

LSC Redbook

Analysis of the Executive Budget Proposal

State Board of Sanitarian Registration

Genevieve Davison, LSC Fellow
Legislative Service Commission

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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.

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ATTACHMENTS:

- Catalog of Budget Line Items
- Budget Spreadsheet By Line Item

State Board of Sanitarian Registration

- Non-GRF agency; funded by fee revenues
- Receives \$311,900 for the biennium
- Approximately 1,300 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 1,300 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 (this position is currently vacant) and an annual

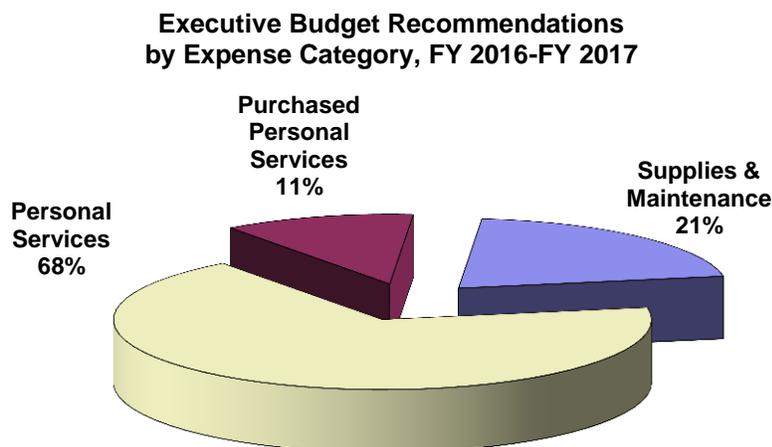
budget of \$145,650 in FY 2015. The Board receives no General Revenue Fund (GRF) money; it is entirely supported by fees.

The Board's priorities for the FY 2016-FY 2017 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 \$158,250 for FY 2016, which is an increase of 8.7% over FY 2015 estimated expenditures and \$153,650 for FY 2017, a decrease of 2.9% from FY 2016.

As a regulatory agency, personal services is the largest expense category of the Board. As seen from the chart below, 68% of the executive budget recommendations for the biennium are for personal services, 21% for supplies and maintenance, and 11% 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 2014, the Board paid CSA \$3,482 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.

Table 1. License Fees	
License Type	Fee Amount
Registered Sanitarian Application (Initial)	\$160
Sanitarian-in-Training Application (Initial)	\$80
Advancement to Registered Sanitarian	\$80
Examination – Board Administered	\$165
Examination – Online	\$265
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-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 2010 to FY 2017, as well as the net of revenues less expenditures. FY 2015 through FY 2017 are estimates. As seen in the table, the Board's revenues have exceeded its expenditures from FY 2010 through FY 2011. However, during FY 2012, expenditures outpaced revenues. Without the fee increases proposed in H.B. 64 of the 131st General Assembly (see "**Proposed Permanent Law Change**"), this trend is expected to continue in FY 2016 and FY 2017. 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 2014 was \$7,738. The Board anticipates the cost of the FY 2016 audit to be \$9,000.

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.

Table 2. Revenues and Expenditures								
	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 (estimate)	FY 2016 (estimate)	FY 2017 (estimate)
Revenues	\$126,416	\$126,500	\$121,616	\$128,492	\$131,280	\$135,218	\$139,247	\$143,452
Expenditures	\$121,786	\$114,866	\$124,675	\$132,596	\$144,678	\$145,650	\$158,250	\$153,650
Net of Rev. & Exp.	\$4,630	\$11,634	-\$3,059	-\$4,104	-\$13,398	-\$10,432	-\$19,003	-\$10,198

ANALYSIS OF EXECUTIVE PROPOSAL

The Board's operations are funded by a single line item appropriation from the Dedicated Purpose Fund Group. The table below shows the Governor's recommended funding for the line item.

Governor's Recommended Funding for the Board				
Fund	ALI and Name		FY 2016	FY 2017
Dedicated Purpose Fund Group				
4K90	893609	Operating Expenses	\$158,250	\$153,650

Through this line item, the Board pays all of its operating expenses, including staff payroll, equipment, and maintenance. The executive recommends funding of \$158,250 for FY 2016, which is an increase of 8.7% over FY 2015 estimated expenditures and \$153,650 for FY 2017, a decrease of 2.9% from FY 2016 estimated expenditures. 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 2016. Additionally, the Board hopes to fill one vacant intermittent staff position.

Licenses

To carry out its regulatory responsibility, the Board establishes standards of practice and licenses sanitarians, sanitarians-in-training, and training agencies. Table 3 below shows the number of active licenses issued by the Board for FY 2014 compared with FY 2013. From FY 2013 to FY 2014, the total number of active licenses issued by the Board decreased by 11.1%.

Table 3. Active Licenses			
License Type	FY 2013	FY 2014	% Change
Registered Sanitarian	1,227	1,145	-6.7%
Sanitarian-in-Training	145	71	-51.0%
Training Agency	93	87	-6.5%
TOTAL	1,465	1,303	-11.1%

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 4 below shows the number of initial and renewed licenses issued by the Board during FY 2014.

License Type	Initial	Renewal
Registered Sanitarian	38	1145
Sanitarian-in-Training	115	71
Approved Training Agency	5	87
TOTAL	158	1,303

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 \$624 in FY 2014 for use and maintenance of the system. It is expected that the eLicensing 2 system will be implemented at some point during the FY 2016-FY 2017 biennium. 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 2014, the Board received three such complaints. Of this number, one complaint resulted in license revocation, and two complaints were unsubstantiated and were dismissed. In addition to these complaints, the Board also closed one case from FY 2012.

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.

Proposed Permanent Law Change

H.B. 64 of the 131st General Assembly, As Introduced, increases the renewal fee for registered sanitarians and sanitarians-in-training from \$80 to \$90 and increases the late application for renewal fee from \$50 to \$75. According to the Board, this will increase revenue by about \$12,000.

State Board of Sanitarian Registration

Dedicated Purpose Fund Group

4K90 893609 Operating Expenses

FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Introduced	FY 2017 Introduced
\$124,675	\$132,596	\$144,678	\$145,650	\$158,250	\$153,650
	6.4%	9.1%	0.7%	8.7%	-2.9%

Source: Dedicated Purpose 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 373.10 of Am. Sub. H.B. 59 of the 130th 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. The Board licenses and regulates sanitarians, who are professionals that are engaged in the field of environmental health.

FY 2016 - FY 2017 Introduced Appropriation Amounts

All Fund Groups

Line Item Detail by Agency

			Estimate	Introduced	FY 2015 to FY 2016	Introduced	FY 2016 to FY 2017	
			FY 2014	FY 2015	FY 2016	% Change	FY 2017	% Change
Report For Main Operating Appropriations Bill			Version: As Introduced					
SAN State Board of Sanitarian Registration								
4K90	893609	Operating Expenses	\$ 144,678	\$ 145,650	\$ 158,250	8.65%	\$ 153,650	-2.91%
Dedicated Purpose Fund Group Total			\$ 144,678	\$ 145,650	\$ 158,250	8.65%	\$ 153,650	-2.91%
State Board of Sanitarian Registration Total			\$ 144,678	\$ 145,650	\$ 158,250	8.65%	\$ 153,650	-2.91%