

LSC Redbook

Analysis of the Executive Budget Proposal

State Board of Sanitarian Registration

Wendy Risner, Senior Budget Analyst
Legislative Service Commission

February 2013

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 three 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. 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

OVERVIEW	1
Agency Overview.....	1
Appropriation Overview	2
Fee Revenues and Fund 4K90.....	3
ANALYSIS OF EXECUTIVE PROPOSAL	5
Licenses.....	5
Investigation and Enforcement	6
Continuing Education.....	6
ATTACHMENTS:	
Catalog of Budget Line Items	
Budget Spreadsheet By Line Item	

State Board of Sanitarian Registration

- Non-GRF agency; funded by fee revenues
- Receives approximately \$268,000 for the biennium
- Approximately 1,500 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 1,500 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 topics such as: 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's representatives from the Ohio Department of Health and the Ohio 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 board meetings in Columbus.

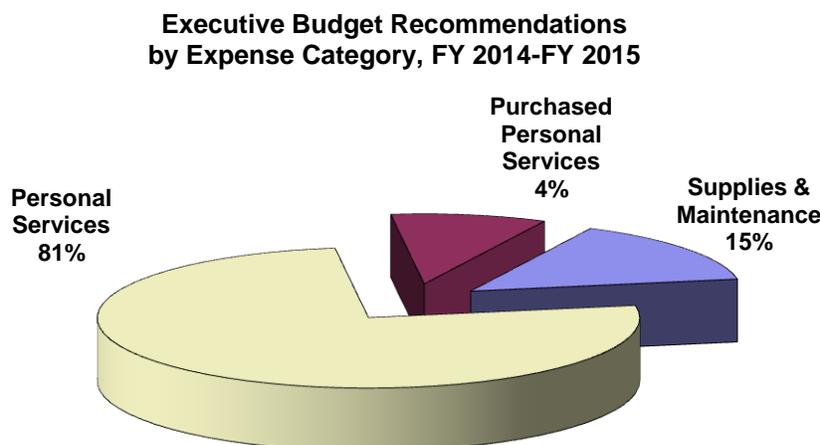
The Board's daily operations are the responsibility of an executive secretary who is appointed by the seven-member board. In addition to the Executive Secretary, the Board has one intermittent clerk and an annual budget of \$126,850 in FY 2013. The Board receives no General Revenue Fund (GRF) money; it is entirely supported by fees.

The Board's priorities for the FY 2014-FY 2015 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 \$137,850 for FY 2014, which is an increase of 8.7% over FY 2013 estimated expenditures and \$129,850 for FY 2015, a decrease of 5.8% from FY 2014.

As a regulatory agency, personal services is the largest expense category of the Board. As seen from the chart below, 81% of the executive budget recommendations for the biennium are for personal services, 15% for supplies and maintenance, and 4% 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. In FY 2012, the Board paid CSA \$3,220 for services rendered. 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. H.B. 153 of the 129th General Assembly increased license renewal fees for a registered sanitarian and a sanitarian-in-training from \$74 to \$80 and the late fee for a renewal application from \$27 to \$50.

License Type	Fee Amount
Registered Sanitarian Application (Initial)	\$160
Sanitarian-in-Training Application (Initial)	\$80
Advancement to Registered Sanitarian	\$80
Examination	\$165
Approved Training Agency Application (Initial)	\$54
Registered Sanitarian (Renewal)	\$80
Sanitarian-in-Training (Renewal)	\$80
Approved Training Agency (Renewal)	\$27
Sanitarian & Sanitarian-in-Training (Late Fee)	\$50

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-seven 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 2008 to FY 2015, as well as the net of revenues less expenditures. FY 2013 through FY 2015 are estimates. As seen in the table, the Board's revenues have exceeded its expenditures from FY 2008 through FY 2011. However, during FY 2012, expenditures outpaced revenues. This trend is expected to continue in FY 2014 and FY 2015. Revenues have been fairly steady during FY 2008 through FY 2012 and are expected to remain steady throughout FY 2013 and the upcoming biennium. The increase in expenditures is due in part to increased maintenance costs such as rent and computer costs, as well as

expenses related to a biennial audit.¹ The cost of the audit in FY 2012 was \$7,470. The Board anticipates the cost of the FY 2014 audit to be \$8,000.

Table 2. Revenues and Expenditures								
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013 (estimate)	FY 2014 (estimate)	FY 2015 (estimate)
Revenues	\$137,045	\$128,985	\$126,416	\$126,500	\$121,616	\$127,000	\$127,000	\$127,000
Expenditures	\$127,426	\$109,122	\$121,786	\$114,866	\$124,675	\$126,850	\$137,850	\$129,850
Net of Rev. & Exp.	\$9,619	\$19,863	\$4,630	\$11,634	-\$3,059	\$150	-\$10,850	-\$2,850

¹ S.B. 155 of the 128th General Assembly required all state agencies to pay for their own audits. In the past, the cost of the audits was paid for by DAS, but funding for that purpose was eliminated by H.B. 1 of the 128th General Assembly.

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 2014	FY 2015
General Services Fund Group				
4K90	893609	Operating Expenses	\$137,580	\$129,850

Through this line item, the Board pays all of its operating expenses, including staff payroll, equipment, and maintenance. The executive recommends funding of \$137,850 in FY 2014, an increase of 8.7% over FY 2013 estimated expenditures, and \$129,850 in FY 2015, a decrease of 5.8% from FY 2014. According to the Board, the funding provided will allow them to maintain current service levels and pay for costs associated with the biennial audit in FY 2014.

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 2012 compared with FY 2011. From FY 2011 to FY 2012, the total number of active licenses issued by the Board decreased by 1.1%.

Table 4. Active Licenses			
License Type	FY 2011	FY 2012	% Change
Registered Sanitarian	1,259	1,263	0.3%
Sanitarian-in-Training	147	136	-7.5%
Training Agency	100	91	-9.0%
Total	1,506	1,490	-1.1%

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 2012.

Table 5. Number of Licenses Issued in FY 2012		
License Type	Initial	Renewal
Registered Sanitarian	33	1,204
Sanitarian-in-Training	62	59
Approved Training Agency	11	84
Total	106	1,347

The Board currently utilizes the eLicensing system for various functions and Board licensees 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 \$517 in FY 2012 for use and maintenance of the system. It is expected that a new licensing system will be implemented by the end of the current fiscal year. As a result, the Board could experience an increase in costs related to usage and maintenance of the new system.

Investigation and Enforcement

The Board's regulatory obligations also include investigating complaints about issues of incompetence or unprofessional conduct. In FY 2012, the Board received six such complaints. Of this number, one complaint resulted in the registrant signing a consent agreement, one resulted in license revocation, two complaints were unsubstantiated and were dismissed, and two cases remain open. In addition to these complaints, the Board also closed three cases from the previous fiscal year.

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.

State Board of Sanitarian Registration

General Services Fund Group

4K90 893609 Operating Expenses

FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Introduced	FY 2015 Introduced
\$115,666	\$114,866	\$124,675	\$126,850	\$137,850	\$129,850
	-0.7%	8.5%	1.7%	8.7%	-5.8%

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 381.10 of Am. Sub. H.B. 153 of the 129th 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 for 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 2014 - FY 2015 Introduced Appropriation Amounts

All Fund Groups

Line Item Detail by Agency			FY 2012	Estimate FY 2013	Introduced FY 2014	FY 2013 to FY 2014 % Change	Introduced FY 2015	FY 2014 to FY 2015 % Change
Report For Main Operating Appropriations Bill			Version: As Introduced					
SAN State Board of Sanitarian Registration								
4K90	893609	Operating Expenses	\$ 124,675	\$ 126,850	\$ 137,850	8.67%	\$ 129,850	-5.80%
General Services Fund Group Total			\$ 124,675	\$ 126,850	\$ 137,850	8.67%	\$ 129,850	-5.80%
State Board of Sanitarian Registration Total			\$ 124,675	\$ 126,850	\$ 137,850	8.67%	\$ 129,850	-5.80%