel	0.0	0.0

Program Expenditure Schedule

Agency:	BHA	Board of Behavioral Health Examiners
Program:	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Professional & Outside Services		
Professional & Outside Services Excluded from Cost Alloca	0.0	0.0
Vendor Travel - Non Reportable	0.0	0.0
External Telecom Consulting Services	0.0	0.0
Non - Confidential Specialist Fees	0.0	0.0
Confidential Specialist Fees	0.0	0.0
Outside Actuarial Costs	0.0	0.0
Other Professional And Outside Services	39.6	86.0
Expenditure Category Total	200.0	267.1

Fund Source		
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	200.0	267.1
Fund Source Total	200.0	267.1

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Travel In-State		
Travel In-State	7.4	7.4
Expenditure Category Total	7.4	7.4

Fund Source		
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	7.4	7.4
Fund Source Total	7.4	7.4

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Travel Out-of-State		
Travel Out of State	5.9	6.0
Expenditure Category Total	5.9	6.0

Fund Source		
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	5.9	6.0
Fund Source Total	5.9	6.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Food (Library for Universities)		
Food (Library for Universities)	0.0	0.0
Expenditure Category Total	0.0	0.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Aid to Organizations & Individuals		
Aid to Organizations and Individuals	0.0	0.0

Program Expenditure Schedule

Agency:	BHA	Board of Behavioral Health Examiners
Program:	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Aid to Organizations & Individuals		
Expenditure Category Total	0.0	0.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Other Operating Expenditures		
Other Operating Expenditures	0.0	0.0
Insurance & Related Charges	5.2	5.2
Information Technology Services	12.8	15.0
Utilities	13.8	15.0
Non-Building or Land Rent	0.0	0.0
Building Rent Charges to State Agencies	0.0	0.0
COP Building Rent Charges to State Agencies	0.0	0.0
Rental of Land & Buildings	96.1	98.0
Interest Payments	0.0	0.0
Internal Acct, Budgeting and Financial Svcs.	4.0	4.0
Payments for Internal Services	0.0	0.0
Repair & Maintenance	5.8	15.0
Software Support and Maintenance	0.0	20.0
Operating Supplies	15.9	16.0
Resale Supplies	0.0	0.0
Sales of Assets	0.0	0.0
Conference, Education & Training	8.0	0.0
Advertising	0.0	0.0
Printing & Photography	3.2	7.0
Postage & Delivery	25.2	29.0
Miscellaneous Operating	2.3	12.3
Depreciation Expense	0.0	0.0
Expenditure Category Total	192.3	236.5

Fund Source		
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	192.3	236.5
Fund Source Total	192.3	236.5

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Equipment		
Vehicles - Capital Leases	0.0	0.0
Furniture - Capital Leases	0.0	0.0
EDP Equipment - Mainframe - Capital Leases	0.0	0.0
EDP Equipment - Midrange - Capital Leases	0.0	0.0
EDP Equipment - PCs/LAN - Capital Leases	0.0	0.0
Telecommunication Equipment - Capital Leases	0.0	0.0
Other Equipment - Capital Leases	0.0	0.0
Capital Equipment Purchases	0.0	0.0
Vehicles - Non-Capital	0.0	0.0
Furniture - Non-Capital	1.5	0.0
EDP Equipment - Mainframe - Non-Capital	0.0	0.0

Program Expenditure Schedule

Agency:	BHA	Board of Behavioral Health Examiners
Program:	1-1	Licensing and Regulation

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Equipment		
Telecommunication Equipment - Non Capital	0.0	0.0
Other Equipment - Non-Capital	0.0	25.0
Purchased Or Licensed Software/Website	0.0	0.0
Internally Generated Software/Website	0.0	0.0
Expenditure Category Total	1.5	25.0
Fund Source		
Appropriated		
2256-A Behavioral Health Examiner Fund (Appropriated)	1.5	25.0
Fund Source Total	1.5	25.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Capital Outlay		
Capital Outlay	0.0	0.0
Expenditure Category Total	0.0	0.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Debt Services		
Debt Service	0.0	0.0
Expenditure Category Total	0.0	0.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Cost Allocation		
Cost Allocation	0.0	0.0
Expenditure Category Total	0.0	0.0

Expenditure Category	FY 2016 Actual	FY 2017 Expd. Plan
Transfers		
Transfers	0.0	0.0
Expenditure Category Total	0.0	0.0

Classification Listing			
Class Code	Title	Grade	Total FTE
AUN06	ADMV ASST 2	15	3.0
AUN01	ADMV ASST 3	17	3.0
AUN04	ADMV SVCS OFFCR 3	22	1.0
AUN07	BH ASSISTANT DIRECTOR	E1	1.0

Program Expenditure Schedule

Agency:	BHA	Board of Behavioral Health Examiners
Program:	1-1	Licensing and Regulation

AUN06	BH DEPUTY DIRECTOR	E1	1.0
AUN07	BH ENFORCEMENT MANAGER	20	1.0
AUN05	BH EXEC DIRECTOR	E2	1.0
AUN09	INVGTR 3	18	3.0
AUN07	PROG PROJ SPCT 1	18	2.0
AUN04	SR INVGTR	19	1.0

Employee Retirement Coverage

Retirement System	FTE	Personal Services	Fund#
State Retirement System	17.0	883.4	2256-A

Combined Regular & Elected Positions At/Above FICA Maximum of \$118,500

Total FTE	Personal Services	FTE's not eligible for Health, Dental & Life
1.0	120.1	0.0

Administrative Costs

Agency: BHA Board of Behavioral Health Examiners

Administrative Costs Summary

<u>Common Administrative Area</u>	<u>FY 2018</u>
Other Central Administration	5.8
Business and Finance	31.8
Information Technology	5.8
Human Resources	17.4
Director's Office	2.9
Administrative Costs Total:	63.7

Administrative Cost / Total Expenditure Ratio

	<u>Request</u>	<u>Admin %</u>
FY 2018	1,759.1	3.6%

Revenue Justification

1. Purpose of the Fund

The Board is authorized to collect fees necessary to support its functions, which include ensuring that licensed behavioral health professionals meet required minimum standards in education, experience and competency and investigating and taking disciplinary action against incompetent and/or unprofessional licensees and applicants.

2. Sources of Revenues

The overwhelming majority of the Board's revenues come from three sources: licensure application and issuance fees, biennial renewal fees and verification fees.

The Board's current fees are as follows:

Licensure application fee	\$ 250
Independent license issuance fee ¹	\$ 250
Non-Independent license issuance fee	\$ 100
Biennial renewal fee	\$ 350
Biennial renewal fee for professionals submitting more than one renewal application	\$ 175
Verification fee	\$ 20

3. Explanation of Methodology Used

FY 2016 Actual Revenue²

1511 Applications	\$ 250	\$ 377,750
1157 Approved Licenses	\$ 250/\$100	\$ 176,150
4550 Renewals	\$ 350	\$1,553,700 ³
216 Verifications	\$ 20	\$ 4,320
Miscellaneous revenue		<u>\$ 38,280</u>
		\$ 2,150,200

Estimated Revenue for Behavioral Health Examiners Fund 90%	\$ 1,935,180
FY2016 Expenditures	<u>\$ 1,532,100</u>
Total revenue surplus over expenditures	\$ 403,080

¹ A license issuance fee is charged when the Board approves a license. Historically, independent level licenses have represented 33 percent of the total applications received.

² All revenues include the 10 percent deposits into the General Fund.

³ Total renewal revenue reflects the loss of revenue resulting from the fee discount available to licensees who renew multiple licenses at the same time. Renewal revenue may also include a gain from proration of renewal fees for licensees synchronizing their expiration dates on multiple licenses.

FY 2017 Expected Revenue

1600 Applications	\$ 250	\$ 400,000
1250 Approved Licenses	\$ 250/\$100	\$ 186,400
3900 Renewals	\$ 350	\$1,365,000
230 Verifications	\$ 20	\$ 4,600
Miscellaneous revenue		<u>\$ 35,000</u>
TOTAL expected revenue		\$ 1,991,000

Estimated Revenue for Behavioral Health Examiners Fund 90%	\$ 1,791,900
FY2017 Appropriation	<u>\$1,759,100</u>
Total revenue surplus over appropriation	\$ 32,800

FY 2018 Expected Revenue

1600 Applications	\$ 250	\$ 400,000
1250 Approved Licenses	\$ 250/\$100	\$ 186,400
4600 Renewals	\$ 350	\$1,610,000 ⁴
230 Verifications	\$ 20	\$ 4,600
Miscellaneous revenue		<u>\$ 35,000</u>
TOTAL expected revenue		\$ 2,236,000

Estimated Revenue for Behavioral Health Examiners Fund 90%	\$ 2,012,400
FY2018 Appropriation	<u>\$1,759,100</u>
Total revenue surplus over appropriation	\$ 253,300

⁴ The Board issued 2,000 new certificates in FY 2004. These certificates automatically became licenses on July 1, 2004. These licenses must be renewed every two years after issuance. As a result of the extraordinary number of new certificates issued in FY 2004, the Board's renewal revenues will always be significantly greater in even numbered years.

Professional and Outside Services Justification

**Comp Object 6221 Attorney
General Legal Services**

Legal Services

\$179,300

The Board contracts with the Attorney General's Office to fund 100 percent of the time of an Assistant Attorney General (Board AAG) to provide legal services to the Board. The Board AAG is present to provide legal advice during the Board's monthly meeting and the monthly meetings for each of the Board's four discipline committees. The Board AAG is also responsible for drafting and reviewing Board consent agreements and formal hearing notices, prosecuting Board complaints at formal administrative hearings, negotiating complaint settlements, and providing legal advice to Board staff and Board and committee members.

The Board has entered into an ISA with the Attorney General's office for FY 2017 for \$179,300.

**Comp Object 6211
Financial Services from Other State Agency**

Accounting Services

\$4,000

The Board contracts with Central Services Bureau (CSB) to prepare, enter and release claims and transfers in AFIS. Additionally, CSB provides technical assistance and prepares monthly financial reports for the Board.

The Board has entered into an ISA with CSB for FY 2017 for \$4,000.

**Comp Object 6299 Other
Professional & Outside Services**

Security

\$4,000

The Board has scheduled monthly public meetings. The Board also schedules additional meetings to conduct formal administrative hearings and other business. In order to provide an appropriate level of security for Board members and staff, the Board contracts for security services for most of its public meetings.

Office of Administrative Hearings

\$10,000

The Board investigates complaints against licensed behavioral health professionals and applicants and imposes disciplinary sanctions where appropriate. The Board is often successful in negotiating consent agreements to resolve complaints informally. If a professional in a disciplinary proceeding refuses to accept a negotiated settlement, the Board must proceed to a formal administrative hearing in order to impose discipline. While the Board conducts formal hearings at its monthly meetings, complex, lengthy, or highly contested cases must be conducted by the Office of Administrative Hearings (OAH). In addition, applicants or licensees facing possible disciplinary action can require the Board to schedule and pay for an OAH review of their complaints. OAH charges the Board an hourly rate for Administrative Law Judge time and a percentage of its overhead.

Expert Witness Services

\$15,000

Complaints requiring a formal administrative hearing, whether before OAH or the Board, necessitate that the Board hire an expert witness to testify on behalf of the State. The Board contracts with behavioral health experts to provide such testimony based on an hourly rate negotiated by the Board. Formal hearings scheduled before OAH, which tend to be complex and lengthy, typically result in significant expert witness expenses. While formal hearings scheduled before the Board also necessitate the use of an expert witness, because such hearings are usually shorter and less complex than OAH hearings, the expert witness fees incurred for such formals tend to be less significant.

Court Reporter Services

\$7,000

The Board uses a court reporter to record all formal administrative hearing proceedings, whether held before OAH or the Board. Formal hearings scheduled before the Board typically last one day or less and, unless one of the parties appeals the Board's decision to Superior Court, the Board does not incur the considerable expense of having the hearing transcribed. In contrast, formal hearings scheduled before OAH always result in significant court reporter fees because such hearings typically last 2-4 days and the Board always has to order a transcript of the hearing.

E-Licensing Solution

\$72,800

The Board needs to update its existing Access database and is consulting with ADOA/ASET and other vendors on potential solutions.

Equipment Justification

\$25,000

The Board will be replacing 10 computers this year. In order to keep the Board's computer network current and prevent inefficiencies caused by outdated equipment and equipment failures, the Board seeks to maintain its current replacement schedule.

In addition, the Board will need to replace 2 copiers/fax machines that are approximately 5 years old. Board's copiers/fax machines experience a high volume of use and must be able to stand up under heavy demands.

BHA ORGANIZATIONAL CHART

August 2016

