



State of Arizona  
**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007, (602) 364-4930 Fax (602) 364-4931 • [www.btr.az.gov](http://www.btr.az.gov)

August 27, 2019

Governor Doug Ducey  
Office of the Governor  
1700 W Washington  
Phoenix AZ 85007

Dear Governor Ducey,

Please find attached the FY21 budget request on behalf of the Board of Technical Registration. The AZBTR is requesting that its base budget of \$2,199,500 be retained with additional funding of \$296,600 to achieve the goals of Office the Office of the Governor for on-line payment of fees for licensing functions and digitization of agency records, as well as for support for Assistant Attorney General Services and other upcoming expenses related to human resource commitments.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melissa Cornelius".

Melissa Cornelius  
Executive Director



# State of Arizona Budget Request

State Agency

## State Board of Technical Registration

A.R.S. Citation: 32-101; 32-106; 32-107

**Governor DUCEY:**

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2021.

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

Agency Head: **MELISSA CORNELIUS**

Title: **Executive Director**

Melissa Cornelius 9/1/2018  
 \_\_\_\_\_  
 (signature)

Phone: **(602) 364-4955**

Prepared By: **Patrice Pritzl**

Email Address: **patrice.pritzl@azbtr.gov**

Date Prepared: **Friday, August 31, 2018**

**Appropriated Funds**

	FY 2020 Approp	FY 2021 Fund. Issue	FY 2021 Total Budget
Total Amount Requested:	2,199.5	296.6	2,496.1
General Fund	0.0	36.5	36.5
Technical Registration Board	2,199.5	260.1	2,459.6

**Non-Appropriated Funds**

	FY 2020 Expd. Plan	FY 2021 Fund. Issue	FY 2021 Total Budget
Total Amount Planned:	0.0	0.0	0.0
Technical Registration Bd Investigations	0.0	0.0	0.0

<b>Total:</b>	<b>2,199.5</b>	<b>296.6</b>	<b>2,496.1</b>
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## Revenue Schedule

Agency: State Board of Technical Registration

Fund: TE2070 Technical Registration Board

AFIS Code	Category of Receipt and Description	FY 2019	FY 2020	FY 2021
4339	OTHER FEES AND CHARGES FOR SERVICES	32.0	34.0	34.0
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	2,702.3	2,700.0	2,700.0
4519	OTHER FINES OR FORFEITURES OR PENALTIES	45.5	45.5	45.5
<b>Fund Total:</b>		<b>2,779.8</b>	<b>2,779.5</b>	<b>2,779.5</b>

## Revenue Schedule

Agency: State Board of Technical Registration

Fund: TE2071 Technical Registration Bd Investigations

AFIS Code	Category of Receipt and Description	FY 2019	FY 2020	FY 2021
4519	OTHER FINES OR FORFEITURES OR PENALTIES	26.1	26.1	26.1
<b>Fund Total:</b>		26.1	26.1	26.1

## Sources and Uses of Funds

Agency: State Board of Technical Registration

Fund: TE2070 Technical Registration Board

<b>Cash Flow Summary</b>	Actual FY 2019	Estimate FY 2020	Estimate FY 2021
Balance Forward from Prior Year	3,046.5	3,791.7	4,371.7
Revenue (From Revenue Schedule)	2,779.8	2,779.5	2,779.5
Total Available	5,826.3	6,571.2	7,151.2
Total Appropriated Disbursements	2,034.6	2,199.5	2,459.6
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	3,791.7	4,371.7	4,691.6

<b>Appropriated Expenditure</b>	Actual FY 2019	Estimate FY 2020	Estimate FY 2021
<b>Expenditure Categories</b>			
Personal Services	969.4	1,106.4	1,154.1
Employee Related Expenses	439.6	461.8	461.8
Prof. And Outside Services	65.6	191.6	211.6
Travel - In State	5.3	5.0	5.0
Travel - Out of State	21.4	17.2	17.2
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	505.1	417.5	609.9
Equipment	26.6	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	1.6	0.0	0.0
<b>Expenditure Categories Total:</b>	<b>2,034.6</b>	<b>2,199.5</b>	<b>2,459.6</b>
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
IT Project Transfers	0.0	0.0	0.0
<b>Appropriated Expenditure Total:</b>	<b>2,034.6</b>	<b>2,199.5</b>	<b>2,459.6</b>
<b>Appropriated FTE:</b>	<b>25.0</b>	<b>25.0</b>	<b>25.0</b>

<b>Non-Appropriated Expenditure</b>	Actual FY 2019	Estimate FY 2020	Estimate FY 2021
<b>Expenditure Categories</b>			
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
<b>Expenditure Categories Total:</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Cap Transfer due to Fund Balance	0.0	0.0	0.0
Residual Equity Transfer	0.0	0.0	0.0
Prior Commitments or Obligated Expenditures	0.0	0.0	0.0
Non Appropriated 27th Pay Roll	0.0	0.0	0.0
<b>Non-Appropriated Expenditure Total:</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Non-Appropriated FTE:</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

# Sources and Uses of Funds

Agency: State Board of Technical Registration

## Fund Description

OSPB: Funds are generated primarily from licensing fees and are used to license, investigate, and conduct examinations of alarm services, architects, engineers, geologists, home inspectors, land surveyors, and landscape architects.

## Sources and Uses of Funds

Agency: **State Board of Technical Registration**

Fund: **TE2071 Technical Registration Bd Investigations**

<b>Cash Flow Summary</b>	Actual FY 2019	Estimate FY 2020	Estimate FY 2021
Balance Forward from Prior Year	127.4	123.5	149.6
Revenue (From Revenue Schedule)	26.1	26.1	26.1
Total Available	153.5	149.6	175.7
Total Appropriated Disbursements	0.0	0.0	0.0
Total Non-Appropriated Disbursements	30.0	0.0	0.0
Balance Forward to Next Year	123.5	149.6	175.7

<b>Appropriated Expenditure</b>	Actual FY 2019	Estimate FY 2020	Estimate FY 2021
<b>Expenditure Categories</b>			
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
<b>Expenditure Categories Total:</b>	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
IT Project Transfers	0.0	0.0	0.0
<b>Appropriated Expenditure Total:</b>	0.0	0.0	0.0
<b>Appropriated FTE:</b>	0.0	0.0	0.0

<b>Non-Appropriated Expenditure</b>	Actual FY 2019	Estimate FY 2020	Estimate FY 2021
<b>Expenditure Categories</b>			
Personal Services	0.0	0.0	0.0
Employee Related Expenses	0.0	0.0	0.0
Prof. And Outside Services	24.6	0.0	0.0
Travel - In State	3.7	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	1.7	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
<b>Expenditure Categories Total:</b>	30.0	0.0	0.0
Cap Transfer due to Fund Balance	0.0	0.0	0.0
Residual Equity Transfer	0.0	0.0	0.0
Prior Commitments or Obligated Expenditures	0.0	0.0	0.0
Non Appropriated 27th Pay Roll	0.0	0.0	0.0
<b>Non-Appropriated Expenditure Total:</b>	30.0	0.0	0.0
<b>Non-Appropriated FTE:</b>	0.0	0.0	0.0

# Sources and Uses of Funds

Agency: State Board of Technical Registration

## Fund Description

OSPB: This fund receives revenues from court assessments and other misconduct-related fees and fines. The fund is used to conduct investigations and hearings for complaints against regulated professions and occupations.



## Funding Issues List

Agency: State Board of Technical Registration

FY 2021

Priority	Funding Issue Title	Total FTE	Total Amount	General Fund	Other Apropr. Funds	Non-App Funds
1	Employee Retirement Funds -\$47,700	0.0	47.7	0.0	47.7	0.0
2	Credit Card Processing Fees	0.0	47.6	0.0	47.6	0.0
3	Temporary IT Program Management Resource	0.0	20.0	0.0	20.0	0.0
4	Digitization of Agency Records	0.0	144.8	0.0	144.8	0.0
5	Attorney General ISA	0.0	36.5	0.0	36.5	0.0
	<b>Total:</b>	0.0	296.6	0.0	296.6	0.0
	<b>Decision Package Total:</b>	0.0	296.6	0.0	296.6	0.0

## Funding Issue Detail

Agency: State Board of Technical Registration

Issue: 1 Employee Retirement Funds -\$47,700

Program: Licensing and Regulation  
Fund: TE2070-A Technical Registration Board (Appropriated)

Calculated ERE: \$10.50  
Uniform Allowance: \$0.00

Expenditure Categories	FY 2021
FTE	0.0
Personal Services	47.7
Employee Related Expenses	0.0
<b>Subtotal Personal Services and ERE:</b>	<b>47.7</b>
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
<b>Program / Fund Total:</b>	<b>47.7</b>

Issue: 2 Credit Card Processing Fees

Program: Licensing and Regulation  
Fund: TE2070-A Technical Registration Board (Appropriated)

Calculated ERE: \$0.00  
Uniform Allowance: \$0.00

Expenditure Categories	FY 2021
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
<b>Subtotal Personal Services and ERE:</b>	<b>0.0</b>
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	47.6
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
<b>Program / Fund Total:</b>	<b>47.6</b>

## **Funding Issue**

### **Employee Retirement Funds**

The Arizona Board of Technical Registration ("Board") is requesting a continuous appropriation for the employee retirement fund. The Board has (2) two eligible employees who qualify for retirement and RASL benefits by the end of 2020. Each of our employees would be retiring at different times throughout the next two to three years. The Board will need to make sure the funds are appropriated accordingly.

If the funding is not allocated for FY2021, the Board will face a short fall in funds or employee retirement. Since the payout will be different for each employee, some of the payouts would be costly for the Board to pay.

#### **Appropriation Request:**

**\$47,700 – FY2021 continuing appropriation request.**

## **Funding Issue**

### **Credit Card Processing Fees**

The Arizona Board of Technical Registration is requesting a continuous appropriation of \$47,561.00 to support payments made to the agency by credit card or electronic check.

The Arizona Board of Technical Registration (“board”) began accepting payment by credit card or electronic check for renewals and public records requests in late July, 2019. The Board has opted to absorb the credit card fee this year rather than pass it along to registrants and members of the public who access the service until it can more accurately determine how effective the electronic service will be in the coming fiscal year. The Board believes that the long-term benefit to the Board’s operations and to our stakeholders justifies the Board’s decision to absorb the fee this year rather than require those who use the service to pay a processing fee. This payment upgrade will also position the Board to begin the process of moving to an e-licensing system in FY2022.

The Board generated \$2,378,097.00 in revenues from renewals and public records requests in FY2019. A 2% fee applied to that amount projects a cost of \$47,561 to the Board for the processing fees. The additional appropriation will need to be extended into future FY budget cycles in order to continue the service.

The Board anticipates use of the credit card payment option to start light and gradually build throughout FY2020. The Board is prepared to absorb the gradually increasing expense of credit card processing fees this fiscal year, but will need to prepare for a substantial financial impact in FY2021, at which time we expect a high level of participation.

Should the funding not be allocated for FY2021, the Board may not be able to continue the service without shifting the processing fee to the public or may need to withdraw the credit card payment option.

### **Appropriation Request**

**\$47,561 – FY2021 continuing appropriation request.**

## **Funding Issue:**

### **Part-time Consultant/IT Program Manager**

The Board requests that an additional \$20,000 be included into its FY21 budget to pay for the necessary services of a part-time (estimated 15 hours a month) IT Program Manager to perform necessary updates and maintenance on the Board's Microsoft 365 CRM database. We have received a bid from a Knowledge Services approved vendor indicating that such services will cost the Board between \$125 and \$150 per hour.

The Board is currently engaged with a SPO approved vendor to 'clean' its data after attempting to migrate into an e-licensing database in 2018 with another vendor who failed to satisfy the required terms of the contract. After the Board migrated its data back onto its previous Microsoft platform, it learned that the data was corrupted. This data corruption has required the Board to engage in an extensive 'clean-up' in order to provide accurate information about its licensees to the public. The current clean-up project is projected to end in September 2019, but it could run as late as November 2019.

Although ASET hosts the Board's database, it does not have the necessary staff with Microsoft 365 knowledge to maintain the Board's data, or correct any bugs or unexpected problems that may occur in its 365 CRM. Additionally, the Board does not employ a full-time IT professional who could fulfill its ongoing IT maintenance needs, nor does it anticipate having the need to do so. However, it will need to periodically engage the services of an IT Program Manager to navigate the complexities of its Microsoft 365 CRM in the coming year to ensure that the data cleanse has been successful, and that the system is running smoothly. The CRM must be operating correctly before the Board attempts to invest a projected two million dollars into a State supported Salesforce e-licensing platform to ensure that the new project is successful and not a wasted investment.

Employment of a part-time IT consultant to serve the Board, as a Program Manager will ensure that the data cleanse is complete and operational, and it will help the Board maintain accurate data for the coming year. Part-time employment of such a consultant is a wise investment to ensure that a later migration onto a new, state supported e-licensing system will be successful. The Board has the funds in reserve to pay for this necessary service and it is in the best interest of the public it serves to provide up to date and accurate information about the licensing and enforcement of its registrants.

### **Appropriation Request**

**\$20,000 – FY2021 two year appropriation request.**

## **Funding Issue**

### **Digitization of records**

The Arizona Board of Technical Registration ("Board") is requesting an additional appropriation for digitizing all licensing and enforcement files that are currently stored in paper form.

This project aligns with the state's initiative for agencies to conduct business electronically where possible. The Board has been working with the contracted vendor SecureOne Outsource Solutions to obtain an estimate for the cost of digitizing the Board's paper files.

Benefits of digitizing includes:

- Prepare the historical files for import to the Google Document Management System
- Eliminate the need for file storage space (currently fifty 4 to 5 drawer double wide file cabinets)
- Mitigate the risk of having a single point of failure for critical agency records
- Provide added levels of security for access to records
- Provide staff with easier searching capabilities

SecureOne Outsource Solutions has estimated that the Board has 1.5 million pages or more to be digitized. The magnitude of this project dictates that the Board engage an outside vendor. With only 21 staff members serving over 40,000 registrants and investigating 155 complaints a year, and with 2,800 to 3,000 new applications in process during each year, the alternative of handling the project in house is not feasible. The Board is using its own staff to eliminate archaic files scheduled for archive or destruction, but has needed to use temporary employees to begin the scanning process. The use of temporary staff for the purpose of scanning documents is neither cost effective nor efficient, with the number of scanned files being low.

Anticipating that the AZBTR may not be able to obtain a quote from SecureOne Outsource Solutions by the date of this submission, it reviewed the cost that an agency having a similar workload for digitization has incurred. The Cosmetology Board had obtained a viable quote for the FY20 budget submission that the AZBTR feels provides a valid base for a cost for a similar project of \$144,800 at this agency.

Without the requested funding in the FY2021 budget, the Board will not be able to comply with the state goal to conduct business electronically. The Board will continue to expend funds on paper storage solutions (more file cabinets and more space) and will only be able to digitize through the costly and slow process use of temporary employees. In addition, the delay in moving all files to a digitized format will cause difficulties for staff in locating files. Finally, the security and safety for non-scanned files remains limited in the paper environment.

#### **Appropriation Request:**

**\$144,800 FY2021 continuing two-year appropriation request**

## Funding Issue Detail

Agency: State Board of Technical Registration

Issue: 3 Temporary IT Program Management Resource

Program: Licensing and Regulation  
Fund: TE2070-A Technical Registration Board (Appropriated)

Calculated ERE: \$0.00  
Uniform Allowance: \$0.00

Expenditure Categories	FY 2021
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
<b>Subtotal Personal Services and ERE:</b>	<b>0.0</b>
Professional & Outside Services	20.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
<b>Program / Fund Total:</b>	<b>20.0</b>

Issue: 4 Digitization of Agency Records

Program: Licensing and Regulation  
Fund: TE2070-A Technical Registration Board (Appropriated)

Calculated ERE: \$0.00  
Uniform Allowance: \$0.00

Expenditure Categories	FY 2021
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
<b>Subtotal Personal Services and ERE:</b>	<b>0.0</b>
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	144.8
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
<b>Program / Fund Total:</b>	<b>144.8</b>

## Funding Issue Detail

Agency: State Board of Technical Registration

Issue: 5 Attorney General ISA

Program: Licensing and Regulation  
 Fund: AA1000-A General Fund (Appropriated)

Calculated ERE: \$0.00  
 Uniform Allowance: \$0.00

Expenditure Categories	FY 2021
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
<b>Subtotal Personal Services and ERE:</b>	<b>0.0</b>
Professional & Outside Services	36.5
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
<b>Program / Fund Total:</b>	<b>36.5</b>



## **Funding Issue**

### **Attorney General ISA**

The Arizona Board of Technical Registration ("Board") is requesting a continuous additional appropriation of \$36,500 to increase the Board's ISA, currently \$80,900, with the Office of the Attorney General for concluding matters pending Formal Administrative Hearings in a timely manner.

The Board attempts to resolve matters with consent agreements whenever possible. However, a Respondent who faces allegations that may result in a disciplinary action does have a right to proceed to formal hearing to present a defense. The Board generally adds 17 new hearings to the docket each year. In some cases, the Respondent has opted for a hearing rather than consent agreement.

Due to the lack of adequate support from an Assistant Attorney General, the Board has carried a chronic backlog of hearings, with 44 hearings currently pending. Some of the cases have been waiting several years for conclusion with a hearing. Pending cases are as follows: FY14-2, FY15-1, FY16-4, FY17-13, FY18-11, and FY19-12. The Office of the Auditor General uses a performance measure of 180 days to conclude cases. The Board has clearly been unable to do so. The delay is not due to the Board failing to complete investigations timely. It is due to the lack of an Assistant AG to prosecute the cases.

The Board committed additional funds from vacancy savings in FY19 to engage the services of additional Assistant AG time for the sole purpose of preparing for and completing hearings. The Board will continue to do so in FY20. This is in addition to the Assistant Attorney General services that the Board already pays \$44,000 toward for an Assistant AG services. Those services have included attendance at Board meetings to provide legal advice to the Board, provide legal advice to Board staff, periodically represent the State in Formal Administrative Hearings and file injunctions with the Superior Court in cases in which illegal activity continues after the Board concludes the Administrative Law function under its authority. This limited ISA has not been sufficient to keep the backlog of hearings from growing.

The additional appropriation of \$36,500 will be used to eliminate the backlog of hearings that currently exists and conclude Formal Hearings in a timely manner going into the future. The funds will also be used to provide the presence of legal counsel at the Home Inspector Rules and Standards Committee, the Legislation and Rules Committee and at Enforcement Advisory Committees, (investigative committees) as needed. The Board feels that presence of a legal advisor for the committees is of significant importance.

The current appropriation of \$44,000 for an AG ISA is not sufficient to conclude hearings in a timely manner. The Board will not continue to have vacancy savings or other savings to maintain the extra \$36,500 needed to conclude hearings in a timely manner in FY21. If the funding is not allocated, the Board will continue to build a backlog of hearings. When the Board fails to hold hearings in a timely manner, a number of negative consequences occur. The greatest concern is that the State fails to protect the public from unethical or incompetent registrants or the illegal practice of regulated professions. Cases that proceed to hearing include fraud, theft, privacy violations and unsafe buildings. One example is a land surveyor who defrauded multiple clients by taking money without completing a

land survey or completing a survey that fell well below the standard. Another is the theft of the stamp and seal of registered engineers to fraudulently practice without a license, a criminal offense. A third is a home inspector that was caught on a homeowner's hidden camera searching through the homeowners bureau drawers. These activities continue until the Board can take action through a hearing. In addition, the Board will have inadequate legal resources to assign an Assistant Attorney General to be present at committee meetings to provide legal advice to committee members of appropriate procedures.

**Appropriation Request**

**\$36,500-total FY2021 continuing appropriation request**

## Summary of Expenditure and Budget Request for Selected Funds

Agency: State Board of Technical Registration  
Fund: TE2070 Technical Registration Board (Appropriated)

		FY 2019 Actual	FY 2020 Expd. Plan	FY 2021 Fund. Issue	FY 2021 Total Request
Cost Center/Program:					
1	Licensing and Regulation	2,034.6	2,199.5	260.1	2,459.6
		2,034.6	2,199.5	260.1	2,459.6
<b>Expenditure Categories</b>					
	FTE	25.0	25.0	0.0	25.0
	Personal Services	969.4	1,106.4	47.7	1,154.1
	Employee Related Expenses	439.6	461.8	0.0	461.8
	Professional and Outside Services	65.6	191.6	20.0	211.6
	Travel In-State	5.3	5.0	0.0	5.0
	Travel Out of State	21.4	17.2	0.0	17.2
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	505.1	417.5	192.4	609.9
	Equipment	26.6	0.0	0.0	0.0
	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	1.6	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>		2,034.6	2,199.5	260.1	2,459.6
<b>Fund Total:</b>		2,034.6	2,199.5	260.1	2,459.6

## Summary of Expenditure and Budget Request for Selected Funds

Agency: State Board of Technical Registration  
 Fund: TE2071 Technical Registration Bd Investigations (Non-Appropriated)

		FY 2019	FY 2020	FY 2021	FY 2021
		Actual	Expd. Plan	Fund. Issue	Total Request
Cost Center/Program:					
1	Licensing and Regulation	30.0	0.0	0.0	0.0
		30.0	0.0	0.0	0.0
<b>Expenditure Categories</b>					
	Personal Services	0.0	0.0	0.0	0.0
	Employee Related Expenses	0.0	0.0	0.0	0.0
	Professional and Outside Services	24.6	0.0	0.0	0.0
	Travel In-State	3.7	0.0	0.0	0.0
	Travel Out of State	0.0	0.0	0.0	0.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	1.7	0.0	0.0	0.0
	Equipment	0.0	0.0	0.0	0.0
	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
	<b>Expenditure Categories Total:</b>	30.0	0.0	0.0	0.0
	<b>Fund Total:</b>	30.0	0.0	0.0	0.0

## Summary of Expenditure and Budget Request for Selected Funds

Agency: State Board of Technical Registration  
 Fund: TE2071 Technical Registration Bd Investigations (Non-Appropriated)

	FY 2019 Actual	FY 2020 Expd. Plan	FY 2021 Fund. Issue	FY 2021 Total Request
Agency Total for Selected Funds	2,064.6	2,199.5	260.1	2,459.6

## Program Summary of Expenditures and Budget Request

Agency: State Board of Technical Registration  
 Program: Licensing and Regulation

		FY 2019 Actual	FY 2020 Expd. Plan	FY 2021 Fund. Issue	FY 2021 Total Request
<b>Program Summary</b>					
1-1	Licensing and Regulation	2,064.6	2,199.5	296.6	2,496.1
	<b>Program Summary Total:</b>	2,064.6	2,199.5	296.6	2,496.1
<b>Expenditure Categories</b>					
0000	FTE Positions	25.0	25.0	0.0	25.0
6000	Personal Services	969.4	1,106.4	47.7	1,154.1
6100	Employee Related Expenses	439.6	461.8	0.0	461.8
6200	Professional and Outside Services	90.2	191.6	56.5	248.1
6500	Travel In-State	9.0	5.0	0.0	5.0
6600	Travel Out of State	21.4	17.2	0.0	17.2
6700	Food	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	506.8	417.5	192.4	609.9
8000	Equipment	26.6	0.0	0.0	0.0
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	1.6	0.0	0.0	0.0
	<b>Expenditure Categories Total:</b>	2,064.6	2,199.5	296.6	2,496.1
<b>Fund Source</b>					
<b>Appropriated Funds</b>					
AA1000-A	General Fund (Appropriated)	0.0	0.0	36.5	36.5
TE2070-A	Technical Registration Board (Appropriated)	2,034.6	2,199.5	260.1	2,459.6
		2,034.6	2,199.5	296.6	2,496.1
<b>Non-Appropriated Funds</b>					
TE2071-N	Technical Registration Bd Investigations (Non-Appropriated)	30.0	0.0	0.0	0.0
		30.0	0.0	0.0	0.0
	<b>Fund Source Total:</b>	2,064.6	2,199.5	296.6	2,496.1

## Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency: State Board of Technical Registration  
 Program: Licensing and Regulation

		FY 2019 Actual	FY 2020 Expd. Plan	FY 2021 Fund. Issue	FY 2021 Total Request
<b>Fund: TE2070-A Technical Registration Board (Appropriated)</b>					
<b>Program Expenditures</b>					
COST CENTER/PROGRAM BUDGET UNIT					
1-1	Licensing and Regulation	2,034.6	2,199.5	260.1	2,459.6
	Total	2,034.6	2,199.5	260.1	2,459.6
<b>Appropriated Funding</b>					
<b>Expenditure Categories</b>					
	FTE Positions	25.0	25.0	0.0	25.0
	Personal Services	969.4	1,106.4	47.7	1,154.1
	Employee Related Expenses	439.6	461.8	0.0	461.8
	Professional and Outside Services	65.6	191.6	20.0	211.6
	Travel In-State	5.3	5.0	0.0	5.0
	Travel Out of State	21.4	17.2	0.0	17.2
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	505.1	417.5	192.4	609.9
	Equipment	26.6	0.0	0.0	0.0
	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	1.6	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>		2,034.6	2,199.5	260.1	2,459.6
<b>Fund TE2070-A Total:</b>		2,034.6	2,199.5	260.1	2,459.6

## Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency: State Board of Technical Registration  
 Program: Licensing and Regulation

		FY 2019	FY 2020	FY 2021	FY 2021
		Actual	Expd. Plan	Fund. Issue	Total Request
<b>Fund: TE2071-N Technical Registration Bd Investigations (Non-Appropriated)</b>					
<b>Program Expenditures</b>					
COST CENTER/PROGRAM BUDGET UNIT					
1-1	Licensing and Regulation	30.0	0.0	0.0	0.0
	Total	30.0	0.0	0.0	0.0
<b>Non-Appropriated Funding</b>					
<b>Expenditure Categories</b>					
	Personal Services	0.0	0.0	0.0	0.0
	Employee Related Expenses	0.0	0.0	0.0	0.0
	Professional and Outside Services	24.6	0.0	0.0	0.0
	Travel In-State	3.7	0.0	0.0	0.0
	Travel Out of State	0.0	0.0	0.0	0.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	1.7	0.0	0.0	0.0
	Equipment	0.0	0.0	0.0	0.0
	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
<b>Expenditure Categories Total:</b>		30.0	0.0	0.0	0.0
<b>Fund TE2071-N Total:</b>		30.0	0.0	0.0	0.0
<b>Program 1 Total:</b>		2,064.6	2,199.5	260.1	2,459.6



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

Agency: State Board of Technical Registration  
 Program: Licensing and Regulation

Expenditure Categories		FY 2019	FY 2020	FY 2021	FY 2021
		Actual	Expd. Plan	Fund. Issue	Total Request
0000	FTE	25.0	25.0	0.0	25.0
6000	Personal Services	969.4	1,106.4	47.7	1,154.1
6100	Employee Related Expenses	439.6	461.8	0.0	461.8
6200	Professional and Outside Services	90.2	191.6	56.5	248.1
6500	Travel In-State	9.0	5.0	0.0	5.0
6600	Travel Out of State	21.4	17.2	0.0	17.2
6700	Food	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	506.8	417.5	192.4	609.9
8000	Equipment	26.6	0.0	0.0	0.0
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	1.6	0.0	0.0	0.0
<b>Expenditure Categories Total:</b>		<b>2,064.6</b>	<b>2,199.5</b>	<b>296.6</b>	<b>2,496.1</b>
Fund Source					
<b>Appropriated Funds</b>					
AA1000-A	General Fund (Appropriated)	0.0	0.0	36.5	36.5
TE2070-A	Technical Registration Board (Appropriated)	2,034.6	2,199.5	260.1	2,459.6
		<b>2,034.6</b>	<b>2,199.5</b>	<b>296.6</b>	<b>2,496.1</b>
<b>Non-Appropriated Funds</b>					
TE2071-N	Technical Registration Bd Investigations (Non-App)	30.0	0.0	0.0	0.0
		<b>30.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Fund Source Total:</b>		<b>2,064.6</b>	<b>2,199.5</b>	<b>296.6</b>	<b>2,496.1</b>

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

Agency: State Board of Technical Registration

FY 2019	FY 2020	FY 2021	FY 2021
Actual	Expd. Plan	Fund. Issue	Total Request

Program: Licensing and Regulation

Fund: AA1000-A General Fund

**Appropriated**

0000 FTE	0.0	0.0	0.0	0.0
6000 Personal Services	0.0	0.0	0.0	0.0
6100 Employee Related Expenses	0.0	0.0	0.0	0.0
6200 Professional and Outside Services	0.0	0.0	36.5	36.5
6500 Travel In-State	0.0	0.0	0.0	0.0
6600 Travel Out of State	0.0	0.0	0.0	0.0
6700 Food	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	0.0	0.0	0.0	0.0
8000 Equipment	0.0	0.0	0.0	0.0
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
<b>Appropriated Total:</b>	<b>0.0</b>	<b>0.0</b>	<b>36.5</b>	<b>36.5</b>
<b>Fund Total:</b>	<b>0.0</b>	<b>0.0</b>	<b>36.5</b>	<b>36.5</b>

Fund: TE2070-A Technical Registration Board

**Appropriated**

0000 FTE	25.0	25.0	0.0	25.0
6000 Personal Services	969.4	1,106.4	47.7	1,154.1
6100 Employee Related Expenses	439.6	461.8	0.0	461.8
6200 Professional and Outside Services	65.6	191.6	20.0	211.6
6500 Travel In-State	5.3	5.0	0.0	5.0
6600 Travel Out of State	21.4	17.2	0.0	17.2
6700 Food	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	505.1	417.5	192.4	609.9
8000 Equipment	26.6	0.0	0.0	0.0
8100 Capital Outlay	0.0	0.0	0.0	0.0

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

Agency: State Board of Technical Registration

FY 2019 Actual	FY 2020 Expd. Plan	FY 2021 Fund. Issue	FY 2021 Total Request
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Program: Licensing and Regulation

Fund: TE2070-A Technical Registration Board

**Appropriated**

8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	1.6	0.0	0.0	0.0
<b>Appropriated Total:</b>		2,034.6	2,199.5	260.1	2,459.6
<b>Fund Total:</b>		2,034.6	2,199.5	260.1	2,459.6

Fund: TE2071-N Technical Registration Bd Investigations

**Non-Appropriated**

6000	Personal Services	0.0	0.0	0.0	0.0
6100	Employee Related Expenses	0.0	0.0	0.0	0.0
6200	Professional and Outside Services	24.6	0.0	0.0	0.0
6500	Travel In-State	3.7	0.0	0.0	0.0
6600	Travel Out of State	0.0	0.0	0.0	0.0
6700	Food	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	1.7	0.0	0.0	0.0
8000	Equipment	0.0	0.0	0.0	0.0
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
<b>Non-Appropriated Total:</b>		30.0	0.0	0.0	0.0
<b>Fund Total:</b>		30.0	0.0	0.0	0.0

<b>Program Total For Selected Funds:</b>	2,064.6	2,199.5	296.6	2,496.1
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# Program Expenditure Schedule

<b>Agency:</b>	<b>State Board of Technical Registration</b>
<b>Program:</b>	<b>Licensing and Regulation</b>

	FY 2019 Actual	FY 2020 Expd. Plan
FTE	25.0	25.0
<b>Expenditure Category Total</b>	<b>25.0</b>	<b>25.0</b>
<b>Appropriated</b>		
TE2070-A Technical Registration Board (Appropriated)	25.0	25.0
<b>Fund Source Total</b>	<b>25.0</b>	<b>25.0</b>
<hr/>		
Personal Services	961.5	1,098.5
Boards and Commissions	7.9	7.9
<b>Expenditure Category Total</b>	<b>969.4</b>	<b>1,106.4</b>
<b>Appropriated</b>		
TE2070-A Technical Registration Board (Appropriated)	969.4	1,106.4
<b>Fund Source Total</b>	<b>969.4</b>	<b>1,106.4</b>
<hr/>		
Employee Related Expenses	439.6	461.8
<b>Expenditure Category Total</b>	<b>439.6</b>	<b>461.8</b>
<b>Appropriated</b>		
TE2070-A Technical Registration Board (Appropriated)	439.6	461.8
<b>Fund Source Total</b>	<b>439.6</b>	<b>461.8</b>
<hr/>		
Professional and Outside Services		191.6
External Prof/Outside Serv Budg And Appn	0.0	
External Investment Services	0.0	
Other External Financial Services	0.0	
Attorney General Legal Services	40.5	
External Legal Services	0.3	
External Engineer/Architect Cost - Exp	0.0	
External Engineer/Architect Cost- Cap	0.0	
Other Design	0.0	
Temporary Agency Services	43.8	
Hospital Services	0.0	
Other Medical Services	0.0	
Institutional Care	0.0	
Education And Training	2.3	
Vendor Travel	0.0	
Professional & Outside Services Excluded from Cost Alloca	0.0	
Vendor Travel - Non Reportable	0.0	
External Telecom Consulting Services	0.0	
Costs related to those in custody of the State	0.0	
Non - Confidential Specialist Fees	0.0	
Confidential Specialist Fees	0.0	
Outside Actuarial Costs	0.0	
Other Professional And Outside Services	3.3	

# Program Expenditure Schedule

<b>Agency:</b>	<b>State Board of Technical Registration</b>
<b>Program:</b>	<b>Licensing and Regulation</b>

	FY 2019 Actual	FY 2020 Expd. Plan
<b>Expenditure Category Total</b>	<b>90.2</b>	<b>191.6</b>
<b>Appropriated</b>		
TE2070-A Technical Registration Board (Appropriated)	65.6	191.6
	<b>65.6</b>	<b>191.6</b>
<b>Non-Appropriated</b>		
TE2071-N Technical Registration Bd Investigations (Non-Appropriate)	24.6	0.0
	<b>24.6</b>	<b>0.0</b>
<b>Fund Source Total</b>	<b>90.2</b>	<b>191.6</b>
<hr/>		
Travel In-State	9.0	5.0
<b>Expenditure Category Total</b>	<b>9.0</b>	<b>5.0</b>
<b>Appropriated</b>		
TE2070-A Technical Registration Board (Appropriated)	5.3	5.0
	<b>5.3</b>	<b>5.0</b>
<b>Non-Appropriated</b>		
TE2071-N Technical Registration Bd Investigations (Non-Appropriate)	3.7	0.0
	<b>3.7</b>	<b>0.0</b>
<b>Fund Source Total</b>	<b>9.0</b>	<b>5.0</b>
<hr/>		
Travel Out of State	21.4	17.2
<b>Expenditure Category Total</b>	<b>21.4</b>	<b>17.2</b>
<b>Appropriated</b>		
TE2070-A Technical Registration Board (Appropriated)	21.4	17.2
	<b>21.4</b>	<b>17.2</b>
<b>Non-Appropriated</b>		
TE2071-N Technical Registration Bd Investigations (Non-Appropriate)	0.0	0.0
	<b>0.0</b>	<b>0.0</b>
<b>Fund Source Total</b>	<b>21.4</b>	<b>17.2</b>
<hr/>		
Food	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Aid to Organizations and Individuals	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Other Operating Expenses		417.5
Other Operating Expenditures Budg Approp	0.0	
Other Operating Expenditures Excluded from Cost Allocati	0.0	
Risk Management Charges To State Agency	6.0	
Risk Management Deductible - Indemnity	0.0	
Risk Management Deductible - Legal	0.0	
Risk Management Deductible - Medical	0.0	
Risk Management Deductible - Other	0.0	
Gen Liab- Non Physical-Taxable- Self Ins	0.0	
Gross Proceeds Payments To Attorneys	0.0	
General Liability- Non-Taxable- Self Ins	0.0	
Medical Malpractice - Self-Insured	0.0	
Automobile Liability - Self Insured	0.0	
General Property Damage - Self- Insured	0.0	

## Program Expenditure Schedule

Agency: State Board of Technical Registration

Program: Licensing and Regulation

	FY 2019 Actual	FY 2020 Expd. Plan
Automobile Physical Damage-Self Insured	0.0	
Liability Insurance Premiums	0.0	
Property Insurance Premiums	0.0	
Workers Compensation Benefit Payments	0.0	
Self Insurance - Administrative Fees	0.0	
Self Insurance - Premiums	0.0	
Self Insurance - Claim Payments	0.0	
Self Insurance - Pharmacy Claims	0.0	
Premium Tax On Altcs	0.0	
Other Insurance-Related Charges	0.0	
Internal Service Data Processing	40.4	
Internal Service Data Proc- Pc/Lan	0.0	
External Programming-Mainframe/Legacy	0.0	
External Programming- Pc/Lan/Serv/Web	0.0	
External Data Entry	0.0	
Othr External Data Proc-Mainframe/Legacy	0.0	
Othr External Data Proc-Pc/Lan/Serv/Web	154.6	
Pmt for AFIS Development & Usage	2.1	
Internal Service Telecommunications	0.0	
External Telecom Long Distance-In-State	12.5	
External Telecom Long Distance-Out-State	0.0	
Other External Telecommunication Service	0.0	
Electricity	0.0	
Sanitation Waste Disposal	0.0	
Water	0.0	
Gas And Fuel Oil For Buildings	0.0	
Other Utilities	0.0	
Building Rent Charges To State Agencies	0.0	
Priv Lease To Own Bld Rent Chrgs To Agy	0.0	
Cert Of Part Bld Rent Chrgs To Agy	179.0	
Rental Of Land And Buildings	0.0	
Rental Of Computer Equipment	0.0	
Rental Of Other Machinery And Equipment	0.0	
Miscellaneous Rent	5.6	
Interest On Overdue Payments	0.0	
All Other Interest Payments	0.0	
Internal Acct/Budg/Financial Svcs	14.0	
Other Internal Services	0.0	
Repair And Maintenance - Buildings	0.0	
Repair And Maintenance - Vehicles	0.0	
Repair And Maint - Mainframe And Legacy	0.0	
Repair And Maint-Pc/Lan/Serv/Web	0.0	
Repair And Maintenance - Other Equipment	12.2	
Other Repair And Maintenance	0.1	
Software Support And Maintenance	0.0	
Uniforms	0.0	
Inmate Clothing	0.0	
Security Supplies	0.0	
Office Supplies	7.4	
Computer Supplies	0.0	
Housekeeping Supplies	0.0	

## Program Expenditure Schedule

Agency: State Board of Technical Registration

Program: Licensing and Regulation

	FY 2019 Actual	FY 2020 Expd. Plan
Bedding And Bath Supplies	0.0	
Drugs And Medicine Supplies	0.0	
Medical Supplies	0.0	
Dental Supplies	0.0	
Automotive And Transportation Fuels	0.0	
Automotive Lubricants And Supplies	0.0	
Rpr And Maint Supplies-Not Auto Or Build	0.0	
Repair And Maintenance Supplies-Building	0.0	
Other Operating Supplies	0.1	
Publications	0.0	
Aggregate Withheld Or Paid Commissions	0.0	
Lottery Prizes	0.0	
Lottery Distribution Costs	0.0	
Material for Further Processing	0.0	
Other Resale Supplies	0.0	
Loss On Sales Of Capital Assets	0.0	
Loss on Sales of Investments	0.0	
Employee Tuition Reimbursement-Graduate	0.0	
Employee Tuition Reimb Under-Grad/Other	0.0	
Conference Registration-Attendance Fees	5.5	
Other Education And Training Costs	0.0	
Advertising	0.0	
Sponsorships	0.0	
Internal Printing	2.9	
External Printing	0.0	
Photography	0.0	
Postage And Delivery	31.0	
Document shredding and Destruction Services	0.7	
Translation and Sign Language Services	0.0	
Distribution To State Universities	0.0	
Other Intrastate Distributions	0.0	
Awards	0.1	
Entertainment And Promotional Items	0.0	
Dues	28.5	
Books- Subscriptions And Publications	0.7	
Costs For Digital Image Or Microfilm	0.1	
Revolving Fund Advances	0.0	
Credit Card Fees Over Approved Limit	0.0	
Relief Bill Expenditures	0.0	
Surplus Property Distr To State Agencies	0.0	
Security Services	0.0	
Judgments - Damages	0.0	
ICA Payments to Claimants Confidential	0.0	
Jdgmnt-Confidential Restitution To Indiv	0.0	
Judgments - Non-Confidential Restitution	0.0	
Judgments - Punitive And Compensatory	0.0	
Pmts Made to Resolve/Disputes/Avoid Costs of Litigation	0.0	
Pmts For Contracted State Inmate Labor	0.0	
Payments To State Inmates	0.0	
Bad Debt Expense	0.0	
Interview Expense	0.0	

# Program Expenditure Schedule

Agency: State Board of Technical Registration

Program: Licensing and Regulation

	FY 2019 Actual	FY 2020 Expd. Plan
Employee Relocations-Nontaxable	0.0	
Employee Relocations-Taxable	0.0	
Non-Confidential Invest/Legal/Law Enf	0.0	
Conf/Sensitive Invest/Legal/Undercover	0.0	
Fingerprinting, Background Checks, Etc.	0.0	
Other Miscellaneous Operating	3.3	
<b>Expenditure Category Total</b>	<b>506.8</b>	<b>417.5</b>
<b>Appropriated</b>		
TE2070-A Technical Registration Board (Appropriated)	505.1	417.5
	<b>505.1</b>	<b>417.5</b>
<b>Non-Appropriated</b>		
TE2071-N Technical Registration Bd Investigations (Non-Appropriate)	1.7	0.0
	<b>1.7</b>	<b>0.0</b>
<b>Fund Source Total</b>	<b>506.8</b>	<b>417.5</b>
<hr/>		
Current Year Expenditures		0.0
Capital Equipment Budget And Approp	0.0	
Vehicles Capital Purchase	0.0	
Vehicles Capital Leases	0.0	
Furniture Capital Purchase	0.0	
Depreciable Works Of Art & Hist Treas/Coll Capital Purcha	0.0	
Non Depr Works Of Art & Hist Treas/Coll Cap Purchase	0.0	
Furniture Capital Leases	0.0	
Computer Equipment Capital Purchase	0.0	
Computer Equipment Capital Lease	0.0	
Telecommunication Equip-Capital Purchase	0.0	
Telecommunication Equip-Capital Lease	0.0	
Other Equipment Capital Purchase	0.0	
Other Equipment Capital Leases	0.0	
Purchased Or Licensed Software-Website	0.0	
Internally Generated Software-Website	0.0	
Development in Progress	0.0	
Right-Of-Way/Easement/Extraction Rights	0.0	
Oth Int Assets purchased, licensed or internally generate	0.0	
Other intangible assets acquired by capital lease	0.0	
Other Capital Asset Purchases	0.0	
Leasehold Improvement-Capital Purchase	0.0	
Other Capital Asset Leases	0.0	
Non-Capital Equip Budget And Approp	0.0	
Vehicles Non-Capital Purchase	0.0	
Vehicles Non-Capital Leases	0.0	
Furniture Non-Capital Purchase	9.0	
Works Of Art And Hist Treas-Non Capital	0.0	
Furniture Non-Capital Leases	0.0	
Computer Equipment Non-Capital Purchase	4.0	
Computer Equipment Non-Capital Lease	0.0	
Telecomm Equip Non-Capital Purchase	0.0	
Telecomm Equip Non-Capital Leases	0.0	
Other Equipment Non-Capital Purchase	0.0	
Weapons Non-Capital Purchase	0.0	
Other Equipment Non-Capital Lease	0.0	



## Program Expenditure Schedule

Agency: **State Board of Technical Registration**

Program: **Licensing and Regulation**

	FY 2019 Actual	FY 2020 Expd. Plan
Purchased Or Licensed Software/Website	13.6	
Internally Generated Software/Website	0.0	
LICENSES AND PERMITS	0.0	
Right-Of-Way/Easement/Extraction Exp	0.0	
Other Intangible Assets - Purchased, Licensed or Internall	0.0	
Noncapital Software/Web By Capital Lease	0.0	
Other Intangible Assets Acquired by Capital Lease	0.0	
Other Long Lived Tangible Assets to be Expenses	0.0	
Non-Capital Equipment Excluded from Cost Allocation	0.0	
<b>Expenditure Category Total</b>	<b>26.6</b>	<b>0.0</b>
<b>Appropriated</b>		
TE2070-A Technical Registration Board (Appropriated)	26.6	0.0
	<b>26.6</b>	<b>0.0</b>
<b>Fund Source Total</b>	<b>26.6</b>	<b>0.0</b>
<hr/>		
Capital Outlay	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Debt Service	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Cost Allocation	0.0	0.0
<b>Expenditure Category Total</b>	<b>0.0</b>	<b>0.0</b>
<hr/>		
Transfers	1.6	0.0
<b>Expenditure Category Total</b>	<b>1.6</b>	<b>0.0</b>
<b>Appropriated</b>		
TE2070-A Technical Registration Board (Appropriated)	1.6	0.0
	<b>1.6</b>	<b>0.0</b>
<b>Fund Source Total</b>	<b>1.6</b>	<b>0.0</b>

### Employee Retirement Coverage

Retirement System	FTE	Personal Services	Fund#
Arizona State Retirement System	21.0	1,098.5	TE2070-A

### Combined Regular & Elected Positions At/Above FICA Maximum of \$128,400

Total FTE	Personal Services	FTE's not eligible for Health, Dental & Life
1.0	131.7	0.0

# Administrative Costs

Agency: State Board of Technical Registration

## Administrative Costs Summary

Common Administrative Area	FY 2021
Personal Services	123.0
ERE	26.0
All Other	0.0
<b>Administrative Costs Total:</b>	<b>149.0</b>

## Administrative Cost / Total Expenditure Ratio

	Request	Admin %
FY 2021	2,496.1	6.0%

## **Funding Issue**

### **Credit Card Processing Fees**

The Arizona Board of Technical Registration is requesting a continuous appropriation of \$47,561.00 to support payments made to the agency by credit card or electronic check.

The Arizona Board of Technical Registration (“board”) began accepting payment by credit card or electronic check for renewals and public records requests in late July, 2019. The Board has opted to absorb the credit card fee this year rather than pass it along to registrants and members of the public who access the service until it can more accurately determine how effective the electronic service will be in the coming fiscal year. The Board believes that the long-term benefit to the Board’s operations and to our stakeholders justifies the Board’s decision to absorb the fee this year rather than require those who use the service to pay a processing fee. This payment upgrade will also position the Board to begin the process of moving to an e-licensing system in FY2022.

The Board generated \$2,378,097.00 in revenues from renewals and public records requests in FY2019. A 2% fee applied to that amount projects a cost of \$47,561 to the Board for the processing fees. The additional appropriation will need to be extended into future FY budget cycles in order to continue the service.

The Board anticipates use of the credit card payment option to start light and gradually build throughout FY2020. The Board is prepared to absorb the gradually increasing expense of credit card processing fees this fiscal year, but will need to prepare for a substantial financial impact in FY2021, at which time we expect a high level of participation.

Should the funding not be allocated for FY2021, the Board may not be able to continue the service without shifting the processing fee to the public or may need to withdraw the credit card payment option.

### **Appropriation Request**

**\$47,561 – FY2021 continuing appropriation request.**

## **Funding Issue**

### **Digitization of records**

The Arizona Board of Technical Registration (“Board”) is requesting an additional appropriation for digitizing all licensing and enforcement files that are currently stored in paper form.

This project aligns with the state’s initiative for agencies to conduct business electronically where possible. The Board has been working with the contracted vendor SecureOne Outsource Solutions to obtain an estimate for the cost of digitizing the Board’s paper files.

Benefits of digitizing includes:

- Prepare the historical files for import to the Google Document Management System
- Eliminate the need for file storage space (currently fifty 4 to 5 drawer double wide file cabinets)
- Mitigate the risk of having a single point of failure for critical agency records
- Provide added levels of security for access to records
- Provide staff with easier searching capabilities

SecureOne Outsource Solutions has estimated that the Board has 1.5 million pages or more to be digitized. The magnitude of this project dictates that the Board engage an outside vendor. With only 21 staff members serving over 40,000 registrants and investigating 155 complaints a year, and with 2,800 to 3,000 new applications in process during each year, the alternative of handling the project in house is not feasible. The Board is using its own staff to eliminate archaic files scheduled for archive or destruction, but has needed to use temporary employees to begin the scanning process. The use of temporary staff for the purpose of scanning documents is neither cost effective nor efficient, with the number of scanned files being low.

Anticipating that the AZBTR may not be able to obtain a quote from SecureOne Outsource Solutions by the date of this submission, it reviewed the cost that an agency having a similar workload for digitization has incurred. The Cosmetology Board had obtained a viable quote for the FY20 budget submission that the AZBTR feels provides a valid base for a cost for a similar project of \$144,800 at this agency.

Without the requested funding in the FY2021 budget, the Board will not be able to comply with the state goal to conduct business electronically. The Board will continue to expend funds on paper storage solutions (more file cabinets and more space) and will only be able to digitize through the costly and slow process use of temporary employees. In addition, the delay in moving all files to a digitized format will cause difficulties for staff in locating files. Finally, the security and safety for non-scanned files remains limited in the paper environment.

#### **Appropriation Request:**

**\$144,800 FY2021 continuing two-year appropriation request**

## **Funding Issue**

### **Employee Retirement Funds**

The Arizona Board of Technical Registration (“Board”) is requesting a continuous appropriation for the employee retirement fund. The Board has (2) two eligible employees who qualify for retirement and RASL benefits by the end of 2020. Each of our employees would be retiring at different times throughout the next two to three years. The Board will need to make sure the funds are appropriated accordingly.

If the funding is not allocated for fY2021, the Board will face a short fall in funds or employee retirement. Since the payout will be different for each employee, some of the payouts would be costly for the Board to pay.

#### **Appropriation Request:**

**\$47,700 – FY2021 continuing appropriation request.**

## **Justification for Funding Issue:**

### **Part-time Consultant/IT Program Manager**

The Board requests that an additional \$20,000 be included into its FY21 budget to pay for the necessary services of a part-time (estimated 15 hours a month) IT Program Manager to perform necessary updates and maintenance on the Board's Microsoft 365 CRM database. We have received a bid from a Knowledge Services approved vendor indicating that such services will cost the Board between \$125 and \$150 per hour.

The Board is currently engaged with a SPO approved vendor to 'clean' its data after making an attempt to migrate into an e-licensing database in 2018 with another vendor who failed to satisfy the required terms of the contract. After the Board migrated its data back onto its previous Microsoft platform, it learned that the data was corrupted. This data corruption has required the Board to engage in an extensive 'clean-up' in order to provide accurate information about its licensees to the public. The current clean-up project is projected to end in September 2019, but it could run as late as November 2019.

Although ASET hosts the Board's database, it does not have the necessary staff with Microsoft 365 knowledge to maintain the Board's data, or correct any bugs or unexpected problems that may occur in its 365 CRM. Additionally, the Board does not employ a full-time IT professional who could fulfill its ongoing IT maintenance needs, nor does it anticipate having the need to do so. However, it will need to periodically engage the services of an IT Program Manager to navigate the complexities of its Microsoft 365 CRM in the coming year to ensure that the data cleanse has been successful, and that the system is running smoothly. The CRM must be operating correctly before the Board attempts to invest a projected two million dollars into a State supported Salesforce e-licensing platform to ensure that the new project is successful and not a wasted investment.

Employment of a part-time IT consultant to serve the Board as a Program Manager will ensure that the data cleanse is complete and operational, and it will help the Board maintain accurate data for the coming year. Part-time employment of such a consultant is a wise investment to ensure that a later migration onto a new, state supported e-licensing system will be successful. The Board has the funds in reserve to pay for this necessary service and it is in the best interest of the public it serves to provide up to date and accurate information about the licensing and enforcement of its registrants.

## **Funding Issue:**

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### **Appropriation Request**

**\$20,000 – FY2021 two year appropriation request.**

## **Funding Issue**

### **Attorney General ISA**

The Arizona Board of Technical Registration (“Board”) is requesting a continuous additional appropriation of \$36,500 to increase the Board’s ISA, currently \$80,900, with the Office of the Attorney General for concluding matters pending Formal Administrative Hearings in a timely manner.

The Board attempts to resolve matters with consent agreements whenever possible. However, a Respondent who faces allegations that may result in a disciplinary action does have a right to proceed to formal hearing to present a defense. The Board generally adds 17 new hearings to the docket each year. In some cases, the Respondent has opted for a hearing rather than consent agreement.

Due to the lack of adequate support from an Assistant Attorney General, the Board has carried a chronic backlog of hearings, with 44 hearings currently pending. Some of the cases have been waiting several years for conclusion with a hearing. Pending cases are as follows: FY14-2, FY15-1, FY16-4, FY17-13, FY18-11, and FY19-12. The Office of the Auditor General uses a performance measure of 180 days to conclude cases. The Board has clearly been unable to do so. The delay is not due to the Board failing to complete investigations timely. It is due to the lack of an Assistant AG to prosecute the cases.

The Board committed additional funds from vacancy savings in FY19 to engage the services of additional Assistant AG time for the sole purpose of preparing for and completing hearings. The Board will continue to do so in FY20. This is in addition to the Assistant Attorney General services that the Board already pays \$44,000 toward for an Assistant AG services. Those services have included attendance at Board meetings to provide legal advice to the Board, provide legal advice to Board staff, periodically represent the State in Formal Administrative Hearings and file injunctions with the Superior Court in cases in which illegal activity continues after the Board concludes the Administrative Law function under its authority. This limited ISA has not been sufficient to keep the backlog of hearings from growing.

The additional appropriation of \$36,500 will be used to eliminate the backlog of hearings that currently exists and conclude Formal Hearings in a timely manner going into the future. The funds will also be used to provide the presence of legal counsel at the Home Inspector Rules and Standards Committee, the Legislation and Rules Committee and at Enforcement Advisory Committees, (investigative committees) as needed. The Board feels that presence of a legal advisor for the committees is of significant importance.

The current appropriation of \$44,000 for an AG ISA is not sufficient to conclude hearings in a timely manner. The Board will not continue to have vacancy savings or other savings to maintain the extra \$36,500 needed to conclude hearings in a timely manner in FY21. If the funding is not allocated, the Board will continue to build a backlog of hearings. When the Board fails to hold hearings in a timely manner, a number of negative consequences occur. The greatest concern is that the State fails to protect the public from unethical or incompetent registrants or the illegal practice of regulated professions. Cases that proceed to hearing include fraud, theft, privacy violations and unsafe buildings. One example is a land surveyor who defrauded multiple clients by taking money without completing a



land survey or completing a survey that fell well below the standard. Another is the theft of the stamp and seal of registered engineers to fraudulently practice without a license, a criminal offense. A third is a home inspector that was caught on a homeowner's hidden camera searching through the homeowners bureau drawers. These activities continue until the Board can take action through a hearing. In addition, the Board will have inadequate legal resources to assign an Assistant Attorney General to be present at committee meetings to provide legal advice to committee members of appropriate procedures.

**Appropriation Request**

**\$36,500-total FY2021 continuing appropriation request**

## Arizona Board of Technical Registration Revenue Justification

The Board has projected revenues of \$2,700,000 for object class 4415, Occupational and Professional Licensing for FY2020 and FY2021, Fund 2070. The 4415 funds are fees collected for occupational and professional licensing and registration renewals. The historical caseload for the last ten years demonstrates that the AZBTR case load has exceeded 45,000 registrants since 2014. The AZBTR does not anticipate that a significant drop in registrations will occur. Nor is a significant increase anticipated. The Board's projected revenues assume a stable caseload for the next two years.

# Board of Technical Registration Current Organization Chart

