

# **LSC Redbook**

**Analysis of the Executive Budget Proposal**

## **State Board of Sanitarian Registration**

Wendy Risner, Senior Budget Analyst  
Legislative Service Commission

March 2011

# READER'S GUIDE

The Legislative Service Commission prepares an analysis of the executive budget proposal for each agency. These analyses are commonly called "Redbooks." This brief introduction is intended to help readers navigate the Redbook for the State Board of Sanitarian Registration, which includes the following four sections.

1. Overview: Provides a brief description of the Board, an overview of the executive budget recommendations for the Board, and a discussion of the Board's license fee revenue.
2. Analysis of Executive Proposal: Provides a detailed analysis of the executive budget recommendations for the Board, including funding and the activities supported by the recommended funding.
3. Requests Not Funded: Compares the Board's budget request with the executive budget recommendations.
4. Attachments: Includes the catalog of budget line items (COBLI) for the Board, which briefly describes the Board's line item and the LSC budget spreadsheet for the Board.

# TABLE OF CONTENTS

<b>OVERVIEW</b> .....	<b>1</b>
Agency Overview.....	1
Appropriation Overview .....	2
Fee Revenues and Fund 4K90 .....	3
<b>ANALYSIS OF EXECUTIVE PROPOSAL</b> .....	<b>4</b>
Licenses .....	4
Investigation and Enforcement .....	5
Continuing Education .....	5
<b>REQUESTS NOT FUNDED</b> .....	<b>6</b>
<b>ATTACHMENTS:</b>	
Catalog of Budget Line Items	
Budget Spreadsheet By Line Item	

# State Board of Sanitarian Registration

- Non-GRF agency; funded by fee revenues
- Receives approximately \$269,000 for the biennium
- Approximately 1,600 active licenses

## OVERVIEW

### Agency Overview

The State Board of Sanitarian Registration was created in 1977. The Board issues licenses for sanitarians and sanitarians-in-training and establishes standards for education, preprofessional training, and examination. The Board also licenses training agencies. The Board sets standards of practice, investigates complaints, holds administrative hearings, determines appropriate disciplinary actions, and monitors continuing education compliance among licensees. Approximately 1,600 licenses issued by the Board are currently active.

Sanitarians require specialized knowledge and skills in the field of environmental health science. Environmental health is an aspect of public health that deals with the following topics: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreational facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation, and rabies control.

The Board's governing authority consists of seven members, including the Director of Health and the Director of the Environmental Protection Agency. Five additional members are appointed by the Governor representing general health districts, city health districts, universities, and private industries. These members are appointed for three-year terms and must be registered sanitarians. The members do not receive a per diem. However, they are eligible for reimbursements for travel expenses incurred while attending one-day board meetings in Columbus.

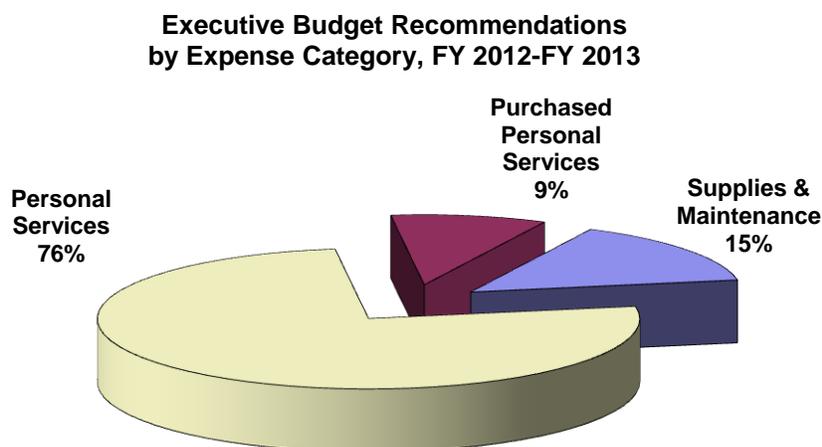
The Board's daily operations are the responsibility of an executive secretary who is appointed by the seven-member board. In addition to the Executive Secretary, the Board has one intermittent clerk and an annual budget of \$130,000 in FY 2011. The Board receives no General Revenue Fund (GRF) money; it is entirely supported by fees.

The Board's priorities for the FY 2012-FY 2013 biennium are to continue the existing level of service and to maintain its commitment to operating within its financial resources.

### Appropriation Overview

The executive recommends funding of \$141,839 for FY 2012, which is an increase of 9.1% over FY 2011 estimated expenditures and \$126,850 for FY 2013, a decrease of 10.6% from FY 2012.

As a regulatory agency, personal services is the largest expense category of the Board. As seen from the chart below, 76% of the executive budget recommendations for the biennium are for personal services, 15% for supplies and maintenance, and 9% for purchased personal services. Purchased personal services includes expenses such as board member travel, court reporting, examination costs, membership fees, and miscellaneous fees.



As with many other licensing boards and commissions, the Board receives centralized administrative support services provided by the Central Service Agency (CSA) of the Department of Administrative Services (DAS). Services made available through CSA include items such as budget development, Controlling Board request preparation assistance (if needed), management consultation, procurement, fiscal processing, human resources, and payroll. The Board pays CSA for services rendered. In FY 2010, the Board paid \$4,953 for these services, of which \$3,301 was for payroll services, \$430 was for copy services, and \$1,222 was for billing associated with the Ohio Administrative Knowledge System (OAKS). These payments, as well as the costs associated with the biennial audit, are included in the supplies and maintenance category.

## Fee Revenues and Fund 4K90

The Board issues sanitarian and sanitarian-in-training licenses. Additionally, the Board issues training agency approval applications. Table 1 shows the current fee amount for each type of license. Licenses issued by the Board are required to be renewed on an annual basis.

<b>License Type</b>	<b>Fee Amount</b>
Registered Sanitarian Application (Initial)	\$160
Sanitarian-in-Training Application (Initial)	\$80
Advancement to Registered Sanitarian	\$80
Examination	\$110
Approved Training Agency Application (Initial)	\$54
Registered Sanitarian (Renewal)	\$74
Sanitarian-in-Training (Renewal)	\$74
Approved Training Agency (Renewal)	\$27

Fee revenues collected by the Board are deposited into the Occupational Licensing and Regulatory Fund (Fund 4K90), which was established by Am. Sub. H.B. 152 of the 120th General Assembly. Twenty-six occupational licensing and regulatory boards and commissions, including the State Board of Sanitarian Registration, use Fund 4K90 as an operating account into which receipts are deposited and from which expenses are paid. Each licensing board or commission is generally expected to be self-sufficient, i.e., generating enough revenues to cover its expenses.

Table 2 below shows the revenues and expenditures for the Board from FY 2006 to FY 2013, as well as the net of revenues less expenditures. As seen in the table, the Board's revenues have exceeded its expenditures from FY 2006 through FY 2010. This is expected to continue for FY 2011. However, during the FY 2012-FY 2013 biennium, the Board anticipates that expenditures will outpace revenues. The increase in expenditures is due in part to increased computer costs, which includes network services, desktop services, and Internet and email connections. Additionally, in FY 2012 the Board will have to pay for a biennial audit.

	<b>FY 2006</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011 (estimate)</b>	<b>FY 2012 (estimate)</b>	<b>FY 2013 (estimate)</b>
Revenues	\$134,314	\$143,582	\$137,045	\$128,985	\$126,416	\$126,500	\$127,000	\$127,000
Expenditures	\$127,367	\$107,605	\$127,426	\$109,122	\$121,786	\$126,000	\$146,389	\$131,008
Net of Rev. & Exp.	\$6,947	\$35,977	\$9,619	\$19,863	\$4,630	\$500	(\$19,389)	(\$4,808)

## ANALYSIS OF EXECUTIVE PROPOSAL

The Board's operations are funded by a single line item appropriation from the General Services Fund Group. Table 3 shows the Governor's recommended funding for the line item.

Table 3. Governor's Recommended Funding for the Board				
Fund	ALI and Name		FY 2012	FY 2013
<b>General Services Fund Group</b>				
4K90	893609	Operating Expenses	\$141,839	\$126,850

Through this line item, the Board pays all of its operating expenses, including staff payroll, equipment, and maintenance. The executive recommends funding of \$141,839 in FY 2012, an increase of 9.1% over FY 2011 estimated expenditures, and \$126,850 in FY 2013, a decrease of 10.6% from FY 2012. The Board is still determining what cost savings measures will be implemented as a result of the funding received.

During the FY 2012-FY 2013 biennium, in addition to ongoing operating expenses, the Board will be required to pay the cost of its biennial audit conducted by the Auditor of State. S.B. 155 of the 128th General Assembly, effective March 31, 2010, requires all state agencies to pay for their own audits. In the past, the cost of state agency audits was paid for by the Department of Administrative Services, but funding for that purpose was eliminated by Am. Sub. H.B. 1 of the 128th General Assembly (the FY 2010-FY 2011 biennial budget bill). As a result, the Board budgeted \$15,000 for this audit in the upcoming biennium. According to the Board, the level of funding recommended will allow the Board to pay for the audit in FY 2012.

## Licenses

To carry out its regulatory responsibility, the Board establishes standards of practice and licenses sanitarians, sanitarians-in-training, and training agencies. Table 4 below shows the number of active licenses issued by the Board for FY 2010 compared with FY 2009. From FY 2009 to FY 2010, the total number of active licenses issued by the Board increased by 0.1%.

Table 4. Active Licenses			
License Type	FY 2009	FY 2010	% Change
Registered Sanitarian	1,315	1,314	-0.1%
Sanitarian-in-Training	175	176	0.6%
Training Agency	93	95	2.2%
<b>Total</b>	<b>1,583</b>	<b>1,585</b>	<b>0.1%</b>

A large majority of the Board's licensees are government employees who must be licensed per government mandate. Most of these government employees work for city or county health departments.

Licenses issued by the Board are required to be renewed annually. Table 5 below shows the number of initial and renewed licenses issued by the Board during FY 2010.

<b>Table 5. Number of Licenses Issued in FY 2010</b>		
<b>License Type</b>	<b>Initial</b>	<b>Renewal</b>
Registered Sanitarian	57	1,280
Sanitarian-in-Training	59	82
Approved Training Agency	6	89
<b>Total</b>	<b>122</b>	<b>1,451</b>

The Board currently utilizes the eLicensing system for various functions; however, Board licensees currently use the system for license verification. The eLicensing system is administered through DAS. Each board that participates in the eLicensing system receives a basic component of the system that includes a database of all licensees and their license status. Boards have the option of purchasing additional components of the system including initial licensure, renewal, image storing and indexing, and complaint tracking. The Board was charged \$1,222 in FY 2010 for use and maintenance of the system.

### **Investigation and Enforcement**

The Board's regulatory obligations also include investigating complaints about issues of incompetence or unprofessional conduct. In FY 2010, the Board received one complaint related to this issue. The complaint was resolved in September 2010 and resulted in a registration revocation. No cases were referred to the local prosecutors in FY 2010. The Board conducted three hearings regarding registration denial.

### **Continuing Education**

Sanitarians and sanitarians-in-training are required to complete 18 hours of Board-approved continuing education on an annual basis. Courses can be taken from approved training agencies or the sanitarian seeking credit for continuing education can submit courses within 60 days of course completion to the Board for review. Part of the Board's duties is approving training agencies.

## REQUESTS NOT FUNDED

This section describes the Board's request that was not funded in the executive budget. Table 6 shows the amount of appropriation requested by the Board and the executive recommendation.

Table 6. Requested Funding Compared to Executive Recommendation						
Fund Line Item	FY 2012 Recommended	FY 2012 Requested	Difference	FY 2013 Recommended	FY 2013 Requested	Difference
4K90 893609	\$141,839	\$145,000	(\$3,161)	\$126,850	\$130,000	(\$3,150)

The Board requested \$145,000 in FY 2012 and \$130,000 in FY 2013 to support its operations. However, the executive recommendations provided \$141,839 in FY 2012 and \$126,850 in FY 2013. According to the Board, the recommended level of funding will allow the Board to pay for the audit in FY 2012. However, the Board is still determining what cost savings measures will be implemented as a result of the funding received.

*SAN.docx / lb*

## State Board of Sanitarian Registration

---

### General Services Fund Group

#### **4K90 893609 Operating Expenses**

FY 2008	FY 2009	FY 2010	Estimate FY 2011	Introduced FY 2012	Introduced FY 2013
\$121,539	\$108,980	\$115,666	\$130,000	<b>\$141,839</b>	<b>\$126,850</b>
	-10.3%	6.1%	12.4%	<b>9.1%</b>	<b>-10.6%</b>

**Source:** General Services Fund Group: License fees and other assessments collected by the state's professional and occupational licensing boards

**Legal Basis:** ORC 4736.02 and 4743.05; Section 383.10 of Am. Sub. H.B. 1 of the 128th G.A. (originally established by Am. Sub. H.B. 152 of the 120th G.A.)

**Purpose:** Funds are used for general operating expenses, including payroll, supplies, and equipment of the Ohio State Board of Sanitarian Registration. This Board licenses and regulates sanitarians, who are professionals that are engaged in the field of environmental health.

# FY 2012 - FY 2013 Introduced Appropriation Amounts

# All Fund Groups

Line Item Detail by Agency			FY 2010	Estimate FY 2011	Introduced FY 2012	FY 2011 to FY 2012 % Change	Introduced FY 2013	FY 2012 to FY 2013 % Change
<b>Report For Main Operating Appropriations Bill</b>			<b>Version: As Introduced</b>					
<b>SAN State Board of Sanitarian Registration</b>								
4K90	893609	Operating Expenses	\$ 115,666	\$ 130,000	\$ 141,839	9.11%	\$ 126,850	-10.57%
<b>General Services Fund Group Total</b>			<b>\$ 115,666</b>	<b>\$ 130,000</b>	<b>\$ 141,839</b>	<b>9.11%</b>	<b>\$ 126,850</b>	<b>-10.57%</b>
<b>State Board of Sanitarian Registration Total</b>			<b>\$ 115,666</b>	<b>\$ 130,000</b>	<b>\$ 141,839</b>	<b>9.11%</b>	<b>\$ 126,850</b>	<b>-10.57%</b>