

**OREGON BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS  
2013-15 GOVERNOR'S BUDGET**

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# CERTIFICATION

I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numerical information has been verified.

Oregon Board of Licensed  
Professional Counselors & Therapists

3218 Pringle Road SE  
Salem, OR 97302

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**AGENCY NAME**

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**AGENCY ADDRESS**

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**SIGNATURE**

Board Chair

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**TITLE**

Notice: Requests of those agencies headed by a board or commission must be approved by those bodies of official action and signed by the board or commission chairperson. The requests of other agencies must be approved and signed by the agency director or administrator.

Agency Request

Governor's Recommended

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**OREGON BOARD OF LICENSED  
PROFESSIONAL COUNSELORS & THERAPISTS  
2013-15 GOVERNOR'S BALANCED BUDGET**

**LEGISLATIVE ACTION**

JOINT COMMITTEE ON WAYS AND MEANS

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**Action:** Do Pass as Amended and as Printed A-Engrossed

**Vote:** 24 – 1 – 0

House – Yeas: Beyer, Buckley, Cowan, Garrard, Komp, Kotek, McLane, Nathanson, Nolan, Richardson, G. Smith, Thatcher, Whisnant  
– Nays: Freeman  
– Exc:

Senate – Yeas: Bates, Devlin, Edwards, Girod, Johnson, Monroe, Nelson, Thomsen, Verger, Whitsett, Winters  
– Nays:  
– Exc:

**Prepared By:** Linda Gilbert, Department of Administrative Services

**Reviewed By:** Robin LaMonte, Legislative Fiscal Office

**Meeting Date:** May 27, 2011

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<u>Agency</u>	<u>Budget Page</u>	<u>LFO Analysis Page</u>	<u>Biennium</u>
Board of Licensed Professional Counselors and Therapists	H-10	191	2011-13

## Budget Summary\*

	2009-11	2011-13	2011-13	2011-13	Committee Change from	
	Legislatively Approved Budget (1)	Current Service Level	Governor's Budget	Committee Recommendation	2009-11 Leg Approved	
					\$ Change	% Change
Other Funds	\$ 925,809	\$ 811,204	\$ 998,835	\$ 931,314	\$ 5,505	+0.6%

## Position Summary

Authorized Positions	4	3	5	4	0	
Full-time Equivalent (FTE) Positions	3.00	2.50	4.00	3.50	0.50	

(1) Includes adjustments through March 2011.

\* Excludes Capital Construction expenditures

## Summary of Revenue Changes

The Board is financed with Other Fund revenues derived almost exclusively from fees paid for professional licenses and examinations. At the approved spending level for 2011-13, the Board is expected to have an ending revenue balance of approximately \$228,000 Other Funds, which is equivalent to about six months of operating costs.

## Summary of Education Subcommittee Action

The Subcommittee recommended a budget for the Board of Licensed Professional Counselors and Therapists of \$931,314 Other Funds and 3.50 full-time equivalent positions. This is 0.6 percent higher than the 2009-11 Legislatively Approved Budget.

The Subcommittee approved policy packages 86 and 87 from the Governor's budget that eliminate standard inflation from Services and Supplies and reduce Personal Services by 5.5 percent.

The Subcommittee also approved:

- Package 100 Investigator Full Time. The package adds one full-time permanent Investigator 2. During 2009-11 a 0.50 limited duration investigator was instrumental in closing the gap between receipt and resolution of complaints. Continuing this work with a permanent investigator is expected to result in the Board more frequently meeting its targeted Key Performance Measure of 90 days from receipt of complaint to presentation to the Board.

- Package 101 Fee Increase for Background Checks. This package adjusts licensees' fees to include the cost of fingerprint-based criminal background checks. The individual cost is \$47.25, all of which is passed through to the State Police. All existing licensees were checked in 2010. Thereafter the background check is repeated once every five years. This limitation of \$10,395 is for new applicants in the 2011-13 biennium.

The Subcommittee did not approve Package 102 which would have added a half-time Office Specialist 2 to respond to growing administrative workload associated with increasing licensure demand. With respect to this request, however, the Subcommittee included the following budget note:

#### **Budget Note**

The Board may maintain a record of its monthly workload, including efforts to improve efficiency and its use of temporary office support. If the Board determines that a 0.50 FTE Office Specialist position is required to meet its workload, the Board may request the position from the Legislature at its 2011-13 Regular Session in February 2012. The Board may provide its workload documentation in support of any permanent position request.

#### **Summary of Performance Measure Action**

See attached Legislatively Adopted 2011-13 Key Performance Measures form.

**DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION**

Board of Professional Licensed Counselors and Therapists  
Linda Gilbert – (503)378-4588

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2009-11 Legislatively Approved Budget at March 2011 *	\$ 0	\$ 0	\$ 925,809	\$ 0	\$ 0	\$ 0	\$ 925,809	4	3.00
2011-13 ORBITS printed Current Service Level (CSL)*	\$ 0	\$ 0	\$ 811,204	\$ 0	\$ 0	\$ 0	\$ 811,204	3	2.50
2011-13 Governor's Recommended Budget*	\$ 0	\$ 0	\$ 998,835	\$ 0	\$ 0	\$ 0	\$ 998,835	5	4.00
<b>SUBCOMMITTEE ADJUSTMENTS (from GRB)</b>									
Package 102: Office Specialist 2 Half Time									
Personal Services	\$ 0	\$ 0	\$ (62,238)	\$ 0	\$ 0	\$ 0	\$ (62,238)	(1)	-0.50
Services and Supplies	\$ 0	\$ 0	\$ (5,283)	\$ 0	\$ 0	\$ 0	\$ (5,283)	0	0.00
<b>TOTAL ADJUSTMENTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (67,521)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (67,521)</b>	<b>(1)</b>	<b>(0.50)</b>
<b>SUBCOMMITTEE RECOMMENDATION *</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 931,314</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 931,314</b>	<b>4</b>	<b>3.50</b>
% Change from 2009-11 Leg Approved Budget	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.6%	0.0%	16.7%
% Change from 2011-13 Current Service Level	0.0%	0.0%	14.8%	0.0%	0.0%	0.0%	14.8%	33.3%	40.0%
% Change from 2011-13 Gov's Recommended Budget	0.0%	0.0%	-6.8%	0.0%	0.0%	0.0%	-6.8%	-20.0%	-12.5%

\*Excludes Capital Construction Expenditures



## Legislatively Proposed 2011-2013 Key Performance Measures

**Agency: PROFESSIONAL COUNSELORS and THERAPISTS, BOARD of LICENSED**

**Mission:** To protect and benefit the public by setting a strong standard of practice through the regulation of licensed professional counselors and marriage and family therapists.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2012	Target 2013
2 - Percent of complaints presented to the Board within 90 days of receipt of complaint.		Approved KPM	17.00	85.00	85.00
4 - CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Accuracy	Approved KPM	86.00	90.00	90.00
4 - CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Availability of Information	Approved KPM	77.00	90.00	90.00
4 - CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Expertise	Approved KPM	88.00	90.00	90.00
4 - CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Helpfulness	Approved KPM	84.00	90.00	90.00
4 - CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Overall	Approved KPM	84.00	90.00	90.00
4 - CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	Timeliness	Approved KPM	84.00	90.00	90.00
5 - Board Best Practices - Percent of total best practices met by the Board.		Approved KPM	80.00	100.00	100.00

**LFO Recommendation:**

Recommend approval of KPM and targets as presented.

**Sub-Committee Action:**

The Subcommittee approved the LFO KPM recommendation.

Print Date: 5/26/2011

Joint Committee on Ways and Means

Carrier – House: Rep. Komp  
Carrier – Senate: Sen. Monroe

Revenue: No revenue impact

Fiscal: Fiscal statement issued

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Action: Do Pass

Vote: 21 – 4 – 0

House

Yeas: Beyer, Buckley, Cowan, Garrard, Komp, Kotek, McLane, Nathanson, Nolan, Richardson,  
G. Smith, Whisnant

Nays: Freeman, Thatcher

Exc:

Senate

Yeas: Bates, Devlin, Edwards, Girod, Johnson, Monroe, Nelson, Verger, Winters

Nays: Thomsen, Whitsett

Exc:

Prepared By: Robin LaMonte, Legislative Fiscal Office

Meeting Date: May 27, 2011

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**WHAT THE MEASURE DOES:** HB 5016 ratifies a fee of \$47.25 criminal background check fee that was approved by the Department of Administrative Services during the 2009-11 biennium. The bill increases license application fees from \$125 to \$172.25 and increases the registered intern fee from \$80 to \$127.25. These background checks will be conducted every 5 years, and licensees will only be charged the \$47.25 when the check is done. During the other years, licensees will pay a renewal fee of \$125 and interns will pay a renewal fee of \$80.

**ISSUES DISCUSSED:**

- No discussion

**EFFECT OF COMMITTEE AMENDMENT:** No amendment.

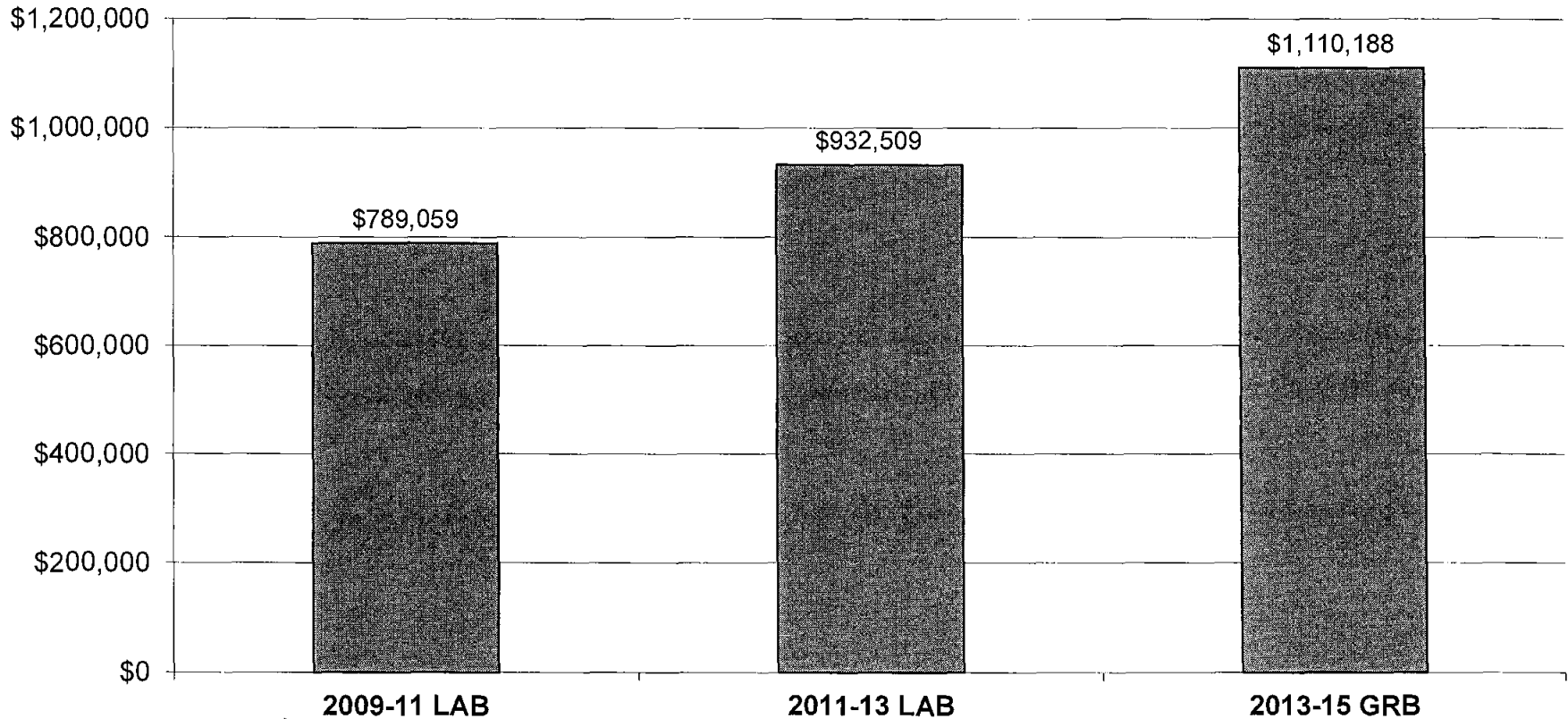
**BACKGROUND:** All of the fees in HB 5016 are passed through to the Oregon State Police to pay the cost of the background checks.

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**OREGON BOARD OF LICENSED  
PROFESSIONAL COUNSELORS & THERAPISTS  
2013-15 GOVERNOR'S BALANCED BUDGET**

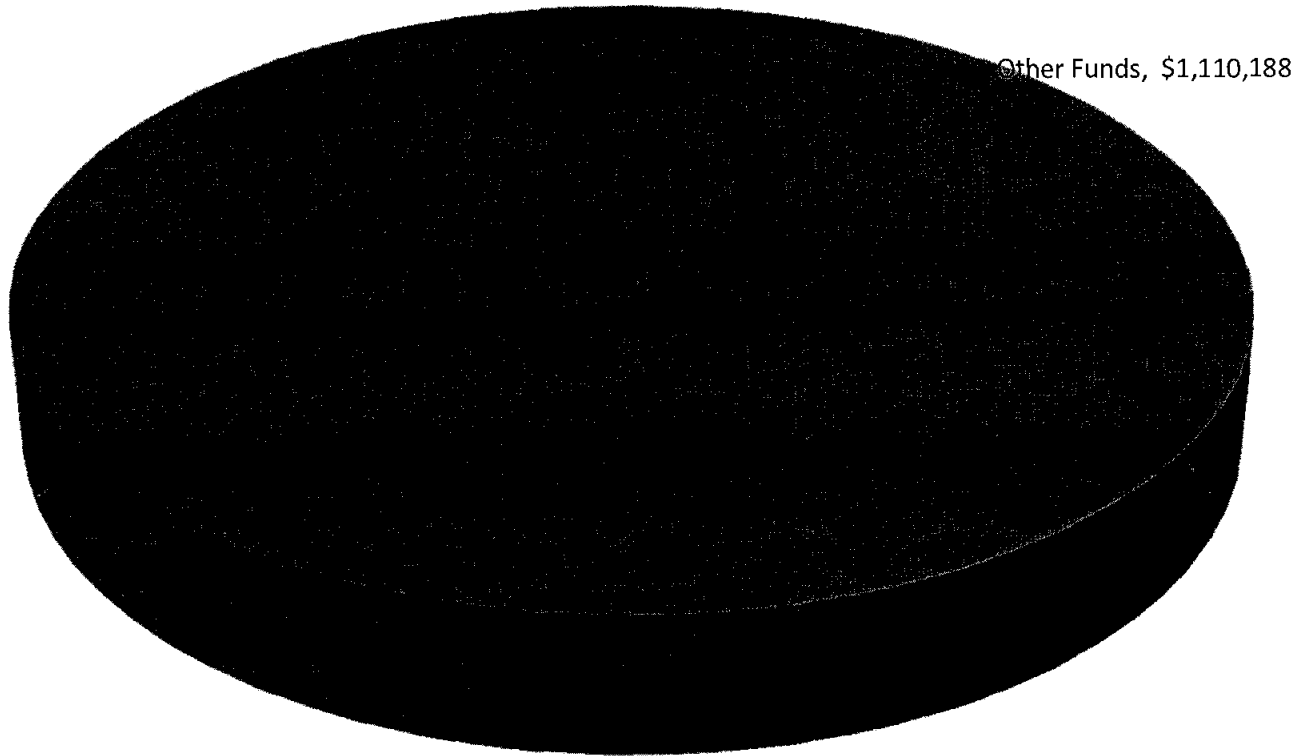
**AGENCY SUMMARY**

# Oregon Board of Licensed Professional Counselors & Therapists Biennial Budget Comparison

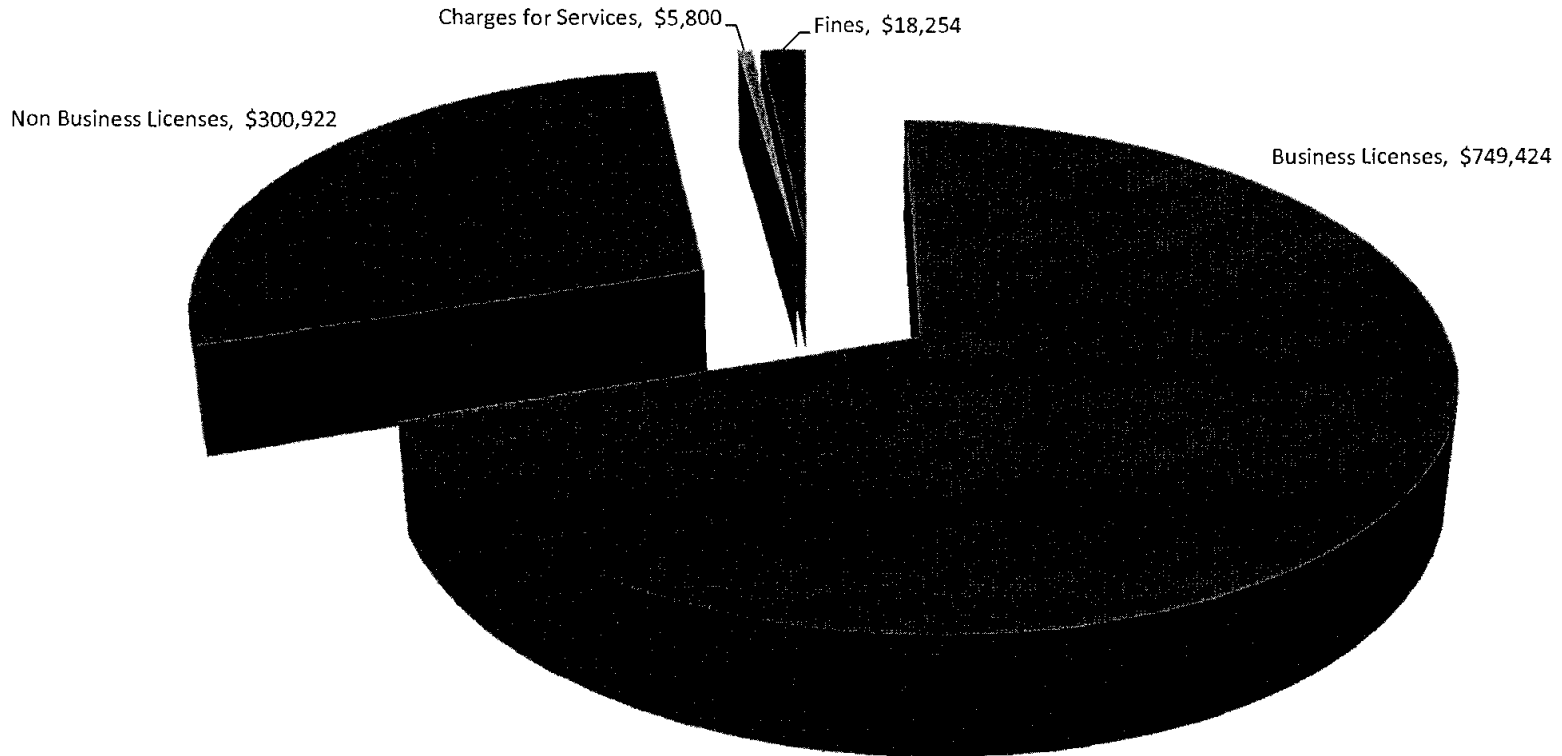


# Oregon Board of Licensed Professional Counselors & Therapists

By Fund Type -- Other Funds  
2013-15 Governor's Balanced Budget



**Oregon Board of Licensed Professional Counselors & Therapists  
2013-15 Revenue Sources  
Governor's Balanced Budget**





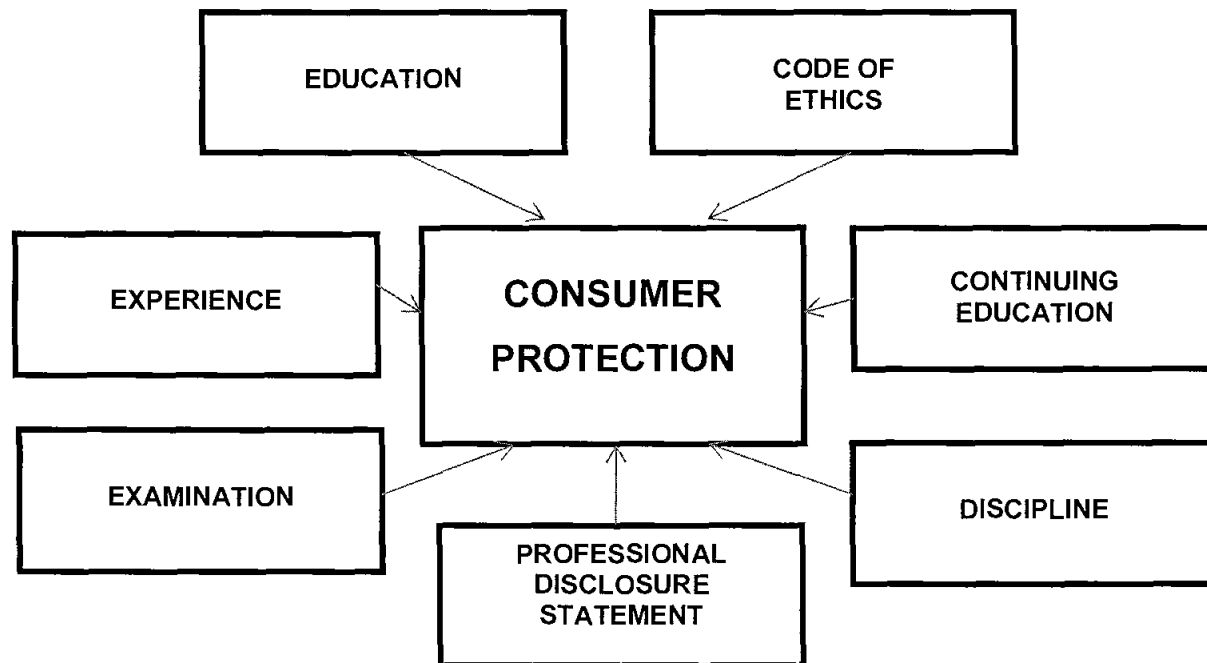
# BUDGET NARRATIVE

## OREGON BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS AGENCY SUMMARY

### Mission Statement and Statutory Authority

The mission of the Oregon Board of Licensed Professional Counselors and Therapists is to protect the health and well-being of Oregon citizens by setting a strong, ethical standard of practice through the regulation of Licensed Professional Counselors and Licensed Marriage and Family Therapists.

### Elements of Consumer Protection



# BUDGET NARRATIVE

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The Oregon Board of Licensed Professional Counselors and Therapists is a State of Oregon agency that operates under the authority of ORS 675.705 – 675.835, the enabling legislation for the Board; ORS 676.160 – 676.405, reporting obligations of health related licensing boards; and OAR Chapter 833.

The Oregon Board of Licensed Professional Counselors and Therapists was established in 1989 to ensure that only qualified individuals are licensed to practice as Professional Counselors (LPC) and Marriage and Family Therapists (LMFT) in Oregon. The agency is responsible for the licensure and regulation of LPCs, LMFTs, and Interns registered to obtain either or both licenses. Oregon law provides the following exemptions from licensure:

- Licensed by other Oregon licensing board
- Certified alcohol and drug treatment providers
- Pastoral counselors as long as they perform counseling as part of their pastoral duties
- Work for a public agency
- Work for an agency or organization that is certified by a public agency
- Do not meet education requirements for licensure

The Governor appoints the Board's 8 members to 3-year terms with a limit of two terms. Oregon statute specifies positions for members as: 3 licensed professional counselors, 2 licensed marriage and family therapists, 1 university graduate school faculty member, and 2 public members. Members must be confirmed by the Oregon State Senate.

The Board investigates complaints against counselors and therapists; sets standards to establish, examine and pass on the qualifications of applicants to practice professional counseling or marriage and family therapy in Oregon; adopts a code of ethics for licensees; sets academic and training standards; studies developing trends and issues in counseling and marriage and family therapy; and establishes Board policies and positions on counseling issues.

Based on standards set by the Board, applicants for licensure must meet the following requirements:

- A graduate degree in counseling or marriage and family therapy from accredited college or university programs
- The graduate program must include at least 600 hours of a practicum/internship
- For marriage and family therapist license at least 2,000 hours in at least three years of post-graduate, full-time, supervised clinical experience working with an approved supervisor

# BUDGET NARRATIVE

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- For professional counselor license at least 2,400 hours in at least 2 years of post-graduate, full-time supervised clinical experience working with an approved supervisor
- Taken and passed a national competency exam
- Taken and passed an exam on Oregon law and rules
- A professional disclosure statement that describes his or her philosophy and approach to counseling or therapy, education and training, client rights, a commitment to the Board's Code of Ethics, licensure requirements, fee schedule, and contact information for this Board. Licensees and interns must provide each client with a professional disclosure statement.

ORS 675.785 requires the Board to investigate complaints against licensees. The type of complaints includes breach of ethics, confidentiality, inappropriate relationships with clients, negligence, incompetence, alcohol or drug use, mental health issues, failure to report child abuse, providing false information on application for license or renewal. The Board's authority to discipline licensees is specified in ORS 675.745. The range of discipline includes refusal to renew license, refusal to license, reprimand, suspension, revocation, civil penalties, training, and supervision. The Board also has authority to recover costs of the disciplinary process from a licensee.

Board staff process applications, monitor intern registrations, issue and renew licenses, conduct continuing education audits, investigate complaints against licensees, monitor disciplined licensees, assist with contested cases, and complete administrative responsibilities. The Board licenses approximately 2,600 professional counselors and marriage and family therapists and registers more than 900 interns working toward licensure. Following is a partial list of the Board's customers:

Consumers of counseling and therapy services

Licensees

Community based organizations

Professional organizations

Registered Interns

Other Oregon licensing boards

Colleges and universities

Applicants and others interested in licensure

Local and national media

## Board accomplishments during the 2011-13 biennium included:

- Outreach to stakeholders to gather ideas about how to increase consumer protection
- Forms available on website with capability to complete online
- Continued changing administrative rules to streamline and clarify
- Audited attestations of licensee diagnosis training as required by Section 2, Chapter 50, Oregon Laws 2010.
- Reinstated board newsletter
- Formal review of Board policies
- Established new license application process for faculty at Oregon universities

# BUDGET NARRATIVE

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- Simplified “reciprocity” license application process
- Verified that employees at uncertified non-inpatient mental health programs were licensed or exempt from licensure
- Reviewed and verified that six graduate counseling programs at Oregon universities met educational requirements for licensure

## Long-Term Plans

- Board long-term plans focus on increased consumer protection and customer satisfaction.
- Explore options to develop consumer protection for unlicensed counselors and therapists

## 2013-15 Short-Term Plans

The Board will continue to streamline processes, improve efficiency, and reach outcomes during the 2013-15 biennium. Planned activities include:

- Develop and implement a program of public education to inform consumers about license requirements
- Continue to improve board website
- Develop online license application capability
- Explore options to increase cross-state license portability
- Continue building relationships with stakeholder organizations
- Explore options to address violations by unlicensed counselors and therapists
- Continue review of administrative rules and Board policies to clarify and streamline

## **Program Descriptions**

The Board consists of one program.

## **Environmental Factors**

The Board was established in 1989. Those licensed in the early years of the Board are beginning to retire, although many choose to keep their licenses in case they want to return to practice. An increase in license applications seems linked to the economy evidenced by an increase in the number of applicants from other states and applications from retirees who need additional income.

Although Oregon does not require licensure for most professional counselors and marriage and family therapists, insurance companies do not reimburse unlicensed clinicians for their services. The economy has reduced the number of clients who can self-pay resulting in more applications for licensure.

# BUDGET NARRATIVE

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## Criteria for 2013-15 Budget Development

- Emphasis on increased consumer protection
- Increased workload due to increased number of licensees and registered interns
- Commitment to keep fees at the current level
- Increased legal costs due to Board discipline appeals and potential lawsuits
- Requirement to conduct fingerprint based criminal background checks every five years

## Major Information Technology Projects/Initiatives

None

## Sustainability

N/A

## Other Considerations

The titles “professional counselor”, “counselor”, “marriage and family therapist”, “therapist” are not protected, so anyone may use those titles. The Board is concerned that current statute allows anyone to practice without a license if they do not meet the education requirements for licensure.

## PERFORMANCE MEASURES

Measure #

- |   |   |
|---|---|
| 2 | Percent of complaints presented to the Board within 90 days of receipt of complaint   |
| 4 | CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency’s customer service as “good” or excellent” |
| 5 | Board Best Practices - Percent of total best practices met by the Board   |

2011-2012 KPM #	2011-2012 Approved Key Performance Measures (KPMs)
2	Percent of complaints presented to the Board within 90 days of receipt of complaint.
4	CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.
5	Board Best Practices - Percent of total best practices met by the Board.

**New  
Delete**

**Proposed Key Performance Measures (KPM's) for Biennium 2013-2015**

**Title:**

**Rationale:**

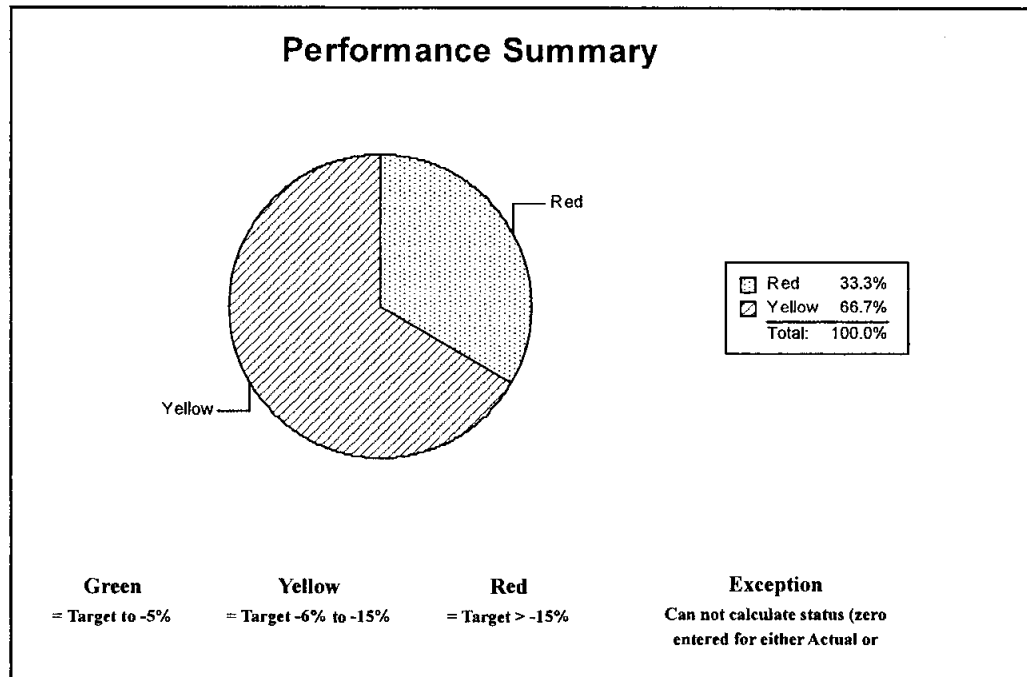
**Agency Mission:** To protect and benefit the public by setting strong licensing standards for professional counselors and marriage and family therapists. Standards include education, experience, and examinations. Licensees must abide by a Code of Ethics, complete continuing education, and provide clients with licensee background information and how to contact the Board.

**Contact:** Becky Eklund

**Contact Phone:** 503-378-5499

**Alternate:**

**Alternate Phone:**



**1. SCOPE OF REPORT**

The performance measure report for the Oregon Board of Licensed Professional Counselors and Therapists includes the following measures: Customer service survey; Board best practices in conducting its work; and percent of complaint cases presented to the Board within 90 days of complaint receipt.

**2. THE OREGON CONTEXT**



### **3. PERFORMANCE SUMMARY**

The Board continues to improve its customer service. Customer satisfaction results improved in all categories; the % of complaints presented to the Board within 90 days after receipt decreased; the Board increased its use of best practices.

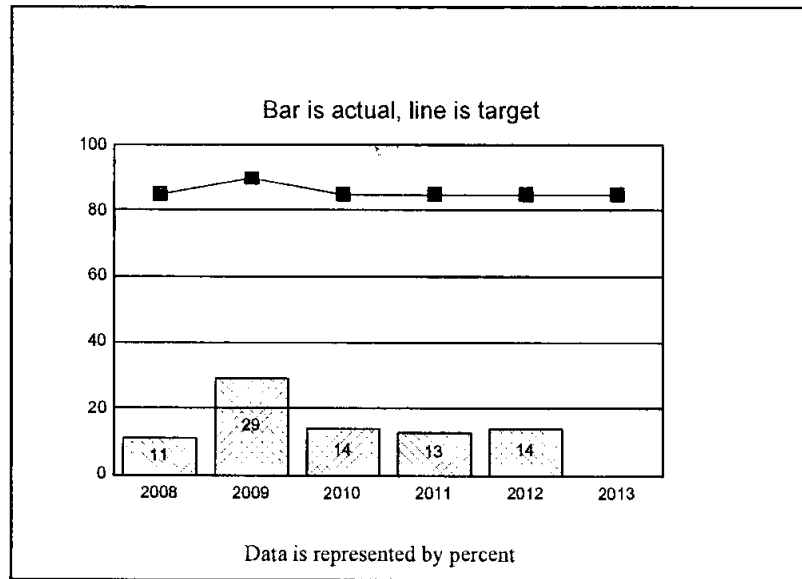
### **4. CHALLENGES**

The Board continues to review and streamline administrative rules and licensing procedures.

### **5. RESOURCES AND EFFICIENCY**

Customer service survey: The agency used an online survey to get feedback on customer service, began online renewal of licenses and online payment options.

<b>KPM #2</b>	Percent of complaints presented to the Board within 90 days of receipt of complaint.	2008
<b>Goal</b>	Reduce the time taken to investigate complaints against licensees.	
<b>Oregon Context</b>	Complaint presentation to Board is not linked to an Oregon Benchmark.	
<b>Data Source</b>	Source of data for this measure is from agency's licensing data base. Information from the data base for complaint cases received during fiscal year 2012 compared to dates those cases were initially presented to the Board for action.	
<b>Owner</b>	Becky Eklund, Executive Director (503) 378-5499 ext. 3.	



1. OUR STRATEGY

## 2. ABOUT THE TARGETS

The target is to have 90% of complaints reach the Board within 90 days after receiving a complaint. The target is very ambitious. Oregon law allows 120 days from time complaint received until presentation of investigation report to the Board.

## 3. HOW WE ARE DOING

The agency trend is an increase in time it takes from receipt of complaint to presentation to the Board. has shown minimal improvement on this performance measure. During fiscal year 2010, the average number of days from receipt of complaints until presentation to the Board for action was 107, with 26% of complaints within the 90-day target. During the 2009-11 biennium, we received legislative authority for a part-time, limited duration investigator to investigate complaints and prepare reports for presentation to the Board. We hired the investigator in August of 2009. During the first six months of the fiscal year, the average number of days for complaints to the Board was 112; during the second half of the year, the average number of days was 102 -- an improvement with a staff investigator. The range of days in the first half of the year was from 31 to 230 days and from 9 to 201 days in the second half of the year.

## 4. HOW WE COMPARE

ORS 676 allows for 120 days from the time a case is opened to when it is presented to the Board, and with authority to grant extensions beyond 120 days. All health related licensing boards in Oregon are required to follow the process in ORS 676.

## 5. FACTORS AFFECTING RESULTS

Several factors affect results for this measure: The Board meets only 6 times a year limiting the opportunity to present investigation reports; complex situations and complaints resulting in the need for more time to gather information and evidence; and licensees have 30 days to respond to a complaint leaving the Board waiting for a response before further investigation. With the addition of a full-time investigator, the agency hoped the number of days from complaint receipt to presentation to the Board would be fewer. The opposite has been true. The reasons for these results: An increase in the number of license applications and licensees. An increase in the number of complaints. An increase in appeals of Board decisions about discipline. A lawsuit against the Board by a former licensee. The lawsuit was dismissed at the Circuit Court and Appeals Court levels, but was at great financial costs and staff time. A change in LPC/LMFT legislation has led to increased workload on complaints against unlicensed counselors and therapists. A change in legislation to require health care professionals to report other health care professionals for unethical or illegal behavior.

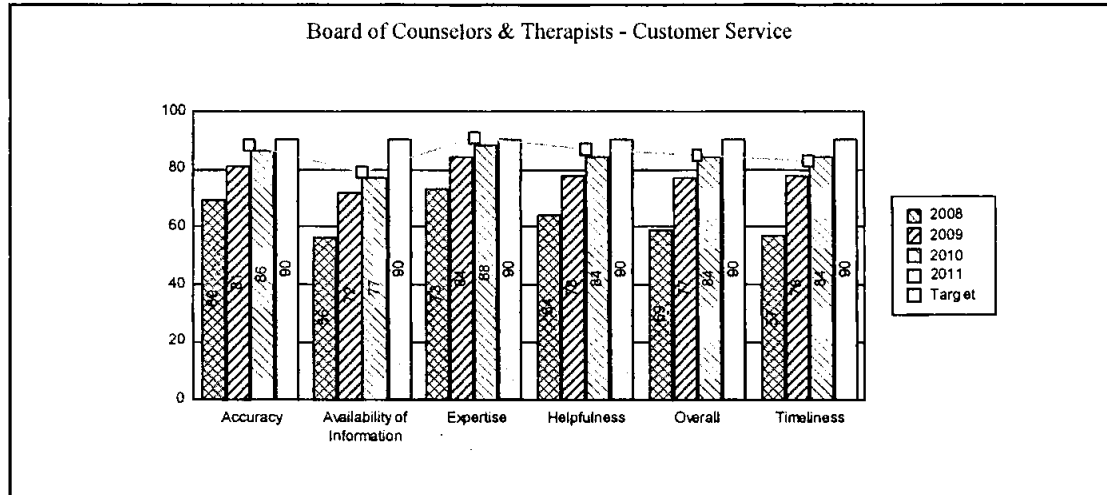
## 6. WHAT NEEDS TO BE DONE

The agency plans to hire a graduate level intern to help the investigator with complaints.

**7. ABOUT THE DATA**

Based on all complaint cases opened during calendar year 2012, the data was calculated by counting the elapsed number of days from receipt of each complaint to the date each investigation report was presented to the Board for consideration and action.

<b>KPM #4</b>	CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	2008
<b>Goal</b>	<b>CUSTOMER SERVICE</b> A measure of customer satisfaction, measuring the percent of completed survey responses with a rating of Good or Excellent. The survey measures Timeliness, Accuracy, Helpfulness, Expertise, Availability of information, Comparison with other licensing boards, and Overall.	
<b>Oregon Context</b>	Customer Service is not linked to an Oregon Benchmark	
<b>Data Source</b>	During July of each year, the Board sends a customer service survey to all licensees and registered interns for response. The survey is sent electronically with the ability to respond electronically. The number of responses increases each year. The online survey program compiles and graphs the results by category. All comments from the survey go directly and anonymously to the Executive Director's email inbox.	
<b>Owner</b>	Becky Eklund, Executive Director 503.378.5499 ext. 3	



1. OUR STRATEGY

To improve 1) Availability of information: The Board established a listserv for licensees and interns as one way to communicate information about training, made significant changes to the agency's website to update the information and ease access and provides frequent email messages to all licensees about issues and policy, rule, and procedure changes. 2) Timeliness: placed responding to calls and email messages as a high priority. 3) Accuracy and expertise: the staff reviewed administrative rules during weekly staff meetings to provide clarity and consistency in interpretation. 4) Helpfulness: adopted a theme of "a kinder, gentler licensing agency", revising written information to be less bureaucratic and more personalized to address each situation. 5) We have made all forms available and fillable online, which eases the process for stakeholders.

## **2. ABOUT THE TARGETS**

The targets are ambitious. A licensing and compliance agency with a primary goal of consumer protection will likely always have dissatisfied licensure applicants and licensees.

## **3. HOW WE ARE DOING**

The ratings continue to improve in all categories each year. The agency took intentional steps to focus on customer service. The survey results reflect the changes and improvements.

## **4. HOW WE COMPARE**

Those who respond to this question on the survey generally come from those who have experience with licensing boards in other states.

## **5. FACTORS AFFECTING RESULTS**

The category "availability of information" relates directly to the Board's website. The site contains a great deal of information but it is not easy to navigate and find information. Although we have made some changes, the website needs continuing revision. The new SharePoint system adopted by the Department of Administrative Services has resulted in difficulty updating and maintaining the website to the desired level of quality.

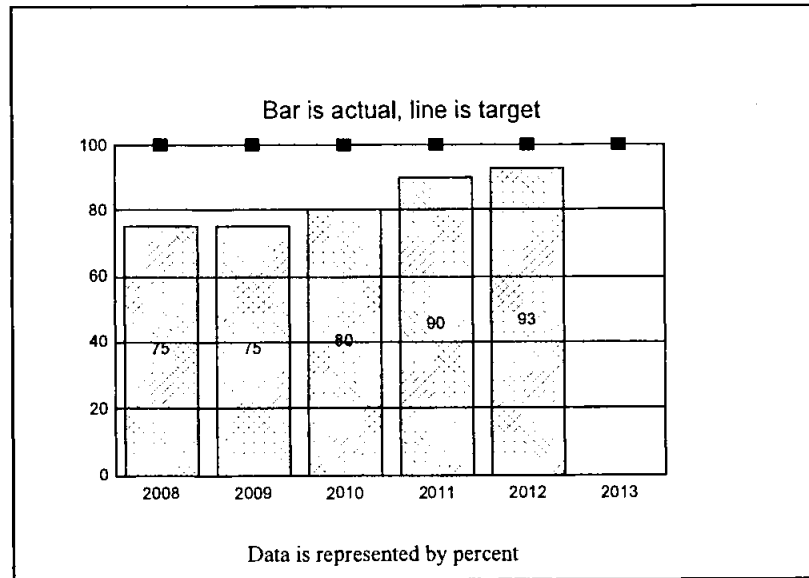
## **6. WHAT NEEDS TO BE DONE**

Continue to have customer service as a high priority. Provide more forms and processes electronically.

**7. ABOUT THE DATA**

Each licensee and registered intern received the survey via his or her email address. The data includes survey responses received in July of each year. Detailed data and comments from survey responses are available from the Board office.

<b>KPM #5</b>	Board Best Practices - Percent of total best practices met by the Board.	2008
<b>Goal</b>	To improve the quality of management of Board activities and oversight of the agency.	
<b>Oregon Context</b>	Board Best Practices measure is not linked to an Oregon Benchmark	
<b>Data Source</b>	Board members review, discuss, and rate their practices using the Board Best Practices Self-Assessment tool. The information is compiled and reported through the KPM system. When the Board finds areas that need strengthening, they take steps to address the need.	
<b>Owner</b>	Becky Eklund, Executive Director (503) 378-5499 ext. 3	



**1. OUR STRATEGY**

During initial discussion about performance measure, board members expressed an interest in increasing training opportunities for board members -- especially public members. Since that initial discussion, the Board director identified online board member training available to members.



**2. ABOUT THE TARGETS**

The Board intends to reach its goal of implementing 100% of best practices as outlined in the self-assessment criteria.

**3. HOW WE ARE DOING**

The Board operates using 93% of the best practices with plans to increase that percent. A higher percent indicates improvement.

**4. HOW WE COMPARE**

N/A

**5. FACTORS AFFECTING RESULTS**

The Governor's Office and the Department of Administrative Services formerly provided board member training. With budget reductions, that training is no longer available.

**6. WHAT NEEDS TO BE DONE**

Staff to continue to identify inexpensive board member training available to members.

**7. ABOUT THE DATA**

The Board conducts its self assessment during each calendar year. The self-assessment includes 15 elements. The Board met all elements except providing sufficient training for board members.

**Agency Mission:** To protect and benefit the public by setting strong licensing standards for professional counselors and marriage and family therapists. Standards include education, experience, and examinations. Licensees must abide by a Code of Ethics, complete continuing education, and provide clients with licensee background information and how to contact the Board.

**Contact:** Becky Eklund

**Contact Phone:** 503-378-5499

**Alternate:**

**Alternate Phone:**

**The following questions indicate how performance measures and data are used for management and accountability purposes.**

**1. INCLUSIVITY**

\* **Staff:** Staff is directly involved in the results of key performance measures. We discuss customer service and the status of licensee complaints during weekly staff meetings.

\* **Elected Officials:** N/A

\* **Stakeholders:** The agency works primarily with licensed professional counselors, licensed marriage and family therapists, and interns working toward licensure. Other stakeholders include colleges and universities that offer graduate degrees in mental health fields. The Executive Director meets several times each year with graduate students to provide information about Board processes and ethics.

\* **Citizens:** An eight member Board oversees the administration of the agency. Board members, appointed by the Governor and confirmed by the Senate. Members are volunteers and represent the counseling and therapy professions, universities, and the public. Others are included through work group participation. During the 2011-13 biennium, work groups with public participation worked to address issues of administrative rules, license portability.

**2 MANAGING FOR RESULTS**

Based on customer service survey responses, the agency has improved and will continue to use the information from the survey to make changes to processes, administrative rules, and information on the website to increase responsiveness to consumers and stakeholders.

**3 STAFF TRAINING**

Informal customer service training is ongoing, making customer service a top priority. Other training includes letter writing, enhanced database training to ensure efficiency and accuracy of data in the licensing database, leading to more accurate performance measure data.

**4 COMMUNICATING RESULTS**

\* **Staff:** Information from performance measures are shared with Board members and staff via email and written and oral reports during public board meetings. Weekly staff meetings provide ongoing and regular opportunities to

share progress toward performance measure goals and problem solve as issues arise.

\* **Elected Officials:** The agency provides periodic updates to the Governor. Legislators receive performance measure updates during the biennial budget process.

\* **Stakeholders:**

\* **Citizens:** Performance measure results are posted on the agency's website.

# Agency Management Report

## KPMs For Reporting Year 2012

Finalize Date:

**Agency: PROFESSIONAL COUNSELORS and THERAPISTS, BOARD of LICENSED**

	Green = Target to -5%	Yellow = Target -6% to -15%	Red = Target > -15%	Pending	Exception Can not calculate status (zero entered for either Actual or Target)
<b>Summary Stats:</b>	0.00%	66.67%	33.33%	0.00%	0.00%

**Detailed Report:**

KPMs	Actual	Target	Status	Most Recent Year	Management Comments
2 - Percent of complaints presented to the Board within 90 days of receipt of complaint.	14	85	Red	2012	The number and seriousness of complaints continue to increase causing increased time for investigation and limited staff available to conduct the investigations. Complaints against licensees included criminal conviction, falsification of license application, violating client confidentiality, negligence, falsely claiming to be licensed, inappropriate relationships with clients, and impairment, e.g., mental health condition or alcohol abuse.
4 - CUSTOMER SERVICE: Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information.	85	90	Yellow	2011	The Board is pleased with the improvement in customer services and will continue to make improvements in processes and responsiveness. Limited staff will limit improvement on this performance measure given the demanding workload.
5 - Board Best Practices - Percent of total best practices met by the Board.	93	100	Yellow	2012	Limited funds for training and attendance at national conferences.

# Agency Management Report

## KPMs For Reporting Year 2012

Finalize Date:

This report provides high-level performance information which may not be sufficient to fully explain the complexities associated with some of the reported measurement results. Please reference the agency's most recent Annual Performance Progress Report to better understand a measure's intent, performance history, factors impacting performance and data gather and calculation methodology.

**Summary of 2013-15 Biennium Budget**

Licensed Prof Counselors and Therapists, Board of  
 Licensed Prof Counselors & Therapists, Bd of  
 2013-15 Biennium

Governor's Budget  
 Cross Reference Number: 10800-000-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2011-13 Leg Adopted Budget	4	3.50	932,509	-	-	932,509	-	-	-
2011-13 Emergency Boards	-	-	-	-	-	-	-	-	-
<b>2011-13 Leg Approved Budget</b>	<b>4</b>	<b>3.50</b>	<b>932,509</b>	<b>-</b>	<b>-</b>	<b>932,509</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2013-15 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	21,189	-	-	21,189	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
<b>Subtotal 2013-15 Base Budget</b>	<b>4</b>	<b>3.50</b>	<b>953,698</b>	<b>-</b>	<b>-</b>	<b>953,698</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	5,391	-	-	5,391	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>5,391</b>	<b>-</b>	<b>-</b>	<b>5,391</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	18,772	-	-	18,772	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	20,260	-	-	20,260	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>39,032</b>	<b>-</b>	<b>-</b>	<b>39,032</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2013-15 Biennium Budget**

Licensed Prof Counselors and Therapists, Board of  
 Licensed Prof Counselors & Therapists, Bd of  
 2013-15 Biennium

Governor's Budget  
 Cross Reference Number: 10800-000-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2013-15 Current Service Level</b>	<b>4</b>	<b>3.50</b>	<b>998,121</b>	<b>-</b>	<b>-</b>	<b>998,121</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2013-15 Biennium Budget**

Licensed Prof Counselors and Therapists, Board of  
 Licensed Prof Counselors & Therapists, Bd of  
 2013-15 Biennium

Governor's Budget  
 Cross Reference Number: 10800-000-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2013-15 Current Service Level</b>	<b>4</b>	<b>3.50</b>	<b>998,121</b>	-	-	<b>998,121</b>	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2013-15 Current Service Level</b>	<b>4</b>	<b>3.50</b>	<b>998,121</b>	-	-	<b>998,121</b>	-	-	-
080 - E-Boards									
081 - May 2012 E-Board	-	-	-	-	-	-	-	-	-
082 - September 2012 E-Board	-	-	-	-	-	-	-	-	-
083 - December 2012 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Statewide Administrative Savings	-	-	-	-	-	-	-	-	-
092 - PERS Taxation Policy	-	-	(1,408)	-	-	(1,408)	-	-	-
093 - Other PERS Adjustments	-	-	(11,254)	-	-	(11,254)	-	-	-
100 - Fingerprinting	-	-	98,216	-	-	98,216	-	-	-
101 - Lease Increase	-	-	-	-	-	-	-	-	-
102 - Attorney General Costs	-	-	26,513	-	-	26,513	-	-	-
<b>Subtotal Policy Packages</b>	<b>-</b>	<b>-</b>	<b>112,067</b>	<b>-</b>	<b>-</b>	<b>112,067</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2013-15 Governor's Budget</b>	<b>4</b>	<b>3.50</b>	<b>1,110,188</b>	<b>-</b>	<b>-</b>	<b>1,110,188</b>	<b>-</b>	<b>-</b>	<b>-</b>
Percentage Change From 2011-13 Leg Approved Budget	-	-	19.10%	-	-	19.10%	-	-	-
Percentage Change From 2013-15 Current Service Level	-	-	11.20%	-	-	11.20%	-	-	-



**Summary of 2013-15 Biennium Budget**

Licensed Prof Counselors and Therapists, Board of  
Operations  
2013-15 Biennium

Governor's Budget  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2011-13 Leg Adopted Budget	4	3.50	932,509	-	-	932,509	-	-	-
2011-13 Emergency Boards	-	-	-	-	-	-	-	-	-
<b>2011-13 Leg Approved Budget</b>	<b>4</b>	<b>3.50</b>	<b>932,509</b>	<b>-</b>	<b>-</b>	<b>932,509</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2013-15 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	21,189	-	-	21,189	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
<b>Subtotal 2013-15 Base Budget</b>	<b>4</b>	<b>3.50</b>	<b>953,698</b>	<b>-</b>	<b>-</b>	<b>953,698</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	5,391	-	-	5,391	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>5,391</b>	<b>-</b>	<b>-</b>	<b>5,391</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	18,772	-	-	18,772	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	20,260	-	-	20,260	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>39,032</b>	<b>-</b>	<b>-</b>	<b>39,032</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2013-15 Biennium Budget**

Licensed Prof Counselors and Therapists, Board of  
Operations  
2013-15 Biennium

Governor's Budget  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2013-15 Current Service Level</b>	<b>4</b>	<b>3.50</b>	<b>998,121</b>	-	-	<b>998,121</b>	-	-	-

**Summary of 2013-15 Biennium Budget**

Licensed Prof Counselors and Therapists, Board of  
Operations  
2013-15 Biennium

Governor's Budget  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2013-15 Current Service Level</b>	<b>4</b>	<b>3.50</b>	<b>998,121</b>	-	-	<b>998,121</b>	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2013-15 Current Service Level</b>	<b>4</b>	<b>3.50</b>	<b>998,121</b>	-	-	<b>998,121</b>	-	-	-
080 - E-Boards									
081 - May 2012 E-Board	-	-	-	-	-	-	-	-	-
082 - September 2012 E-Board	-	-	-	-	-	-	-	-	-
083 - December 2012 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Statewide Administrative Savings	-	-	-	-	-	-	-	-	-
092 - PERS Taxation Policy	-	-	(1,408)	-	-	(1,408)	-	-	-
093 - Other PERS Adjustments	-	-	(11,254)	-	-	(11,254)	-	-	-
100 - Fingerprinting	-	-	98,216	-	-	98,216	-	-	-
101 - Lease Increase	-	-	-	-	-	-	-	-	-
102 - Attorney General Costs	-	-	26,513	-	-	26,513	-	-	-
<b>Subtotal Policy Packages</b>	<b>-</b>	<b>-</b>	<b>112,067</b>	<b>-</b>	<b>-</b>	<b>112,067</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2013-15 Governor's Budget</b>	<b>4</b>	<b>3.50</b>	<b>1,110,188</b>	<b>-</b>	<b>-</b>	<b>1,110,188</b>	<b>-</b>	<b>-</b>	<b>-</b>
Percentage Change From 2011-13 Leg Approved Budget	-	-	19.10%	-	-	19.10%	-	-	-
Percentage Change From 2013-15 Current Service Level	-	-	11.20%	-	-	11.20%	-	-	-

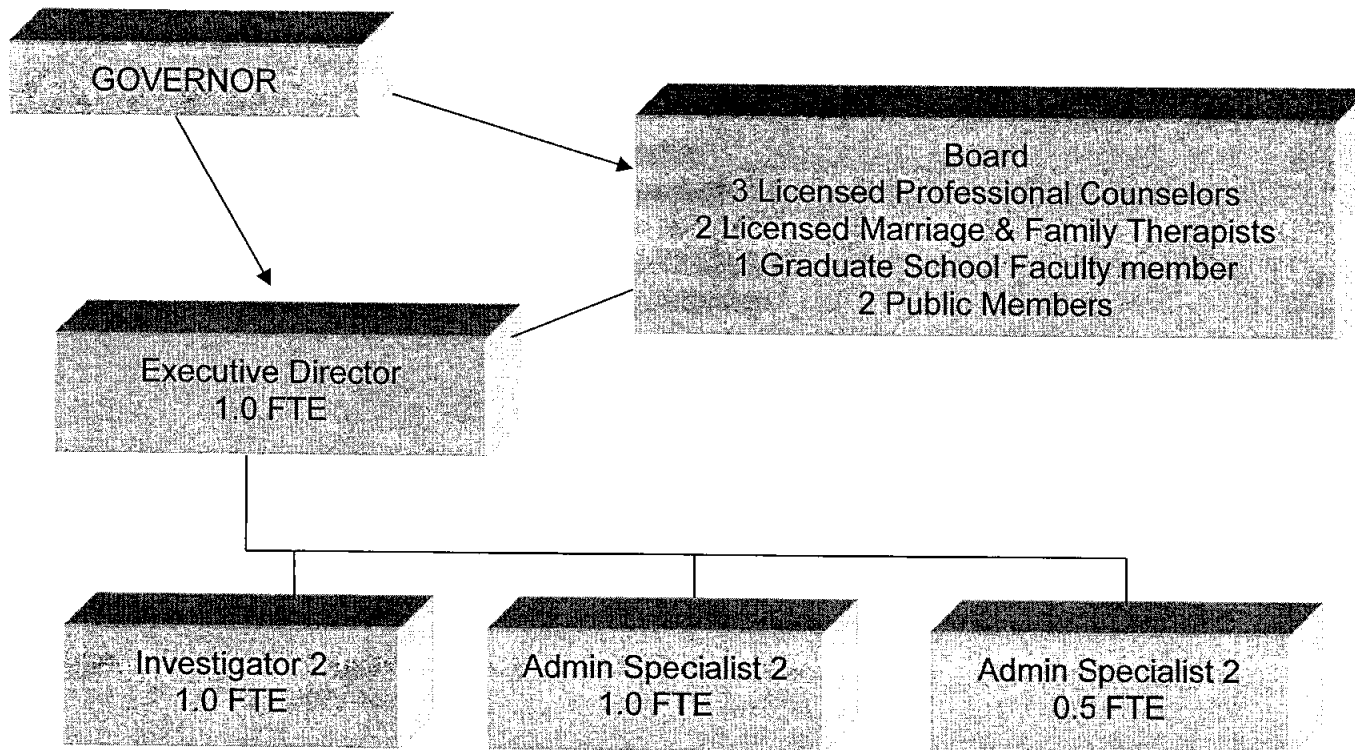


## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

ACTIVITY OR PROGRAM (WHICH PROGRAM OR ACTIVITY WILL NOT BE UNDERTAKEN)	DESCRIBE REDUCTION (DESCRIBE THE EFFECTS OF THIS REDUCTION. INCLUDE POSITIONS AND FTE IN 2013-15 AND 2015-17)	AMOUNT AND FUND TYPE (GF, LF, OF, FF. IDENTIFY REVENUE SOURCE FOR OF, FF)	RANK AND JUSTIFICATION (RANK THE ACTIVITIES OR PROGRAMS NOT UNDERTAKEN IN ORDER OF LOWEST COST FOR BENEFIT OBTAINED)
1. Out of state travel		\$1,000 OF LICENSE APPLICATION AND RENEWAL FEES	1
2. Employee training		\$2,500 OF LICENSE APPLICATION AND RENEWAL FEES	2
3. Expendable property		\$3,000 OF LICENSE APPLICATION AND RENEWAL FEES	3
4. In state travel		\$3,000 OF LICENSE APPLICATION AND RENEWAL FEES	4
5. Data processing		\$1,602 OF LICENSE APPLICATION AND RENEWAL FEES	5

# BUDGET NARRATIVE

## AGENCY ORGANIZATION CHART 2011-13 Biennium



Agency Request

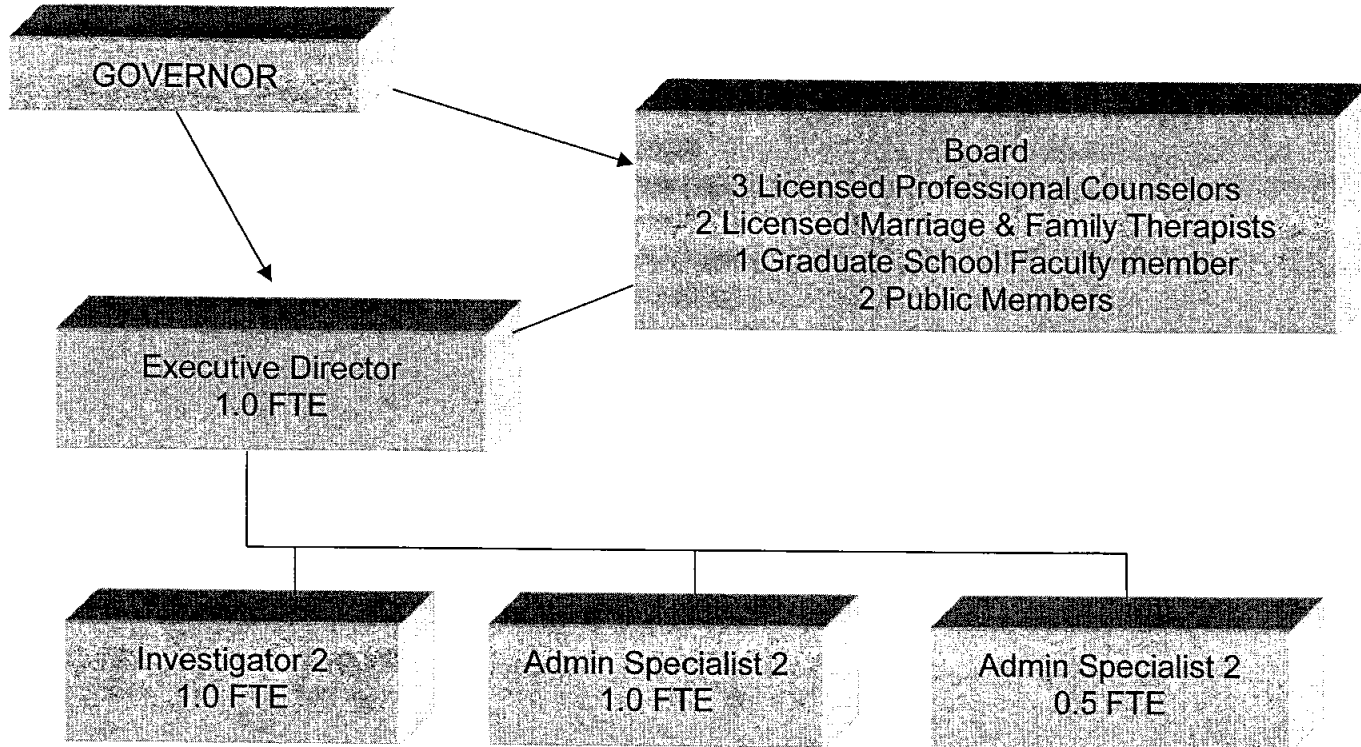
XXX Governor's Recommended

\_\_\_ Legislatively Adopted

Budget Page

# BUDGET NARRATIVE

## AGENCY ORGANIZATION CHART 2013-15 Biennium



Agency Request

XXX Governor's Recommended

\_\_\_ Legislatively Adopted

Budget Page

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>LIMITED BUDGET (Excluding Packages)</b>						
Other Funds	903,449	932,509	932,509	956,019	953,698	-
AUTHORIZED POSITIONS	4	4	4	4	4	-
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-
<b>LIMITED BUDGET (Essential Packages)</b>						
010-NON-PICS PSNL SVC / VACANCY FACTOR						
Other Funds	-	-	-	5,391	5,391	-
031-STANDARD INFLATION						
Other Funds	-	-	-	48,613	39,032	-
<b>TOTAL LIMITED BUDGET (Essential Packages)</b>						
Other Funds	-	-	-	54,004	44,423	-
<b>LIMITED BUDGET (Current Service Level)</b>						
Other Funds	903,449	932,509	932,509	1,010,023	998,121	-
AUTHORIZED POSITIONS	4	4	4	4	4	-
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-
<b>LIMITED BUDGET (Policy Packages)</b>						
092-PERS TAXATION POLICY- RANK 0 - 001-00-00-00000						
Other Funds	-	-	-	-	(1,408)	-
093-OTHER PERS ADJUSTMENTS- RANK 0 - 001-00-00-00000						
Other Funds	-	-	-	-	(11,254)	-
100-FINGERPRINTING- RANK 1 - 001-00-00-00000						
Other Funds	-	-	-	98,216	98,216	-
102-ATTORNEY GENERAL COSTS- RANK 3 - 001-00-00-00000						
Other Funds	-	-	-	26,513	26,513	-



Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>TOTAL LIMITED BUDGET (Policy Packages)</b>						
Other Funds	-	-	-	124,729	112,067	-
<b>TOTAL LIMITED BUDGET (Including Packages)</b>						
Other Funds	903,449	932,509	932,509	1,134,752	1,110,188	-
AUTHORIZED POSITIONS	4	4	4	4	4	-
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-
<b>OPERATING BUDGET (Excluding Packages)</b>						
Other Funds	903,449	932,509	932,509	956,019	953,698	-
AUTHORIZED POSITIONS	4	4	4	4	4	-
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-
<b>OPERATING BUDGET (Essential Packages)</b>						
010-NON-PICS PSNL SVC / VACANCY FACTOR						
Other Funds	-	-	-	5,391	5,391	-
031-STANDARD INFLATION						
Other Funds	-	-	-	48,613	39,032	-
<b>TOTAL OPERATING BUDGET (Essential Packages)</b>						
Other Funds	-	-	-	54,004	44,423	-
<b>OPERATING BUDGET (Current Service Level)</b>						
Other Funds	903,449	932,509	932,509	1,010,023	998,121	-
AUTHORIZED POSITIONS	4	4	4	4	4	-
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-
<b>OPERATING BUDGET (Policy Packages)</b>						
092-PERS TAXATION POLICY- RANK 0 - 001-00-00-00000						
Other Funds	-	-	-	-	(1,408)	-

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
093-OTHER PERS ADJUSTMENTS- RANK 0 - 001-00-00-00000						
Other Funds	-	-	-	-	(11,254)	-
100-FINGERPRINTING- RANK 1 - 001-00-00-00000						
Other Funds	-	-	-	98,216	98,216	-
102-ATTORNEY GENERAL COSTS- RANK 3 - 001-00-00-00000						
Other Funds	-	-	-	26,513	26,513	-
<b>TOTAL OPERATING BUDGET (Policy Packages)</b>						
Other Funds	-	-	-	124,729	112,067	-
<b>TOTAL OPERATING BUDGET (Including Packages)</b>						
Other Funds	903,449	932,509	932,509	1,134,752	1,110,188	-
AUTHORIZED POSITIONS	4	4	4	4	4	-
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-
<b>TOTAL BUDGET (Excluding Packages)</b>						
Other Funds	903,449	932,509	932,509	956,019	953,698	-
AUTHORIZED POSITIONS	4	4	4	4	4	-
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-
<b>TOTAL BUDGET (Essential Packages)</b>						
010-NON-PICS PSNL SVC / VACANCY FACTOR						
Other Funds	-	-	-	5,391	5,391	-
031-STANDARD INFLATION						
Other Funds	-	-	-	48,613	39,032	-
<b>TOTAL BUDGET (Essential Packages)</b>						
Other Funds	-	-	-	54,004	44,423	-
<b>TOTAL BUDGET (Current Service Level)</b>						

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
Other Funds	903,449	932,509	932,509	1,010,023	998,121	-
AUTHORIZED POSITIONS	4	4	4	4	4	-
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-
<b>TOTAL BUDGET (Policy Packages)</b>						
092-PERS TAXATION POLICY- RANK 0 - 001-00-00-00000						
Other Funds	-	-	-	-	(1,408)	-
093-OTHER PERS ADJUSTMENTS- RANK 0 - 001-00-00-00000						
Other Funds	-	-	-	-	(11,254)	-
100-FINGERPRINTING- RANK 1 - 001-00-00-00000						
Other Funds	-	-	-	98,216	98,216	-
102-ATTORNEY GENERAL COSTS- RANK 3 - 001-00-00-00000						
Other Funds	-	-	-	26,513	26,513	-
<b>TOTAL BUDGET (Policy Packages)</b>						
Other Funds	-	-	-	124,729	112,067	-
<b>TOTAL BUDGET (Including Packages)</b>						
Other Funds	903,449	932,509	932,509	1,134,752	1,110,188	-
AUTHORIZED POSITIONS	4	4	4	4	4	-
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-

Agencywide Program Unit Summary  
2013-15 Biennium

Version: Y - 01 - Governor's Budget

<i>Summary Cross Reference Number</i>	<i>Cross Reference Description</i>	<i>2009-11 Actuals</i>	<i>2011-13 Leg Adopted Budget</i>	<i>2011-13 Leg Approved Budget</i>	<i>2013-15 Agency Request Budget</i>	<i>2013-15 Governor's Budget</i>	<i>2013-15 Leg Adopted Budget</i>
001-00-00-00000	Operations						
	Other Funds	903,449	932,509	932,509	1,134,752	1,110,188	-
<b>TOTAL AGENCY</b>							
	Other Funds	903,449	932,509	932,509	1,134,752	1,110,188	-

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**OREGON BOARD OF LICENSED  
PROFESSIONAL COUNSELORS & THERAPISTS  
2013-15 GOVERNOR'S BALANCED BUDGET**

**REVENUES**

# BUDGET NARRATIVE

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## REVENUE FORECAST NARRATIVE

The Board is funded 100% from other funds comprised primarily of license and license renewal fees. In accordance with ORS 675.805, the Board uses all funds for administration and enforcement. ORS 675.785(3) grants the Board authority to establish fees through administrative rules. Following is the fee schedule:

- Application fee -- \$125
- Application fee with criminal background check -- \$172.25
- Initial license fee -- \$100
- Licensee annual renewal fee -- \$125
- License annual renewal fee with criminal background check -- \$172.25
- Intern annual renewal fee -- \$80
- Intern annual renewal fee with criminal background check -- \$127.25
- Late fee -- \$50
- Application for re-licensure -- \$250

The revenue projection for the 2013-15 biennium is based on

- Annual renewal fees of licenses and registered internships
- Application fees for estimated number of license applicants during a biennium
- No fee increases
- Criminal background checks are conducted on applicants when they submit an application and on licensees and registered interns every 5 years.

The Board conducts criminal background checks on licensees and registered interns every 5 years. During calendar year 2015, all those who had background checks in 2010 (approximately 3,000) will be re-checked. The criminal background fee is set in statute at \$47.25 per background check, and the funds are passed through to the Oregon State Police. Even though the Board serves merely as a pass-through, payments to the State Police are counted as expenditures and charged against the Board's expenditure limitation.

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Licensed Prof Counselors and Therapists, Board of  
2013-15 Biennium

Agency Number: 10800

Cross Reference Number: 10800-000-00-00-00000

<i>Source</i>	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	607,346	929,750	929,750	749,424	749,424	-
Non-business Lic. and Fees	253,607	13,445	13,445	300,922	300,922	-
Charges for Services	3,561	5,000	5,000	5,800	5,800	-
Fines and Forfeitures	13,372	15,000	15,000	18,254	18,254	-
Other Revenues	506	-	-	-	-	-
<b>Total Other Funds</b>	<b>\$878,392</b>	<b>\$963,195</b>	<b>\$963,195</b>	<b>\$1,074,400</b>	<b>\$1,074,400</b>	<b>-</b>



# DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Source	Fund	ORBITS Revenue Acct	2009-2011 Actual	2011-13 Legislatively Adopted	2011-13 Estimated	2013-15		
						Agency Request	Governor's Recommended	Legislatively Adopted
Business Licenses		0205	\$ 607,346	\$ 929,750	\$ 726,775	\$ 749,424	\$ 749,424	
Non Business Licenses		0210	\$ 253,607	\$ 13,445	\$ 164,083	\$ 300,922	\$ 300,922	
Charges for Services		0410	\$ 5,000	\$ 3,120	\$ 3,120	\$ 5,800	\$ 5,800	
Fines, Rents, Royalties		0505	\$ 13,878	\$ 15,000	\$ 14,748	\$ 18,254	\$ 18,254	
			\$ 878,302	\$ 963,195	\$ 908,726	\$ 1,074,400	\$ 1,074,400	

Agency Request

XXX Governor's Recommended

\_\_\_\_\_ Legislatively Adopted

Budget Page \_\_\_\_\_

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Licensed Prof Counselors and Therapists, Board of  
2013-15 Biennium

Agency Number: 10800

Cross Reference Number: 10800-000-00-00-00000

<i>Source</i>	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	607,346	929,750	929,750	749,424	749,424	-
Non-business Lic. and Fees	253,607	13,445	13,445	300,922	300,922	-
Charges for Services	3,561	5,000	5,000	5,800	5,800	-
Fines and Forfeitures	13,372	15,000	15,000	18,254	18,254	-
Other Revenues	506	-	-	-	-	-
<b>Total Other Funds</b>	<b>\$878,392</b>	<b>\$963,195</b>	<b>\$963,195</b>	<b>\$1,074,400</b>	<b>\$1,074,400</b>	<b>-</b>

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Licensed Prof Counselors and Therapists, Board of  
2013-15 Biennium

Agency Number: 10800

Cross Reference Number: 10800-001-00-00-00000

<i>Source</i>	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	607,346	929,750	929,750	749,424	749,424	-
Non-business Lic. and Fees	253,607	13,445	13,445	300,922	300,922	-
Charges for Services	3,561	5,000	5,000	5,800	5,800	-
Fines and Forfeitures	13,372	15,000	15,000	18,254	18,254	-
Other Revenues	506	-	-	-	-	-
<b>Total Other Funds</b>	<b>\$878,392</b>	<b>\$963,195</b>	<b>\$963,195</b>	<b>\$1,074,400</b>	<b>\$1,074,400</b>	<b>-</b>

Agencywide Revenues and Disbursements Summary  
2013-15 Biennium

Version: Y-01-Governor's Budget

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>BEGINNING BALANCE</b>						
0025 Beginning Balance						
Other Funds	249,311	333,062	333,062	226,998	226,998	-
0030 Beginning Balance Adjustment						
Other Funds	-	(136,750)	(136,750)	(46,638)	15,895	-
<b>TOTAL BEGINNING BALANCE</b>						
Other Funds	249,311	196,312	196,312	180,360	242,893	-
<b>REVENUE CATEGORIES</b>						
<b>LICENSES AND FEES</b>						
0205 Business Lic and Fees						
Other Funds	607,346	929,750	929,750	749,424	749,424	-
0210 Non-business Lic. and Fees						
Other Funds	253,607	13,445	13,445	300,922	300,922	-
<b>TOTAL LICENSES AND FEES</b>						
Other Funds	860,953	943,195	943,195	1,050,346	1,050,346	-
<b>CHARGES FOR SERVICES</b>						
0410 Charges for Services						
Other Funds	3,561	5,000	5,000	5,800	5,800	-
<b>FINES, RENTS AND ROYALTIES</b>						
0505 Fines and Forfeitures						
Other Funds	13,372	15,000	15,000	18,254	18,254	-

Agencywide Revenues and Disbursements Summary  
2013-15 Biennium

Version: Y-01-Governor's Budget

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>OTHER</b>						
<b>0975 Other Revenues</b>						
Other Funds	506	-	-	-	-	-
<b>TOTAL REVENUES</b>						
Other Funds	878,392	963,195	963,195	1,074,400	1,074,400	-
<b>AVAILABLE REVENUES</b>						
Other Funds	1,127,703	1,159,507	1,159,507	1,254,760	1,317,293	-
<b>EXPENDITURES</b>						
Other Funds	903,449	932,509	932,509	1,134,752	1,110,188	-
<b>ENDING BALANCE</b>						
Other Funds	224,254	226,998	226,998	120,008	207,105	-

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**OREGON BOARD OF LICENSED  
PROFESSIONAL COUNSELORS & THERAPISTS  
2013-15 GOVERNOR'S BALANCED BUDGET**

**PROGRAM UNITS**

# BUDGET NARRATIVE

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**Policy Option Package 100** – \$98,216 Fingerprinting

**Purpose**

The Board conducts criminal background checks as part of the license application process and every five years thereafter. Complete fingerprint based background checks on approximately 1,500 licensees, registered interns, and license applicants.

**How Achieved**

Increase the Board's expenditure limitation above current services level. The increase in criminal background checks would increase the workload of the Oregon State Police during the last 6 months of fiscal year 2015.

**Staffing Impact** Increased workload for Board staff. No additional staff requested.

**Quantifying Results**

Completion of criminal background checks during the last six months of fiscal year 2015 on licensees and registered interns during their renewal process and background checks on all new license applicants.

**Revenue Source**

Licensees, license applicants, and registered interns pay for a fingerprint based criminal background check as part of the application or renewal processes. The Board accepts the money for the background checks and pays it to the Oregon State Police to process the background checks. The amount for each background check was set during the 2011 regular session of the Legislature at \$47.25 each (Chapter 493 Oregon Laws, 2011).

Since the Board serves as a pass-through for the criminal background check, this policy option package would not effect the Board's net revenue but would effect the expenditure limitation.



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Prof Counselors and Therapists, Board of  
Pkg: 100 - Fingerprinting

Cross Reference Name: Operations  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
Non-business Lic. and Fees	-	-	98,216	-	-	-	98,216
<b>Total Revenues</b>	-	-	<b>\$98,216</b>	-	-	-	<b>\$98,216</b>
<b>Services &amp; Supplies</b>							
Agency Program Related S and S	-	-	98,216	-	-	-	98,216
<b>Total Services &amp; Supplies</b>	-	-	<b>\$98,216</b>	-	-	-	<b>\$98,216</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	98,216	-	-	-	98,216
<b>Total Expenditures</b>	-	-	<b>\$98,216</b>	-	-	-	<b>\$98,216</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

# BUDGET NARRATIVE

## Policy Option Package 102 --\$26,513 Attorney General Costs

### Purpose

During the 2011-13 biennium, the board experienced an increase the number of appeals of Board discipline on licensees who violated administrative rules or laws. More of the disciplinary decisions have been appealed through the administrative hearing process and to the Court of Appeals, increasing costs for legal services from the Department of Justice.

	Complaints	Discipline	Discipline
	<u>Received</u>	<u>Proposed</u>	<u>Appeals</u>
2008	28	6	1
2009	38	13	3
2010	59	12	7
2011	64	10	4
2012	65	14	6

2012 cases are still in process.

The appeals process begins with an administrative hearing, which decision may be appealed to the Court of Appeals and then to the Supreme Court. A case before the Court of Appeals and a constitutional issue before the Supreme Court have a significant effect on the Board's budget. A second legal situation in process involved a request for a judge to issue an injunction against a former licensee who surrendered his license in 2008.

Legal costs for the 2011-13 biennium are projected to be \$10,000 above the legislatively authorized amount. The Board anticipates that some of these costs will be carried into the 2013-15 biennium.

**How Achieved** – The increase in expenditure limitation would allow the Board flexibility to pay anticipated legal costs related to appeals of board-imposed discipline.

**Staffing Impact** –No additional staff is requested.

**Revenue Source** – The policy option package would be financed within existing revenues. No fee increases would be required.

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Prof Counselors and Therapists, Board of  
Pkg: 102 - Attorney General Costs

Cross Reference Name: Operations  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Attorney General	-	-	26,513	-	-	-	26,513
<b>Total Services &amp; Supplies</b>	-	-	<b>\$26,513</b>	-	-	-	<b>\$26,513</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	26,513	-	-	-	26,513
<b>Total Expenditures</b>	-	-	<b>\$26,513</b>	-	-	-	<b>\$26,513</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(26,513)	-	-	-	(26,513)
<b>Total Ending Balance</b>	-	-	<b>(\$26,513)</b>	-	-	-	<b>(\$26,513)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Prof Counselors and Therapists, Board of  
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Operations  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
Pension Obligation Bond	-	-	5,539	-	-	-	5,539
Mass Transit Tax	-	-	(148)	-	-	-	(148)
<b>Total Personal Services</b>	-	-	<b>\$5,391</b>	-	-	-	<b>\$5,391</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	5,391	-	-	-	5,391
<b>Total Expenditures</b>	-	-	<b>\$5,391</b>	-	-	-	<b>\$5,391</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(5,391)	-	-	-	(5,391)
<b>Total Ending Balance</b>	-	-	<b>(\$5,391)</b>	-	-	-	<b>(\$5,391)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Prof Counselors and Therapists, Board of  
Pkg: 031 - Standard Inflation

Cross Reference Name: Operations  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	355	-	-	-	355
Out of State Travel	-	-	53	-	-	-	53
Employee Training	-	-	89	-	-	-	89
Office Expenses	-	-	692	-	-	-	692
Telecommunications	-	-	(896)	-	-	-	(896)
State Gov. Service Charges	-	-	20,260	-	-	-	20,260
Data Processing	-	-	1,033	-	-	-	1,033
Publicity and Publications	-	-	4	-	-	-	4
Professional Services	-	-	1,223	-	-	-	1,223
IT Professional Services	-	-	22	-	-	-	22
Attorney General	-	-	12,790	-	-	-	12,790
Employee Recruitment and Develop	-	-	7	-	-	-	7
Dues and Subscriptions	-	-	52	-	-	-	52
Facilities Rental and Taxes	-	-	2,846	-	-	-	2,846
Agency Program Related S and S	-	-	91	-	-	-	91
Other Services and Supplies	-	-	31	-	-	-	31
Expendable Prop 250 - 5000	-	-	275	-	-	-	275
IT Expendable Property	-	-	105	-	-	-	105
<b>Total Services &amp; Supplies</b>	-	-	<b>\$39,032</b>	-	-	-	<b>\$39,032</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	39,032	-	-	-	39,032
<b>Total Expenditures</b>	-	-	<b>\$39,032</b>	-	-	-	<b>\$39,032</b>

## ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Licensed Prof Counselors and Therapists, Board of  
 Pkg: 031 - Standard Inflation

Cross Reference Name: Operations  
 Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Ending Balance</b>							
Ending Balance	-	-	(39,032)	-	-	-	(39,032)
<b>Total Ending Balance</b>	-	-	<b>(\$39,032)</b>	-	-	-	<b>(\$39,032)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Prof Counselors and Therapists, Board of  
Pkg: 060 - Technical Adjustments

Cross Reference Name: Operations  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Professional Services	-	-	(25,744)	-	-	-	(25,744)
Agency Program Related S and S	-	-	25,744	-	-	-	25,744
<b>Total Services &amp; Supplies</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

## ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Licensed Prof Counselors and Therapists, Board of  
Pkg: 092 - PERS Taxation Policy

Cross Reference Name: Operations  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
PERS Policy Adjustment	-	-	(1,408)	-	-	-	(1,408)
<b>Total Personal Services</b>	-	-	<b>(\$1,408)</b>	-	-	-	<b>(\$1,408)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	(1,408)	-	-	-	(1,408)
<b>Total Expenditures</b>	-	-	<b>(\$1,408)</b>	-	-	-	<b>(\$1,408)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	1,408	-	-	-	1,408
<b>Total Ending Balance</b>	-	-	<b>\$1,408</b>	-	-	-	<b>\$1,408</b>



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Prof Counselors and Therapists, Board of  
Pkg: 093 - Other PERS Adjustments

Cross Reference Name: Operations  
Cross Reference Number: 10800-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
PERS Policy Adjustment	-	-	(11,254)	-	-	-	(11,254)
<b>Total Personal Services</b>	-	-	<b>(\$11,254)</b>	-	-	-	<b>(\$11,254)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	(11,254)	-	-	-	(11,254)
<b>Total Expenditures</b>	-	-	<b>(\$11,254)</b>	-	-	-	<b>(\$11,254)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	11,254	-	-	-	11,254
<b>Total Ending Balance</b>	-	-	<b>\$11,254</b>	-	-	-	<b>\$11,254</b>

Program Unit Appropriated Fund Group and Category Summary  
 2013-15 Biennium  
 Operations

Version: Y - 01 - Governor's Budget  
 Cross Reference Number: 10800-001-00-00-00000

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>LIMITED BUDGET (Excluding Packages)</b>						
<b>PERSONAL SERVICES</b>						
Other Funds	446,530	569,261	569,261	592,771	590,450	-
<b>SERVICES &amp; SUPPLIES</b>						
Other Funds	456,919	363,248	363,248	363,248	363,248	-
<b>TOTAL LIMITED BUDGET (Excluding Packages)</b>						
Other Funds	903,449	932,509	932,509	956,019	953,698	-
<b>AUTHORIZED POSITIONS</b>	4	4	4	4	4	-
<b>AUTHORIZED FTE</b>	3.25	3.50	3.50	3.50	3.50	-
<b>LIMITED BUDGET (Essential Packages)</b>						
<b>010 NON-PICS PSNL SVC / VACANCY FACTOR</b>						
<b>PERSONAL SERVICES</b>						
Other Funds	-	-	-	5,391	5,391	-
<b>031 STANDARD INFLATION</b>						
<b>SERVICES &amp; SUPPLIES</b>						
Other Funds	-	-	-	48,613	39,032	-
<b>TOTAL LIMITED BUDGET (Essential Packages)</b>						
Other Funds	-	-	-	54,004	44,423	-
<b>LIMITED BUDGET (Current Service Level)</b>						
Other Funds	903,449	932,509	932,509	1,010,023	998,121	-
<b>AUTHORIZED POSITIONS</b>	4	4	4	4	4	-

Program Unit Appropriated Fund Group and Category Summary

Version: Y - 01 - Governor's Budget

2013-15 Biennium

Cross Reference Number: 10800-001-00-00-00000

Operations

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
AUTHORIZED FTE	3.25	3.50	3.50	3.50	3.50	-
LIMITED BUDGET (Policy Packages)						
PRIORITY 0						
092 PERS TAXATION POLICY						
PERSONAL SERVICES						
Other Funds	-	-	-	-	(1,408)	-
093 OTHER PERS ADJUSTMENTS						
PERSONAL SERVICES						
Other Funds	-	-	-	-	(11,254)	-
PRIORITY 1						
100 FINGERPRINTING						
SERVICES & SUPPLIES						
Other Funds	-	-	-	98,216	98,216	-
PRIORITY 3						
102 ATTORNEY GENERAL COSTS						
SERVICES & SUPPLIES						
Other Funds	-	-	-	26,513	26,513	-
TOTAL LIMITED BUDGET (Policy Packages)						
Other Funds	-	-	-	124,729	112,067	-
TOTAL LIMITED BUDGET (Including Packages)						
Other Funds	903,449	932,509	932,509	1,134,752	1,110,188	-

Operations

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>AUTHORIZED POSITIONS</b>	4	4	4	4	4	-
<b>AUTHORIZED FTE</b>	3.25	3.50	3.50	3.50	3.50	-
<b>OPERATING BUDGET</b>						
Other Funds	903,449	932,509	932,509	1,134,752	1,110,188	-
<b>AUTHORIZED POSITIONS</b>	4	4	4	4	4	-
<b>AUTHORIZED FTE</b>	3.25	3.50	3.50	3.50	3.50	-
<b>TOTAL BUDGET</b>						
Other Funds	903,449	932,509	932,509	1,134,752	1,110,188	-
<b>AUTHORIZED POSITIONS</b>	4	4	4	4	4	-
<b>AUTHORIZED FTE</b>	3.25	3.50	3.50	3.50	3.50	-

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**OREGON BOARD OF LICENSED  
PROFESSIONAL COUNSELORS & THERAPISTS  
2013-15 GOVERNOR'S BALANCED BUDGET**

**SPECIAL REPORTS**

# BUDGET NARRATIVE

## Oregon Board of Licensed Professional Counselors and Therapists Board Members

Suzan Turley	Julia Smith
Portland, OR 97224	Monmouth, OR 97361
Public member	University Faculty
10/1/2010 – 9/30/2013	Current Term: 10/1/2010 – 9/30/2013
Elizabeth Hartshorn	Linda Gray, Vice-Chair
Salem, OR 97308	Depoe Bay, OR 97341
Licensed Professional Counselor	Licensed Professional Counselor
Current Term: 3/1/2010 – 9/30/2012	Current Term: 10/1/2010 – 9/30/2013
Lee Anne Wichmann	Ryan Melton, Chair
Eugene, OR 97405	Salem, OR 97302
Licensed Marriage & Family Therapist	Licensed Professional Counselor
Current Term: 10/1/2011 – 9/30/2014	Current Term: 10/1/2009 – 9/30/2012
Bradley "Scott" Christie	Ahjane Billingsley
Portland, OR 97229	Portland, OR 97214
Licensed Marriage & Family Therapist	Public member
Term: 6/1/2012 – 9/30/2013	Term 6/1/2012 – 9/30/2014

Agency Request

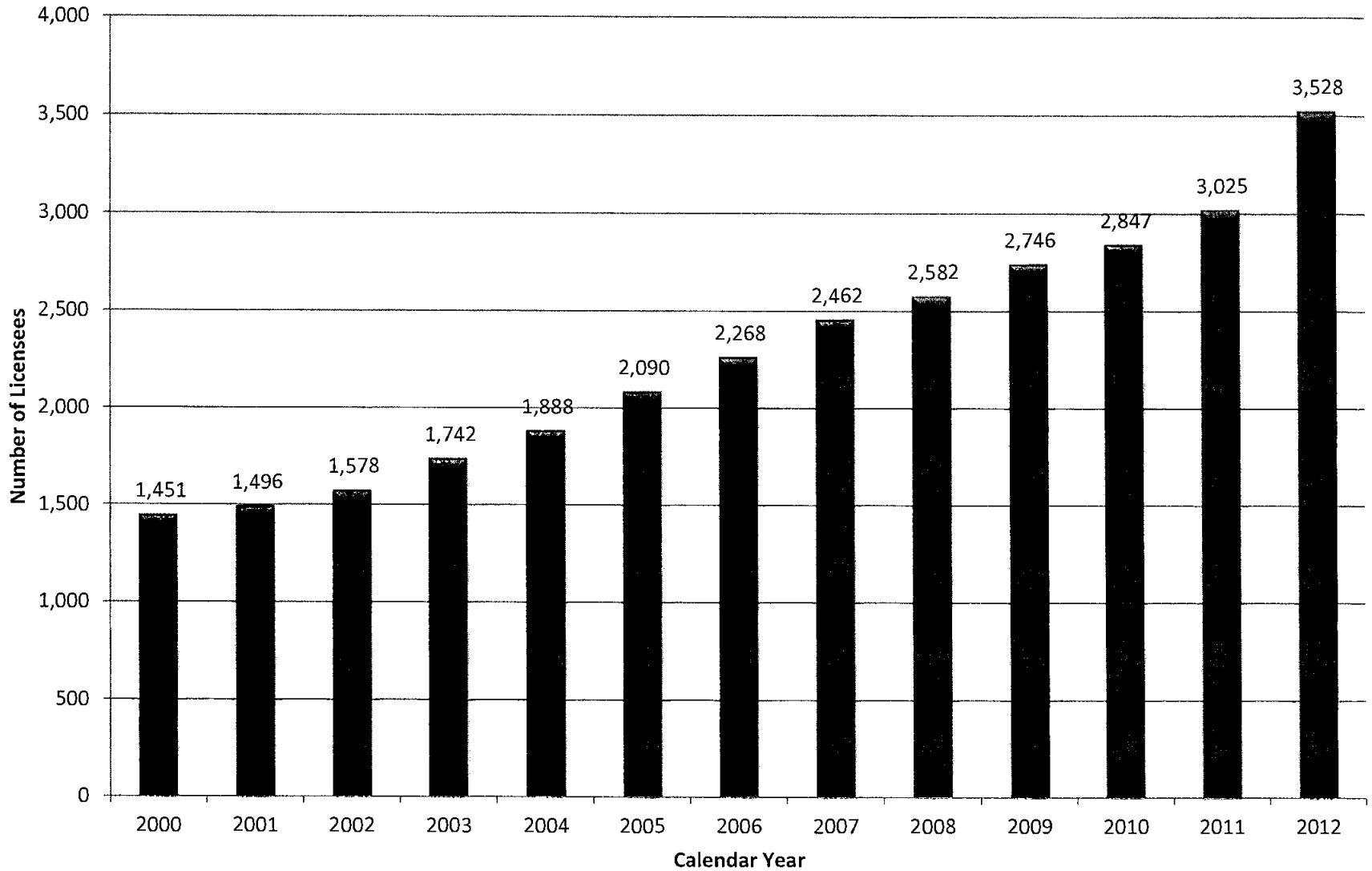
XXX Governor's Recommended

Legislatively Adopted

Budget Page

# Oregon Board of Licensed Professional Counselors & Therapists

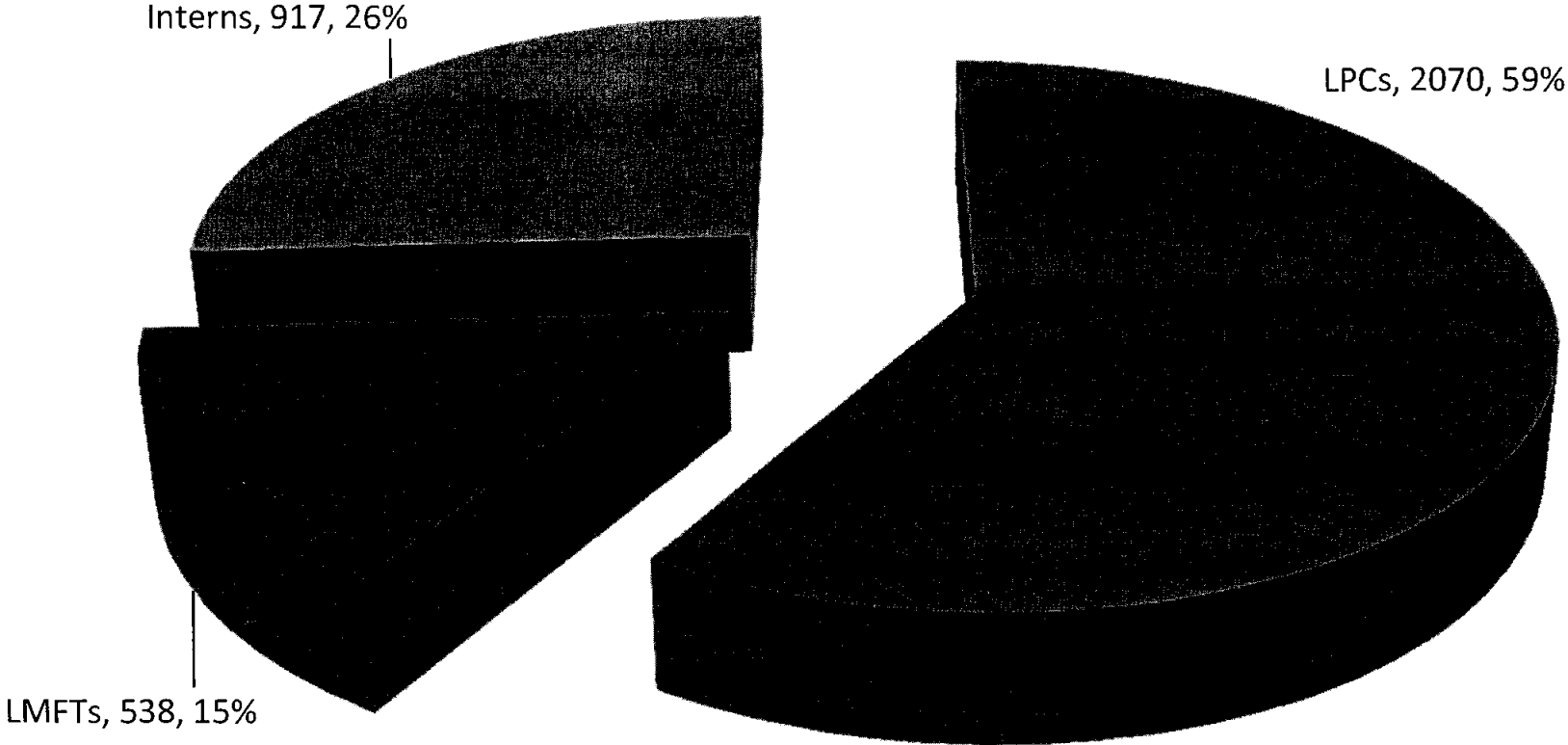
## # of Licenses and Interns by Year





# Oregon Board of Licensed Professional Counselors & Therapists

## Licensee Type



**Licensed Prof Counselors and Therapists, Board of**

**Summary Cross Reference Listing and Packages**

2013-15 Biennium

Agency Number: 10800

BAM Analyst: Brickman, Tamara

Budget Coordinator: Bontrager, Opal - (503)373-0741 X 0

<i>Cross Reference Number</i>	<i>Cross Reference Description</i>	<i>Package Number</i>	<i>Priority</i>	<i>Package Description</i>	<i>Package Group</i>
001-00-00-00000	Operations	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
001-00-00-00000	Operations	021	0	Phase-in	Essential Packages
001-00-00-00000	Operations	022	0	Phase-out Pgm & One-time Costs	Essential Packages
001-00-00-00000	Operations	031	0	Standard Inflation	Essential Packages
001-00-00-00000	Operations	032	0	Above Standard Inflation	Essential Packages
001-00-00-00000	Operations	033	0	Exceptional Inflation	Essential Packages
001-00-00-00000	Operations	050	0	Fundshifts	Essential Packages
001-00-00-00000	Operations	060	0	Technical Adjustments	Essential Packages
001-00-00-00000	Operations	070	0	Revenue Shortfalls	Policy Packages
001-00-00-00000	Operations	082	0	September 2012 E-Board	Policy Packages
001-00-00-00000	Operations	083	0	December 2012 E-Board	Policy Packages
001-00-00-00000	Operations	090	0	Analyst Adjustments	Policy Packages
001-00-00-00000	Operations	091	0	Statewide Administrative Savings	Policy Packages
001-00-00-00000	Operations	092	0	PERS Taxation Policy	Policy Packages
001-00-00-00000	Operations	093	0	Other PERS Adjustments	Policy Packages
001-00-00-00000	Operations	100	1	Fingerprinting	Policy Packages
001-00-00-00000	Operations	101	2	Lease Increase	Policy Packages
001-00-00-00000	Operations	102	3	Attorney General Costs	Policy Packages

<i>Priority</i>	<i>Policy Pkg Number</i>	<i>Policy Pkg Description</i>	<i>Summary Cross Reference Number</i>	<i>Cross Reference Description</i>
0	070	Revenue Shortfalls	001-00-00-00000	Operations
	082	September 2012 E-Board	001-00-00-00000	Operations
	083	December 2012 E-Board	001-00-00-00000	Operations
	090	Analyst Adjustments	001-00-00-00000	Operations
	091	Statewide Administrative Savings	001-00-00-00000	Operations
	092	PERS Taxation Policy	001-00-00-00000	Operations
	093	Other PERS Adjustments	001-00-00-00000	Operations
1	100	Fingerprinting	001-00-00-00000	Operations
2	101	Lease Increase	001-00-00-00000	Operations
3	102	Attorney General Costs	001-00-00-00000	Operations

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>BEGINNING BALANCE</b>						
0025 Beginning Balance						
3400 Other Funds Ltd	249,311	333,062	333,062	226,998	226,998	-
0030 Beginning Balance Adjustment						
3400 Other Funds Ltd	-	(136,750)	(136,750)	(46,638)	15,895	-
<b>BEGINNING BALANCE</b>						
3400 Other Funds Ltd	249,311	196,312	196,312	180,360	242,893	-
<b>TOTAL BEGINNING BALANCE</b>	<b>\$249,311</b>	<b>\$196,312</b>	<b>\$196,312</b>	<b>\$180,360</b>	<b>\$242,893</b>	-
<b>REVENUE CATEGORIES</b>						
<b>LICENSES AND FEES</b>						
0205 Business Lic and Fees						
3400 Other Funds Ltd	607,346	929,750	929,750	749,424	749,424	-
0210 Non-business Lic. and Fees						
3400 Other Funds Ltd	253,607	13,445	13,445	300,922	300,922	-
<b>LICENSES AND FEES</b>						
3400 Other Funds Ltd	860,953	943,195	943,195	1,050,346	1,050,346	-
<b>TOTAL LICENSES AND FEES</b>	<b>\$860,953</b>	<b>\$943,195</b>	<b>\$943,195</b>	<b>\$1,050,346</b>	<b>\$1,050,346</b>	-
<b>CHARGES FOR SERVICES</b>						
0410 Charges for Services						
3400 Other Funds Ltd	3,561	5,000	5,000	5,800	5,800	-
<b>FINES, RENTS AND ROYALTIES</b>						
0505 Fines and Forfeitures						
3400 Other Funds Ltd	13,372	15,000	15,000	18,254	18,254	-

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>OTHER</b>						
0975 Other Revenues						
3400 Other Funds Ltd	506	-	-	-	-	-
<b>REVENUE CATEGORIES</b>						
3400 Other Funds Ltd	878,392	963,195	963,195	1,074,400	1,074,400	-
<b>TOTAL REVENUE CATEGORIES</b>	<b>\$878,392</b>	<b>\$963,195</b>	<b>\$963,195</b>	<b>\$1,074,400</b>	<b>\$1,074,400</b>	<b>-</b>
<b>AVAILABLE REVENUES</b>						
3400 Other Funds Ltd	1,127,703	1,159,507	1,159,507	1,254,760	1,317,293	-
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$1,127,703</b>	<b>\$1,159,507</b>	<b>\$1,159,507</b>	<b>\$1,254,760</b>	<b>\$1,317,293</b>	<b>-</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
3110 Class/Unclass Sal. and Per Diem						
3400 Other Funds Ltd	283,093	379,668	379,668	355,044	355,044	-
<b>OTHER PAYROLL EXPENSES</b>						
3210 Empl. Rel. Bd. Assessments						
3400 Other Funds Ltd	40	164	164	160	160	-
3220 Public Employees' Retire Cont						
3400 Other Funds Ltd	22,248	54,225	54,225	69,388	67,066	-
3221 Pension Obligation Bond						
3400 Other Funds Ltd	15,344	16,393	16,393	21,932	21,932	-
3230 Social Security Taxes						
3400 Other Funds Ltd	21,410	29,044	29,044	27,160	27,160	-

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>3240 Unemployment Assessments</b>						
3400 Other Funds Ltd	10,669	-	-	-	-	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
3400 Other Funds Ltd	151	236	236	236	236	-
<b>3260 Mass Transit Tax</b>						
3400 Other Funds Ltd	1,713	2,278	2,278	2,130	2,130	-
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	91,862	120,384	120,384	122,112	122,112	-
<b>OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	163,437	222,724	222,724	243,118	240,796	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$163,437</b>	<b>\$222,724</b>	<b>\$222,724</b>	<b>\$243,118</b>	<b>\$240,796</b>	<b>-</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3465 Reconciliation Adjustment</b>						
3400 Other Funds Ltd	-	(33,131)	(33,131)	-	1	-
<b>3991 PERS Policy Adjustment</b>						
3400 Other Funds Ltd	-	-	-	-	(12,662)	-
<b>P.S. BUDGET ADJUSTMENTS</b>						
3400 Other Funds Ltd	-	(33,131)	(33,131)	-	(12,661)	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	<b>-</b>	<b>(\$33,131)</b>	<b>(\$33,131)</b>	<b>-</b>	<b>(\$12,661)</b>	<b>-</b>
<b>PERSONAL SERVICES</b>						
3400 Other Funds Ltd	446,530	569,261	569,261	598,162	583,179	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$446,530</b>	<b>\$569,261</b>	<b>\$569,261</b>	<b>\$598,162</b>	<b>\$583,179</b>	<b>-</b>
<b>SERVICES &amp; SUPPLIES</b>						

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 10800-000-00-00-00000

2013-15 Biennium

Licensed Prof Counselors & Therapists, Bd of

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	5,466	14,780	14,780	15,135	15,135	-
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	2,298	2,203	2,203	2,256	2,256	-
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	810	3,714	3,714	3,803	3,803	-
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	25,920	28,852	28,852	29,544	29,544	-
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	6,622	14,312	14,312	14,655	13,416	-
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	78,102	56,116	56,116	84,700	76,376	-
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	215	31,493	31,493	32,249	32,526	-
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	2,603	163	163	167	167	-
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	155,701	54,215	54,215	29,989	29,694	-
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	13,000	784	784	806	806	-
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	100,707	85,836	85,836	125,139	125,139	-
<b>4375 Employee Recruitment and Develop</b>						

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
3400 Other Funds Ltd	-	272	272	279	279	-
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	1,590	2,171	2,171	2,223	2,223	-
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	44,471	47,440	47,440	50,286	50,286	-
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	1,653	3,775	3,775	127,826	127,826	-
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	14,984	1,304	1,304	1,335	1,335	-
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	2,197	11,459	11,459	11,734	11,734	-
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	580	4,359	4,359	4,464	4,464	-
<b>SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	456,919	363,248	363,248	536,590	527,009	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$456,919</b>	<b>\$363,248</b>	<b>\$363,248</b>	<b>\$536,590</b>	<b>\$527,009</b>	<b>-</b>
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	903,449	932,509	932,509	1,134,752	1,110,188	-
<b>TOTAL EXPENDITURES</b>	<b>\$903,449</b>	<b>\$932,509</b>	<b>\$932,509</b>	<b>\$1,134,752</b>	<b>\$1,110,188</b>	<b>-</b>
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	224,254	226,998	226,998	120,008	207,105	-
<b>TOTAL ENDING BALANCE</b>	<b>\$224,254</b>	<b>\$226,998</b>	<b>\$226,998</b>	<b>\$120,008</b>	<b>\$207,105</b>	<b>-</b>
<b>AUTHORIZED POSITIONS</b>						



Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
8150 Class/Unclass Positions	4	4	4	4	4	-
<b>TOTAL AUTHORIZED POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>-</b>
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	3.25	3.50	3.50	3.50	3.50	-
<b>TOTAL AUTHORIZED FTE</b>	<b>3.25</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>-</b>

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 10800-001-00-00-00000

2013-15 Biennium

Operations

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>BEGINNING BALANCE</b>						
0025 Beginning Balance						
3400 Other Funds Ltd	249,311	333,062	333,062	226,998	226,998	-
0030 Beginning Balance Adjustment						
3400 Other Funds Ltd	-	(136,750)	(136,750)	(46,638)	15,895	-
<b>BEGINNING BALANCE</b>						
3400 Other Funds Ltd	249,311	196,312	196,312	180,360	242,893	-
<b>TOTAL BEGINNING BALANCE</b>	<b>\$249,311</b>	<b>\$196,312</b>	<b>\$196,312</b>	<b>\$180,360</b>	<b>\$242,893</b>	<b>-</b>
<b>REVENUE CATEGORIES</b>						
<b>LICENSES AND FEES</b>						
0205 Business Lic and Fees						
3400 Other Funds Ltd	607,346	929,750	929,750	749,424	749,424	-
0210 Non-business Lic. and Fees						
3400 Other Funds Ltd	253,607	13,445	13,445	300,922	300,922	-
<b>LICENSES AND FEES</b>						
3400 Other Funds Ltd	860,953	943,195	943,195	1,050,346	1,050,346	-
<b>TOTAL LICENSES AND FEES</b>	<b>\$860,953</b>	<b>\$943,195</b>	<b>\$943,195</b>	<b>\$1,050,346</b>	<b>\$1,050,346</b>	<b>-</b>
<b>CHARGES FOR SERVICES</b>						
0410 Charges for Services						
3400 Other Funds Ltd	3,561	5,000	5,000	5,800	5,800	-
<b>FINES, RENTS AND ROYALTIES</b>						
0505 Fines and Forfeitures						
3400 Other Funds Ltd	13,372	15,000	15,000	18,254	18,254	-

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 10800-001-00-00-00000

2013-15 Biennium

Operations

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>OTHER</b>						
<b>0975 Other Revenues</b>						
3400 Other Funds Ltd	506	-	-	-	-	-
<b>REVENUE CATEGORIES</b>						
3400 Other Funds Ltd	878,392	963,195	963,195	1,074,400	1,074,400	-
<b>TOTAL REVENUE CATEGORIES</b>	<b>\$878,392</b>	<b>\$963,195</b>	<b>\$963,195</b>	<b>\$1,074,400</b>	<b>\$1,074,400</b>	-
<b>AVAILABLE REVENUES</b>						
3400 Other Funds Ltd	1,127,703	1,159,507	1,159,507	1,254,760	1,317,293	-
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$1,127,703</b>	<b>\$1,159,507</b>	<b>\$1,159,507</b>	<b>\$1,254,760</b>	<b>\$1,317,293</b>	-
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
3400 Other Funds Ltd	283,093	379,668	379,668	355,044	355,044	-
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
3400 Other Funds Ltd	40	164	164	160	160	-
<b>3220 Public Employees' Retire Cont</b>						
3400 Other Funds Ltd	22,248	54,225	54,225	69,388	67,066	-
<b>3221 Pension Obligation Bond</b>						
3400 Other Funds Ltd	15,344	16,393	16,393	21,932	21,932	-
<b>3230 Social Security Taxes</b>						
3400 Other Funds Ltd	21,410	29,044	29,044	27,160	27,160	-

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 10800-001-00-00-00000

2013-15 Biennium

Operations

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>3240 Unemployment Assessments</b>						
3400 Other Funds Ltd	10,669	-	-	-	-	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
3400 Other Funds Ltd	151	236	236	236	236	-
<b>3260 Mass Transit Tax</b>						
3400 Other Funds Ltd	1,713	2,278	2,278	2,130	2,130	-
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	91,862	120,384	120,384	122,112	122,112	-
<b>OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	163,437	222,724	222,724	243,118	240,796	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$163,437</b>	<b>\$222,724</b>	<b>\$222,724</b>	<b>\$243,118</b>	<b>\$240,796</b>	<b>-</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3465 Reconciliation Adjustment</b>						
3400 Other Funds Ltd	-	(33,131)	(33,131)	-	1	-
<b>3991 PERS Policy Adjustment</b>						
3400 Other Funds Ltd	-	-	-	-	(12,662)	-
<b>P.S. BUDGET ADJUSTMENTS</b>						
3400 Other Funds Ltd	-	(33,131)	(33,131)	-	(12,661)	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	<b>-</b>	<b>(\$33,131)</b>	<b>(\$33,131)</b>	<b>-</b>	<b>(\$12,661)</b>	<b>-</b>
<b>PERSONAL SERVICES</b>						
3400 Other Funds Ltd	446,530	569,261	569,261	598,162	583,179	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$446,530</b>	<b>\$569,261</b>	<b>\$569,261</b>	<b>\$598,162</b>	<b>\$583,179</b>	<b>-</b>
<b>SERVICES &amp; SUPPLIES</b>						

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 10800-001-00-00-00000

2013-15 Biennium

Operations

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	5,466	14,780	14,780	15,135	15,135	-
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	2,298	2,203	2,203	2,256	2,256	-
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	810	3,714	3,714	3,803	3,803	-
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	25,920	28,852	28,852	29,544	29,544	-
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	6,622	14,312	14,312	14,655	13,416	-
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	78,102	56,116	56,116	84,700	76,376	-
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	215	31,493	31,493	32,249	32,526	-
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	2,603	163	163	167	167	-
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	155,701	54,215	54,215	29,989	29,694	-
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	13,000	784	784	806	806	-
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	100,707	85,836	85,836	125,139	125,139	-
<b>4375 Employee Recruitment and Develop</b>						

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 10800-001-00-00-00000

2013-15 Biennium

Operations

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
3400 Other Funds Ltd	-	272	272	279	279	-
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	1,590	2,171	2,171	2,223	2,223	-
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	44,471	47,440	47,440	50,286	50,286	-
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	1,653	3,775	3,775	127,826	127,826	-
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	14,984	1,304	1,304	1,335	1,335	-
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	2,197	11,459	11,459	11,734	11,734	-
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	580	4,359	4,359	4,464	4,464	-
<b>SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	456,919	363,248	363,248	536,590	527,009	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$456,919</b>	<b>\$363,248</b>	<b>\$363,248</b>	<b>\$536,590</b>	<b>\$527,009</b>	<b>-</b>
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	903,449	932,509	932,509	1,134,752	1,110,188	-
<b>TOTAL EXPENDITURES</b>	<b>\$903,449</b>	<b>\$932,509</b>	<b>\$932,509</b>	<b>\$1,134,752</b>	<b>\$1,110,188</b>	<b>-</b>
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	224,254	226,998	226,998	120,008	207,105	-
<b>TOTAL ENDING BALANCE</b>	<b>\$224,254</b>	<b>\$226,998</b>	<b>\$226,998</b>	<b>\$120,008</b>	<b>\$207,105</b>	<b>-</b>
<b>AUTHORIZED POSITIONS</b>						

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
8150 Class/Unclass Positions	4	4	4	4	4	-
<b>TOTAL AUTHORIZED POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>-</b>
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	3.25	3.50	3.50	3.50	3.50	-
<b>TOTAL AUTHORIZED FTE</b>	<b>3.25</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>-</b>

2013-15 Biennium

Operations

Description	Agency Request Budget (V-01) 2013-15 Base Budget	Governor's Budget (Y-01) 2013-15 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>BEGINNING BALANCE</b>				
<b>0025 Beginning Balance</b>				
3400 Other Funds Ltd	226,998	226,998	0	-
<b>0030 Beginning Balance Adjustment</b>				
3400 Other Funds Ltd	(46,638)	15,895	62,533	134.08%
<b>TOTAL BEGINNING BALANCE</b>				
3400 Other Funds Ltd	180,360	242,893	62,533	34.67%
<b>REVENUE CATEGORIES</b>				
<b>LICENSES AND FEES</b>				
<b>0205 Business Lic and Fees</b>				
3400 Other Funds Ltd	749,424	749,424	0	-
<b>0210 Non-business Lic. and Fees</b>				
3400 Other Funds Ltd	300,922	202,706	(98,216)	-32.64%
<b>TOTAL LICENSES AND FEES</b>				
3400 Other Funds Ltd	1,050,346	952,130	(98,216)	-9.35%
<b>CHARGES FOR SERVICES</b>				
<b>0410 Charges for Services</b>				
3400 Other Funds Ltd	5,800	5,800	0	-
<b>FINES, RENTS AND ROYALTIES</b>				
<b>0505 Fines and Forfeitures</b>				
3400 Other Funds Ltd	18,254	18,254	0	-
<b>TOTAL REVENUES</b>				
3400 Other Funds Ltd	1,074,400	976,184	(98,216)	-9.14%
<b>AVAILABLE REVENUES</b>				



Description	Agency Request Budget (V-01) 2013-15 Base Budget	Governor's Budget (Y-01) 2013-15 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3400 Other Funds Ltd	1,254,760	1,219,077	(35,683)	-2.84%
<b>EXPENDITURES</b>				
<b>PERSONAL SERVICES</b>				
<b>SALARIES &amp; WAGES</b>				
<b>3110 Class/Unclass Sal. and Per Diem</b>				
3400 Other Funds Ltd	355,044	355,044	0	-
<b>OTHER PAYROLL EXPENSES</b>				
<b>3210 Empl. Rel. Bd. Assessments</b>				
3400 Other Funds Ltd	160	160	0	-
<b>3220 Public Employees' Retire Cont</b>				
3400 Other Funds Ltd	69,388	67,066	(2,322)	-3.35%
<b>3221 Pension Obligation Bond</b>				
3400 Other Funds Ltd	16,393	16,393	0	-
<b>3230 Social Security Taxes</b>				
3400 Other Funds Ltd	27,160	27,160	0	-
<b>3250 Worker's Comp. Assess. (WCD)</b>				
3400 Other Funds Ltd	236	236	0	-
<b>3260 Mass Transit Tax</b>				
3400 Other Funds Ltd	2,278	2,278	0	-
<b>3270 Flexible Benefits</b>				
3400 Other Funds Ltd	122,112	122,112	0	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>				
3400 Other Funds Ltd	237,727	235,405	(2,322)	-0.98%
<b>P.S. BUDGET ADJUSTMENTS</b>				

Description	Agency Request Budget (V-01) 2013-15 Base Budget	Governor's Budget (Y-01) 2013-15 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>3465 Reconciliation Adjustment</b>				
3400 Other Funds Ltd	-	1	1	100.00%
<b>TOTAL PERSONAL SERVICES</b>				
3400 Other Funds Ltd	592,771	590,450	(2,321)	-0.39%
<b>SERVICES &amp; SUPPLIES</b>				
<b>4100 Instate Travel</b>				
3400 Other Funds Ltd	14,780	14,780	0	-
<b>4125 Out of State Travel</b>				
3400 Other Funds Ltd	2,203	2,203	0	-
<b>4150 Employee Training</b>				
3400 Other Funds Ltd	3,714	3,714	0	-
<b>4175 Office Expenses</b>				
3400 Other Funds Ltd	28,852	28,852	0	-
<b>4200 Telecommunications</b>				
3400 Other Funds Ltd	14,312	14,312	0	-
<b>4225 State Gov. Service Charges</b>				
3400 Other Funds Ltd	56,116	56,116	0	-
<b>4250 Data Processing</b>				
3400 Other Funds Ltd	31,493	31,493	0	-
<b>4275 Publicity and Publications</b>				
3400 Other Funds Ltd	163	163	0	-
<b>4300 Professional Services</b>				
3400 Other Funds Ltd	54,215	54,215	0	-
<b>4315 IT Professional Services</b>				

Description	Agency Request Budget (V-01) 2013-15 Base Budget	Governor's Budget (Y-01) 2013-15 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3400 Other Funds Ltd	784	784	0	-
<b>4325 Attorney General</b>				
3400 Other Funds Ltd	85,836	85,836	0	-
<b>4375 Employee Recruitment and Develop</b>				
3400 Other Funds Ltd	272	272	0	-
<b>4400 Dues and Subscriptions</b>				
3400 Other Funds Ltd	2,171	2,171	0	-
<b>4425 Facilities Rental and Taxes</b>				
3400 Other Funds Ltd	47,440	47,440	0	-
<b>4575 Agency Program Related S and S</b>				
3400 Other Funds Ltd	3,775	3,775	0	-
<b>4650 Other Services and Supplies</b>				
3400 Other Funds Ltd	1,304	1,304	0	-
<b>4700 Expendable Prop 250 - 5000</b>				
3400 Other Funds Ltd	11,459	11,459	0	-
<b>4715 IT Expendable Property</b>				
3400 Other Funds Ltd	4,359	4,359	0	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>				
3400 Other Funds Ltd	363,248	363,248	0	-
<b>TOTAL EXPENDITURES</b>				
3400 Other Funds Ltd	956,019	953,698	(2,321)	-0.24%
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	298,741	265,379	(33,362)	-11.17%
<b>AUTHORIZED POSITIONS</b>				

2013-15 Biennium

Operations

Description	Agency Request Budget (V-01) 2013-15 Base Budget	Governor's Budget (Y-01) 2013-15 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
8150 Class/Unclass Positions	4	4	0	-
<b>AUTHORIZED FTE</b>				
8250 Class/Unclass FTE Positions	3.50	3.50	0	-

Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000  
 Package: Non-PICS Psnl Svc / Vacancy Factor  
 Pkg Group: ESS Pkg Type: 010 Pkg Number: 010

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

**EXPENDITURES**

**PERSONAL SERVICES**

**OTHER PAYROLL EXPENSES**

**3221 Pension Obligation Bond**

3400 Other Funds Ltd	5,539	5,539	0	0.00%
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**3260 Mass Transit Tax**

3400 Other Funds Ltd	(148)	(148)	0	0.00%
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**OTHER PAYROLL EXPENSES**

3400 Other Funds Ltd	5,391	5,391	0	0.00%
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<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$5,391</b>	<b>\$5,391</b>	<b>\$0</b>	<b>0.00%</b>
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**PERSONAL SERVICES**

3400 Other Funds Ltd	5,391	5,391	0	0.00%
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<b>TOTAL PERSONAL SERVICES</b>	<b>\$5,391</b>	<b>\$5,391</b>	<b>\$0</b>	<b>0.00%</b>
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**EXPENDITURES**

3400 Other Funds Ltd	5,391	5,391	0	0.00%
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<b>TOTAL EXPENDITURES</b>	<b>\$5,391</b>	<b>\$5,391</b>	<b>\$0</b>	<b>0.00%</b>
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**ENDING BALANCE**

3400 Other Funds Ltd	(5,391)	(5,391)	0	0.00%
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<b>TOTAL ENDING BALANCE</b>	<b>(\$5,391)</b>	<b>(\$5,391)</b>	<b>\$0</b>	<b>0.00%</b>
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Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000  
 Package: Standard Inflation  
 Pkg Group: ESS Pkg Type: 030 Pkg Number: 031

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

EXPENDITURES

SERVICES & SUPPLIES

4100 Instate Travel

3400 Other Funds Ltd 355 355 0 0.00%

4125 Out of State Travel

3400 Other Funds Ltd 53 53 0 0.00%

4150 Employee Training

3400 Other Funds Ltd 89 89 0 0.00%

4175 Office Expenses

3400 Other Funds Ltd 692 692 0 0.00%

4200 Telecommunications

3400 Other Funds Ltd 343 (896) (1,239) (361.22%)

4225 State Gov. Service Charges

3400 Other Funds Ltd 28,584 20,260 (8,324) (29.12%)

4250 Data Processing

3400 Other Funds Ltd 756 1,033 277 36.64%

4275 Publicity and Publications

3400 Other Funds Ltd 4 4 0 0.00%

4300 Professional Services

Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000

Package: Standard Inflation

Pkg Group: ESS Pkg Type: 030 Pkg Number: 031

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3400 Other Funds Ltd	1,518	1,223	(295)	(19.43%)
<b>4315 IT Professional Services</b>				
3400 Other Funds Ltd	22	22	0	0.00%
<b>4325 Attorney General</b>				
3400 Other Funds Ltd	12,790	12,790	0	0.00%
<b>4375 Employee Recruitment and Develop</b>				
3400 Other Funds Ltd	7	7	0	0.00%
<b>4400 Dues and Subscriptions</b>				
3400 Other Funds Ltd	52	52	0	0.00%
<b>4425 Facilities Rental and Taxes</b>				
3400 Other Funds Ltd	2,846	2,846	0	0.00%
<b>4575 Agency Program Related S and S</b>				
3400 Other Funds Ltd	91	91	0	0.00%
<b>4650 Other Services and Supplies</b>				
3400 Other Funds Ltd	31	31	0	0.00%
<b>4700 Expendable Prop 250 - 5000</b>				
3400 Other Funds Ltd	275	275	0	0.00%
<b>4715 IT Expendable Property</b>				
3400 Other Funds Ltd	105	105	0	0.00%

Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000  
 Package: Standard Inflation  
 Pkg Group: ESS Pkg Type: 030 Pkg Number: 031

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>SERVICES &amp; SUPPLIES</b>				
3400 Other Funds Ltd	48,613	39,032	(9,581)	(19.71%)
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$48,613</b>	<b>\$39,032</b>	<b>(\$9,581)</b>	<b>(19.71%)</b>
<b>EXPENDITURES</b>				
3400 Other Funds Ltd	48,613	39,032	(9,581)	(19.71%)
<b>TOTAL EXPENDITURES</b>	<b>\$48,613</b>	<b>\$39,032</b>	<b>(\$9,581)</b>	<b>(19.71%)</b>
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	(48,613)	(39,032)	9,581	19.71%
<b>TOTAL ENDING BALANCE</b>	<b>(\$48,613)</b>	<b>(\$39,032)</b>	<b>\$9,581</b>	<b>19.71%</b>



Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000  
 Package: Technical Adjustments  
 Pkg Group: ESS Pkg Type: 060 Pkg Number: 060

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

**EXPENDITURES**

**SERVICES & SUPPLIES**

**4300 Professional Services**

3400 Other Funds Ltd	(25,744)	(25,744)	0	0.00%
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**4575 Agency Program Related S and S**

3400 Other Funds Ltd	25,744	25,744	0	0.00%
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**SERVICES & SUPPLIES**

3400 Other Funds Ltd	-	-	0	0.00%
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**TOTAL SERVICES & SUPPLIES**

-	-	\$0	0.00%
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**EXPENDITURES**

3400 Other Funds Ltd	-	-	0	0.00%
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**TOTAL EXPENDITURES**

-	-	\$0	0.00%
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**ENDING BALANCE**

3400 Other Funds Ltd	-	-	0	0.00%
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**TOTAL ENDING BALANCE**

-	-	\$0	0.00%
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Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000  
 Package: PERS Taxation Policy  
 Pkg Group: POL Pkg Type: 090 Pkg Number: 092

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

EXPENDITURES

PERSONAL SERVICES

P.S. BUDGET ADJUSTMENTS

3991 PERS Policy Adjustment

3400 Other Funds Ltd	-	(1,408)	(1,408)	100.00%
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PERSONAL SERVICES

3400 Other Funds Ltd	-	(1,408)	(1,408)	100.00%
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<b>TOTAL PERSONAL SERVICES</b>	-	<b>(\$1,408)</b>	<b>(\$1,408)</b>	<b>100.00%</b>
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EXPENDITURES

3400 Other Funds Ltd	-	(1,408)	(1,408)	100.00%
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<b>TOTAL EXPENDITURES</b>	-	<b>(\$1,408)</b>	<b>(\$1,408)</b>	<b>100.00%</b>
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ENDING BALANCE

3400 Other Funds Ltd	-	1,408	1,408	100.00%
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<b>TOTAL ENDING BALANCE</b>	-	<b>\$1,408</b>	<b>\$1,408</b>	<b>100.00%</b>
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Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000  
 Package: Other PERS Adjustments  
 Pkg Group: POL Pkg Type: 090 Pkg Number: 093

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

**EXPENDITURES**

**PERSONAL SERVICES**

**P.S. BUDGET ADJUSTMENTS**

**3991 PERS Policy Adjustment**

3400 Other Funds Ltd	-	(11,254)	(11,254)	100.00%
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**PERSONAL SERVICES**

3400 Other Funds Ltd	-	(11,254)	(11,254)	100.00%
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<b>TOTAL PERSONAL SERVICES</b>	-	<b>(\$11,254)</b>	<b>(\$11,254)</b>	<b>100.00%</b>
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**EXPENDITURES**

3400 Other Funds Ltd	-	(11,254)	(11,254)	100.00%
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<b>TOTAL EXPENDITURES</b>	-	<b>(\$11,254)</b>	<b>(\$11,254)</b>	<b>100.00%</b>
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**ENDING BALANCE**

3400 Other Funds Ltd	-	11,254	11,254	100.00%
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<b>TOTAL ENDING BALANCE</b>	-	<b>\$11,254</b>	<b>\$11,254</b>	<b>100.00%</b>
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Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000

Package: Fingerprinting

Pkg Group: POL Pkg Type: POL Pkg Number: 100

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

REVENUE CATEGORIES

LICENSES AND FEES

0210 Non-business Lic. and Fees

3400 Other Funds Ltd	-	98,216	98,216	100.00%
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AVAILABLE REVENUES

3400 Other Funds Ltd	-	98,216	98,216	100.00%
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<b>TOTAL AVAILABLE REVENUES</b>	-	<b>\$98,216</b>	<b>\$98,216</b>	<b>100.00%</b>
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EXPENDITURES

SERVICES & SUPPLIES

4575 Agency Program Related S and S

3400 Other Funds Ltd	98,216	98,216	0	0.00%
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SERVICES & SUPPLIES

3400 Other Funds Ltd	98,216	98,216	0	0.00%
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<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$98,216</b>	<b>\$98,216</b>	<b>\$0</b>	<b>0.00%</b>
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EXPENDITURES

3400 Other Funds Ltd	98,216	98,216	0	0.00%
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<b>TOTAL EXPENDITURES</b>	<b>\$98,216</b>	<b>\$98,216</b>	<b>\$0</b>	<b>0.00%</b>
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ENDING BALANCE

3400 Other Funds Ltd	(98,216)	-	98,216	100.00%
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Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000

Package: Fingerprinting

Pkg Group: POL Pkg Type: POL Pkg Number: 100

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>TOTAL ENDING BALANCE</b>	(\$98,216)	-	\$98,216	100.00%

Package Comparison Report - Detail  
 2013-15 Biennium  
 Operations

Cross Reference Number: 10800-001-00-00-00000  
 Package: Attorney General Costs  
 Pkg Group: POL Pkg Type: POL Pkg Number: 102

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>EXPENDITURES</b>				
<b>SERVICES &amp; SUPPLIES</b>				
4325 Attorney General				
3400 Other Funds Ltd	26,513	26,513	0	0.00%
<b>SERVICES &amp; SUPPLIES</b>				
3400 Other Funds Ltd	26,513	26,513	0	0.00%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$26,513</b>	<b>\$26,513</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>				
3400 Other Funds Ltd	26,513	26,513	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$26,513</b>	<b>\$26,513</b>	<b>\$0</b>	<b>0.00%</b>
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	(26,513)	(26,513)	0	0.00%
<b>TOTAL ENDING BALANCE</b>	<b>(\$26,513)</b>	<b>(\$26,513)</b>	<b>\$0</b>	<b>0.00%</b>



## Oregon Board of Licensed Professional Counselors & Therapists

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### 2013-15 Affirmative Action Plan

3218 Pringle Road SE, #250  
Salem, Oregon 97302

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# I. DESCRIPTION OF THE BOARD & AGENCY

## Oregon Board of Licensed Professional Counselors & Therapists

### A. Mission and Objectives

The Board's primary mission is consumer protection and accomplishes that mission by setting clear education, experience and exam standards for licensing; establishing a code of ethics by which licensees must abide; impose discipline for unethical, negligent or illegal practice; and require licensees to provide each client with a professional disclosure statement.

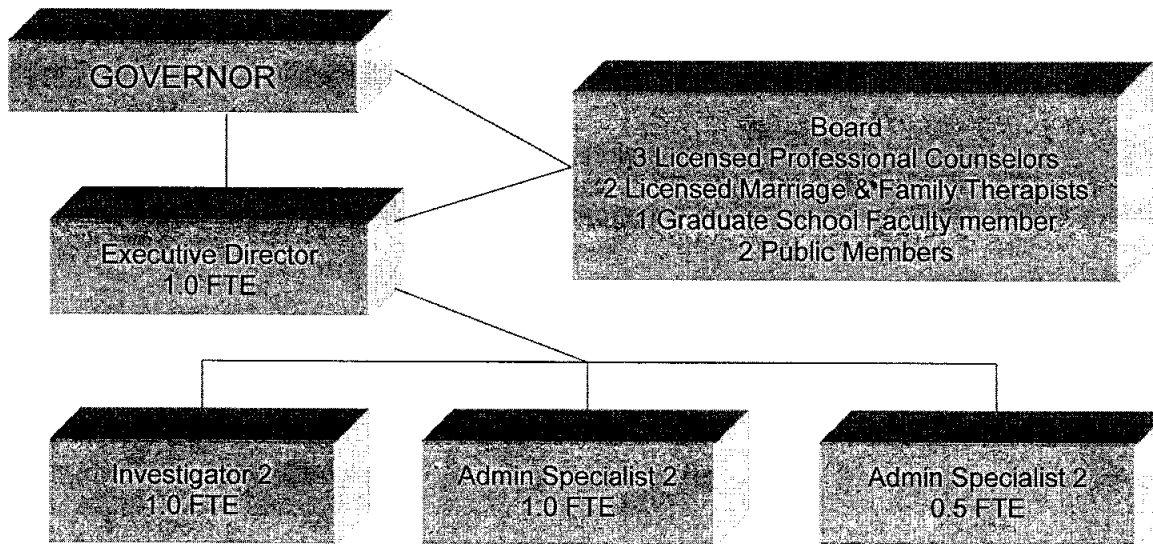
B. Agency Director Becky Eklund, (503) 378-5499

C. Governor's Policy Advisor for your agency Mike Bonetto/Sean Kolmer (503) 373-1558

D. Affirmative Action Representative Becky Eklund

E. Diversity & Inclusion Representative Becky Eklund

### F. Organizational Chart



## II. AFFIRMATIVE ACTION PLAN

### A. Agency Affirmative Action Policy Statement

#### Agency Affirmative Action Policy

It is the policy of the Board of Licensed Professional Counselors and Therapists that no person shall be subjected to any discriminatory action because of race, religion, color, national origin, marital status, sex, sexual orientation, age, or mental or physical disability. The work environment shall be free from any form of discriminatory harassment.

Diversity is a core value for the State of Oregon. We are an Equal Opportunity Employer that champions a culturally diverse and competent work place.

Accordingly, the Oregon Board of Licensed Professional Counselors will:

1. Maintain a policy of equal treatment and equality of opportunity in employment for all applicants and employees in its employment decisions, which include, but are not limited to: hiring, promotion, demotion, transfer, termination, layoff, training, compensation, benefits, and performance evaluations.
2. Apply all terms, conditions, benefits, and privileges of employment with the agency to all applicants and employees regardless of race, color, religion, age, sex, sexual orientation, marital status, national origin, political affiliation, disability, or any other reason prohibited by the law or policy of the state or federal government.
3. Adopt and disseminate the Board's Affirmative Action Plan that describes the agency affirmative action steps to ensure equity of employment in a work environment that is free from discrimination.

### **A. Agency Affirmative Action Policy Statement**

The Oregon Board of Licensed Professional Counselors and Therapists (OBLPCT) is committed to achieving a workforce that represents the diversity of Oregon's population and to providing fair and equal employment opportunities. OBLPCT is committed to an affirmative action program that provides equal opportunities for all persons regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability. OBLPCT provides an environment for each applicant and employee that is free from sexual harassment, as well as harassment and intimidation because of an individual's race, color, religion, gender, sexual orientation, national origin, age, marital status or disability. OBLPCT employment practices are consistent with the State's Affirmative Action Plan Guidelines and with state and federal laws, which preclude discrimination.

### **B. Agency Affirmative Action Policy Statement for Individuals with Disabilities**

OBLPCT will not discriminate or tolerate discrimination against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant for employment is qualified.

OBLPCT agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disabilities in all human resources selection and decision practices, such as: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. OBLPCT will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status or disability. All applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under this policy.

## **1. Agency Affirmative Action Policy Affirmative Action Policy for Members Uniform Services (ORS 659A.082)**

OBLPCT will not discriminate or tolerate discrimination, against any employee because they are a member of, apply to be a member of, perform, has performed, applied to perform or have an obligation to perform service in a uniformed service.

It is also the policy of OBLPCT to provide an environment for each applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of individual's race, color, religion, gender, sex, sexual orientation, marital status, national origin, age, familial status or disability.

## **2. Dissemination of the Affirmative Action Policy and Affirmation Action Plan**

The impact of the Affirmative Action Plan can be fully realized only to the extent that its provisions are known by those who must apply it and those who benefit from it. With this in mind, the following describes methods used to disseminate the information internally and externally.

The responsibility for dissemination of the agency's Affirmative Action Policy Statement and Affirmative Action Plan has been delegated to the Affirmative Action Representative. Such communication is internal and external and includes:

### **a) Internal Dissemination**

A statement from the Director to all employees communicating the existence of the plan in order to:

- i. Be aware of the plan and avail themselves of its benefit; and
- ii. Be aware of individual responsibility for effective implementation of the plan.
- iii. Include the Affirmative Action Policy Statement, Affirmative Action Plan and Grievance Procedure as part of each new employee's orientation;
- iv. Post the agency's Affirmative Action Policy Statement and Grievance Procedure on the employee bulletin board; and
- v. Post the agency's Affirmative Action Policy Statement, Affirmative Action Plan, and Grievance Procedure on agency's website.

- vi. Distribute the agency's Affirmative Action Policy Statement, Affirmative Action Plan and Grievance Procedure to any employee upon request.

**b) External Dissemination**

- i. All recruitment announcements and applications for employment will include the phrase, "An Equal Opportunity Employer".
- ii. OBLPCT's Affirmative Action Plan is posted on the agency's website and available to the public upon request.
- iii. Provide copies of the agency's Affirmative Action Policy Statement, Affirmative Action Plan and Grievance Procedure to any person, including job applicants, upon request;
- iv. Notify all bidders, contractors, subcontractors and suppliers of the agency's affirmative action policy. Notices will include a statement that the agency will not knowingly do business with any bidder, contractor, subcontractor, or supplier of materials that discriminates against members of any protected class.

**4. Monitoring and Reporting System**

The Affirmative Action Representative will monitor the Affirmative Action Plan on a continual basis. Monitoring will include, but not be limited to:

- I. Reporting and auditing including:
  - i. Maintain accurate and current records on all applicants, hires, promotions, transfers, and terminations by sex, race, and EEO-4 categories;
  - ii. The review of all promotions, transfers, and terminations to be certain that all employees are treated fairly and equitably; and
  - iii. The review of all selection, promotional, and training procedures to ensure non-discriminations in practice

- II. Report annually to the Board on the effectiveness of the affirmative action program, progress and efforts made toward accomplishing affirmative action goals, and planned action and recommendations for improvement, if necessary.
- III. Prepare updates and evaluations of the Affirmative Action Plan and submit to the Governor's Affirmative Action Office.

## **5. Complaint Process regarding Discrimination or Harassment**

The complaint procedure provides a method of resolving complaints involving violation of the OBLPCT nondiscrimination policy within the agency. Employees and job applicants are encouraged to use the complaint process. Retaliation, coercion, reprisal, or intimidation against a person who has filed a complaint or serves as a witness is prohibited.

### **a) Informal Complaint Process**

An employee may notify the Affirmative Action Representative at (503) 378-5499 of an issue or concern regarding discrimination in order to raise awareness or put the agency on alert without filing a formal complaint. In these situations:

- i. The employee may ask the Affirmative Action Representative to keep the matter and identity of the employee confidential. (The agency will comply with the request, if possible.)
- ii. The employee will sign documentation stating that he/she wishes his/her identity to remain confidential.
- iii. The agency will document the discussion.
- iv. The Affirmative Action Representative will review the information and notify the Board chair, keeping the employee's identity confidential when it is determined that action is necessary to correct the problem or to prevent reoccurrence.
- v. The Affirmative Action Representative will offer suggestions to the Board such as training and changes in environment.

## **b) Internal Complaint Process**

- i. Any individual who believes he/she has been subjected to unlawful discriminatory actions may file a complaint within 30 calendar days of the alleged incident.
- ii. An employee may submit a written complaint to Affirmative Action Representative that explains the basis for the complaint, identifies the alleged discriminating party or parties, the date the discriminatory action(s) occurred, and the relief requested.
- iii. Affirmative Action Representative will review/investigate the complaint and provide the complainant written notification of the findings within 30 days or upon completion. The agency will notify the employee in writing if additional time is needed for investigating the allegations or to issue a report of the findings.
- iv. The agency will initiate corrective action if the investigation substantiates the complaint.

## **c) External Complaint Process**

If an employee is not satisfied with the complaint process within the agency and wishes to appeal agency decisions, he or she may contact one of the organizations listed below. Nothing in this policy prevents any person from filing a complaint with the Bureau of Labor and Industries (BOLI) or Equal Employment Opportunity Commission (EEOC).

### **Oregon Bureau of Labor and Industries - Civil Rights Division**

State Office Building

800 NE Oregon Street, MS# 32, Suite 1070

Portland, OR 97232

Phone Number: 503.731.4874

Fax Number: 503.731.4069

The Oregon Bureau of Labor and Industries - Civil Rights Division is the Oregon state equivalent of the federal EEOC. As a designated Fair Employment Practices Agency (FEPA), the Oregon Bureau of Labor and Industries - Civil Rights Division may coordinate operations with the EEOC. The Oregon Bureau of Labor and Industries - Civil Rights Division investigates state claims not covered by federal



law or exceed the basic protections of federal law. Individuals filing a charge of discrimination with the EEOC should also send a copy of the charge to the Oregon Bureau of Labor and Industries - Civil Rights Division.

**Salem**

**Oregon Bureau of Labor and Industries**

3865 Wolverine Street NE; E-1

Salem, OR 97305

Phone Number: 503.378.3292

Director: 503.378.3544

Program Manager: 503.378.6518

Website: <http://governor.oregon.gov/Gov/GovAA/index.shtml>

**U.S. Equal Employment Opportunity Commission**

Seattle Field office EEOC Office/ Federal Office Building

909 First Avenue, Suite 400

Seattle, WA 98104

Phone: 1-800-669-4000

Phone: 1-800-669-6820 (TTY)

The EEOC does not maintain an office in Oregon.

The Seattle Field Office is open Monday – Friday, 8 a.m.– 4:30 p.m.

File a Charge of Discrimination: <http://www.eeocomplaint.com/>

**Department of Labor, Office of Federal Contract Compliance (OFCC)**

1315 SW Fifth Avenue, Suite 1030

Portland, OR 97201

Phone: 503.326.4112

**The U.S. Department of Labor**

Pacific Regional Office

71 Stevenson Street, Suite 1700

San Francisco, CA 94105  
Phone: 503.848.6969

**The Civil Rights Office of Health & Human Services**

Office of Civil Rights, Region D  
2201 Six Avenue, Mail Stop RX-11  
Seattle, WA 98121  
Phone: 206.615.2290 Phone: 206.615.2296 (TDD)

The OBLPCT remains committed to its policy on Affirmative Action and Equal Opportunity. My personal commitment to these ideals are represented in the Affirmative Action Plan. Likewise, the Plan represents OBLPCT's commitment to equal opportunity and affirmative action in employment and public service consistent with all applicable federal and state laws, including Executive Order 11246; Title VII of the Civil Rights Act of 1964; Sections 503 and 504 of the Rehabilitation Act of 1974; the Vietnam Era Veterans Readjustment Assistance Act; and the Americans with Disabilities Act. This Affirmative Action Plan has my complete authorization and commitment.

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Director Signature

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Date

If you have any questions regarding the agency's Affirmative Action Plan please contact the Director.

## **C. Training, Education, Developmental Plan (TEDP)**

### **1. Employees**

OBLPCT recognizes that employees are its greatest resources. Investing in employee development and enhancing employee knowledge, skills and abilities is one of the agency's highest priorities.

Continued professional development and training opportunities ensure that employees are provided with the skills needed to excel in their work, and be retained in the agency. OBLPCT uses a variety of approaches to establish a climate that supports continuous learning and development through the following:

- a. Provide opportunities for acquiring the skills, knowledge, and experience that employees need for their continuing learning and career development.
- b. Provide developmental opportunities for employees, such as detail assignments to give everyone interested in a chance to participate in assignments that prepare them for high-level positions.
- c. Use a variety of ways to provide training and developmental experience for employees such as:
  - i. Webinars and other interactive and on-line training technologies,
  - ii. Internal and external training courses,
  - iii. Establishing individual needs and training requests during employee performance evaluations..

Provide training opportunities for all employees. Through investments in training, OBLPCT reflects the value of employees and supports employee interest in keeping their skills updated in order to remain competitive.

- d. “Discrimination and Harassment-Free Workplace” and “Maintaining a Professional Workplace”. Each employee will learn and adhere to the policies regarding discrimination and harassment free workplace. It emphasizes the prohibited conduct, the complaint or reporting procedure, and where staff can readily access this information for future reference.
- e. New Employee Orientation – Effectively orienting new employees to the agency and to their positions is critical to establishing successful, productive working relationships. OBLPCT strives to ensure the employee’s first interaction with agency personnel is a positive experience. OBLPCT provides the following information to the new employee:
  - i. Affirmative Action Policy and Affirmative Action Plan
  - ii. Agency’s expectation of employee
  - iii. Agency’s mission and objectives
  - iv. Discrimination and Harassment-Free Workplace Policy;
  - v. Performance Evaluation Process
  - vi. Roles and Responsibilities/Position Description
- f. Leadership Oregon – If financial resources allow OBLPCT will provide employees the opportunity to participate in Leadership Oregon program.

### No Cost Trainings

Due to limited financial resources available, OBLPCT will utilize training courses available through Department of Administrative Services’ iLearnOregon system. These training courses are available to state agencies and their employees free of charge. iLearnOregon website:

<https://ilearn.oregon.gov/Kview/CustomCodeBehind/Base/Login/Login.aspx>

- g. SAIF – Crisis Intervention: “Managing Conflict in the Workplace” training is no longer available.
- h. Sustainability in the Workplace – The principle of sustainability is the heart of what makes and keeps Oregon such a special place to live. It is also an integral part of the Governor’s efforts to revitalize Oregon’s economy and improve state government. This training will take our knowledge of sustainability beyond an introduction. It provides an overview of the principles and concepts of sustainability and a framework for additional learning and decision-making.

## i. Information Security (DAS)

- Acceptable Use of Information Assets Policy: The purpose of the Acceptable Use Policy is to inform users of DAS technology assets of the appropriate and acceptable use of information, computer systems and devices, telecommunications devices, and other office technology.

## Other Learning Opportunities

Diversity in the workplace education is more than just “inclusion”, a commitment to workplace diversity awareness helps OBLPCT create a satisfactory, safe and meaningful work environment in which employees thrive. Through diversity awareness inclusive of human characteristics such as race, spirituality, gender, sexual orientation or status as a person with disability, OBLPCT demonstrates that its employees are seen, recognized and valued. By incorporating these strategies OBLPCT can attract and retain skilled and talented workforce.

## Continuing Learning Opportunities

To continue learning about diversity and cultures within our workforce the following are some of the recommended books from several speakers that have participated in state government sponsored trainings.

- Angelou, Maya. *I Know Why the Caged Bird Sings*. Bantam Books, 1983.
- Dickerson, Debra. *An American Story*. New York, NY: Pantheon Books, 2000
- Fanon, Frantz. *Black Skins, White Masks*. Grove Press, 1991.
- Kochman, Thomas. *Black and White Styles in Conflict*. Chicago: University of Chicago Press, 1983.
- McBride, James. *The Color of Water*. Riverhead Books, 1997.
- McCall, Nathan. *Makes Me Wanna Holler: A Young Black Man in America*. Vintage Books, 1995.
- Meeks, Kenneth. *Driving While Black*. Broadway Books, 2000.
- Reed, Cecil and Donovan Priscilla. *Fly in the Buttermilk*. Iowa City, IA: University of Iowa Press, 1993.
- Robinson, Randall N. *The Debt: What America Owes to Blacks*. Plume, 2001.
- Santiago, Esmeralda. *When I Was Puerto Rican*. Vintage Books, 1994.
- Tatum, Beverly D. *Why Are All the Black Kids Sitting Together in the Cafeteria?* Basic Books, 1999.
- West, Cornell. *Race Matters*. Vintage Books, 1994.

- Wilson, M. and Russel, K. *Divided Sisters: Bridging the Gap Between Black Women and White Women*. New York, NY: Anchor/Doubleday, 1996.
- Amsterdam, Boston, *The Diversity Scorecard: Evaluating the Impact of Diversity on Organizational Performance*, Elsevier Science/Butterworth-Heinemann; 2003.
- Rikleen, Lauren, *Ending the Gauntlet: Removing Barriers to Women's Success in the Law - by Managing Differently* – James O. Rodgers,
- Aguilar, Leslie *Multicultural Customer Service: Providing Outstanding Service Across Cultures*, Linda Stokes McGraw-Hill, Inc, Times Mirror Press -
- Phil Rubio, *A History of Affirmative Action, 1619-2000*
- Poverty & Race Research Action Council: <http://www.prrac.org/>
- Civil Rights Coalition for the 21<sup>st</sup> Century: <http://www.civilrights.org/>

## 2. **Volunteers**

OBLPCT provides a copy of the agency's Affirmative Action Policy and Affirmative Action Plan to all Volunteers. Agency also reviews the statewide policies on "Discrimination and Harassment-Free Workplace" and "Maintaining a Professional Workplace" policies with Volunteers.

## 3. **Contractors/Vendors**

OBLPCT requires Contractors/Vendors to abide by statewide policies on "Discrimination and Harassment-Free Workplace" and "Maintaining a Professional Workplace".

## **D. Programs**

The following activities play a major role in moving the agency towards its affirmative action goals and objectives and building a foundation for future efforts to diversify the workforce.

### 1. **Community Outreach Programs**

- a. OBLPCT greatest strength is the quality of and diversity of our employees who differ in age, gender, race, nationality, sexual orientation, and religious beliefs and operates across multiple cultures and languages. OBLPCT encourages employees to participate in organizations with the community it serves.

- b. Sharing job opportunities with local ethnic organizations, local ethnic chambers, tribes, faith-based organizations, local ethnic newspapers, etc. in a timely manner.
- c. Ensure protected classes personnel are aware of promotional opportunities as they arise.

## **2. Diversity Initiative Program**

To achieve workforce diversity, OBLPCT is positioning itself with a strong commitment to its agency's affirmative action program. This includes strong leadership support and commitment to provide necessary resources, people and funding of new initiatives.

- a. Continued support from leadership that creates an environment of inclusion, which values differences.
- b. Continued management involvement in planning and conducting affirmative action/equal employment opportunity activities.
- c. Ensure that employees are an integral part in the design of OBLPCT efforts to plan and conduct affirmative action/equal employment opportunity and diversity activities.
- d. Widely disseminate OBLPCT Affirmative Action Plan goals throughout the agency and encourage recruitment in support of these goals.
- e. Diversity Bulletin Board – To bring awareness to the agency's workforce, the board provides information for employees to share with one another. OBLPCT also posts the Governor's monthly diversity proclamations, diversity activities and projects, diversity calendar of events and other community activities, etc.

## **E. Update: Executive Order 08.18**

### **a) Cultural Competency Assessment and Implementation Services**

Cultural Competency Assessment and Implementation Services is a strategy designed to identify best practices and reduce any discriminatory behaviors that may exist within the agency. Through an assessment, OBLPCT will enable the creation of increased awareness; appropriate identification and response to cultural and language barriers for employees and the public; a common understanding of how all members of the organization should be valued and respected; a promotion of managerial

skills among diverse employees; an understanding of the roles of OBLPCT management and employees in creating a welcoming environment and the improvement of employee morale.

In lieu of funding resources OBLPCT is implementing creative initiatives to ensure that is positioned itself with a strong commitment to its agency's affirmative action program. This includes strong leadership support and commitment to provide creative initiatives.

**b) Statewide Exit Interview Survey**

The survey will allow departing employees share their opinions about their work experience with the agency. OBLPCT is interested in how employees view their tenure and information and suggestions they can provide related to their experience. The survey covers issues such as: benefits; working conditions; opportunities for career advancement; the quality and quantity of the workload; and relationships with co-workers and supervisors.

OBLPCT will analyze the data analysis to provide an understanding of reasons for turnover. If the analysis identifies a negative opinion regarding the agency's workplace environment, OBLPCT will use this information as an opportunity to improve the work environment for the current employees, and improve job satisfaction.

Data obtained from employees leaving the agency provides information critical to:

1. Assess workplace deficiencies;
2. Enhance the workplace;
3. Improve employee retention;
4. Achieve a diverse workforce through workforce planning; and
5. Improvements based on any negative feedback from the survey.

The result of the data analysis will be reviewed by the agency Director for any corrective action and approve strategies that will help retention of skilled and valued employees.



### **c) Performance Evaluations of All Management Personnel**

OBLPCT has incorporated affirmative action objectives as a key consideration for the manager's performance evaluation. Specific examples of the managers affirmative action objectives and diversity successes and achievement are described below. Management personnel will receive an annual performance evaluation to assess whether they are meeting its affirmative action objectives. Any goals or work plans for future performance will be outline in the evaluation.

Sample affirmative action duty descriptions:

- a. Understand Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Cultural Competency principles, and the agency's AA Plan goals and objectives.
- b. Review hiring, transfers, promotional, developmental/rotational or training practices and procedures to identify and remove barriers in the attainment of the agency's affirmative action goals and objectives.
- c. Make hiring, transfer and promotional decisions in support of agency's affirmative action goals and objectives. Engage in appropriate recruitment efforts designed to reach agency's affirmative action goals and objectives.
- d. Promote and foster a positive work environment within the agency programs concerning EEO, AA, Diversity and Cultural Competencies by ensuring employees are aware and follow agency policies and procedures, and address work-related issues and/or concerns immediately and take appropriate action if necessary.
- e. Attend EEO, AA, and other diversity-related training to provide leadership to staff by being aware of diversity and cultural issues. This also includes supporting employees to attend such programs for further professional development.
- f. Ensure information regarding EEO, AA and Americans with Disabilities (ADA) information is properly displayed on the appropriate boards at the worksites(s).

**Ref: 659A.012 State agencies to carry out policy against discrimination in employment; evaluation of supervisors; affirmative action reports.** (1) To achieve the public policy of the State of Oregon for persons in the state to attain employment and advancement without discrimination because of race, religion, color, sex, marital status, national origin, disability or age, every state agency shall be required to include in the evaluation of all management personnel the manager's effectiveness in achieving affirmative action objectives as a key consideration of the manager's performance.

(2) To achieve the public policy of the State of Oregon for persons in the state to attain employment and advancement without discrimination because of race, religion, color, sex, marital status, national origin, age or disability, every state agency shall be required to present the affirmative action objectives and performance of that agency of the current biennium and those for the following biennium to the Governor of the State of Oregon and to the Legislative Assembly. These plans shall be reviewed as part of the budget review process.

#### **g) Status of Contracts to Minority-owned Business (ORS 659.A015)**

The Board has one contract with a vendor to provide computer database development and support.

### **III. ROLES FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PLAN**

#### ***A. Responsibilities and Accountabilities***

OBLPCT provides overall direction and resources to support the Affirmative Action Plan. The Board will foster-- and promote to employees-- the importance of a diverse workplace free from discrimination and harassment. The Board is committed to the use of Affirmative Action precepts in hiring employees and in recommending appointments to its membership. The Board will continue implementation of the Affirmative Action Plan by exercising impartial and unbiased evaluations of future employment applications and interviews.

##### **1. Director/Administrator**

The Director plays a leadership role in dedicating the agency to a policy of equal employment opportunity and conveying a sense of that commitment both within and outside of the organization.

The Director has overall responsibility for implementing and monitoring the Affirmative Action Plan and for ensuring compliance with all applicable federal and state laws, rules and regulations.

- a. Foster and promote the importance of a diverse and respectful workplace.
- b. Periodically review the Affirmative Action Plan and progress toward meeting the agency's affirmative action objectives; and
- c. Review equal employment opportunity and affirmative action objectives. Ensure the agency's effectiveness in meeting its affirmative action program, and approve strategies for meeting objectives;
- d. Recognize policy needs and initiate necessary changes.

## 2. Affirmative Action Representative

- a. The Affirmative Action Representative is responsible for implementing and maintaining the agency's affirmative action plan and is accountable to the Board.
  - i. Develop and disseminate the Affirmative Action Plan, including the agency's Affirmative Action Policy Statement, and monitor progress and prepare annual updates and modifications, as needed;
  - ii. Develop and monitor internal and external communication of the agency's Affirmative Action Policy and Affirmative Action Plan to keep staff informed.
  - iii. Develop and advise employees and job applicants of discrimination grievance procedures. Accept and investigate all sexual harassment and/or discrimination grievances or complaints filed either internally or externally and make recommendations for appropriate actions;
  - iv. Serve as the agency's liaison with governmental agencies responsible for the enforcement of civil rights and fair employment laws and regulations;

- v. Assist in implementation and review of the internal monitoring and review system, using standardized reports and statistical data to measure the effectiveness of the agency's affirmative action program, and indicate the need for remedial action;
- vi. Contact community organizations and persons representing minorities, women and persons with disabilities and share information on available agency recruitments;
- vii. Share information with staff on developments of affirmative action issues, including legal decisions and their possible impact;
- viii. Periodically review personnel policies and procedures to ensure they reflect the agency's affirmative action commitment;
- ix. Periodically audit minimum job requirements, training programs, and promotion and transfer actions to assure non-discriminatory practices;
- x. Conduct periodic reviews to assure EEO posters, the Affirmative Action Policy Statement, and Alternate Format poster are properly displayed; and
- xi. Conduct exit interviews with employees leaving the agency to learn about perceptions or concerns about work climate and affirmative action issues.

## **IV. JULY 1, 2010 – JUNE 30, 2013**

### ***A.Accomplishment***

The following have been provided to staff:

- *Ten Tips for Cultural Sensitivity*, Adapted from *Minority Health Today Magazine*
- *Cultural Differences – Some Examples*, Adapted from *Minority Health Today Magazine*
- *Cultural Competence – Background*, [www.eisenbruch.com](http://www.eisenbruch.com)
- *The Strength and Power of Diversity*, Georgetown University Child Development Center

- We have had no staff turnover so have not used a candidate recruitment process nor the exit interview survey
- Appointment of 1 Board member of color.
- The Board has 4 staff: 2 women, 2 men; 2 veterans and 1 person with a disability
- Consultant John Lenssen provided training to Board members, staff, and guests during a board meeting to strengthen culturally appropriate communication skills.

## **V. JULY 1, 2013 – JUNE 30, 2015**

### ***A.Goals for Affirmative Action Program***

Build cultural competence/diversity into every Board meeting agenda

Use the exist survey when and if we have staff turnover

Reach out to minority and people of color to recruit candidates when positions are vacant.

Our goal is to ensure that the Board, the agency staff, and licensed mental health practitioners take active steps to increase their knowledge about cultures and the growing diversity of Oregon’s population and to ensure that they provide culturally appropriate services.

Continue the activities and policies set during the 2009-11 and 2011-13 biennia.

Continue inclusion of diversity, affirmative action, and cultural competency language in administrative rules, policy, academic graduate level training, and review of Oregon graduate counseling and marriage and family therapy programs.

Encourage employees to attend the Governor’s Affirmative Action Office informational trainings.

Continue to work with the Governor’s office to identify diverse applicants for board appointment.

## **VI.APPENDIX A**

ADA and Reasonable Accommodation in Employment

Discrimination and Harassment Free Workplace

Training & Development Policy

Maintaining a Professional Workplace



## **VII. APPENDIX B**

Age Discrimination in Employment (ADEA)  
Disability Discrimination  
Equal Pay and Compensation Discrimination  
Genetic Information Discrimination  
National Origin Discrimination  
Pregnancy Discrimination  
Race/Color Discrimination  
Religious Discrimination  
Retaliation  
Sex-Based Discrimination  
Sexual Harassment

01/30/13 REPORT NO.: PPDPLBUDCL  
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF  
 AGENCY:10800 COUNSELORS AND THERAPISTS BRD  
 SUMMARY XREF:001-00-00 000 Operations

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PAGE 1  
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 PROD FILE  
 PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	B	Y7500	AE BOARD AND COMMISSION MEMBER		.00	.00	0.00		3,360			3,360
000	MEAHZ7004	HA	PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	6,225.00		149,400			149,400
000	MENNZ0108	AA	ADMINISTRATIVE SPECIALIST 2	2	1.50	36.00	3,446.50		120,060			120,060
000	MMN X5232	AA	INVESTIGATOR 2	1	1.00	24.00	3,426.00		82,224			82,224
000				4	3.50	84.00	1,378.66		355,044			355,044
				4	3.50	84.00	1,378.66		355,044			355,044
				4	3.50	84.00	1,378.66		355,044			355,044



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2013-15

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AGENCY:10800 COUNSELORS AND THERAPISTS BRD

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 000 Operations

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				4	3.50	84.00	1,378.66		355,044			355,044

01/30/13 REPORT NO.: PPDPLAGYCL  
 REPORT: SUMMARY LIST BY PKG BY AGENCY  
 AGENCY:10800 COUNSELORS AND THERAPISTS BRD

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PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	B	Y7500	AE BOARD AND COMMISSION MEMBER		.00	.00	0.00		3,360			3,360
000	MEAHZ7004	HA	PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	6,225.00		149,400			149,400
000	MENNZ0108	AA	ADMINISTRATIVE SPECIALIST 2	2	1.50	36.00	3,446.50		120,060			120,060
000	MMN X5232	AA	INVESTIGATOR 2	1	1.00	24.00	3,426.00		82,224			82,224
				4	3.50	84.00	1,378.66		355,044			355,044

01/30/13 REPORT NO.: PPDPLAGYCL

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REPORT: SUMMARY LIST BY PKG BY AGENCY

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AGENCY:10800 COUNSELORS AND THERAPISTS BRD

PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				4	3.50	84.00	1,378.66		355,044			355,044

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Licensed Prof Counselors and Therapists, Board of  
2013-15 Biennium

Agency Number: 10800

Cross Reference Number: 10800-001-00-00-00000

<i>Source</i>	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Budget	2013-15 Leg Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	607,346	929,750	929,750	749,424	749,424	-
Non-business Lic. and Fees	253,607	13,445	13,445	300,922	300,922	-
Charges for Services	3,561	5,000	5,000	5,800	5,800	-
Fines and Forfeitures	13,372	15,000	15,000	18,254	18,254	-
Other Revenues	506	-	-	-	-	-
<b>Total Other Funds</b>	<b>\$878,392</b>	<b>\$963,195</b>	<b>\$963,195</b>	<b>\$1,074,400</b>	<b>\$1,074,400</b>	<b>-</b>

