

OREGON BOARD OF DENTISTRY

**2015 - 2017
GOVERNOR'S RECOMMENDED
BUDGET**

TABLE OF CONTENTS

| | Page |
|--|------|
| INTRODUCTORY INFORMATION | |
| Table of Contents | i |
| Certification..... | iii |
| I. LEGISLATIVE ACTION | |
| 2013-15 Budget Reports and Measure Summaries..... | 1 |
| II. AGENCY SUMMARY | |
| Budget Summary Graphics..... | 7 |
| Mission Statement and Statutory Authority..... | 9 |
| Agency Plans..... | 10 |
| 2013 - 19 Six-Year Plan | 11 |
| Partnerships | 14 |
| 2015-17 Two-Year Plan | 15 |
| Environmental Factors Influencing the Board..... | 22 |
| Agency Initiatives..... | 26 |
| Criteria for 2015-17 Budget Development | 26 |
| Technology Initiatives | 26 |
| Other Considerations | 28 |
| Agency Management Report 2013-2015 Key Performance Measures..... | 29 |
| Approved 2013-15 Key Performance Measures..... | 31 |
| Annual Performance Progress Report for Fiscal Year 2014 | 33 |
| Budget Reductions..... | 49 |
| Organization Chart 2013-15 | 51 |
| Organization Chart 2015-17 | 52 |
| Summary of 2015-17 Budget | 53 |
| ORBITS Agencywide Program Unit Summary– BPR010..... | 59 |

TABLE OF CONTENTS

| | | Page |
|------|---|------|
| III. | REVENUES | |
| | Revenue Forecast Narrative..... | 60 |
| | 2015-2017 Estimated Revenue by Source Graphic..... | 62 |
| | Detail of Fee, License or Assessment Revenue Increase..... | 63 |
| | Detail of Lottery Funds, Other Funds, and Federal Funds Revenue – BPR012..... | 64 |
| IV. | PROGRAM UNITS | |
| | Program Unit Narrative..... | 65 |
| | Essential Packages..... | 65 |
| | Policy Option Packages..... | 68 |
| | ORBITS Essential and Policy Package Fiscal Impact Summary– BPR013..... | 70 |
| | PICS Package Fiscal Impact Report - PPDFISCAL..... | 80 |
| | Detail of Lottery Funds, Other Funds, and Federal Funds Revenue– BPR012..... | 81 |
| V. | SPECIAL REPORTS | |
| | Major Information Technology System Projects..... | 82 |
| | Facility Proposal Impact on Work Space Requirements..... | 82 |
| | Affirmative Action Report..... | 82 |
| | Summary Cross Reference Listings and Packages– BSU003A..... | 86 |
| | Policy Package List by Priority– BSU004A..... | 87 |
| | Agency Worksheet – Revenue and Expenditures (Agency/SCR) – BDV103A..... | 88 |
| | Detail Revenues and Expenditures – Requested Budget (Agency/SCR) – ANA100A..... | 102 |
| | Detail Revenues and Expenditures – Essential Packages (Agency/SCR) – ANA101A..... | 107 |
| | Detail Revenues and Expenditures – Policy Packages (Agency/SCR) – ANA101A..... | 117 |
| | Summary list by Pkg by Summary XREF - PPDPLBUDCL..... | 120 |
| | Summary list by Pkg by Agency– PPDPLAGYCL..... | 124 |
| | Detail Listing by Summary XREF Agency - PPDLWSBUD..... | 127 |
| | OBD Affirmative Action Report..... | 132 |

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 accuracy of all numerical information has been verified.

OREGON BOARD OF DENTISTRY

1500 SW 1st Ave, Suite 770 Portland, OR 97201

AGENCY NAME

AGENCY ADDRESS



SIGNATURE

President

TITLE

Notice: Requests of agencies headed by a board or commission must be approved by official action of those bodies 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 Budget

Legislatively Adopted

BUDGET NARRATIVE

77th OREGON LEGISLATIVE ASSEMBLY – 2013 Session
BUDGET REPORT AND MEASURE SUMMARY

JOINT COMMITTEE ON WAYS AND MEANS

MEASURE: SB 5516

Carrier – House: Rep. Sprenger

Carrier – Senate: Sen. Girod

Action: Do Pass

Vote: 24 – 0 – 2

House

Yeas: Barker, Buckley, Frederick, Freeman, Hanna, Huffinan, Jenson, Komp, McLane, Nathanson, Smith, Tomei, Williamson

Nays:

Exc: Read, Richardson

Senate

Yeas: Bates, Devlin, Edwards, Girod, Hansell, Johnson, Monroe, Steiner Hayward, Thomsen, Whitsett, Winters

Nays:

Exc:

Prepared By: Dustin Ball, Department of Administrative Services

Reviewed By: Matt Stayner, Legislative Fiscal Office

Meeting Date: May 31, 2013

Agency

Oregon Board of Dentistry

Biennium

2013-15

BUDGET NARRATIVE

Budget Summary*

| | 2011-13 Legislatively Approved Budget ⁽¹⁾ | 2013-15 Current Service Level | 2013-15 Committee Recommendation | Committee Change from 2011-13 Leg. Approved | |
|-------------|---|----------------------------------|-------------------------------------|--|----------|
| | | | | \$\$ Change | % Change |
| Other Funds | \$ 2,502,044 | \$ 2,649,013 | \$ 2,614,968 | \$ 112,924 | 4.5% |
| Total | \$ 2,502,044 | \$ 2,649,013 | \$ 2,614,968 | \$ 112,924 | 4.5% |

Position Summary

| | | | | | |
|--------------------------------------|------|------|------|------|-------|
| Authorized Positions | 7 | 7 | 7 | 0 | 0.0% |
| Full-time Equivalent (FTE) positions | 7.00 | 7.00 | 7.00 | 0.00 | -0.0% |

⁽¹⁾ Includes adjustments through December 2012

* Excludes Capital Construction expenditures

Summary of Revenue Changes

The Board of Dentistry is funded with revenues generated primarily from fees paid by licensees and applicants for licenses and permits. With the adoption of the subcommittee recommendations, the agency's estimated 2013-15 ending fund balance is \$453,393, or the equivalent of approximately four months of operating expenditures.

Summary of Education Subcommittee Action

The Board of Dentistry is charged with the regulation of the practice of dentistry and dental hygiene by setting standards for entry to practice, examination of applicants, issuance and renewal of licenses, and enforcing the standards of practice. The Board also establishes standards for the administration of anesthesia in dental offices and determines dental procedures that may be delegated to dental assistants and establishes standards for training and certification of dental assistants.

The Subcommittee recommended \$2,614,968 Other Funds budget for 2013-15, is 4.5 percent higher than the legislatively approved spending level for the 2011-13 biennium.

BUDGET NARRATIVE

The Subcommittee approved the following recommendations:

- Package 091, Statewide Administrative Savings, reduces by \$4,316 the Other Funds expenditure limitation for the agency. This package is a placeholder for administrative efficiencies in finance, information technology, human resources, accounting, payroll, and procurement expenditures. The Department of Administrative Services will continue to work on details of these reductions with agencies and report back during the 2014 session.
- Package 092, PERS Tax Policy, reduces by \$3,303 the Other Funds expenditure limitation for the agency. This package reflects the policy change in Senate Bill 822 that eliminates the increased retirement benefits resulting from Oregon income taxation of payments if the person receiving payments does not pay Oregon income tax on those benefits and is not an Oregon resident. This change reduces state employer contribution rates by approximately 0.30 percent.
- Package 093, Other PERS Adjustments, reduces by \$26,426 Other Funds expenditure limitation for the agency. This package reflects the policy change in Senate Bill 822 that modifies the cost-of-living adjustment under the Public Employees Retirement System. This change reduces state employer contribution rates by approximately 2.2 percent.

An administrative action by the PERS Board, as directed by a budget note in the Senate Bill 822 budget report, will reduce state employer contribution rates by up to an additional 1.9 percent. However, no employer rate is reduced below its 2011-13 biennium rate.

- Package 810, LFO Analyst Adjustment, increases the beginning balance for the agency by \$386,826 Other Funds. This package aligns the budgeted beginning balance amount to the projected beginning balance provided by the agency and the Department of Administrative Services as of April 2013. This technical adjustment increases the agency's budgeted beginning balance by \$386,826, but does not impact the budgeted revenues or expenditures of the agency for the 2013-15 biennium.

Summary of Performance Measure Action

See attached Legislatively Adopted 2013-15 Key Performance Measures form.

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

SB 5516

Page 3 of 4

BUDGET NARRATIVE

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

SB 5516

Oregon Board of Dentistry
Dustin Ball -- 503-378-3119

| DESCRIPTION | GENERAL FUND | LOTTERY FUNDS | OTHER FUNDS | | FEDERAL FUNDS | | TOTAL ALL FUNDS | POS | FTE |
|---|--------------|---------------|---------------------|-------------|---------------|-------------|---------------------|----------|-------------|
| | | | LIMITED | NONLIMITED | LIMITED | NONLIMITED | | | |
| 2011-13 Legislatively Approved Budget at Dec 2012 * | \$ 0 | \$ 0 | \$ 2,502,044 | \$ 0 | \$ 0 | \$ 0 | \$ 2,502,044 | 7 | 7.00 |
| 2013-15 ORBITS printed Current Service Level (CSL)* | \$ 0 | \$ 0 | \$ 2,649,013 | \$ 0 | \$ 0 | \$ 0 | \$ 2,649,013 | 7 | 7.00 |
| SUBCOMMITTEE ADJUSTMENTS (from CSL) | | | | | | | | | |
| SCR 001 - Board of Dentistry | | | | | | | | | |
| Package 091: Statewide Administrative Savings | | | | | | | | | |
| Personal Services | \$ 0 | \$ 0 | \$ (2,496) | \$ 0 | \$ 0 | \$ 0 | \$ (2,496) | 0 | 0.00 |
| Services and Supplies | \$ 0 | \$ 0 | \$ (1,820) | \$ 0 | \$ 0 | \$ 0 | \$ (1,820) | | |
| Package 092: PERS Taxation Policy | | | | | | | | | |
| Personal Services | \$ 0 | \$ 0 | \$ (3,303) | \$ 0 | \$ 0 | \$ 0 | \$ (3,303) | 0 | 0.00 |
| Package 093: Other PERS Adjustments | | | | | | | | | |
| Personal Services | \$ 0 | \$ 0 | \$ (26,426) | \$ 0 | \$ 0 | \$ 0 | \$ (26,426) | 0 | 0.00 |
| TOTAL ADJUSTMENTS | \$ 0 | \$ 0 | \$ (34,045) | \$ 0 | \$ 0 | \$ 0 | \$ (34,045) | 0 | 0.00 |
| SUBCOMMITTEE RECOMMENDATION * | \$ 0 | \$ 0 | \$ 2,614,968 | \$ 0 | \$ 0 | \$ 0 | \$ 2,614,968 | 7 | 7.00 |
| | | | | | | | | | |
| % Change from 2011-13 Leg Approved Budget | 0.0% | 0.0% | 4.5% | 0.0% | 0.0% | 0.0% | 4.5% | 0.0% | 0.0% |
| % Change from 2013-15 Current Service Level | 0.0% | 0.0% | -1.3% | 0.0% | 0.0% | 0.0% | -1.3% | 0.0% | 0.0% |

BUDGET NARRATIVE

Legislatively Approved 2013-2015 Key Performance Measures

Agency: DENTISTRY, BOARD of

Mission: To assure that the citizens of Oregon receive the highest possible quality of oral health care.

| Legislatively Proposed KPMs | Customer Service Category | Agency Request | Most Current Result | Target 2014 | Target 2015 |
|--|-----------------------------|----------------|---------------------|-------------|-------------|
| 1 - Continuing Education Compliance - Percent of Licensees in compliance with continuing education requirements. | | Approved KPM | 100.00 | 100.00 | 100.00 |
| 2 - Time to Investigate Complaints - Average time from receipt of new complaints to completed investigation. | | Approved KPM | 7.00 | 3.50 | 3.50 |
| 3 - Days to Complete License Paperwork - Average number of working days from receipt of completed paperwork to issuance of license. | | Approved KPM | 7.00 | 7.00 | 7.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information. | | Approved KPM | 83.00 | 85.00 | 85.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 83.00 | 85.00 | 85.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 83.00 | 85.00 | 85.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 79.00 | 85.00 | 85.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 82.00 | 85.00 | 85.00 |

BUDGET NARRATIVE

Agency: DENTISTRY, BOARD of

Mission: To assure that the citizens of Oregon receive the highest possible quality of oral health care.

| Legislatively Proposed KPMs | Customer Service Category | Agency Request | Most Current Result | Target 2014 | Target 2015 |
|--|---------------------------|----------------|---------------------|-------------|-------------|
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 87.00 | 85.00 | 85.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 81.00 | 85.00 | 85.00 |
| 5 - Board Best Practices - Percent of total best practices met by the Board. | | Approved KPM | 100.00 | 100.00 | 100.00 |

LFO Recommendation:

Recommend approval of key performance measures and targets as presented

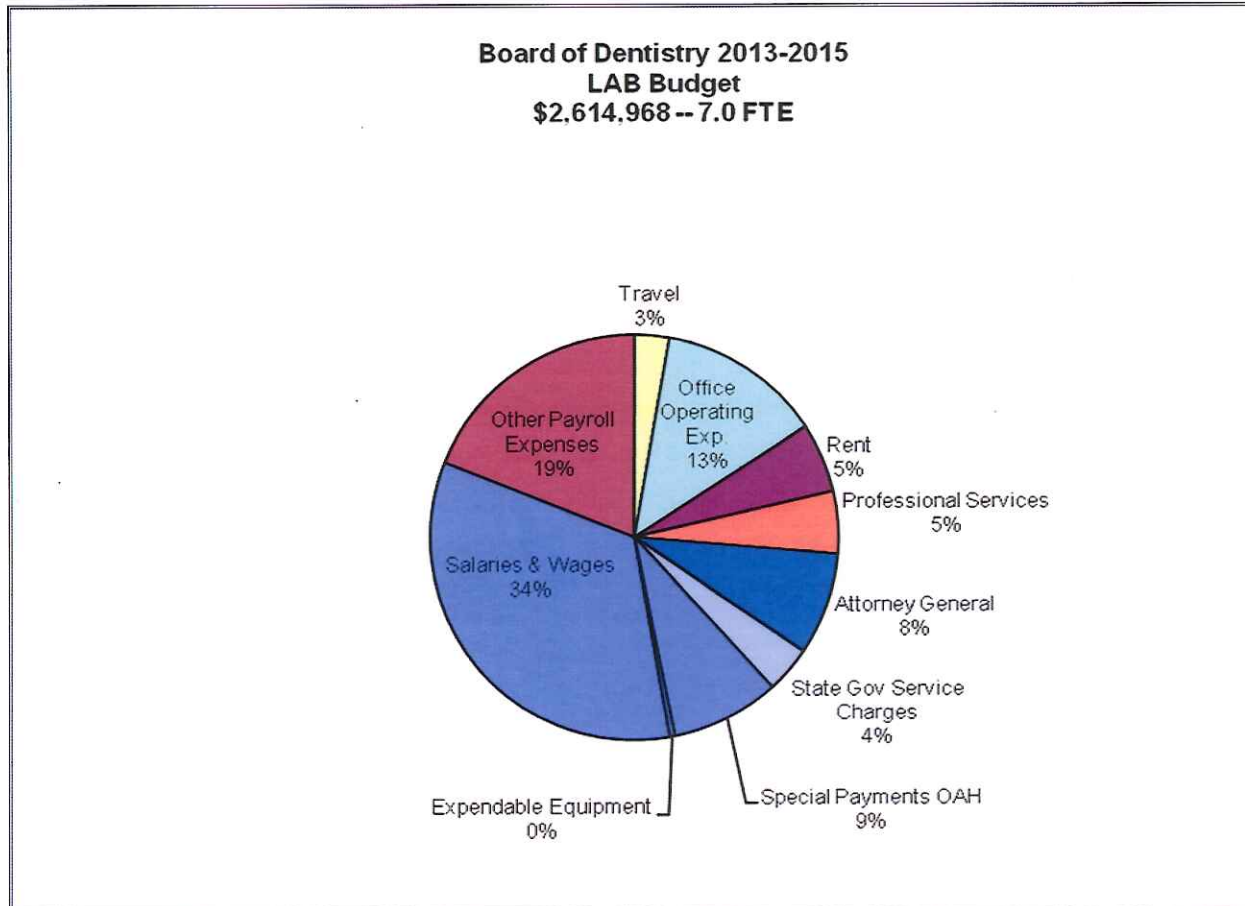
Sub-Committee Action:

Approved key performance measures and targets as presented

BUDGET NARRATIVE

BUDGET SUMMARY GRAPHICS

The Board of Dentistry's funding is 100% Other Funds generated primarily from fees paid by licensees and applicants for licenses and permits. A small portion (less than nine percent) of the Board's revenue is from miscellaneous revenues generated from the sale of documents and records, late fees and civil penalties. The agency budget is allocated as one program unit.



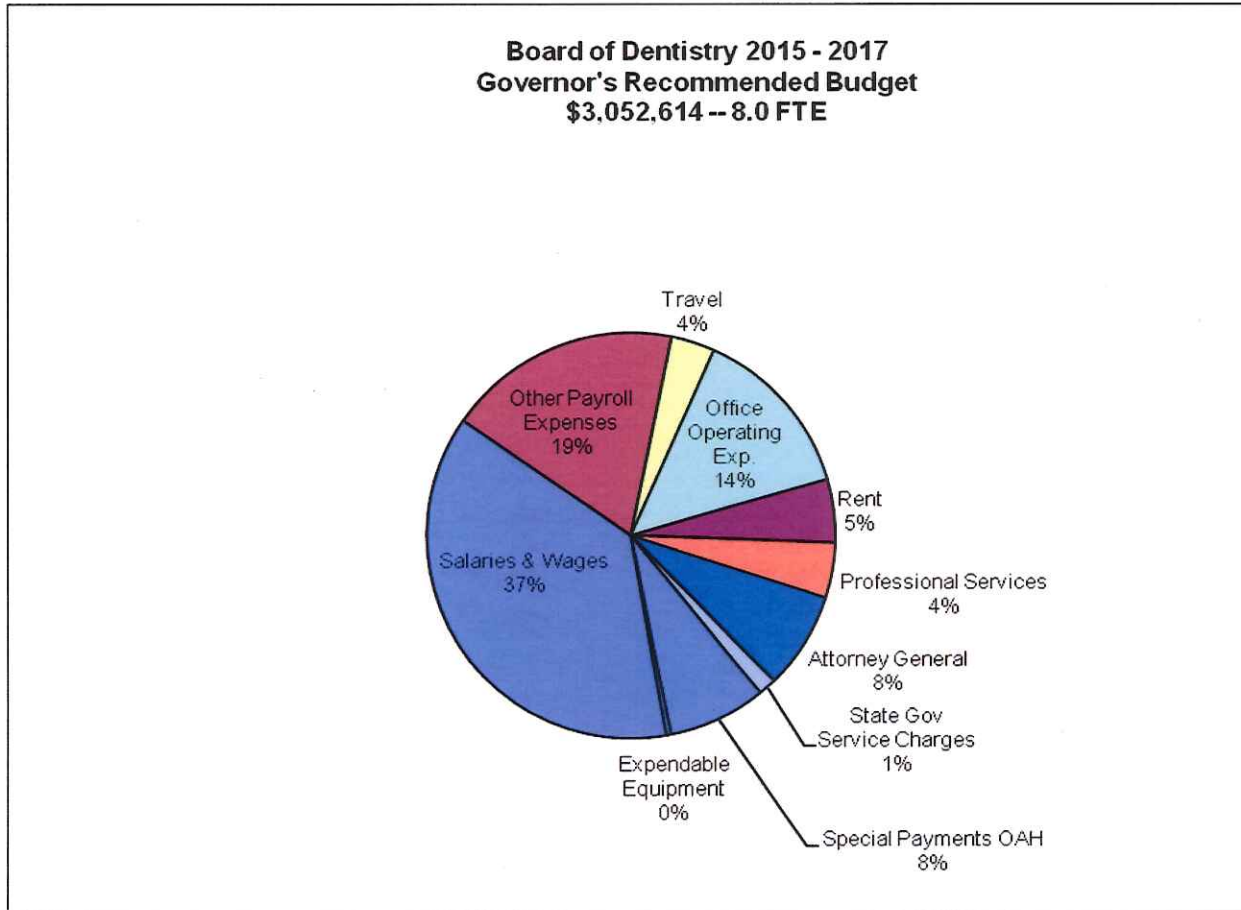
Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 7

BUDGET NARRATIVE



Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 8

BUDGET NARRATIVE

MISSION STATEMENT AND STATUTORY AUTHORITY

The mission of the Oregon Board of Dentistry is to assure that the citizens of the state receive the highest possible quality of oral health care.

The authority and responsibilities of the Board are contained in Oregon Revised Statutes Chapter 679 (Dentists), Chapter 680.010 to 680.205 (Dental Hygienists), and Oregon Administrative Rules, Chapter 818. These statutes charge the Board of Dentistry with the responsibility to regulate the practice of dentistry and dental hygiene by enforcing the standards of practice established in statute and rule. The statutes define the practice of dentistry and dental hygiene and require that any person practicing either of those professions do so only while holding a license duly issued by the Board. The statutes require that the Board examine and license dentists, dental instructors and dental hygienists; establish and enforce regulations regarding sedation in dental offices; investigate complaints regarding the practice of dentistry and dental hygiene; discipline licensees found to have violated the provisions of the Dental Practice Act; regulate and monitor continuing education requirements for licensees; and establish training, examination and certification standards for dental auxiliaries.

OTHER STATUTORY MANDATES:

ORS 676.160 – Complaint investigations.

These statutes require that upon receipt of a complaint filed by any person against a licensee or applicant the Board shall (1) assign an investigator, (2) the investigator shall collect evidence and interview witnesses; (3) the investigator shall prepare a report that describes the evidence gathered, results of witness interviews and any other information considered in preparing the report and (4) the investigator shall make a report to the Board within 120 days of receipt of the complaint. This statute also declares that investigatory information gathered by the agency is exempt from public disclosure.

ORS 676.345 – Registration program for health care professionals claiming liability limitation

This statute requires several health licensing Boards, including the Board of Dentistry, to maintain a registration program for health practitioners who provide health care services without compensation and who wish to be subject to the liability limitation provided by ORS 676.340.

SB 786 (Oregon Law, Chapter 973, 2001) – Cultural diversity in regulated health professions

This law, effective January 1, 2002 requires that health-licensing boards establish programs to increase the representation of people of color and bilingual people on the boards and in the professions that they represent. Programs are required to promote the education, recruitment and professional practice of members of these targeted populations. The law also requires that each health professional regulatory board maintain records of the racial and ethnic makeup of applicants and professionals regulated by the board. This information is to be reported to the Legislative Assembly biennially.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 9

BUDGET NARRATIVE

AGENCY PLANS

The Agency Strategic Plan was adopted in 1999 and updated in 2007 to assess progress toward goals and to adjust goals to reflect current and projected needs. The Board of Dentistry's short and long-range plan is directed by its mandate to protect the health, safety and welfare of Oregonians and by its mission to assure that citizens receive the highest possible quality oral health care. The Board strives to ensure that its activities fulfill its mission within the resources allocated by the Legislature and effectively provides appropriate public protection.

Oregon Benchmarks

The Board of Dentistry has no Primary Links to the Oregon Benchmarks; however, Board activities support the following Benchmarks as secondary links:

#29 Skills Training: Percentage of Oregonians in the labor force who received at least 20 hours of skills training in the past year.

Licensees of the Board are required to complete continuing education requirements biennially in order to renew their professional licenses (40 hours for dentists; 36 hours for dental hygienists holding Limited Access Permits; and 24 hours for all other dental hygienists). In addition to this mandatory requirement, most licensees voluntarily participate in study clubs and take courses that enhance their professional skills. Many continuing education courses are available via the Internet and are an effective means of receiving training.

#30 Volunteerism: Percentage of Oregonians who volunteer at least 50 hours of their time per year to civic, community or nonprofit activities.

The Board supports volunteerism by encouraging uncompensated dental and dental hygiene care provided through various non-profit and community based clinics. In cases where unacceptable patient care is not an issue, the Board frequently requires uncompensated services as a part of settlement agreements in disciplinary cases. During 2011 - 2013 Oregonians received over 300 hours of dental or dental hygiene care through these Board actions. Feedback from practitioners has been positive and many continue their volunteer relationship with the dental clinic after the Board's requirements have been fulfilled.

In January of 2005 in cooperation with the Oregon Dental Association and Dentists Benefits Insurance Company the Board created a Volunteer Dentist/Dental Hygiene license designation program. As of August 1, 2014 18 dentists and three dental hygienist who currently have a volunteer dentist licensee designation

A dentist who maintains an Oregon license but is retired from active practice may obtain liability insurance through the Department of Administrative Services in order to provide uncompensated dental services through nonprofit corporations offering community services and dental services to low-income patients. (ORS 679.510).

 Agency Request

 X Governor's Recommended

 Legislatively Adopted

Budget Page 10

BUDGET NARRATIVE

The Board maintains a registry of dentists and dental hygienists who provide dental and dental hygiene services without compensation in accordance with ORS 676.340. By registering with the Board annually, licensees providing uncompensated health care are not liable for any injury, death or other loss arising out of the provision of the services unless the injury, death or other loss results from the gross negligence of the practitioner. Every member of the Board (six dentists, two dental hygienists and two public members) are volunteers and collectively donate hundreds of hours of time to Board work, through Board meetings, committee meetings, Legislative appearances, public appearances and speaking engagements, serving as examiners for regional clinical dental and dental hygiene examinations, and representing the State of Oregon at national meetings germane to the licensure, examination and regulation of the two professions under its jurisdiction.

#44 Adult Non-smokers: Percentage of Oregonians, 18 and older, who smoke cigarettes.

#52 Substance Use During Pregnancy: Percentage of pregnant women who abstain from using: a. alcohol; b. tobacco.

The Board recognizes that tobacco use prevention and cessation are an important part of oral health and directly related to the prevention of other health conditions. In 1988, the Board issued its position statement on the health hazards associated with tobacco and determined that the prescribing of drugs such as Nicorette, Nicoderm, and Zyban were within the scope of practice of dentistry. The Board supports and encourages dental professionals to educate their patients on the dangers of tobacco use. The Board of Dentistry maintains a smoke-free workplace and all meetings of the Board are smoke free in accordance with Oregon Public Meetings Law and agency policy.

#50 Child Abuse or Neglect: Number of children, per 1,000 persons under 18, who are: a. neglected/abused; b. at a substantial risk of being neglected/abused.

Under ORS 419B.005, dentists are required to report suspected incidents of child abuse or neglect. The Board regularly publishes in its newsletter information on the requirement to report, symptoms and physical indications of abuse, and contact numbers for reporting in various areas of the state.

2013-2019 SIX-YEAR PLAN

The Board of Dentistry's strategic plan was originally completed in 1999 and was reviewed in October of 2007 for progress towards meeting established goals, adjusting goals to reflect current or projected needs and to re-assess priorities. The Board of Dentistry's long- and short-range plan is directed by both its mission to assure that Oregonians receive high quality dental care and by its statutory mandate to protect the health, safety and welfare of the citizens of Oregon. The Board strives to ensure that its goals and objectives are realistic and within the resources allocated by the Legislature.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 11

BUDGET NARRATIVE

Goal 1: Assure that licensees are qualified and competent to practice safely.

Benchmark/High-Level Outcome

Agency mission.

Intermediate Outcomes:

- Licenses will only be granted to applicants possessing the appropriate requirements for education and examination.
- Examinations for licensure will be valid and reliable.
- National FBI Criminal Background checks will be conducted for all applicants by submitting fingerprints to the Oregon State Police and inquiries of the National Practitioners Data Bank and the Healthcare Integrity and Protection Data Bank.
- All licensees will complete required hours of verifiable continuing education related to clinical patient care.
- Licensees with performance or substance abuse issues will be remediated and monitored during their recovery and remediation process.
- Licensees under disciplinary sanction will be actively monitored to ensure compliance with terms of probation, and to restore them to active, useful service to Oregon's citizens whenever appropriate.
- Maintain a network of consultants and evaluation/treatment facilities capable of meeting the need and scope of expertise required to assist the Board in its mission to rehabilitate licensees in need of assistance.

Performance Measures:

1. Licenses will be issued or renewed within 7 business days of receipt of completed paperwork.
2. 100% of all applicants will have background checks.
3. Compliance with continuing education requirements will be audited for 15% of all licensees each year.
4. 100% of licensees who are under consent orders for substance abuse issues will appear before the Board at least annually.
5. 85% of licensees on monitoring status will complete the terms of disciplinary sanctions within original time frames established in their order.

Goal 2: Promote access to oral care.

Benchmark/High-Level Outcome

Benchmark #30; Agency mission.

Intermediate Outcomes:

- Promote volunteerism.
- Review scopes of practice of dental hygienists and dental assistants to provide broader scope where appropriate.
- Provide for reasonable access to education and testing in rural areas; i.e. long distance learning.
- Support increased funding for education of dental, dental hygiene and dental assisting.
- Partner with communities of interest to provide incentives to enter dental health care careers.
- Participate in workforce studies to determine the extent of the workforce problems and identify possible solutions.
- Support community prevention activities; i.e. Early Childhood Caries Prevention Project, and statewide fluoridation effort

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 12

BUDGET NARRATIVE

Performance Measures:

1. At least 90% of licenses disciplined for continuing education noncompliance or practicing without a license will be required to provide volunteer dental services.
2. Encourage Dentists and Dental Hygienists to join the Boards Volunteer License Designation Program.
3. Dental Hygiene and Dental Assisting rules will be reviewed each annually.

Goal 3: Standards of practice, statutes and regulations will be realistic, understandable and applied appropriately

Benchmark/High-Level Outcome

Benchmark #29 and #30, Agency Mission, Legislative mandate

Intermediate Outcomes:

- Investigate allegations of unprofessional conduct, unacceptable patient care or other violations of the Dental Practice Act in a fair, prompt, objective and thorough manner.
- Take an active stance in preventing practice problems that endanger patients through educational outreach.
- Where unacceptable care is identified, Board emphasis will be on remediation through education and restitution to patients when appropriate.
- Participate in the Statewide HPSP diversion program for licensees with substance abuse disorders.
- Disciplinary issues will be mediated and resolved through mutual agreements to the greatest extent possible.
- Review all statutes and rules at least annually for consistency and cohesion.

Performance Measures:

1. Investigations will be completed within six months from date of receipt.
2. At least 95% of disciplinary actions will be settled through negotiated consent agreements rather than Contested Case Hearing.
3. The percent of licensees who are disciplined will decrease each biennium.

Goal 4: Communicate timely and useful information regarding the Board's mission, services, policies and standards of practice to the public and licensees.

Benchmark/High-Level Outcome

Agency Mission, Strategic Plan

Intermediate Outcomes

- Improve public awareness of the Board as a resource for, and provider of, information and services.
- Provide appropriate information regarding licensees to the extent allowed by law.
- Continue to make the Board's website a useful resource for citizens and licensees.
- Review of all potential partnerships during the planning of all board initiatives to maximize synergy and resources.

 Agency Request

 X Governor's Recommended

 Legislatively Adopted

Budget Page 13

BUDGET NARRATIVE

- Communicate regularly with licensees, educators, professional associations and interested community organizations regarding Board policies and expectations

Performance Measures

1. The number of pages viewed (“hits”) on the Board’s website.
2. Feed back provided from the Customer Services Survey posted on the website.
3. Produce and distribute two newsletters per year, mailed to all licensees, other state dental boards and professional associations, and post on the website.
4. Number of presentations made by staff and Board members to dental, dental hygiene and dental assisting students; licensees and professional organizations.

PARTNERSHIPS

- **Professional Organizations:** Oregon Dental Association, Oregon Dental Hygienists’ Association, Oregon Dental Assistants Association, Oregon Academy of General Dentistry, and various dental specialty organizations.
- **Education System:** Oregon Health and Science University, School of Dentistry; Community College Dental Hygiene and Dental Assisting programs; Oregon Department of Education, licensed trade schools and independent educators.
- **Health care regulatory agencies and public health organizations:** Board of Pharmacy, Board of Nursing, Board of Medical Examiners, Board of Denture Technology, dental licensing boards in other states, other health licensing boards, Department of Human Services, Health Services; Oregon Medical Assistance Programs, and local community health programs.
- **Law Enforcement Agencies:** U.S. Drug Enforcement Agency, Federal Bureau of Investigation, Oregon Department of Justice, Medicaid Fraud; local police agencies, etc.
- **Malpractice carriers;** i.e. Dental Benefits Insurance Company, etc.
- **National Dental Organizations:** American Dental Association (ADA) and American Association of Dental Boards (AADB). The ADA accredits dental schools and dental hygiene and dental assisting programs, and conducts regular evaluations of programs to assure compliance with national education standards. The ADA also conducts the written dental and dental hygiene examinations (National Board Examinations) that are recognized by all states for initial licensure. AADB is comprised of state dental boards, dental educators, board administrators and board attorneys. Its focus is on licensing standards for dentists and dental hygienists. The association appoints members to the American Dental Association Council on Dental Education, Commission on Dental Accreditation (CODA) which is responsible for the evaluation and accreditation of dental education programs; and to the Joint Commission on National Dental Examinations which conducts standardized written dental and dental hygiene examinations that are recognized by all fifty states for licensure. This organization maintains a clearinghouse of disciplinary actions issued by State dental boards and disseminates a monthly report to all member agencies.

Agency Request

Governor’s Recommended

Legislatively Adopted

Budget Page 14

BUDGET NARRATIVE

- **Dental Testing Agencies:** Western Regional Examining Board, American Board of Dental Examiners, Central Regional Dental Testing Service, Northeast Regional Boards of Dental Examiners, Southern Regional Testing Boards, Council of Interstate Testing Agencies, and the Dental Assisting National Board. These organizations conduct examinations for dentists, dental hygienists and dental assistants and are recognized by the Oregon Board for initial qualification for licensure (dentists and dental hygienists), or certification (dental assistants). The Board holds membership in the Western Regional Examining Board and American Board of Dental Examiners.
- **Federal Reporting Agencies:** National Practitioner Data Bank (NPDB) and Healthcare Integrity and Protection Data Bank (HIPDB). The Board is required by Federal law to report disciplinary actions to these two data banks. These national databases facilitate background checks and help licensing boards evaluate the qualifications of practitioners to practice safely. Checks of records of applicants for licensure, or of current licensees applying for renewal, can reveal information that has not been self-reported and which warrants attention by the Board.
- **Treatment facilities and providers** (particularly those with experience in treating health professionals). Twelve-step and other self-help programs, diversion programs of other health licensing Boards. The Board works closely with professionals who specialize in the evaluation, treatment and recovery of people with substance abuse issues.

2015-17 TWO-YEAR PLAN

AGENCY PROGRAMS

The Board of Dentistry is charged with the regulation of the practice of dentistry and dental hygiene by setting standards for entry to practice, examination of applicants, issuance and renewal of licenses, and enforcing the standards of practice. The Board also is required by law to establish standards for the administration of anesthesia in dental offices. The Board determines dental procedures that may be delegated to dental assistants and establishes standards for training and certification of dental assistants.

As of August 1, 2014, there were 3,685 dentists, and 4,215 dental hygienists holding Oregon licenses. Dentists who wish to utilize other than local anesthesia may apply for one of four levels of anesthesia permit. The type of permit issued is based on the level of consciousness induced. Dental Hygienists may obtain a permit to administer nitrous oxide. 2,066 dentists hold anesthesia permits, and 2,883 dental hygienists hold a nitrous oxide anesthesia permit. Approximately 4,000 dental assistants are employed by dentists to assist in providing dental services. A high percentage of these dental assistants hold certificates issued by the Board to perform advanced procedures (Expanded Function Dental Assistant) or to take x-rays (Certificate of Radiologic Proficiency).

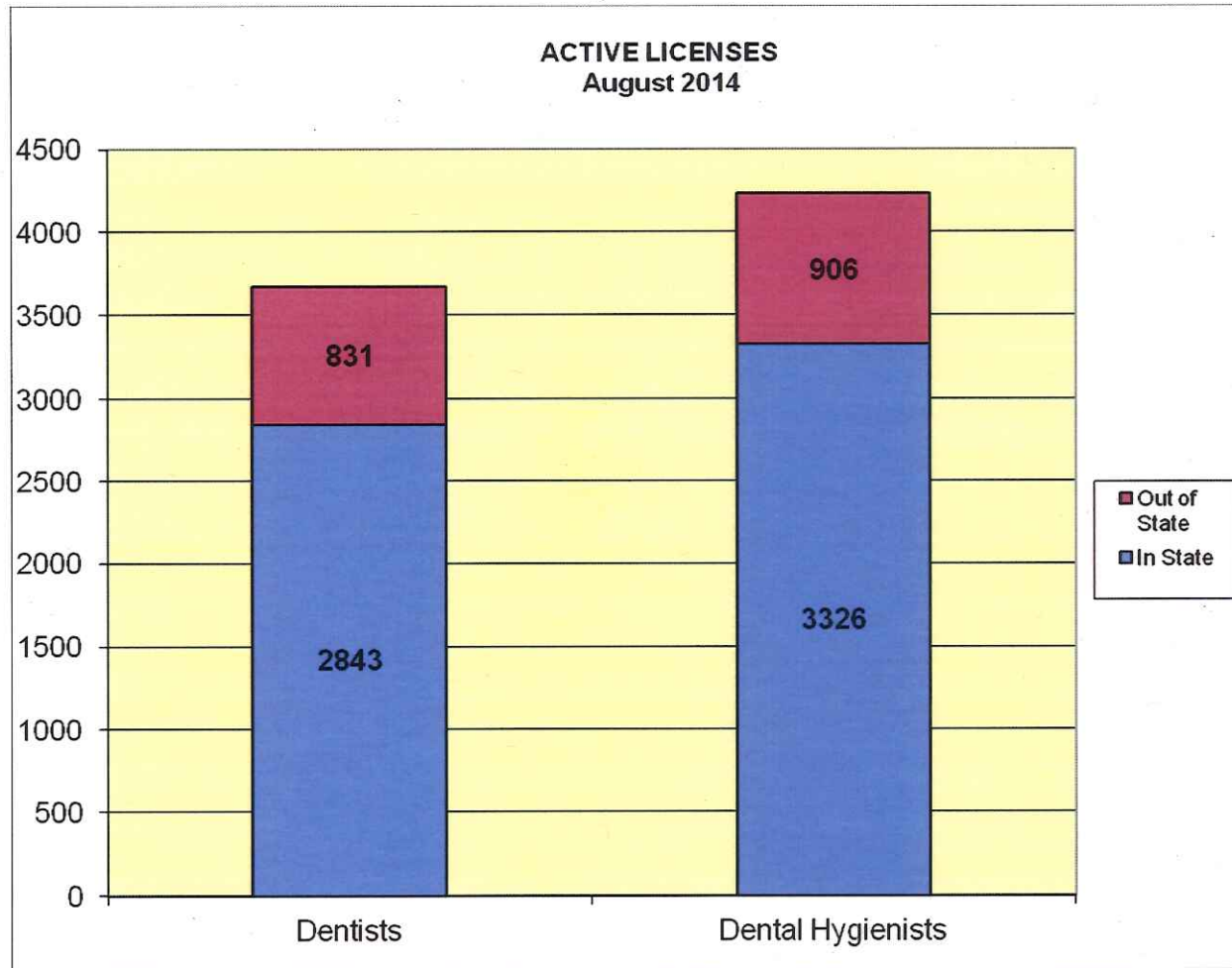
Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 15

BUDGET NARRATIVE



The Board operates in an atmosphere of constant change, rapidly developing technology, changing treatment modalities, demographic and geographic disparities in access to dental care, growing public demand for a greater diversity of provider groups, and constantly shifting societal norms and values.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 16

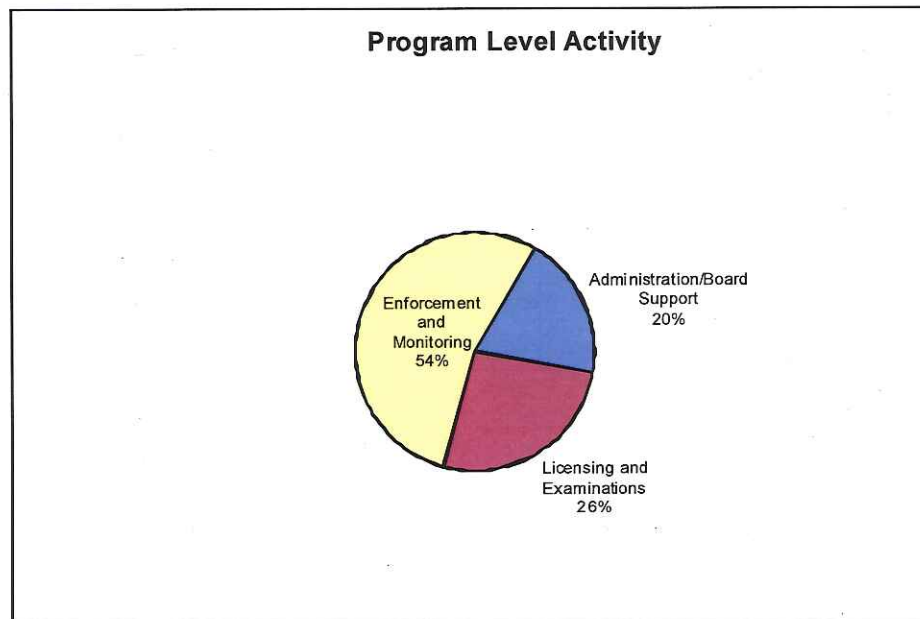
BUDGET NARRATIVE

Agency operations are supported solely from license application, renewal, exam and permit fees plus revenues generated from fines imposed for late renewals, civil penalties assessed, and miscellaneous receipts from the sale of mailing lists and copies of public records.

The Board is composed of ten members appointed by the Governor and confirmed by the Senate for four-year terms. There are six dentists, one of whom must be a dental specialist, two dental hygienists and two public members.

There are 7.0 FTE staff who carry out the day-to-day functions of the agency. In addition, the Board contracts with numerous dental professionals to provide expertise in specific dental specialty areas.

Primary program activities are Licensing and Examination, Enforcement and Monitoring, and Administration. Estimated program level activity for the seven staff members is quantified in the chart below:



BUDGET NARRATIVE

Licensing and Examination

This activity includes licensure of dentists, dental specialists, dental instructors and dental hygienists, administers sixteen to twenty specialty examinations per year, biennial renewal of licenses, and issuance and renewal of various permits and certificates (anesthesia permits, Limited Access Dental Hygiene Permits, and certification of dental assistants to take radiographs and to perform expanded functions).

The Board receives and reviews license applications to assure that applicants have the required education, have passed the National Board written examinations and have passed a clinical examination recognized by the Board. A thorough background check is conducted on each applicant for a new license and, where a past history is revealed, an investigation is conducted and results are presented to the Board for determination. Staff also administers a Jurisprudence Examination for each new applicant and conducts random audits of 15% of license renewals annually for compliance with continuing education requirements.

Customers of this activity are dentists, dental hygienists, dental assistants, those who employ them and, ultimately, the public.

The table below shows the historical and projected workload for the agency in this activity.

| Licensing and Examination Workload | 2003-05 Actual | 2005-07 Actual | 2007-09 Actual | 2009-11 Actual | 2011-13 Actual | 2013 – 2015 Est. |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Licenses Issued: | | | | | | |
| Dental | 322 | 350 | 355 | 305 | 340 | 360 |
| Dental Hygiene | 294 | 335 | 375 | 434 | 450 | 550 |
| Total New Licenses Issued: | 616 | 685 | 730 | 739 | 790 | 910 |
| | | | | | | |
| Licenses Renewed: | | | | | | |
| Dental | 3254 | 3300 | 3325 | 3389 | 3400 | 3556 |
| Dental Hygiene | 3180 | 3265 | 3386 | 3613 | 3700 | 3684 |
| Total Licenses Renewed: | 6434 | 6595 | 6712 | 7002 | 7100 | 7240 |
| | | | | | | |
| Specialty Examinations Conducted | 9 | 5 | 3 | 3 | 3 | 3 |
| Candidates Examined | 7 | 5 | 3 | 5 | 3 | 3 |
| | | | | | | |
| Anesthesia Permits Issued/Renewed | 3795 | 3969 | 3,750 | 4359 | 4400 | 4534 |
| | | | | | | |
| Dental Assistants Certified | 2095 | 2260 | 2,449 | 2638 | 2650 | 2500 |
| Dental Assisting Instructor Permits Issued/Renewed | 102 | 124 | 106 | 110 | 125 | 83 |
| Expanded Practice Permit Dental Hygienist Issued/Renewed | 59 | 67 | 84 | 171 | 300 | 400 |

 Agency Request

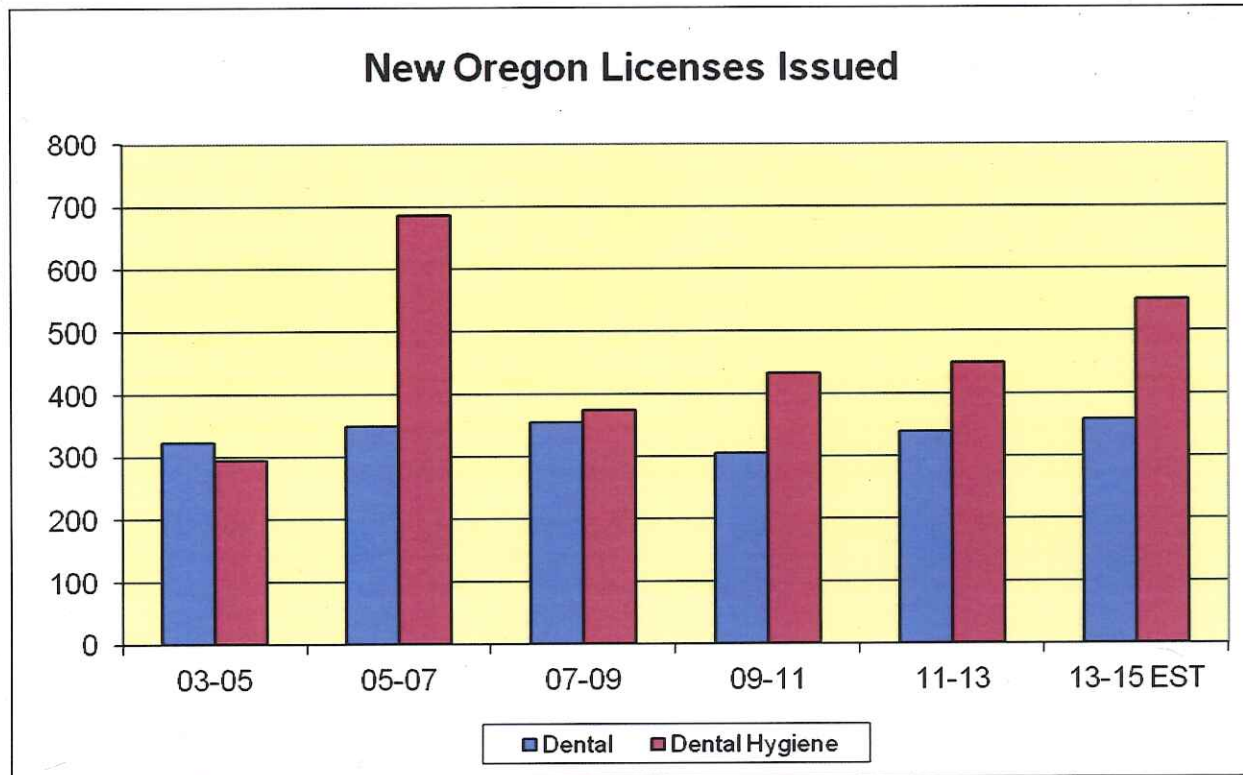
 X Governor's Recommended

 Legislatively Adopted

Budget Page 18

BUDGET NARRATIVE

The graphic below shows the historical growth in the number of dental and dental and dental hygiene licenses issued. (The '13-15 estimated is based on actual FY '13 new licenses issued.)



Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 19

BUDGET NARRATIVE

Enforcement and Monitoring

The Dental Practice Act (ORS 679 and 680.010 through 680.205) and the Board's Administrative Rules (OAR 818) establish the grounds and methods of discipline that may be imposed on licensees who violate the act. The statutes and rules of the Board define unprofessional conduct, unacceptable patient care, establish standards for record keeping and infection control guidelines, and define appropriate management and record keeping for controlled substances. The Board is required by ORS 676.165 to conduct investigations of any complaint received regarding licensees or applicants. In addition, the Dental Practice Act allows the Board to open investigations on its own motion. Cases opened by the Board might be based on information the Board receives ancillary to another case, from reports submitted by insurance companies regarding malpractice claims, criminal convictions, or based on disciplinary actions taken by other state dental boards or by other licensing boards since several of the Board's licensees have dual licenses; i.e. physician/dentist or dental hygienist/denturist.

Staff investigators conduct investigations by interviewing the complainant, the patient, the respondent (licensee), subsequent treating dentists, or any other witness germane to the case. Investigators review patient records, consult with outside experts contracted by the Board for this purpose, review insurance claims, and any other material or witnesses necessary to determine the facts of the case. Investigative findings are presented to a sub-committee of the Board comprised of two dentists (Evaluators) who review the cases in-depth with the staff investigators. The recommendation of the Evaluators, as well as the recommendation made by staff, is presented to the full Board for final action. The Board's findings fall into one of four categories: No Violation, No Further Action, Letter of Concern or Discipline. "No Further Action" reflects a case where an investigation was not completed for some reason – the Board did not have jurisdiction of the issue submitted, the complainant withdrew the complaint and the Board was satisfied with the reasons, or the licensee is no longer under the Board's jurisdiction. A "Letter of Concern" is issued when the Board determines that the licensee violated some aspect of the Dental Practice Act, but the matter warrants a warning rather than formal disciplinary action. All investigative findings are confidential and may not be revealed to any member of the public. Formal disciplinary actions are public record and, upon request, the Board provides copies of Notice of Proposed Disciplinary Action and any final Orders. Disciplinary actions are reported as required by Federal Law to both the National Practitioners' Data Bank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB).

Disposition of Cases 2011 - 2013

| | |
|-------------------|-----|
| No Further Action | 23% |
| No Violation | 33% |
| Letter of Concern | 21% |
| Discipline | 25% |
| Total Cases | 441 |
| | |

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 20

BUDGET NARRATIVE

The Board may impose disciplinary action ranging from a reprimand to suspension or revocation of a license. It may also place a licensee on probation, order a licensee to obtain substance abuse treatment, impose a civil penalty or any other discipline the Board deems appropriate. The Board's goal is remediation rather than punishment – and where appropriate, the Board requires additional education and skill building to improve clinical skills. As part of settlement agreements the Board frequently requires the dentist to make restitution to the patient and to complete unremunerated community service. Most disciplinary actions imposed by the Board are entered into by mutual agreement between the Board and the licensee through a negotiated Consent Order. Those that cannot be settled by consent agreement are referred to the Hearing Officer Panel for conduct of a Contested Case Hearing. Staff investigators and expert witnesses appear at these hearings to testify to the facts of the Board's case. The Board is represented by the Department of Justice in these cases.

Monitoring involves tracking licensees who are under disciplinary sanction for compliance with the terms of their Board order. This involves tracking disciplinary actions, requirements and timelines, routine communication with the licensee, working with treatment providers to assure compliance, scheduling appearances before the Board for those licensees required to make regular personal appearances. At any given time, the staff compliance officer is monitoring approximately 50 licensees. Many licensees placed in the monitoring caseload are typically monitored for a minimum of five years since these cases involve drug and alcohol abuse or sexual boundary issues.

Enforcement and Monitoring Workload

| | 2003-05 Actual | 2005-07 Actual | 2007-09 Actual | 2009-2011 Actual | 2011-2013 Actual | 2013- 2015 Estimated |
|--|-------------------|-------------------|-------------------|---------------------|---------------------|----------------------------|
| Investigations Opened | 473 | 569 | 578 | 525 | 426 | 458 |
| Cases Completed and Closed | 501 | 570 | 513 | 457 | 413 | 400 |
| Cases Resulting in Disciplinary Action | 67 | 64 | 73 | 64 | 104 | 62 |

* There may be more than one Respondent per case.

Customers of this activity are the public, insurance companies, law enforcement agencies, other health care licensing boards, and the dental community.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 21

BUDGET NARRATIVE

Administration

Administrative activities include support of Board and committee meetings, implementation of Board policy; assuring that agency operations are conducted in compliance with all State laws and regulations, program evaluation, coordination and supervision of agency operations, and personnel recruitment and supervision. It also includes coordination with the Department of Justice on various Board legal issues, development and implementation of administrative rules, policies and procedures; development of legislative concepts, tracking of legislation that impacts agency operations and preparation and presentation of testimony at Legislative hearings. Administrative staff are responsible for budget planning, development, and monitoring; management of agency equipment, supplies and information systems. On behalf of the Board, the Executive Director provides public information, outreach and education (production of the Newsletter, maintenance of website, public appearances and presentations, etc.); responds to inquires by the media, represents the Board on various statewide taskforces such as Department of Human Services Oral Health Advisory Board. The Executive Director acts a liaison for the Board and maintains effective relationships with all communities of interest whether local, statewide or national. Customers are the Board, the dental community, the Legislature, and the public.

ENVIRONMENTAL FACTORS INFLUENCING THE BOARD

Societal Factors

The public has a greater understanding and desire to be protected from potentially hazardous substances and are exposed to vast amounts of information about either the potential benefits or hazards of products utilized in dentistry and other aspects of everyday life. Information can be very convincing yet has no valid basis in scientific studies. The Board is faced with issues such as the safety of dental amalgams, the efficacy of fluoride to prevent caries, and questions regarding the appropriate frequency of having dental radiographs taken. As new technology and procedures are developed; i.e. tooth whitening/bleaching, or brush biopsy for screening for oral cancers, both potential clients and dental providers seek Board's position or response.

Greater awareness of the health effects of certain behaviors, such as use of tobacco, alcohol, the role of diet, and the need for good basic hygiene has contributed to a generally healthier population with increased life expectancy and improved oral health. As the population is aging, it is also becoming more racially and ethnically diverse. Demographic changes are expected to alter disease patterns as well as cultural attitudes and expectations. Today's dental workforce is not representative of the ethnic and racial makeup of the population. The dental workforce needs to be educationally and culturally prepared to deal with the diverse population it serves.

The public has a high expectation for excellent service and high-quality care without complication or pain, and treatment modalities that will last longer than dentistry can reasonably provide. Patients complain about crowns that fail after ten years, dentures that break or don't fit twenty years after they were first placed, unexpected post-treatment complications beyond the control of the doctor such as dry sockets, failure of root canal treatment, and development of periodontal disease without accepting responsibility for appropriate home dental hygiene. Many patients expect dental treatment to be pain free and do not anticipate that there may be pain in the course of post surgical recovery. The Board also receives complaints because the treatment recommended by their dentist, and to which the patient agreed, was not fully covered by individual dental insurance

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 22

BUDGET NARRATIVE

coverage, and submit complaints regarding perceived “bad manners” on the part of front office staff. Patients need to be educated regarding all aspects of the proposed treatment, including potential complications and any alternatives to the treatment recommended by the practitioners. Patients also should be fully informed about their own insurance coverage and not rely on the dental office to only provide treatment that is covered. Dentists need to take time to carefully discuss with patients the proposed treatment plan, alternative treatments, risks involved in the treatment plan and answer all questions the patient may have.

Dental professionals, as well as the rest of the population, want to be able to move from state to state with their professional license and not have to re-take examinations designed for those just entering practice. In addition, more and more people either change professions or want to have the flexibility. The Board has several licensees who hold dual licenses or professional degrees. For instance, since the Board began gathering this information in mid 2001, it has found that approximately 23 dentists are also licensed physicians; seven dentists are pharmacists, five are Registered Nurses, one is a Physical Therapist, two are Massage Therapists and two have a J.D. degree. Five dental hygienists are also licensed denturists. With multiple licensees who hold dual licenses, it is necessary for regulatory Boards to be aware of disciplinary actions taken against all current or previous licenses and to have the jurisdiction to take appropriate action.

Regulatory Mandates

As new Federal and State laws are passed that impact either the dental profession or the Board, limited resources of the Board are stretched ever thinner. Implementation of the Healthcare Integrity and Protection Data Bank, essentially a duplicate reporting requirement of the National Practitioner’s Data Bank, during 1999-2001 biennium; and in 2001-2003 implementation of the Health Insurance Portability and Accountability Act (HIPAA), require Board and staff time, analysis, and production of information to practitioners on the regulatory impact of these regulations.

Passage of SB 786 in 2001, requiring twenty Oregon Health Related Licensing Boards to gather and compile information regarding the ethnic and racial background of licensees and applicants resulted in the Board having to create a survey document, include it with application and renewal packets, modify its data base to record the information, to input this additional information and to generate reports.

HB 2469 passed by the 2001 Legislature requires that the Board accept Licensure by Credential for dentists and dental hygienists licensed in other states. Although the Board was moving in this direction to implement staged changes over time, the legislative action required broader implementation than the Board initially envisioned and virtually “opened the gates” for those who wanted to cross state borders, or retire to Oregon and continue their chosen profession after careers in the military, Public Health Service or in another state. While this statutory change is beneficial to Oregonians, and enhances mobility for practitioners, it created a not un-anticipated workload increase.

Agency Request

Governor’s Recommended

Legislatively Adopted

Budget Page 23

BUDGET NARRATIVE

Demographics

Demographic Trends -- The demographics of the population is changing. People are living longer and retaining good oral health. The number of Oregonians aged 65 and older is over 438,000 and this population is expected to increase by 100% by the year 2025. In 1974 approximately 45% of adults between the ages of 65 and 74 were edentulous (had no teeth). In 1994, just 28% of Americans in this age group were edentulous. (American Dental Association, *Future of Dentistry—Executive Summary, 2002*). This aging of the population increases the numbers of people with disabilities, and special needs that may not be very mobile or may be residents of long-term care facilities. Dental professionals must be equipped to manage the oral health effects of co-morbidities and medications, and will be required to interact more often with other health care providers, social service agencies and institutionalized patients.

The general population of Oregon, and the U.S., is growing at a faster rate than the supply of dentists. According to the Dental Workforce Model, an entity-based projection model developed to simulate the demographic trends among all U.S. dentists through the year 2020, the number of active private practitioners is expected to increase 10.5% through the first 20 years of the 21st century, much slower than the last 20 years. During that same time, the U.S. Population is expected to increase 17.4%. (Source: *Journal of the American Dental Association, Vol. 130, December 1999, p. 1745.*)

The number of dental school graduates has declined steadily in the past 20 years -- from a high of 5,756 in 1982 to a low of 3,778 in 1993. Since 1993, dental graduates have increased steadily to 4,041 in 1999. (ADA, *Surveys of Predoctoral Dental Education*). Dentists who graduated in the mid-eighties will be looking to retire in the next ten years. There will not be enough dentists to replace those who are retiring. In 2002, 33% of Oregon licensed dentists are over the age of 55, and another 30% are between the ages of 35 and 45. On the other hand, the number of dental hygiene graduates has increased -- from 3,904 nationally in 1989 to 5,281 in 1999. Only 10% of Oregon licensed dental hygienists are over the age of 55. 36% are between the ages of 45 and 55, and 54% is under the age of 45. The ability of a dentist to expand his or her service capacity will lie in part on the ability to delegate tasks to dental hygienists and dental assistants. (ADA, *Future of Dentistry, 2002*)

Diversity in the Workforce -- As stated above, by the year 2020, the population of the United States is expected to increase by more than 10%. During this period it is anticipated that 55% of the growth in U.S. population will be due to immigrants and their descendants. Growth will be greatest among Hispanics and African Americans. Since 1990, however, there has been a 23% decline in dental school enrollment of Hispanics, African Americans and Native American students. Consequently, at the very time the U.S. is becoming more diverse, the future supply of dentists is becoming less representative of the population it serves. (ADA, *Future of Dentistry, 2002, page 37*) A rapidly changing race/ethnic profile will require a dental workforce that is confident and culturally competent to address both routine and uncommon oral problems.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 24

BUDGET NARRATIVE

Economic and Internal Issues

The Board enjoys excellent collaborative relationships with the professional associations and the School of Dentistry, and close interaction with other health licensing boards on issues of mutual concern. These partnerships allow the Board to leverage its limited resources in its mission to protect the public and enhance communications with licensees and consumers. The Board relies heavily on volunteers from the dental professions to assist the board by serving on committees to review various issues and make recommendations to the Board. The Board also relies heavily on the dental

profession to provide expert consultation services and conduct of its specialty examinations at rates of reimbursement that are far below standard rates for those services. The Board is expected to be immediately responsive to patient complaints about dental care received, provide access to information that is by law required to be held confidential, and to assure that over 7,700 licensees are ethical and competent to practice and maintain that competency during the course of their careers. At a time when thousands of Oregonians are without jobs and without insurance coverage, there is tremendous pressure on State government to be responsive to emergent needs. However, State agencies, regardless of funding source, are urged to cut back and to be conservative in seeking any increases in fees, or enhancements to programs. This is a dilemma for all branches of government that must be dealt with in collaborative ways that can affect the best result for the lowest cost.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 25

BUDGET NARRATIVE

AGENCY INITIATIVES

Agency plans for accomplishment of its goals for 2015-2017 include:

- Continue to promote and encourage participation in the Statewide HPSP diversion program for licensees with substance abuse addictions.
- Continue to promote and encourage participation in the volunteer Dentist/Dental Hygienist program to increase access to quality dental care.
- Continue to us OBD/OAGD Mentoring Program as one avenue to resolve disciplinary cases.
- Review Specialty Examination process to assure exams are valid and reliable.
- Utilize the website, newsletter and personal presentations to communicate Board policies and expectations.
- Refine On-line renewal process.
- Fully implement use of electronic forms of Payments.
- Continue to collect data on the ethnic and racial makeup of licensees and work with policy makers, educators, and students to encourage a representative diversity in the dental workforce.
- Refine participation in the Health Care Workforce Initiative project to address the issues of health care workforce shortages and access to care.
- Continue the implementation of more electronic media for communication and Board functions.

CRITERIA FOR 2015-2017 BUDGET DEVELOPMENT

In developing the 2015-2017 Agency Budget Request, the following criteria were used:

- Does requested budget allow the Board to meet its basic Legislative mandates of licensure and enforcement?
- Can the requested budget be achieved with existing staffing and funding levels?
- Does the requested budget help achieve the Board's goals and move the Board toward achievement of its long-term goals?
- What additional resources are needed to meet the Board's long-term goals?
- Would the dental community, which pays for the Board's activities, and the Legislature, support proposed, enhanced activities of the Board?

PERFORMANCE MEASUREMENT CRITERIA

In accordance with HB 3358 passed in the 2001 legislative session, agency Goals, Key Performance Measures and targets have been submitted to the Oregon Progress Board. The Board of Dentistry's "Links to Oregon Benchmarks" form is found on the following page. The agency's goals, objectives, outcomes and measures are more fully discussed under the 2015-2021 Six-Year Plan earlier in this document.

TECHNOLOGY INITIATIVES

The Board has no major technology initiatives (defined as equal to or exceeding \$500,000), however, the agency makes every effort to manage its technology resources efficiently and effectively to serve its customers and expand public access.

___ Agency Request

X Governor's Recommended

___ Legislatively Adopted

Budget Page 26

BUDGET NARRATIVE

During the 1997-99 biennium the Board's licensing and investigative database was rewritten to take advantage of the more sophisticated software available and to be compatible with its desktop Windows operating system. The Board's dial-up Internet access, e-mail services and website hosting is provided through Oregon Video and Online Services (VOS), a part of the Department of Administrative Services. As of August 1, 2004 the Board is connected to the State Wide Area Network..

The Board's database is under continuous review and revision as program needs are identified and resources allow. During 2003-2005, the database has been modified to accommodate the requirements of collecting information regarding race and ethnicity from licensees and applicants, and to include information about other licenses held by licensees of the Board; i.e. medical, dentist, pharmacist, etc. Various statistical reports have been modified to provide better information for program assessment and planning purposes. Also under development is a database that will provide the public with internet access to all public disciplinary information. Within allotted resources, the Board will continue to develop and improve its database applications and add a proactive tracking and monitoring program that will effectively allow compliance monitoring of licensees on disciplinary status. The agency will also explore opportunities to enhance its website and to provide interactive services including electronic submission of license renewals, as these services become available through the Oregon Center for Electronic Commerce and Government.

The Board's business technology plan was developed in consultation with the Department of Administrative Services, IRM Division, and submitted as part of its 2009-2011 budget. No major changes have been made to this plan for the 2013-2015 budget period. The plan includes maintaining the Board's technology (both software and hardware) at a level that allows it to accomplish its business needs and mission in an efficient and effective manner by replacing outdated equipment and upgrading as needed. The Board has fully implement the Licensee Look-up Program that will allow the public to access any and all public information regarding licensees, specifically those that have had disciplinary action taken and allow them to have access to all official orders, including the ability to make copies of such orders on demand.

Chapter 803 (2007 Laws) which was 2007 Senate Bill 337 requires the Board to place as a part of the Licensee Look-up Program any malpractice claims that result in a judicial finding or admission of liability or a money judgment, award or settlement that involves a patient and was filed in a court of appropriate jurisdiction after July 17, 2007. It also requires the Board to make available if asked any notice of malpractice claim. The Board is currently updating the Licensee Look-up system to comply with this new law.

In January of 2008 the Board underwent the process to move from a paper agenda book to an electronic notebook. The conversion was completed on February 29, 2008. It is expected that this electronic notebook will save actual costs in materials, postage and staff time and provide Board Members with better enhanced quality of documents in the as a part of the investigative process.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 27

BUDGET NARRATIVE

OTHER CONSIDERATIONS

Impact of Ballot Measure 30 -- Unfunded Mandates

Article XI, Section 15, Oregon Constitution

The Board of Dentistry has neither introduced any legislation, nor has it passed any rules, requiring other state agencies or local governments to establish new program or increase services within existing programs that might constitute unfunded mandates.

Dispute Resolution

The Board has adopted by reference the Attorney General's Model Rules on the use of collaborative dispute resolution in rulemaking (OAR 137-001-0009) and the Attorney General's Model Rule on the use of collaborative dispute resolution in contested case hearings (OAR 137-003-0565). In compliance with ORS 36.242(4), the Board also has adopted the combined rules on Confidentiality and Inadmissibility of Mediation Communications developed by the Department of Justice and the Department of Administrative Services.

Inmate Work Opportunities

Ballot Measure 17 (1994)

Oregon Corrections Enterprises (OCE), an inmate work program within the Department of Corrections is the agency's vendor of choice for purchase of office furniture. OCE has been utilized since 1997 for distribution of mass mailings such as notices of rulemaking, license renewal notifications and Newsletters when DOC can meet the project and time requirements of the job.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 28

BUDGET NARRATIVE

Agency Management Report

KPMs For Reporting Year 2014

Finalize Date: 8/1/2014

Agency: **DENTISTRY, BOARD of**

| | 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) |
|-----------------------|--------------------------|--------------------------------|------------------------|---------|--|
| Summary Stats: | 80.00% | 0.00% | 20.00% | 0.00% | 0.00% |

Detailed Report:

| KPMs | Actual | Target | Status | Most Recent Year | Management Comments |
|--|--------|--------|--------|------------------|--|
| 1 - Continuing Education Compliance - Percent of Licensees in compliance with continuing education requirements. | 100 | 100 | Green | 2014 | The OBD audits 15% of all license renewals each year to see that licensees are in compliance with the Continuing Education Rules, those audits have shown a high compliance rate. |
| 2 - Time to Investigate Complaints - Average time from receipt of new complaints to completed investigation. | 10.00 | 3.50 | Red | 2014 | The OBD over past years had consistently been below the target set for the average number of days to complete an investigation and prepare a report for the Board, unfortunately this trend has changed, as a result of patients having seen multiple licensees. |
| 3 - Days to Complete License Paperwork - Average number of working days from receipt of completed paperwork to issuance of license. | 7 | 7 | Green | 2014 | The OBD has strived to complete all renewal and application paperwork in 7 days or less. |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 85 | Green | 2014 | The OBD continues to have around an 80% positive rating from the customers who complete the Customer Service Survey. |

Print Date: 7/14/2014

Page 1 of 2

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

Agency Management Report

KPMs For Reporting Year 2014

Finalize Date: 8/1/2014

| KPMs | Actual | Target | Status | Most Recent Year | Management Comments |
|--|--------|--------|--------|------------------|--|
| 5 - Board Best Practices - Percent of total best practices met by the Board. | 100 | 100 | Green | 2014 | The OBD continues to complete the Board Best Practices Evaluation and had a 100% compliance. |

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.

Print Date: 7/14/2014

Page 2 of 2

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

Legislatively Approved 2013-2015 Key Performance Measures

Agency: DENTISTRY, BOARD of

Mission: To assure that the citizens of Oregon receive the highest possible quality of oral health care.

| Legislatively Proposed KPMs | Customer Service Category | Agency Request | Most Current Result | Target 2014 | Target 2015 |
|--|-----------------------------|----------------|---------------------|-------------|-------------|
| 1 - Continuing Education Compliance - Percent of Licensees in compliance with continuing education requirements. | | Approved KPM | 100.00 | 100.00 | 100.00 |
| 2 - Time to Investigate Complaints - Average time from receipt of new complaints to completed investigation. | | Approved KPM | 10.00 | 3.50 | 3.50 |
| 3 - Days to Complete License Paperwork - Average number of working days from receipt of completed paperwork to issuance of license. | | Approved KPM | 7.00 | 7.00 | 7.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information. | | Approved KPM | 83.00 | | |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 85.00 | 85.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 83.00 | 85.00 | 85.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 79.00 | 85.00 | 85.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 79.00 | 85.00 | 85.00 |

Print Date: 7/14/2014

Page 1 of 2

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

Agency: DENTISTRY, BOARD of

Mission: To assure that the citizens of Oregon receive the highest possible quality of oral health care.

| Legislatively Proposed KPMs | Customer Service Category | Agency Request | Most Current Result | Target 2014 | Target 2015 |
|--|---------------------------|----------------|---------------------|-------------|-------------|
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 85.00 | 85.00 | 85.00 |
| 4 - CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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 | 82.00 | 85.00 | 85.00 |
| 5 - Board Best Practices - Percent of total best practices met by the Board. | | Approved KPM | 100.00 | 100.00 | 100.00 |

LFO Recommendation:

Recommend approval of key performance measures and targets as presented

Sub-Committee Action:

Approved key performance measures and targets as presented

Print Date: 7/14/2014

Page 2 of 2

BUDGET NARRATIVE

DENTISTRY, BOARD of

Annual Performance Progress Report (APPR) for Fiscal Year (2013-2014)

Original Submission Date: 2014

Finalize Date: 8/1/2014

BUDGET NARRATIVE

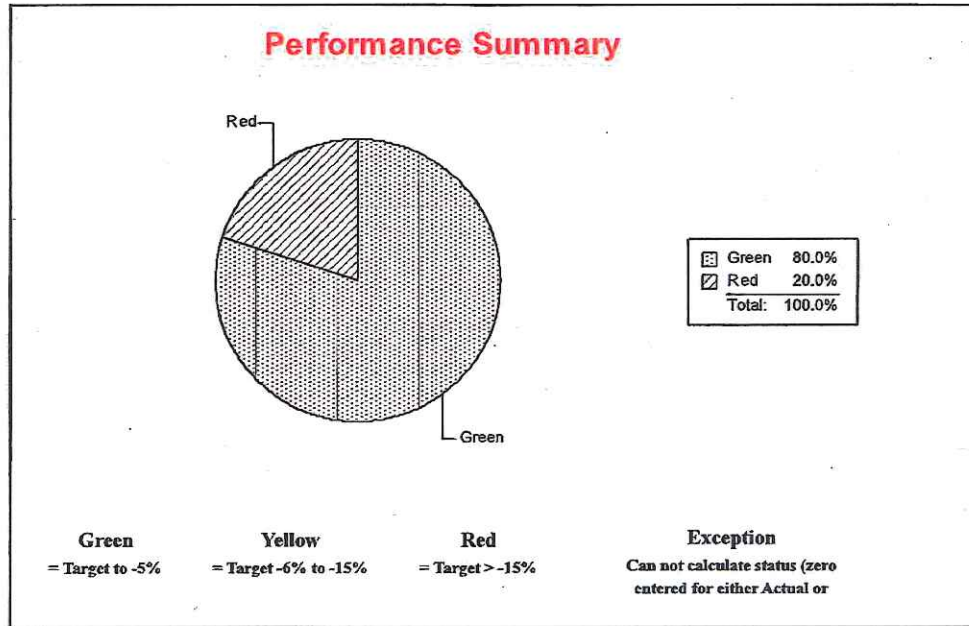
| 2013-2014 KPM # | 2013-2014 Approved Key Performance Measures (KPMs) |
|--------------------|--|
| 1 | Continuing Education Compliance - Percent of Licensees in compliance with continuing education requirements. |
| 2 | Time to Investigate Complaints - Average time from receipt of new complaints to completed investigation. |
| 3 | Days to Complete License Paperwork - Average number of working days from receipt of completed paperwork to issuance of license. |
| 4 | CUSTOMER SATISFACTION WITH AGENCY SERVICES - 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. |

BUDGET NARRATIVE

| New Delete | Proposed Key Performance Measures (KPM's) for Biennium 2015-2017 |
|---------------|--|
| | Title: Rationale: |

BUDGET NARRATIVE

| | |
|--|------------------------------------|
| DENTISTRY, BOARD of | I. EXECUTIVE SUMMARY |
| Agency Mission: To assure that the citizens of Oregon receive the highest possible quality of oral health care. | |
| Contact: Patrick D Braatz, Executive Director | Contact Phone: 971-673-3200 |
| Alternate: | Alternate Phone: |



1. SCOPE OF REPORT

The Board of Dentistry is charged with the regulation of the practice of dentistry and dental hygiene by setting standards for entry to practice, examination of applicants, issuance and renewal of licenses, and enforcing the standards of practice. The Board also is required by law to establish standards for the administration of anesthesia in dental offices. The Board determines dental procedures that may be delegated to dental assistants and establishes standards for training and certification of dental assistants. As of August 1, 2014, there were 3,685 dentists, and 4,215 dental hygienists holding Oregon licenses. The Board operates in an atmosphere of constant change, rapidly developing technology, changing treatment modalities, demographic and geographic disparities in access to dental care, growing public demand for a greater diversity of provider groups, and constantly shifting societal norms and values. Agency operations are

BUDGET NARRATIVE

supported solely from license application, renewal, exam and permit fees, plus revenues generated from fines imposed for late renewals, civil penalties assessed, and miscellaneous receipts from the sale of mailing lists and copies of public records. The Board is composed of ten members appointed by the Governor and confirmed by the Senate for four-year terms. There are six dentists, one of whom must be a dental specialist, two dental hygienists and two public members. 7.0 FTE staff that carry out the day-to-day functions of the agency. In addition, the Board contracts with numerous dental professionals to provide expertise in specific dental specialty areas. Primary program activities are Licensing and Examination, Enforcement and Monitoring, and Administration.

2. THE OREGON CONTEXT

The Oregon Board of Dentistry has no Primary Links to the Oregon Benchmarks; however, Board activities support the following benchmarks as secondary links. #29 Skills Training: Percentage of Oregonians in the labor force who received at least 20 hours of skills training in the past year. #30 Volunteerism: Percentage of Oregonians who volunteer at least 50 hours of their time per year to civic, community or nonprofit activities. #44 Adult Non-smokers: Percentage of Oregonians, 18 and older who smoke cigarettes. #52 Substance Use During Pregnancy: Percentage of pregnant women who abstain from using: a. alcohol; b. tobacco. #50 Child Abuse or Neglect: Number of children, per 1,000 persons under 18, who are: a. neglected/abused; b. at a substantial risk of being neglected/abused.

3. PERFORMANCE SUMMARY

All but one current Performance Measures Targets are being met.

4. CHALLENGES

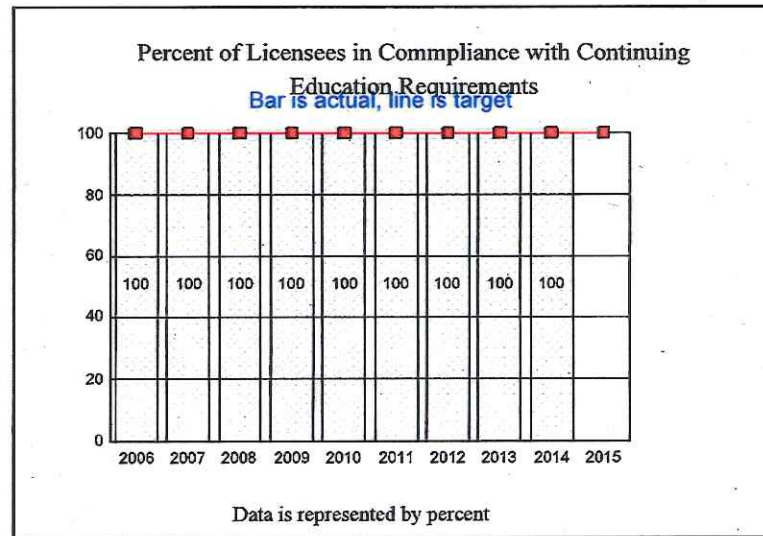
As with all state agencies, those that are funded by Other Funds continue to be challenged by adhering to all revenue and expenditure guidelines outlined by the Governor and the Legislature, although no direct taxpayer dollars fund the Oregon Board of Dentistry.

5. RESOURCES AND EFFICIENCY

The Oregon Board of Dentistry 2013- 2015 Legislatively Adopted Budget is \$2,614,968.

BUDGET NARRATIVE

| | | |
|---------------------|---|--------------------------|
| DENTISTRY, BOARD of | | II. KEY MEASURE ANALYSIS |
| KPM #1 | Continuing Education Compliance - Percent of Licensees in compliance with continuing education requirements. | 2001 |
| Goal | Public Protection - Protect the public by assuring that all licensees are competent to practice safely and ethically. | |
| Oregon Context | The Oregon Board of Dentistry has no primary links to the Oregon Benchmarks. | |
| Data Source | Agency records from continuing education audit logs. | |
| Owner | Oregon Board of Dentistry, Patrick D. Braatz, Executive Director (971) 673-3200 | |



1. OUR STRATEGY

The Board's strategy is that Licensees should keep current on practice issues. One way to do this is to take continuing education courses on a biennial basis. To determine if the licensees are in compliance is to audit approximately 15% of all licensees to establish a baseline.

BUDGET NARRATIVE

DENTISTRY, BOARD of

II. KEY MEASURE ANALYSIS

2. ABOUT THE TARGETS

A target of 100% compliance seems to be an appropriate level for all licenses.

3. HOW WE ARE DOING

The profession is complying with the requirements to complete continuing education as a prerequisite to renewing their license.

4. HOW WE COMPARE

There are no outside comparisons of similar jurisdictions to use.

5. FACTORS AFFECTING RESULTS

There are no specific factors affecting the results

6. WHAT NEEDS TO BE DONE

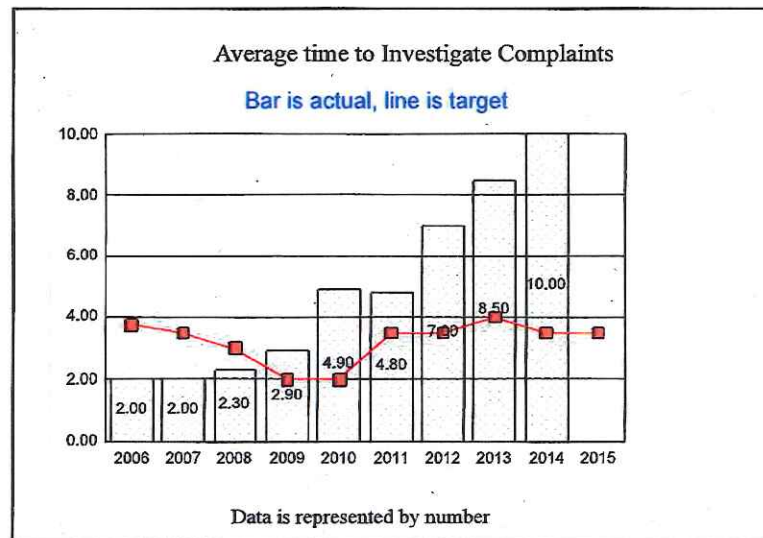
Nothing needs to be done at this time.

7. ABOUT THE DATA

The reporting cycle is the Oregon fiscal year. The Board audits 15% of all licensees that are eligible for renewal, based on those that are audited and renew. We compare the Continuing Education Log that they are required to submit to see if they have met the requirements of the Law and Administrative Rules; if they are not in compliance, they are turned over for investigation of a possible violation of the Oregon Dental Practice Act.

BUDGET NARRATIVE

| | | |
|---------------------|---|--------------------------|
| DENTISTRY, BOARD of | | II. KEY MEASURE ANALYSIS |
| KPM #2 | Time to Investigate Complaints - Average time from receipt of new complaints to completed investigation. | 2000 |
| Goal | Public Protection - Protect the public by assuring that all licensees are competent to practice safely and ethically. | |
| Oregon Context | The Oregon Board of Dentistry has no primary links to the Oregon Benchmarks. | |
| Data Source | Database - investigative files. | |
| Owner | Oregon Board of Dentistry, Patrick D. Braatz, Executive Director, (971) 673-3200 | |



1. OUR STRATEGY

The Board's strategy is that the investigation of complaints should take place in a timely fashion. By establishing the average time from the receipt of a new complaint until the investigation is completed is a way of measuring the timeliness of the Board's workload.

BUDGET NARRATIVE

DENTISTRY, BOARD of

II. KEY MEASURE ANALYSIS

2. ABOUT THE TARGETS

The targets provide for a realistic time frame to complete investigations based on the complexity of the issues and the staff available to conduct the investigation. The targets appear to be reasonable and in the past have shown how a gradual decline in the number of average months to complete an investigation since this Performance Measure was established, until 2010.

3. HOW WE ARE DOING

The Board has seen a significant increase in the kind of complaints and the complexity of the complaints during the current economic downturn, these complaints are requiring a full investigation and the end result is that they are monetary in nature and thus not truly within the jurisdiction of the Board.

4. HOW WE COMPARE

There are no outside comparisons of similar jurisdictions to use.

5. FACTORS AFFECTING RESULTS

The complexity of the cases that are being investigated has changed, most cases used to involve one licensee now complaints have seen multiple licensees which require the review of multiple patient records from many different licensees.

6. WHAT NEEDS TO BE DONE

The enforcement staff is working at an increased pace to try to eliminate the time it takes to investigate complaints.

7. ABOUT THE DATA

The reporting cycle is the Oregon fiscal year, and is generated from the computerized database that is used to track all complaints.

7/14/2014

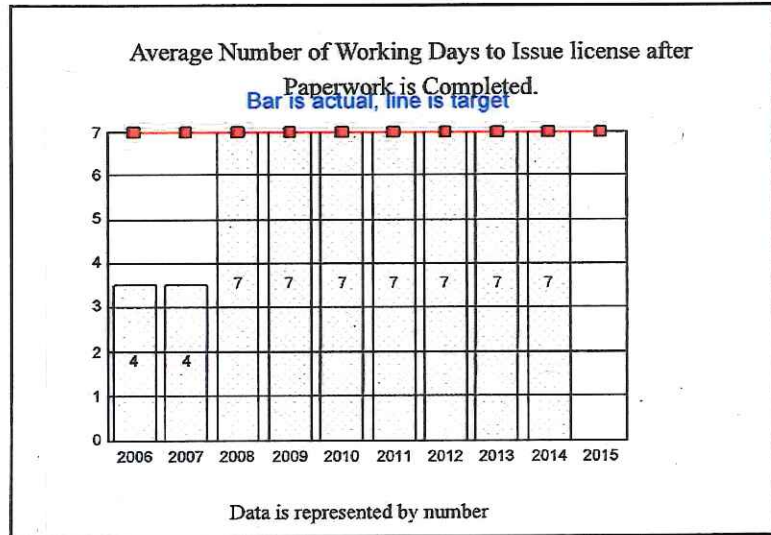
Page 9 of 16

2015 - 2017 Agency Request Governor's Recommended Legislatively Adopted Budget Page

41

BUDGET NARRATIVE

| | | |
|----------------------------|---|---------------------------------|
| DENTISTRY, BOARD of | | II. KEY MEASURE ANALYSIS |
| KPM #3 | Days to Complete License Paperwork - Average number of working days from receipt of completed paperwork to issuance of license. | 2003 |
| Goal | Public Protection - Protect the public by assuring that all licensees are competent to practice safely and ethically. | |
| Oregon Context | The Oregon Board of Dentistry has no primary links of the Oregon Benchmarks | |
| Data Source | Database- licensing information | |
| Owner | Oregon Board of Dentistry, Patrick D. Braatz, Executive Director, (971) 673-3200 | |



1. OUR STRATEGY

The Boards strategy is that the processing of completed paperwork for the issuance of a license, either new or a renewal, should take place in a reasonable period of time to assure public protection and to assure that those desiring to work in Oregon can do so in a timely fashion.

BUDGET NARRATIVE

DENTISTRY, BOARD of

II. KEY MEASURE ANALYSIS

2. ABOUT THE TARGETS

The targets provide for a realistic time frame to issue a license or to renew a license when all paperwork has been completed in accordance with all of the Boards rules and regulations.

3. HOW WE ARE DOING

The targets as established have been met or been exceeded.

4. HOW WE COMPARE

There are no outside comparisons of similar jurisdictions to use.

5. FACTORS AFFECTING RESULTS

There are no specific factors affecting the results.

6. WHAT NEEDS TO BE DONE

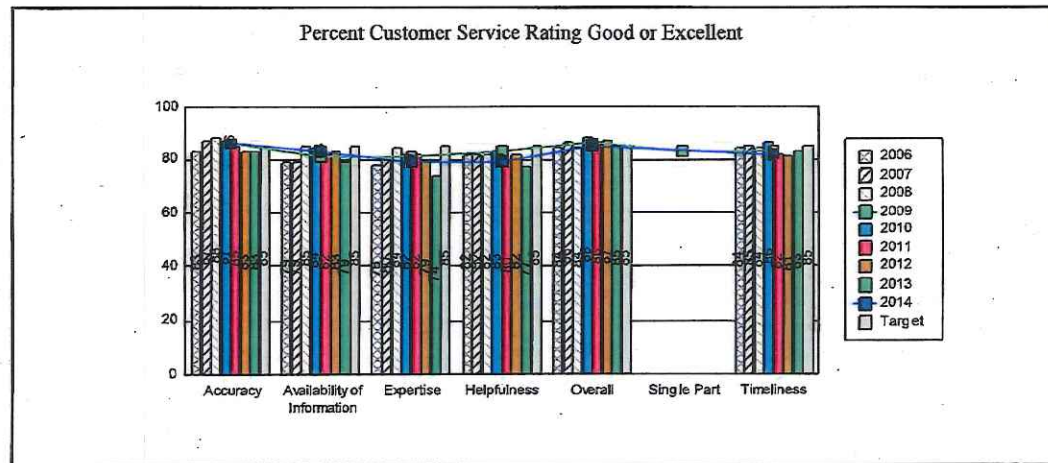
Nothing needs to be done at this time.

7. ABOUT THE DATA

The reporting cycle is the Oregon fiscal year, and is generated from the computerized database that is used to track all application and renewal files.

BUDGET NARRATIVE

| | | |
|----------------------------|---|---------------------------------|
| DENTISTRY, BOARD of | | II. KEY MEASURE ANALYSIS |
| KPM #4 | CUSTOMER SATISFACTION WITH AGENCY SERVICES - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall, timeliness, accuracy, helpfulness, expertise, availability of information. | 2006 |
| Goal | Agency Overall Satisfaction Percent of customers rating their overall satisfaction with the agency above average or excellent and Customer Satisfaction Percent of customers rating satisfaction with agency services above average or excellent for: A: Timeliness; B: Accuracy; C: Helpfulness; D: Expertise; E: Information Availability | |
| Oregon Context | The Oregon Board of Dentistry has no primary links to the Oregon Benchmarks. | |
| Data Source | Customer Service Surveys completed and returned July 1, 2013 through June 30, 2014. | |
| Owner | Oregon Board of Dentistry, Patrick D. Braatz, Executive Director, (971) 673-3200 | |



1. OUR STRATEGY

In compliance with the Oregon Legislatures directive, the Board conducted a Customer Service Survey as one tool to determine the customer satisfaction with the accuracy of carrying out the Mission of the Board

BUDGET NARRATIVE

DENTISTRY, BOARD of

II. KEY MEASURE ANALYSIS

2. ABOUT THE TARGETS

The Targets provide a realistic and attainable goal for overall positive ratings for customer service.

3. HOW WE ARE DOING

Those completing the survey rated the Board as having an 85% overall satisfaction level and approximately 10% gave an unsatisfactory response.

4. HOW WE COMPARE

There are no outside comparisons of similar jurisdictions to use.

5. FACTORS AFFECTING RESULTS

There are no specific factors affecting the results.

6. WHAT NEEDS TO BE DONE

Nothing needs to be done at this time.

7. ABOUT THE DATA

The reporting cycle is the Oregon fiscal year, and is generated from the computerized database that is used to track all application and renewal files.

BUDGET NARRATIVE

| | | |
|----------------------------|--|---------------------------------|
| DENTISTRY, BOARD of | | II. KEY MEASURE ANALYSIS |
| KPM #5 | Board Best Practices - Percent of total best practices met by the Board. | 2007 |
| Goal | To have 100% compliance with the Best Practice Performance Measures for Governing Boards and Commissions | |
| Oregon Context | The Oregon Board of Dentistry has no primary links to Oregon Benchmarks. | |
| Data Source | Evaluation completed by the Oregon Board of Dentistry Members at August 22, 2014 Board Meeting. | |
| Owner | Oregon Board of Dentistry, Patrick D. Braatz, Executive Director (971) 673-3200 | |



1. OUR STRATEGY

The Board's strategy is to be in 100% compliance with Best Practices Performance Measurements for Governing Boards and Commissions.

BUDGET NARRATIVE

DENTISTRY, BOARD of

II. KEY MEASURE ANALYSIS

2. ABOUT THE TARGETS

A target of 100% compliance seems to be an appropriate level for the Board.

3. HOW WE ARE DOING

The Board is in compliance with the Best Practices Performance Measurement for Governing Boards and Commissions.

4. HOW WE COMPARE

The Agency continues to perform at a 100% rating.

5. FACTORS AFFECTING RESULTS

There are no specific factors affecting the results.

6. WHAT NEEDS TO BE DONE

Nothing needs to be done at this time.

7. ABOUT THE DATA

The Board Members completed the Self Assessment Best Practices list during the July 30, 2010 Board Meeting.

BUDGET NARRATIVE

| | |
|--|------------------------------------|
| DENTISTRY, BOARD of | III. USING PERFORMANCE DATA |
| Agency Mission: To assure that the citizens of Oregon receive the highest possible quality of oral health care. | |
| Contact: Patrick D Braatz, Executive Director | Contact Phone: 971-673-3200 |
| Alternate: | Alternate Phone: |

| The following questions indicate how performance measures and data are used for management and accountability purposes. | |
|---|--|
| 1. INCLUSIVITY | <ul style="list-style-type: none"> * Staff: Review of current performance measures on an annual basis. * Elected Officials: Approving and making changes to legislatively approved performance measures. * Stakeholders: Reviewing letters, telephone calls and e-mails regarding the Board's performance measures. * Citizens: Reviewing letters, telephone calls and e-mails regarding the Board's performance measures. |
| 2 MANAGING FOR RESULTS | All data collected on performance measures is reviewed and presented to the Board and Staff. All appropriate changes are made regarding continued compliance with performance measures. |
| 3 STAFF TRAINING | Staff has been informed of all comments provided to the Executive Director regarding performance measures. |
| 4 COMMUNICATING RESULTS | <ul style="list-style-type: none"> * Staff: At staff meetings and through e-mails and memos on customer satisfaction. * Elected Officials: Use of Web-site, testimony before Legislature and responding to direct inquiries. * Stakeholders: Use of Web-site, presentations and responding to direct inquiries. * Citizens: Use of Web-site, presentations and responding to direct inquiries. |

BUDGET NARRATIVE

HOUSE BILL 3182 REDUCTIONS

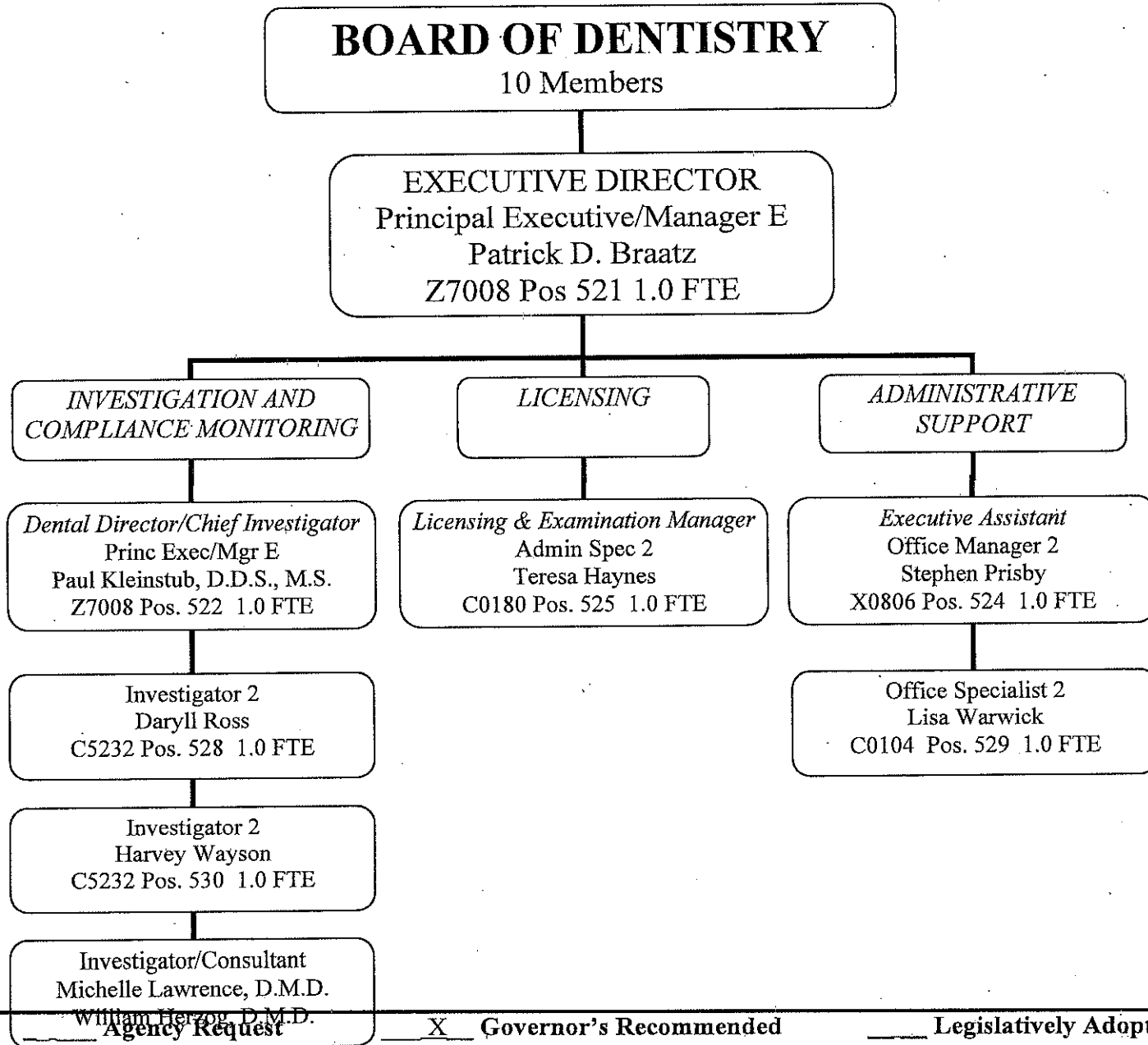
| ACTIVITY OR PROGRAM | DESCRIBE REDUCTION | AMOUNT AND FUND TYPE | RANK AND JUSTIFICATION |
|---|--|--|---|
| (WHICH PROGRAM OR ACTIVITY WILL NOT BE UNDERTAKEN) | (DESCRIBE THE EFFECTS OF THIS REDUCTION. INCLUDE POSITIONS AND FTE IN 2013-15 AND 2015-17) | (GF, LF, OF, FF. IDENTIFY REVENUE SOURCE FOR OF, FF) | (RANK THE ACTIVITIES OR PROGRAMS NOT UNDERTAKEN IN ORDER OF LOWEST COST FOR BENEFIT OBTAINED) |
| Eliminate funding for temporary clerical services. | TEMPORARY CLERICAL SERVICES ARE USED TO ASSIST THE AGENCY WITH MAJOR PROJECTS SUCH AS PURGING AND ARCHIVING RECORDS, ASSISTING WITH HEAVY WORKLOAD PERIODS DURING LICENSE RENEWALS, AND AS FILL IN FOR STAFF ON MEDICAL/FAMILY LEAVE. ELIMINATION OF THIS ITEM WOULD DELAY PROJECTS, INCREASE THE AMOUNT OF TIME TO RENEW LICENSES AND INCREASE STRESS ON EXISTING STAFF. <i>NO POSITIONS WOULD BE REDUCED.</i> | \$3,500 OF LICENSE APPLICATION AND RENEWAL FEES | RANK #1 |
| Reduce expenses for production and distribution of Newsletters. | NEWSLETTERS ARE MAILED TWICE EACH YEAR TO ALL ACTIVE LICENSEES AND THOSE WHO HAVE RETIRED BUT CAN REACTIVATE FOR A PERIOD OF FOUR YEARS. NEWSLETTERS PROVIDE LICENSEES WITH INFORMATION ABOUT BOARD POLICIES, RULE AND STATUTORY CHANGES THAT ALL LICENSEES SHOULD BE AWARE OF. EXPENSES COULD BE REDUCED BY LIMITING THE NUMBER OF COPIES MAILED, BY REDUCING THE QUALITY OF THE PAPER USED, ELIMINATING COLOR AND MAILING AT A LOWER POSTAGE RATE. <i>NO POSITIONS WOULD BE REDUCED.</i> | \$15,000 OF LICENSE APPLICATION AND RENEWAL FEES | RANK #2 |
| Reduce expenses for dental specialty examinations. | THESE EXAMINATIONS ARE SELF-FUNDED. EXPENSES ARE INCURRED FOR RENTAL OF CLINIC SPACE AT THE SCHOOL OF DENTISTRY AND TO PAY FOR CONTRACTED SERVICES OF LICENSED SPECIALISTS TO CONDUCT THE EXAMINATIONS. EXPENSES MAY BE ABLE TO BE REDUCED BY SEEKING THESE SERVICES AT NO COST. THIS OPTION IS CONSIDERED BECAUSE ELIMINATION OF SPECIALTY EXAMINATIONS WOULD REDUCE THE NUMBER OF DENTISTS WITH SPECIALIZED SKILLS WHO WISH TO COME TO OREGON TO PRACTICE BUT DO NOT QUALIFY FOR LICENSURE BY CREDENTIAL. (IN 2011-2013) THIS IS ESTIMATED TO BE ABOUT 10 DENTISTS). <i>NO POSITIONS WOULD BE REDUCED.</i> | \$10,000 OF LICENSE APPLICATION AND RENEWAL FEES | RANK #3 |
| Eliminate contract dental consultants | THE BOARD'S INVESTIGATIVE WORKLOAD HAS INCREASED ALMOST 25% FROM WHAT IT WAS SIX YEARS AGO. OVER 75% OF BOARD CASES INVOLVE CLINICAL DENTISTRY AND REQUIRE THE EXPERTISE OF A TRAINED DENTIST TO ANALYZE THE COMPLEX ISSUES INVOLVED. THERE IS ONLY ONE DENTIST ON STAFF, ADDITIONAL DENTAL EXPERTISE IS CONTRACTED. THE BOARD'S GOAL IS TO INVESTIGATE CASES IN A FAIR, OBJECTIVE, THOROUGH AND TIMELY MANNER. IT CURRENTLY TAKES ABOUT 2.5 MONTHS TO COMPLETE AN INVESTIGATION. ELIMINATION OF CONTRACTED DENTAL CONSULTANTS WOULD HAMPER THE BOARD'S ABILITY TO CONTINUE AT THE CURRENT LEVEL AND IS CONTRARY TO THE BOARD'S GOAL OF IMPROVING THE TIME IT TAKES TO RESOLVE CASES AND BE RESPONSIVE TO THE PUBLIC'S CONCERNS. <i>NO POSITIONS WOULD BE REDUCED.</i> | \$105,000 OF LICENSE APPLICATION AND RENEWAL FEES | RANK #4 |
| Reduce Office Supplies | REDUCE THE PURCHASE OF ALL OFFICE SUPPLIES BY 20%. <i>NO POSITIONS WOULD BE REDUCED</i> | \$18,000 OF LICENSE, APPLICATION | RANK #5 |

BUDGET NARRATIVE

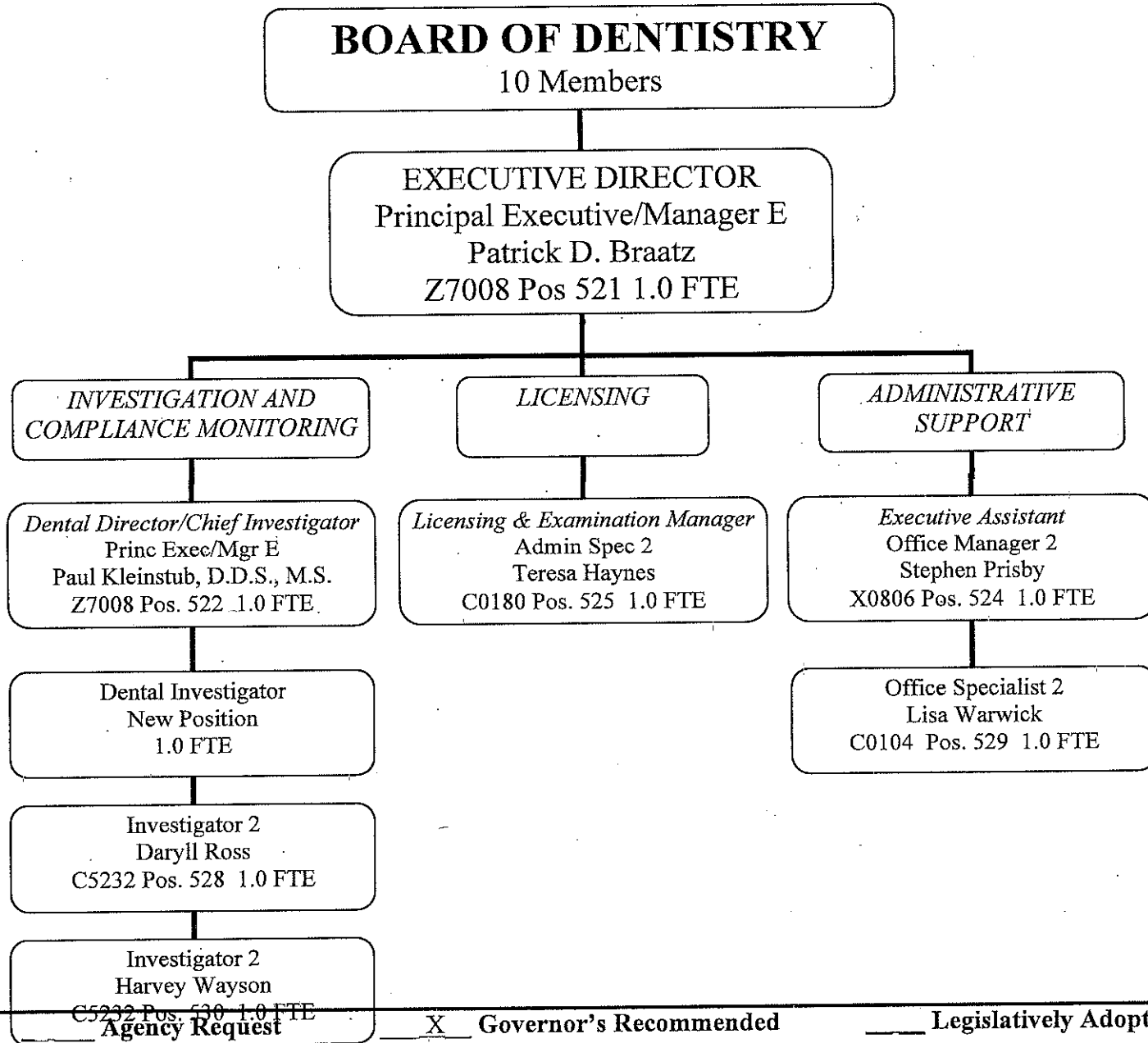
HOUSE BILL 3182 REDUCTIONS

| | | AND RENEWAL FEES | |
|---------------------------------|--|--|---------|
| Reduce Attorney General Support | THIS REDUCTION WOULD INCREASE THE BOARD'S RISK OF NOT BEING RESPONSIVE TO LEGAL ISSUES, NOT SEEKING APPROPRIATE INTERPRETATION OF STATUTES AND RULES, AND WOULD AFFECT PROSECUTION OF CONTESTED CASES HEARINGS. REDUCED ATTORNEY TIME FOR THE AGENCY WOULD LIMIT THE BOARD'S ABILITY TO SEEK PREVENTIVE LEGAL ADVICE THUS RAISING THE RISK OF INCREASED LEGAL ISSUES AT A LATER TIME. <i>NO POSITIONS WOULD BE REDUCED.</i> | \$50,000 OF LICENSE APPLICATION AND RENEWAL FEES | RANK #6 |
| Reduce travel expenses by 33%. | BOARD MEMBERS INCUR TRAVEL EXPENSES TO ATTEND BOARD MEETINGS AND COMMITTEE MEETINGS, RULEMAKING HEARINGS, AND LEGISLATIVE SESSIONS THROUGHOUT THE BIENNIUM. FOUR MEMBERS LIVE OVER 300 MILES AWAY FROM THE BOARD OFFICE AND THREE LIVE 80-100 MILES AWAY. STAFF INCUR TRAVEL EXPENSES IN THE INVESTIGATION OF CASES, CONDUCTING OFFICE INSPECTIONS, GIVING PRESENTATIONS TO DENTAL STUDENTS AND PROFESSIONAL ORGANIZATIONS, AND ATTENDING INTER-AGENCY MEETINGS AND TRAINING SESSIONS. BOARD MEMBERS AND THE EXECUTIVE DIRECTOR ATTEND MEETINGS OF NATIONAL AND REGIONAL IMPORTANCE THAT AFFECT THE PRACTICE OF DENTISTRY, DENTAL AND DENTAL HYGIENE EDUCATION, LICENSURE AND ENFORCEMENT, AND ISSUES SUCH AS CONTINUING COMPETENCY AND BEST PRACTICES FOR DEALING WITH THE ADDICTED PROFESSIONAL. REDUCING TRAVEL WOULD LIMIT THE ABILITY OF BOARD AND STAFF TO MAINTAIN OPEN AND CLEAR COMMUNICATIONS WITH THE PROFESSION, EDUCATION PROGRAMS, OTHER STATE AGENCIES, AND TO PARTICIPATE IN THE POLICY SETTING ON A NATIONAL LEVEL. <i>NO POSITIONS WOULD BE REDUCED.</i> | \$23,000 OF LICENSE APPLICATION AND RENEWAL FEES | RANK #7 |

BUDGET NARRATIVE
OREGON BOARD OF DENTISTRY
 2013-2015



BUDGET NARRATIVE
OREGON BOARD OF DENTISTRY
 2015-2017



BUDGET NARRATIVE

Summary of 2015-17 Biennium Budget

Oregon Board of Dentistry
 Oregon Board of Dentistry
 2015-17 Biennium

Governor's Budget
 Cross Reference Number: 83400-000-00-00-00000

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|--|-----------|----------------------------|------------------|--------------|---------------|------------------|---------------|------------------------|--------------------------|
| 2013-15 Leg Adopted Budget | 7 | 7.00 | 2,581,266 | - | - | 2,581,266 | - | - | - |
| 2013-15 Emergency Boards | - | - | 25,650 | - | - | 25,650 | - | - | - |
| 2013-15 Leg Approved Budget | 7 | 7.00 | 2,606,916 | - | - | 2,606,916 | - | - | - |
| 2015-17 Base Budget Adjustments | | | | | | | | | |
| Net Cost of Position Actions | | | | | | | | | |
| Administrative Biennialized E-Board, Phase-Out | - | - | 31,461 | - | - | 31,461 | - | - | - |
| Estimated Cost of Merit Increase | - | - | - | - | - | - | - | - | - |
| Base Debt Service Adjustment | - | - | - | - | - | - | - | - | - |
| Base Nonlimited Adjustment | - | - | - | - | - | - | - | - | - |
| Capital Construction | - | - | - | - | - | - | - | - | - |
| Subtotal 2015-17 Base Budget | 7 | 7.00 | 2,638,377 | - | - | 2,638,377 | - | - | - |
| Essential Packages | | | | | | | | | |
| 010 - Non-PICS Pers Svc/Vacancy Factor | | | | | | | | | |
| Non-PICS Personal Service Increase/(Decrease) | - | - | 4,264 | - | - | 4,264 | - | - | - |
| Subtotal | - | - | 4,264 | - | - | 4,264 | - | - | - |
| 020 - Phase In / Out Pgm & One-time Cost | | | | | | | | | |
| 021 - Phase-in | - | - | - | - | - | - | - | - | - |
| 022 - Phase-out Pgm & One-time Costs | - | - | - | - | - | - | - | - | - |
| Subtotal | - | - | - | - | - | - | - | - | - |
| 030 - Inflation & Price List Adjustments | | | | | | | | | |
| Cost of Goods & Services Increase/(Decrease) | - | - | 81,125 | - | - | 81,125 | - | - | - |
| State Gov't & Services Charges Increase/(Decrease) | - | - | 25,367 | - | - | 25,367 | - | - | - |
| Subtotal | - | - | 106,492 | - | - | 106,492 | - | - | - |

12/29/14
 9:03 AM

BUDGET NARRATIVE

Summary of 2015-17 Biennium Budget

Oregon Board of Dentistry
 Oregon Board of Dentistry
 2015-17 Biennium

Governor's Budget
 Cross Reference Number: 83400-000-00-00-00000

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|--|-----------|----------------------------|------------------|--------------|---------------|------------------|---------------|------------------------|--------------------------|
| 040 - Mandated Caseload | | | | | | | | | |
| 040 - Mandated Caseload | - | - | - | - | - | - | - | - | - |
| 050 - Fundshifts and Revenue Reductions | | | | | | | | | |
| 050 - Fundshifts | - | - | - | - | - | - | - | - | - |
| 060 - Technical Adjustments | | | | | | | | | |
| 060 - Technical Adjustments | - | - | - | - | - | - | - | - | - |
| Subtotal: 2015-17 Current Service Level | 7 | 7.00 | 2,749,133 | - | - | 2,749,133 | - | - | - |

BUDGET NARRATIVE

Summary of 2015-17 Biennium Budget

Oregon Board of Dentistry
Oregon Board of Dentistry
2015-17 Biennium

Governor's Budget
Cross Reference Number: 83400-000-00-00-00000

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|--|-----------|----------------------------|------------------|--------------|---------------|------------------|---------------|------------------------|--------------------------|
| Subtotal: 2015-17 Current Service Level | 7 | 7.00 | 2,749,133 | - | - | 2,749,133 | - | - | - |
| 070 - Revenue Reductions/Shortfall | | | | | | | | | |
| 070 - Revenue Shortfalls | - | - | - | - | - | - | - | - | - |
| Modified 2015-17 Current Service Level | 7 | 7.00 | 2,749,133 | - | - | 2,749,133 | - | - | - |
| 080 - E-Boards | | | | | | | | | |
| 080 - May 2014 E-Board | - | - | - | - | - | - | - | - | - |
| 081 - September 2014 E-Board | - | - | - | - | - | - | - | - | - |
| Subtotal Emergency Board Packages | - | - | - | - | - | - | - | - | - |
| Policy Packages | | | | | | | | | |
| 090 - Analyst Adjustments | - | - | - | - | - | - | - | - | - |
| 100 - Increase O/S Travel Limit. for National Mtgs | - | - | 30,000 | - | - | 30,000 | - | - | - |
| 101 - Dental Health Care Investigator Position | 1 | 1.00 | 273,481 | - | - | 273,481 | - | - | - |
| 102 - Dental Director PLE | - | - | - | - | - | - | - | - | - |
| 103 - Fee Increase | - | - | - | - | - | - | - | - | - |
| Subtotal Policy Packages | 1 | 1.00 | 303,481 | - | - | 303,481 | - | - | - |
| Total 2015-17 Governor's Budget | 8 | 8.00 | 3,052,614 | - | - | 3,052,614 | - | - | - |
| Percentage Change From 2013-15 Leg Approved Budget | 14.29% | 14.29% | 17.10% | - | - | 17.10% | - | - | - |
| Percentage Change From 2015-17 Current Service Level | 14.29% | 14.29% | 11.04% | - | - | 11.04% | - | - | - |

12/29/14
9:03 AM

BUDGET NARRATIVE

Summary of 2015-17 Biennium Budget

Oregon Board of Dentistry
Board of Dentistry
2015-17 Biennium

Governor's Budget
Cross Reference Number: 83400-001-00-00-00000

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|--|-----------|----------------------------|------------------|--------------|---------------|------------------|---------------|------------------------|--------------------------|
| 2013-15 Leg Adopted Budget | 7 | 7.00 | 2,581,266 | - | - | 2,581,266 | - | - | - |
| 2013-15 Emergency Boards | - | - | 25,650 | - | - | 25,650 | - | - | - |
| 2013-15 Leg Approved Budget | 7 | 7.00 | 2,606,916 | - | - | 2,606,916 | - | - | - |
| 2015-17 Base Budget Adjustments | | | | | | | | | |
| Net Cost of Position Actions | | | | | | | | | |
| Administrative Biennialized E-Board, Phase-Out | - | - | 31,461 | - | - | 31,461 | - | - | - |
| Estimated Cost of Merit Increase | - | - | - | - | - | - | - | - | - |
| Base Debt Service Adjustment | - | - | - | - | - | - | - | - | - |
| Base Nonlimited Adjustment | - | - | - | - | - | - | - | - | - |
| Capital Construction | - | - | - | - | - | - | - | - | - |
| Subtotal 2015-17 Base Budget | 7 | 7.00 | 2,638,377 | - | - | 2,638,377 | - | - | - |
| Essential Packages | | | | | | | | | |
| 010 - Non-PICS Pers Svc/Vacancy Factor | | | | | | | | | |
| Non-PICS Personal Service Increase/(Decrease) | - | - | 4,264 | - | - | 4,264 | - | - | - |
| Subtotal | - | - | 4,264 | - | - | 4,264 | - | - | - |
| 020 - Phase In / Out Pgm & One-time Cost | | | | | | | | | |
| 021 - Phase-in | - | - | - | - | - | - | - | - | - |
| 022 - Phase-out Pgm & One-time Costs | - | - | - | - | - | - | - | - | - |
| Subtotal | - | - | - | - | - | - | - | - | - |
| 030 - Inflation & Price List Adjustments | | | | | | | | | |
| Cost of Goods & Services Increase/(Decrease) | - | - | 81,125 | - | - | 81,125 | - | - | - |
| State Gov't & Services Charges Increase/(Decrease) | - | - | 25,367 | - | - | 25,367 | - | - | - |
| Subtotal | - | - | 106,492 | - | - | 106,492 | - | - | - |

12/29/14
9:03 AM

BUDGET NARRATIVE

Summary of 2015-17 Biennium Budget

Oregon Board of Dentistry
Board of Dentistry
2015-17 Biennium

Governor's Budget
Cross Reference Number: 83400-001-00-00-00000

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|--|-----------|----------------------------------|------------------|--------------|------------------|------------------|------------------|---------------------------|--------------------------------|
| 040 - Mandated Caseload | | | | | | | | | |
| 040 - Mandated Caseload | - | - | - | - | - | - | - | - | - |
| 050 - Fundshifts and Revenue Reductions | | | | | | | | | |
| 050 - Fundshifts | - | - | - | - | - | - | - | - | - |
| 060 - Technical Adjustments | | | | | | | | | |
| 060 - Technical Adjustments | - | - | - | - | - | - | - | - | - |
| Subtotal: 2015-17 Current Service Level | 7 | 7.00 | 2,749,133 | - | - | 2,749,133 | - | - | - |

BUDGET NARRATIVE

Summary of 2015-17 Biennium Budget

Oregon Board of Dentistry
Board of Dentistry
2015-17 Biennium

Governor's Budget
Cross Reference Number: 83400-001-00-00-00000

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|--|-----------|----------------------------|------------------|--------------|---------------|------------------|---------------|------------------------|--------------------------|
| Subtotal: 2015-17 Current Service Level | 7 | 7.00 | 2,749,133 | - | - | 2,749,133 | - | - | - |
| 070 - Revenue Reductions/Shortfall | - | - | - | - | - | - | - | - | - |
| 070 - Revenue Shortfalls | - | - | - | - | - | - | - | - | - |
| Modified 2015-17 Current Service Level | 7 | 7.00 | 2,749,133 | - | - | 2,749,133 | - | - | - |
| 080 - E-Boards | - | - | - | - | - | - | - | - | - |
| 080 - May 2014 E-Board | - | - | - | - | - | - | - | - | - |
| 081 - September 2014 E-Board | - | - | - | - | - | - | - | - | - |
| Subtotal Emergency Board Packages | - | - | - | - | - | - | - | - | - |
| Policy Packages | - | - | - | - | - | - | - | - | - |
| 090 - Analyst Adjustments | - | - | - | - | - | - | - | - | - |
| 100 - Increase O/S Travel Limit. for National Mtgs | - | - | 30,000 | - | - | 30,000 | - | - | - |
| 101 - Dental Health Care Investigator Position | 1 | 1.00 | 273,481 | - | - | 273,481 | - | - | - |
| 102 - Dental Director PLE | - | - | - | - | - | - | - | - | - |
| 103 - Fee Increase | - | - | - | - | - | - | - | - | - |
| Subtotal Policy Packages | 1 | 1.00 | 303,481 | - | - | 303,481 | - | - | - |
| Total 2015-17 Governor's Budget | 8 | 8.00 | 3,052,614 | - | - | 3,052,614 | - | - | - |
| Percentage Change From 2013-15 Leg Approved Budget | 14.29% | 14.29% | 17.10% | - | - | 17.10% | - | - | - |
| Percentage Change From 2015-17 Current Service Level | 14.29% | 14.29% | 11.04% | - | - | 11.04% | - | - | - |

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

**Agencywide Program Unit Summary
2015-17 Biennium**

Version: Y - 01 - Governor's Budget

| Summary Cross Reference Number | Cross Reference Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|--------------------------------|-----------------------------|-----------------|----------------------------|-----------------------------|-------------------------------|---------------------------|----------------------------|
| 001-00-00-00000 | Board of Dentistry | | | | | | |
| | Other Funds | 2,314,426 | 2,581,266 | 2,606,916 | 3,117,542 | 3,052,614 | - |
| TOTAL AGENCY | | | | | | | |
| | Other Funds | 2,314,426 | 2,581,266 | 2,606,916 | 3,117,542 | 3,052,614 | - |

___ Agency Request
2015-17 Biennium

___ Governor's Budget
Page ___

___ Legislatively Adopted
Agencywide Program Unit Summary - BPR010

2015 - 2017

___ Agency Request

 X Governor's Recommended

___ Legislatively Adopted

Budget Page

BUDGET NARRATIVE

REVENUES

Source of Funds

The Board of Dentistry is funded solely by Other Funds received from license and application fees, renewal fees, permit fees, civil penalties and from the sale of labels, lists and public documents as allowed by law and interest on investments. All fees received are deposited in the State Treasury and are dedicated to the administration costs of the Board and the enforcement of ORS Chapter 679 and ORS Chapter 680.010 to 680.205. License and permit fees comprise 90% of all revenue collected by the Board.

Fee Policy

Fees charged by the Board are set in a manner that is fair and reasonable to sufficiently fund agency operations. Fees are designed so that revenues collected will not exceed the cost of administering the Board's programs and are established only after consultation with licensees, their professional associations and are subject to prior approval of the Department of Administrative Services and subsequently authorized by the Legislative Assembly. Fees were raised in 2011 to cover the cost of participating in the Health Professionals' Services Program (HPSP) as the Legislature no longer allows Health Professional Regulatory Boards from having independent programs.

Basis for 2015-2017 Estimates

Revenue projections are based on the estimated number of application fees, license renewals, and anesthesia permits. Data used includes historical information on new licenses issued, the number of current active licenses and the average number of retirements and resignations per year.

Fees are primarily paid by dentists and dental hygienists already licensed or applying for a new license.

BUDGET NARRATIVE

2015-2017 Estimated Revenue is based on the following numbers and rates:

| | Rate | Total | Total* |
|--|-----------|-----------------------|-----------|
| Application Fees: | | | |
| Dentists | \$345.00 | \$190,000.00 | No Change |
| Dental Hygienists | \$180.00 | \$150,000.00 | No Change |
| License Fees (biennial/ new and renewal): | | | |
| Dental | \$390.00* | \$1,605,000.00 | \$75.00 |
| Dental Hygiene | \$230.00* | \$957,000.00 | \$75.00 |
| Anesthesia Permits: | | | |
| Nitrous Oxide | \$ 40.00 | \$175,000.00 | No Change |
| Minimal Sedation | \$ 75.00 | \$35,000.00 | No Change |
| Moderate Sedation | \$ 75.00 | \$ 7,000.00 | No Change |
| Deep Sedation | \$ 75.00 | \$7,000.00 | No Change |
| General Anesthesia | \$140.00 | \$ 15,000.00 | No Change |
| | | \$3,141,260.00 | |

The revenue sources in the table above represent 90% of estimated revenue for 2015-2017. The remaining 10% is derived from delinquent fees, charges for services such as public records requests, data processing information, verification of licensure, dental assistant certification and civil penalties and interest on investments. Sources and percent of total revenue are depicted in the chart on the next page.

Agency Request

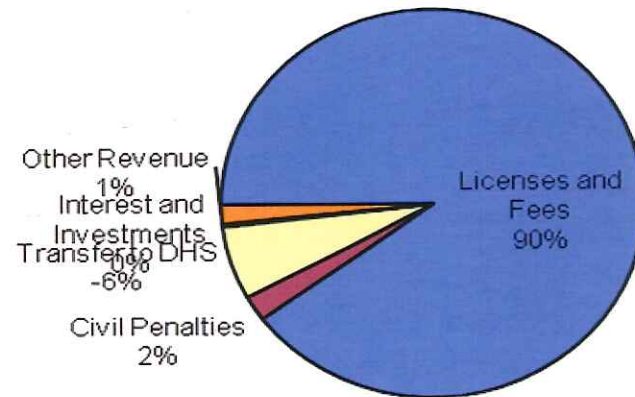
Governor's Recommended

Legislatively Adopted

Budget Page 61

BUDGET NARRATIVE

2015-2017 Estimated Revenue
by Source



Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 62

DETAIL OF FEE, LICENSE, OR ASSESSMENT REVENUE INCREASE

PROPOSED FOR INCREASE/ESTABLISHMENT

| Purpose or Type of Fee, License or Assessment | Who Pays | 2013-15 Estimated Revenue | 2015-17 Agency Request | 2015-17 Governor's Budget | 2015-17 Legislatively Adopted | Explanation |
|--|-----------------|--|---------------------------------------|--|--|--|
| Licensee Fees | Licensees | 2,405,500.00 | 2,934,252.00 | 3,141,260.00 | | an approximate \$75.00 license fee increase will be required to fund |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Agency Request Governor's Budget Legislatively Adopted Budget Page 63

BUDGET NARRATIVE

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

Oregon Board of Dentistry
2015-17 Biennium

Agency Number: 83400

Cross Reference Number: 83400-000-00-00-00000

| Source | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|---------------------------------|--------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|
| Other Funds | | | | | | |
| Business Lic and Fees | 2,388,364 | 2,405,500 | 2,405,500 | 2,934,252 | 3,141,260 | - |
| Non-business Lic. and Fees | 15,850 | 40,000 | 40,000 | 16,000 | 16,000 | - |
| Charges for Services | - | 5,000 | 5,000 | - | - | - |
| Fines and Forfeitures | 136,758 | 75,000 | 75,000 | 75,000 | 75,000 | - |
| Interest Income | 7,930 | 10,000 | 10,000 | 8,000 | 8,000 | - |
| Other Revenues | 24,568 | 25,305 | 25,305 | 55,000 | 55,000 | - |
| Tsfr To Oregon Health Authority | (202,570) | (215,500) | (215,500) | (216,000) | (216,000) | - |
| Total Other Funds | \$2,370,900 | \$2,345,305 | \$2,345,305 | \$2,872,252 | \$3,079,260 | - |

___ Agency Request
2015-17 Biennium

___ Governor's Budget
Page _____

___ Legislatively Adopted
Detail of LF, OF, and FF Revenues - BPR012

2015 - 2017

___ Agency Request

 X Governor's Recommended

___ Legislatively Adopted

Budget Page

BUDGET NARRATIVE

PROGRAM UNITS

For budget purposes, the Board of Dentistry is one operational unit and all major issues have been presented in the Agency Plans portion of this Budget Request.

The Agency Budget Request is based on revenue from existing fees and available cash balance. The Current Service Level budget was developed in accordance with Department of Administrative Services guidelines. Personal Services costs are automatically generated by State's computerized budget system (ORBITS) based on the salary level of incumbents. Services and Supplies line items have been calculated based on the standard inflation factor of 2.4% provided by DAS, or approved by DAS as an exception to the standard inflation rate (Attorney General, rent, State Government Service Charges).

ESSENTIAL PACKAGES

Essential Packages make budget adjustments.

Package 010: Non-PICS Personal Services

Package 010 calculates limitation needs for salary and per diem and pension bond related expenses that are not calculated by PICS (inflation factor on temporary appointments, mass transit tax and social security and new payments toward pension bonds). The total amount of this package is \$4,264.00.

Package 031: Standard Inflation and Price Line Adjustments

Services and Supplies line items are projected at the standard inflation rate of 3.0% with some exceptions. Facilities Rental and Taxes increase has been calculated at the 4.3% allowed based on the current rental lease. Attorney General expenses have been increased by 11%. All exceptions have been reviewed and approved by the Department of Administrative Services prior to inclusion in the Board's Current Service Level Budget. These exceptions are discussed below. Total amount of this package is \$84,996.00

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 65

BUDGET NARRATIVE

- State-Government Service Charges

| STATE GOVERNMENT SERVICE CHARGES Dentistry, Board of -- 83400 2015-2017 SGSC Assessments | | |
|--|-----------------|-----------------|
| Description | ARB Amount | |
| DAS - Chief Human Resource Office | \$2,726 | |
| DAS - Chief Operating Office | \$2,062 | |
| Central Government Service Charge | \$6,702 | |
| DAS - Chief Financial Office | \$5,000 | |
| DAS - Chief Information Office-Enterprise Security Office (ESO) | \$478 | |
| DAS - Chief Information Office-Geospatial Enterprise Office (GEO) | \$1,091 | |
| DAS - Chief Information Office-Information Technology Investment & Planning (ITIP) | \$1,403 | |
| DAS - Chief Operating Office-LINUS | \$449 | |
| DAS - Enterprise Goods & Services-Procurement | \$37 | |
| DAS - Enterprise Goods & Services-Risk (Liability) | \$2,000 | |
| DAS - Enterprise Goods & Services-Risk (Property) | \$170 | |
| DAS - Enterprise Goods & Services-Risk (Workers Compensation) | \$1,500 | |
| DAS - Enterprise Technology Services-Assessment | \$5,000 | |
| OBDD - Oregon Minority Women & Emerging Small Business | \$320 | |
| Oregon Government Ethics Commission | \$97 | |
| Oregon State Library | \$636 | |
| Secretary of State-Archives Administrative Rules | \$4,370 | |
| Secretary of State-Archives Compact Shelving | \$89 | |
| Secretary of State-Archives Record Center | \$2,693 | |
| Secretary of State-Archives Records Management | \$743 | |
| Secretary of State-Audits | \$2,752 | |
| State of Oregon Law Library | \$433 | |
| DAS-Egovernment | \$0 | |
| Total | \$40,751 | |
| Plus 2015-2017 Treasury Fees | | 1,320 |
| Total 2015-2017 State Government Service Charges | | \$42,071 |

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 66

BUDGET NARRATIVE

| ESTIMATED CHARGES Dentistry, Board of -- 83400 2015-2017 Estimated Charges | |
|--|-----------------|
| Description | ARB Amount |
| DAS - EGS - ACH | \$202 |
| DAS - EGS - OSPS Manual | \$25 |
| DAS - EGS - OSPS Standard | \$939 |
| DAS - EGS - PERS | \$221 |
| DAS - EGS - SFMA/Datamart | \$752 |
| DAS - EGS - Warrants | |
| DAS - EGS - Warrants Return to Agency | \$824 |
| DAS - EGS - Procurement | \$576 |
| DAS - EGS - Shared Payroll Services | \$5,045 |
| DAS - EGS - Shared Client Services | \$41,138 |
| DAS - EHRS - PPDB | \$3,264 |
| DAS - EHRS - iLearn | \$2,893 |
| DAS - EHRS - eRecruit | \$87 |
| DAS - EAM - Leasing | \$16,386 |
| DAS - ETS - Data Charges (ORBITs acct 4250) | \$1,807 |
| DAS - ETS - Telecom Network (ORBITs acct 4200) | \$0 |
| DAS - ETS - Telecom Voice (ORBITs acct 4200) | \$5,363 |
| Employment Administrative Hearings (ORBITs acct 4300) | \$10,300 |
| Total | \$89,822 |

Package 032: Above Standard Inflation

\$21,496

 Agency Request

 X Governor's Recommended

 Legislatively Adopted

Budget Page 67

BUDGET NARRATIVE

POLICY OPTION PACKAGES:

Package 100 Increase in O/S Travel Limitation for National Meetings

\$30,000

- The purpose of this package is to rectify and accounting issue that was presented by the OBD Accountants at the Department of Administrative Services.

How Achieved: National Organizations have in the past reimbursed the OBD for travel expenses and per diem for staff and board Members and the money was recorded as a return of expenses, the accountants have now required since this is an ongoing expense and reimbursement that it should be budgeted as a revenue and expense item.

Staffing Impact: None

Services and Supplies: Increased by \$30,000.00

Revenue Source: National Organizations that Reimburse the OBD for travel expenses and per diem.

 Agency Request

 X Governor's Recommended

 Legislatively Adopted

Budget Page 68

BUDGET NARRATIVE

Package 101 Dental Health Investigator Position

\$273,481

- The purpose of this package is to allow the Board to hire an additional 1.0 FTE Dental Investigator. For the past 20 years the Board has hired independent contractor dental consultant investigators on a part-time basis to assist with the investigation of dental cases, this process has simply not been able to keep up with the number of complaints as well as the complexity of those complaints. The current Board Dental Investigator who is the Chief Investigator has been with the Board for 24 years and is expected to retire within the next few years and a new person will need to be brought in and be trained so that a seasoned dental investigator will be available.

How Achieved: The Oregon Board of Dentistry will promulgate rules to raise fees effective July 1, 2015: Dental License fees will be increased from \$315.00 to \$390.00 and Dental Hygiene License Fees will be increased from \$155.00 to \$230.00

Staffing Impact: 1.0 FTE increased.

Services and Supplies: None

Revenue Source: License Fees for Dentists and Dental Hygienists will be increased approximately \$75.00 per licensee.

Package 103 Fee Increase

\$586,260.00

- The purpose of this package is to provide for the funding to cover the cost of hiring an additional Dental Investigator and appropriately paying the current Dental Director that will be supervising this new position.

How Achieved: The Oregon Board of Dentistry will promulgate rules to raise fees effective July 1, 2015: Dental License fees will be increased from \$315.00 to \$390.00 and Dental Hygiene License Fees will be increased from \$155.00 to \$230.00.

Staffing Impact: None

Services and Supplies: None

Revenue Source: License Fees for Dentists and Dental Hygienists will be increased approximately \$75.00 per licensee.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 69

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Oregon Board of Dentistry
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Board of Dentistry
 Cross Reference Number: 83400-001-00-00-00000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|--------------------------------|--------------|---------------|------------------|---------------|------------------------|--------------------------|------------------|
| Personal Services | | | | | | | |
| Temporary Appointments | - | - | 114 | - | - | - | 114 |
| Overtime Payments | - | - | 110 | - | - | - | 110 |
| Public Employees' Retire Cont | - | - | 17 | - | - | - | 17 |
| Pension Obligation Bond | - | - | 3,856 | - | - | - | 3,856 |
| Social Security Taxes | - | - | 17 | - | - | - | 17 |
| Mass Transit Tax | - | - | 150 | - | - | - | 150 |
| Total Personal Services | - | - | \$4,264 | - | - | - | \$4,264 |
| Total Expenditures | | | | | | | |
| Total Expenditures | - | - | 4,264 | - | - | - | 4,264 |
| Total Expenditures | - | - | \$4,264 | - | - | - | \$4,264 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | (4,264) | - | - | - | (4,264) |
| Total Ending Balance | - | - | (\$4,264) | - | - | - | (\$4,264) |

___ Agency Request
 2015-17 Biennium

___ Governor's Budget
 Page _____

___ Legislatively Adopted
 Essential and Policy Package Fiscal Impact Summary - BPR013

2015 - 2017

___ Agency Request

 X Governor's Recommended

___ Legislatively Adopted

Budget Page

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Oregon Board of Dentistry
Pkg: 031 - Standard Inflation

Cross Reference Name: Board of Dentistry
Cross Reference Number: 83400-001-00-00-00000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|--------------------------------------|--------------|---------------|-----------------|---------------|------------------------|--------------------------|-----------------|
| Services & Supplies | | | | | | | |
| Instate Travel | - | - | 1,433 | - | - | - | 1,433 |
| Out of State Travel | - | - | 758 | - | - | - | 758 |
| Employee Training | - | - | 203 | - | - | - | 203 |
| Office Expenses | - | - | 2,463 | - | - | - | 2,463 |
| Telecommunications | - | - | 674 | - | - | - | 674 |
| State Gov. Service Charges | - | - | 25,367 | - | - | - | 25,367 |
| Data Processing | - | - | 187 | - | - | - | 187 |
| Publicity and Publications | - | - | 402 | - | - | - | 402 |
| Professional Services | - | - | 2,389 | - | - | - | 2,389 |
| IT Professional Services | - | - | 1,524 | - | - | - | 1,524 |
| Attorney General | - | - | 28,084 | - | - | - | 28,084 |
| Employee Recruitment and Develop | - | - | 19 | - | - | - | 19 |
| Dues and Subscriptions | - | - | 193 | - | - | - | 193 |
| Facilities Rental and Taxes | - | - | 6,510 | - | - | - | 6,510 |
| Facilities Maintenance | - | - | 16 | - | - | - | 16 |
| Agency Program Related S and S | - | - | 4,821 | - | - | - | 4,821 |
| Other Services and Supplies | - | - | 2,731 | - | - | - | 2,731 |
| Expendable Prop 250 - 5000 | - | - | 158 | - | - | - | 158 |
| IT Expendable Property | - | - | 158 | - | - | - | 158 |
| Total Services & Supplies | - | - | \$78,090 | - | - | - | \$78,090 |

Agency Request
2015-17 Biennium

Governor's Budget
Page _____

Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Oregon Board of Dentistry
Pkg: 031 - Standard Inflation

Cross Reference Name: Board of Dentistry
Cross Reference Number: 83400-001-00-00-00000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|------------------------------------|--------------|---------------|-------------------|---------------|------------------------|--------------------------|-------------------|
| Special Payments | | | | | | | |
| Spc Pmt to Oregon Health Authority | - | - | 6,906 | - | - | - | 6,906 |
| Total Special Payments | - | - | \$6,906 | - | - | - | \$6,906 |
| Total Expenditures | | | | | | | |
| Total Expenditures | - | - | 84,996 | - | - | - | 84,996 |
| Total Expenditures | - | - | \$84,996 | - | - | - | \$84,996 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | (84,996) | - | - | - | (84,996) |
| Total Ending Balance | - | - | (\$84,996) | - | - | - | (\$84,996) |

___ Agency Request
2015-17 Biennium

___ Governor's Budget
Page _____

___ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

2015 - 2017

___ Agency Request

 X Governor's Recommended

___ Legislatively Adopted

Budget Page

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Oregon Board of Dentistry
Pkg: 032 - Above Standard Inflation

Cross Reference Name: Board of Dentistry
Cross Reference Number: 83400-001-00-00-00000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|--------------------------------------|--------------|---------------|-------------------|---------------|------------------------|--------------------------|-------------------|
| Services & Supplies | | | | | | | |
| Professional Services | - | - | 238 | - | - | - | 238 |
| IT Professional Services | - | - | 152 | - | - | - | 152 |
| Other Services and Supplies | - | - | 21,106 | - | - | - | 21,106 |
| Total Services & Supplies | - | - | \$21,496 | - | - | - | \$21,496 |
| Total Expenditures | | | | | | | |
| Total Expenditures | - | - | 21,496 | - | - | - | 21,496 |
| Total Expenditures | - | - | \$21,496 | - | - | - | \$21,496 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | (21,496) | - | - | - | (21,496) |
| Total Ending Balance | - | - | (\$21,496) | - | - | - | (\$21,496) |

___ Agency Request
2015-17 Biennium

___ Governor's Budget
Page ___

___ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

2015 - 2017

___ Agency Request

X

Governor's Recommended

___ Legislatively Adopted

Budget Page

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Oregon Board of Dentistry
 Pkg: 100 - Increase O/S Travel Limit. for National Mtgs

Cross Reference Name: Board of Dentistry
 Cross Reference Number: 83400-001-00-00-00000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|--------------------------------------|--------------|---------------|-------------------|---------------|------------------------|--------------------------|-------------------|
| Services & Supplies | | | | | | | |
| Out of State Travel | - | - | 30,000 | - | - | - | 30,000 |
| Total Services & Supplies | - | - | \$30,000 | - | - | - | \$30,000 |
| Total Expenditures | | | | | | | |
| Total Expenditures | - | - | 30,000 | - | - | - | 30,000 |
| Total Expenditures | - | - | \$30,000 | - | - | - | \$30,000 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | (30,000) | - | - | - | (30,000) |
| Total Ending Balance | - | - | (\$30,000) | - | - | - | (\$30,000) |

Agency Request
 2015-17 Biennium

Governor's Budget
 Page _____

Legislatively Adopted
 Essential and Policy Package Fiscal Impact Summary - BPR013

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Oregon Board of Dentistry
 Pkg: 101 - Dental Health Care Investigator Position

Cross Reference Name: Board of Dentistry
 Cross Reference Number: 83400-001-00-00-00000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|---------------------------------|--------------|---------------|--------------------|---------------|------------------------|--------------------------|--------------------|
| Personal Services | | | | | | | |
| Class/Unclass Sal. and Per Diem | - | - | 160,272 | - | - | - | 160,272 |
| All Other Differential | - | - | 35,483 | - | - | - | 35,483 |
| Empl. Rel. Bd. Assessments | - | - | 44 | - | - | - | 44 |
| Public Employees' Retire Cont | - | - | 30,910 | - | - | - | 30,910 |
| Social Security Taxes | - | - | 14,975 | - | - | - | 14,975 |
| Worker's Comp. Assess. (WCD) | - | - | 69 | - | - | - | 69 |
| Mass Transit Tax | - | - | 1,200 | - | - | - | 1,200 |
| Flexible Benefits | - | - | 30,528 | - | - | - | 30,528 |
| Total Personal Services | - | - | \$273,481 | - | - | - | \$273,481 |
| Total Expenditures | | | | | | | |
| Total Expenditures | - | - | 273,481 | - | - | - | 273,481 |
| Total Expenditures | - | - | \$273,481 | - | - | - | \$273,481 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | (273,481) | - | - | - | (273,481) |
| Total Ending Balance | - | - | (\$273,481) | - | - | - | (\$273,481) |
| Total Positions | | | | | | | |
| Total Positions | - | - | - | - | - | - | 1 |
| Total Positions | - | - | - | - | - | - | 1 |

____ Agency Request
 2015-17 Biennium

____ Governor's Budget
 Page _____

____ Legislatively Adopted
 Essential and Policy Package Fiscal Impact Summary - BPR013

2015 - 2017 ____ Agency Request X Governor's Recommended ____ Legislatively Adopted Budget Page

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Oregon Board of Dentistry
 Pkg: 101 - Dental Health Care Investigator Position

Cross Reference Name: Board of Dentistry
 Cross Reference Number: 83400-001-00-00-00000

| <i>Description</i> | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|--------------------|--------------|---------------|-------------|---------------|------------------------|--------------------------|-----------|
| Total FTE | | | | | | | 1.00 |
| Total FTE | | | | | | | 1.00 |
| Total FTE | - | - | - | - | - | - | 1.00 |

___ Agency Request
 2015-17 Biennium

___ Governor's Budget
 Page _____

___ Legislatively Adopted
 Essential and Policy Package Fiscal Impact Summary - BPR013

2015 - 2017

___ Agency Request

 X Governor's Recommended

___ Legislatively Adopted

Budget Page

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Oregon Board of Dentistry
Pkg: 102 - Dental Director PLE

Cross Reference Name: Board of Dentistry
Cross Reference Number: 83400-001-00-00-00000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|--------------------------------|--------------|---------------|-------------|---------------|------------------------|--------------------------|-----------|
| Personal Services | | | | | | | |
| All Other Differential | - | - | - | - | - | - | - |
| Public Employees' Retire Cont | - | - | - | - | - | - | - |
| Social Security Taxes | - | - | - | - | - | - | - |
| Mass Transit Tax | - | - | - | - | - | - | - |
| Total Personal Services | - | - | - | - | - | - | - |
| Total Expenditures | | | | | | | |
| Total Expenditures | - | - | - | - | - | - | - |
| Total Expenditures | - | - | - | - | - | - | - |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | - | - | - | - | - |
| Total Ending Balance | - | - | - | - | - | - | - |

____ Agency Request
2015-17 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

2015 - 2017

____ Agency Request

 X Governor's Recommended

____ Legislatively Adopted

Budget Page

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Oregon Board of Dentistry
Pkg: 103 - Fee Increase

Cross Reference Name: Board of Dentistry
Cross Reference Number: 83400-001-00-00-00000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|-----------------------------|--------------|---------------|------------------|---------------|------------------------|--------------------------|------------------|
| Revenues | | | | | | | |
| Business Lic and Fees | - | - | 586,260 | - | - | - | 586,260 |
| Total Revenues | - | - | \$586,260 | - | - | - | \$586,260 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | 586,260 | - | - | - | 586,260 |
| Total Ending Balance | - | - | \$586,260 | - | - | - | \$586,260 |

____ Agency Request
2015-17 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

2015 - 2017

____ Agency Request

 X Governor's Recommended

____ Legislatively Adopted

Budget Page

BUDGET NARRATIVE

BUDGET NARRATIVE

12/29/14 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY: 83400 OREGON BOARD OF DENTISTRY
 SUMMARY XREF: 001-00-00 Board of Dentistry

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

PAGE 5
 2015-17
 PROD FILE
 PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 101 - Dental Health Care Investigato

| POSITION NUMBER CLASS COMP CLASS NAME | POS CNT | FTE | MOS | STEP | RATE | GF SAL/OPE | OF SAL/OPE | FF SAL/OPE | LF SAL/OPE | AF SAL/OPE |
|---|------------|------|-------|------|----------|---------------|-------------------|---------------|---------------|-------------------|
| 0000531 OA C5911 DA HEALTH CARE INVESTIGTR/ADVISR | 1 | 1.00 | 24.00 | 09 | 6,678.00 | | 160,272 68,209 | | | 160,272 68,209 |
| TOTAL PICS SALARY | | | | | | | 160,272 | | | 160,272 |
| TOTAL PICS OPE | | | | | | | | 68,209 | | 68,209 |
| TOTAL PICS PERSONAL SERVICES = | | | | | | | | 228,481 | | 228,481 |

BUDGET NARRATIVE

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

Oregon Board of Dentistry
2015-17 Biennium

Agency Number: 83400

Cross Reference Number: 83400-001-00-00-00000

| Source | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|---------------------------------|--------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|
| Other Funds | | | | | | |
| Business Lic and Fees | 2,388,364 | 2,405,500 | 2,405,500 | 2,934,252 | 3,141,260 | - |
| Non-business Lic. and Fees | 15,850 | 40,000 | 40,000 | 16,000 | 16,000 | - |
| Charges for Services | - | 5,000 | 5,000 | - | - | - |
| Fines and Forfeitures | 136,758 | 75,000 | 75,000 | 75,000 | 75,000 | - |
| Interest Income | 7,930 | 10,000 | 10,000 | 8,000 | 8,000 | - |
| Other Revenues | 24,568 | 25,305 | 25,305 | 55,000 | 55,000 | - |
| Tsfr To Oregon Health Authority | (202,570) | (215,500) | (215,500) | (216,000) | (216,000) | - |
| Total Other Funds | \$2,370,900 | \$2,345,305 | \$2,345,305 | \$2,872,252 | \$3,079,260 | - |

___ Agency Request
2015-17 Biennium

___ Governor's Budget
Page ___

___ Legislatively Adopted
Detail of LF, OF, and FF Revenues - BPR012

2015 - 2017

___ Agency Request

 X Governor's Recommended

___ Legislatively Adopted

Budget Page

BUDGET NARRATIVE

Major Information Technology System Projects

None

Facility Proposal Impact on Work Space Requirements

None

Audit Response Report

A Secretary of State Audit was conducted for the period July 1, 2005, through December 31, 2007. The Final report was issued September 10, 2008.

Affirmative Action Report

Agency Affirmative Action Policy: The Board of Dentistry affirms and supports the Governor's Affirmative Action Plan and is dedicated to creating a work environment, which will attract and retain employees who represent the broadest possible spectrum of society including women, minorities and the disabled.

The Board of Dentistry will not tolerate discrimination or harassment on the basis of race, color, sex, marital status, religion, national origin, age, mental or physical disability, or any reason prohibited by state or federal statute.

The Board and its management further adopts and affirms the Governor's beliefs that the State has a commitment to the right of all persons to work and advance on the basis of merit, ability and potential.

The Board of Dentistry has seven positions budgeted at 7.0 FTE.

Status of 7.0 staff positions at August 1, 2014:

| | |
|------------------------|---------------------------|
| Official/Administrator | 1.0 White/Male/over 40 |
| Professional/Technical | 3.0 White/Male/over 40 |
| Administrative/Support | 1.0 White/Male/over 40 |
| | 1.0 White/Female/over 40 |
| | 1.0 White/female/under 40 |

The ten members of the Board are appointed by the Governor and confirmed by the Senate to four-year terms. By statute, six members are licensed dentists, two are licensed hygienists and two are public members.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 82

BUDGET NARRATIVE

SB 786 – Diversity Report

Senate Bill 786 (ORS Chapter 973), passed by the 2001 Legislature, requires that the health professional regulatory boards listed in ORS 676.160 collect and maintain information regarding racial, ethnic and bilingual status of licensees and applicants and report to the 2003 Legislature. Provision of the information by licensees is voluntary.

This law was the result of a study performed by the Governor’s Racial and Ethnic Health Task Force, which determined that access to health care by racial and ethnic minorities, is inadequate to address the chronic health issues these communities face. People of color and people with native languages other than English experience extreme difficulty accessing health services. Culturally competent health care providers are critical in providing appropriate health care and the collection of the information requested below will assist decision makers in developing programs to address the disparity in access to health care experienced by various communities.

In 2002, the Board participated in the Oregon Health Workforce Project conducted by OHSU, Area Health Education Centers Program, to determine the workforce and demographic makeup of several health care professions. Results of that survey are shown in the following tables:

| Race | Dentists | Hygienists |
|-------------------------------|----------|------------|
| American Indian/Alaska Native | .3% | .4% |
| Asian/Pacific Islander | 5.7% | 2.7% |
| Black or African American | .2% | 0% |
| Multi-ethnic | .5% | .5% |
| White (not Hispanic) | 93.3% | 96% |
| Gender | | |
| Female | 23% | 97% |
| Male | 76% | 3% |

BUDGET NARRATIVE

| Languages Spoken | Dentists | Hygienists |
|-------------------|----------|------------|
| Spanish | 6% | 11% |
| Chinese | 3% | .12% |
| Vietnamese | 1.5% | .1% |
| Russian | 1.5% | .1% |
| Korean | .4% | .1% |
| Cambodian | .1% | 0% |
| Laotian | 0% | 0% |
| English | 95.6% | 87.5% |

To comply with the requirements of SB 786, a survey instrument was developed in collaboration with other health licensing boards in late 2001. The Board of Dentistry decided that the most economical way to gather this information would be to include the survey with renewal applications. Approximately one-half of all licensees renew their licenses each year. (Dentists renew their licenses every two years by March 30 based on even or odd-numbered year of issue and Dental Hygiene licenses are renewed by September 30 in the same manner.) For the purposes of compliance with the requirements of SB 786, it will take two years to complete the survey of all licensees.

In January 2002, the survey was included in the renewal mailings for all licensees during the 2 year renewal cycle which ended September 30, 2003, a total of 3,478 licensees responded. Effective January 2002, the survey form was included in application packets for new licenses. The following is an update table of all responses through July 1, 2014.

Results of OBD surveys returned as of July 1, 2014:

| Race | Total | % of those Responding | Speak a language other than English |
|-------------------------------|-------|-----------------------|-------------------------------------|
| American Indian/Alaska Native | 34 | .004% | 8 |
| Asian/Pacific Islander | 327 | 4.1% | 207 |
| Black (not Hispanic) | 15 | .001% | 2 |
| Hispanic | 112 | 1.4% | 72 |
| Other (Multi-ethnic) | 33 | .004% | 11 |
| White (not Hispanic) | 3341 | 42% | 430 |
| Not specific | 4062 | 51% | 10 |
| Total | 7924 | | 740 |

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 84

BUDGET NARRATIVE

In addition to implementation of the survey, the Board has met with the Oregon Dental Association and the Dean of the OHSU School of Dentistry to discuss ways in which these three organizations can partner to advance the purposes of SB 786 in attracting people of ethnic and racial background to the professions of dentistry and dental hygiene. Several meetings have also been held with representatives of the affected licensing boards, the Office of Multicultural Health, Department of Administrative Services Diversity Outreach and Executive Recruitment section. Representatives from the Commission on Black Affairs, Commission on Asian Affairs and Commission on Indian Services were also invited to attend. Discussions were conducted to develop strategies for collaborative outreach efforts to recruit Board members from ethnic and racially diverse populations and to educate these populations about opportunities in health professional careers.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 85

BUDGET NARRATIVE

Oregon Board of Dentistry

Summary Cross Reference Listing and Packages
2015-17 Biennium

Agency Number: 83400

BAM Analyst: Clark, Clair

Budget Coordinator: Salov, Lyubov - (503)373-0314

| Cross Reference Number | Cross Reference Description | Package Number | Priority | Package Description | Package Group |
|------------------------|-----------------------------|----------------|----------|--|--------------------|
| 001-00-00-00000 | Board of Dentistry | 010 | 0 | Non-PICS Psnl Svc / Vacancy Factor | Essential Packages |
| 001-00-00-00000 | Board of Dentistry | 021 | 0 | Phase-in | Essential Packages |
| 001-00-00-00000 | Board of Dentistry | 022 | 0 | Phase-out Pgm & One-time Costs | Essential Packages |
| 001-00-00-00000 | Board of Dentistry | 031 | 0 | Standard Inflation | Essential Packages |
| 001-00-00-00000 | Board of Dentistry | 032 | 0 | Above Standard Inflation | Essential Packages |
| 001-00-00-00000 | Board of Dentistry | 033 | 0 | Exceptional Inflation | Essential Packages |
| 001-00-00-00000 | Board of Dentistry | 081 | 0 | September 2014 E-Board | Policy Packages |
| 001-00-00-00000 | Board of Dentistry | 090 | 0 | Analyst Adjustments | Policy Packages |
| 001-00-00-00000 | Board of Dentistry | 100 | 0 | Increase O/S Travel Limit. for National Mtgs | Policy Packages |
| 001-00-00-00000 | Board of Dentistry | 101 | 0 | Dental Health Care Investigator Position | Policy Packages |
| 001-00-00-00000 | Board of Dentistry | 102 | 0 | Dental Director PLE | Policy Packages |
| 001-00-00-00000 | Board of Dentistry | 103 | 0 | Fee Increase | Policy Packages |

12/29/14
9:02 AM

Page 1 of 1

Summary Cross Reference Listing and Packages
BSU-003A

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Policy Package List by Priority
2015-17 Biennium

Agency Number: 83400

BAM Analyst: Clark, Clair

Budget Coordinator: Salov, Lyubov - (503)373-0314

| <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 | 081 | September 2014 E-Board | 001-00-00-00000 | Board of Dentistry |
| | 090 | Analyst Adjustments | 001-00-00-00000 | Board of Dentistry |
| | 100 | Increase O/S Travel Limit. for National Mtgs | 001-00-00-00000 | Board of Dentistry |
| | 101 | Dental Health Care Investigator Position | 001-00-00-00000 | Board of Dentistry |
| | 102 | Dental Director PLE | 001-00-00-00000 | Board of Dentistry |
| | 103 | Fee Increase | 001-00-00-00000 | Board of Dentistry |

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-000-00-00-00000

2015-17 Biennium

Oregon Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|-----------------------------------|--------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| BEGINNING BALANCE | | | | | | |
| 0025 Beginning Balance | | | | | | |
| 3400 Other Funds Ltd | 589,074 | 324,618 | 324,618 | 625,000 | 625,000 | - |
| 0030 Beginning Balance Adjustment | | | | | | |
| 3400 Other Funds Ltd | - | 398,438 | 398,438 | - | - | - |
| BEGINNING BALANCE | | | | | | |
| 3400 Other Funds Ltd | 589,074 | 723,056 | 723,056 | 625,000 | 625,000 | - |
| TOTAL BEGINNING BALANCE | \$589,074 | \$723,056 | \$723,056 | \$625,000 | \$625,000 | - |
| REVENUE CATEGORIES | | | | | | |
| LICENSES AND FEES | | | | | | |
| 0205 Business Lic and Fees | | | | | | |
| 3400 Other Funds Ltd | 2,388,364 | 2,405,500 | 2,405,500 | 2,934,252 | 3,141,260 | - |
| 0210 Non-business Lic. and Fees | | | | | | |
| 3400 Other Funds Ltd | 15,850 | 40,000 | 40,000 | 16,000 | 16,000 | - |
| LICENSES AND FEES | | | | | | |
| 3400 Other Funds Ltd | 2,404,214 | 2,445,500 | 2,445,500 | 2,950,252 | 3,157,260 | - |
| TOTAL LICENSES AND FEES | \$2,404,214 | \$2,445,500 | \$2,445,500 | \$2,950,252 | \$3,157,260 | - |
| CHARGES FOR SERVICES | | | | | | |
| 0410 Charges for Services | | | | | | |
| 3400 Other Funds Ltd | - | 5,000 | 5,000 | - | - | - |
| FINES, RENTS AND ROYALTIES | | | | | | |
| 0505 Fines and Forfeitures | | | | | | |
| 3400 Other Funds Ltd | 136,758 | 75,000 | 75,000 | 75,000 | 75,000 | - |

12/29/14
9:03 AM

2015 - 2017 Agency Request Governor's Recommended Legislatively Adopted Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-000-00-00-00000

2015-17 Biennium

Oregon Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|---|--------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| INTEREST EARNINGS | | | | | | |
| 0605 Interest Income | | | | | | |
| 3400 Other Funds Ltd | 7,930 | 10,000 | 10,000 | 8,000 | 8,000 | - |
| OTHER | | | | | | |
| 0975 Other Revenues | | | | | | |
| 3400 Other Funds Ltd | 24,568 | 25,305 | 25,305 | 55,000 | 55,000 | - |
| REVENUE CATEGORIES | | | | | | |
| 3400 Other Funds Ltd | 2,573,470 | 2,560,805 | 2,560,805 | 3,088,252 | 3,295,260 | - |
| TOTAL REVENUE CATEGORIES | \$2,573,470 | \$2,560,805 | \$2,560,805 | \$3,088,252 | \$3,295,260 | - |
| TRANSFERS OUT | | | | | | |
| 2443 Tsfr To Oregon Health Authority | | | | | | |
| 3400 Other Funds Ltd | (202,570) | (215,500) | (215,500) | (216,000) | (216,000) | - |
| AVAILABLE REVENUES | | | | | | |
| 3400 Other Funds Ltd | 2,959,974 | 3,068,361 | 3,068,361 | 3,497,252 | 3,704,260 | - |
| TOTAL AVAILABLE REVENUES | \$2,959,974 | \$3,068,361 | \$3,068,361 | \$3,497,252 | \$3,704,260 | - |
| EXPENDITURES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| SALARIES & WAGES | | | | | | |
| 3110 Class/Uncl. Sal. and Per Diem | | | | | | |
| 3400 Other Funds Ltd | 842,286 | 895,320 | 914,525 | 1,099,464 | 1,099,464 | - |
| 3160 Temporary Appointments | | | | | | |
| 3400 Other Funds Ltd | 14,107 | 3,806 | 3,806 | 3,920 | 3,920 | - |
| 3170 Overtime Payments | | | | | | |

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-000-00-00-00000

2015-17 Biennium

Oregon Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|---|------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| 3400 Other Funds Ltd | 12,234 | 3,661 | 3,661 | 3,771 | 3,771 | - |
| 3180 Shift Differential | | | | | | |
| 3400 Other Funds Ltd | 104 | - | - | - | - | - |
| 3190 All Other Differential | | | | | | |
| 3400 Other Funds Ltd | - | - | - | 79,728 | 35,483 | - |
| SALARIES & WAGES | | | | | | |
| 3400 Other Funds Ltd | 868,731 | 902,787 | 921,992 | 1,186,883 | 1,142,638 | - |
| TOTAL SALARIES & WAGES | \$868,731 | \$902,787 | \$921,992 | \$1,186,883 | \$1,142,638 | - |
| OTHER PAYROLL EXPENSES | | | | | | |
| 3210 Empl. Rel. Bd. Assessments | | | | | | |
| 3400 Other Funds Ltd | 194 | 280 | 280 | 352 | 352 | - |
| 3220 Public Employees' Retire Cont | | | | | | |
| 3400 Other Funds Ltd | 119,196 | 121,672 | 124,439 | 175,801 | 168,815 | - |
| 3221 Pension Obligation Bond | | | | | | |
| 3400 Other Funds Ltd | 48,465 | 55,526 | 54,504 | 58,360 | 58,360 | - |
| 3230 Social Security Taxes | | | | | | |
| 3400 Other Funds Ltd | 66,109 | 69,070 | 70,539 | 90,801 | 87,416 | - |
| 3250 Worker's Comp. Assess. (WCD) | | | | | | |
| 3400 Other Funds Ltd | 396 | 413 | 413 | 552 | 552 | - |
| 3260 Mass Transit Tax | | | | | | |
| 3400 Other Funds Ltd | 4,843 | 5,416 | 5,531 | 7,121 | 6,881 | - |
| 3270 Flexible Benefits | | | | | | |
| 3400 Other Funds Ltd | 188,507 | 213,696 | 216,812 | 244,224 | 244,224 | - |

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-000-00-00-00000

2015-17 Biennium

Oregon Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|---------------------------------------|--------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| OTHER PAYROLL EXPENSES | | | | | | |
| 3400 Other Funds Ltd | 427,710 | 466,073 | 472,518 | 577,211 | 566,600 | - |
| TOTAL OTHER PAYROLL EXPENSES | \$427,710 | \$466,073 | \$472,518 | \$577,211 | \$566,600 | - |
| P.S. BUDGET ADJUSTMENTS | | | | | | |
| 3465 Reconciliation Adjustment | | | | | | |
| 3400 Other Funds Ltd | - | 35,251 | 35,251 | - | - | - |
| 3470 Undistributed (P.S.) | | | | | | |
| 3400 Other Funds Ltd | - | (2,496) | - | - | - | - |
| 3991 PERS Policy Adjustment | | | | | | |
| 3400 Other Funds Ltd | - | (29,729) | (29,729) | - | - | - |
| P.S. BUDGET ADJUSTMENTS | | | | | | |
| 3400 Other Funds Ltd | - | 3,026 | 5,522 | - | - | - |
| TOTAL P.S. BUDGET ADJUSTMENTS | - | \$3,026 | \$5,522 | - | - | - |
| PERSONAL SERVICES | | | | | | |
| 3400 Other Funds Ltd | 1,296,441 | 1,371,886 | 1,400,032 | 1,764,094 | 1,709,238 | - |
| TOTAL PERSONAL SERVICES | \$1,296,441 | \$1,371,886 | \$1,400,032 | \$1,764,094 | \$1,709,238 | - |
| SERVICES & SUPPLIES | | | | | | |
| 4100 Instate Travel | | | | | | |
| 3400 Other Funds Ltd | 50,462 | 47,775 | 47,775 | 49,208 | 49,208 | - |
| 4125 Out of State Travel | | | | | | |
| 3400 Other Funds Ltd | 21,166 | 25,264 | 25,264 | 56,022 | 56,022 | - |
| 4150 Employee Training | | | | | | |
| 3400 Other Funds Ltd | 8,000 | 6,776 | 6,776 | 6,979 | 6,979 | - |

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-000-00-00-00000

2015-17 Biennium

Oregon Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|--|-----------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| 4175 Office Expenses | | | | | | |
| 3400 Other Funds Ltd | 78,096 | 82,098 | 82,098 | 84,561 | 84,561 | - |
| 4200 Telecommunications | | | | | | |
| 3400 Other Funds Ltd | 23,501 | 22,482 | 22,482 | 23,156 | 23,156 | - |
| 4225 State Gov. Service Charges | | | | | | |
| 3400 Other Funds Ltd | 68,418 | 67,913 | 67,913 | 42,071 | 43,527 | - |
| 4250 Data Processing | | | | | | |
| 3400 Other Funds Ltd | 4,237 | 6,225 | 6,225 | 6,412 | 6,412 | - |
| 4275 Publicity and Publications | | | | | | |
| 3400 Other Funds Ltd | 20,607 | 13,398 | 13,398 | 13,800 | 13,800 | - |
| 4300 Professional Services | | | | | | |
| 3400 Other Funds Ltd | 94,557 | 79,619 | 79,619 | 82,246 | 82,246 | - |
| 4315 IT Professional Services | | | | | | |
| 3400 Other Funds Ltd | 20,280 | 50,784 | 50,784 | 52,460 | 52,460 | - |
| 4325 Attorney General | | | | | | |
| 3400 Other Funds Ltd | 159,438 | 206,312 | 206,312 | 245,924 | 234,396 | - |
| 4375 Employee Recruitment and Develop | | | | | | |
| 3400 Other Funds Ltd | - | 636 | 636 | 655 | 655 | - |
| 4400 Dues and Subscriptions | | | | | | |
| 3400 Other Funds Ltd | 9,811 | 6,427 | 6,427 | 6,620 | 6,620 | - |
| 4425 Facilities Rental and Taxes | | | | | | |
| 3400 Other Funds Ltd | 137,840 | 147,945 | 147,945 | 154,455 | 154,455 | - |
| 4475 Facilities Maintenance | | | | | | |

12/29/14
9:03 AM

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-000-00-00-00000

2015-17 Biennium

Oregon Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|--|------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| 3400 Other Funds Ltd | 790 | 526 | 526 | 542 | 542 | - |
| 4575 Agency Program Related S and S | | | | | | |
| 3400 Other Funds Ltd | 93,984 | 165,011 | 160,695 | 165,516 | 165,516 | - |
| 4650 Other Services and Supplies | | | | | | |
| 3400 Other Funds Ltd | 41,976 | 41,267 | 41,267 | 114,857 | 114,857 | - |
| 4675 Undistributed (S.S.) | | | | | | |
| 3400 Other Funds Ltd | - | (1,820) | - | - | - | - |
| 4700 Expendable Prop 250 - 5000 | | | | | | |
| 3400 Other Funds Ltd | 1,606 | 5,263 | 5,263 | 5,421 | 5,421 | - |
| 4715 IT Expendable Property | | | | | | |
| 3400 Other Funds Ltd | 5,778 | 5,263 | 5,263 | 5,421 | 5,421 | - |
| SERVICES & SUPPLIES | | | | | | |
| 3400 Other Funds Ltd | 840,547 | 979,164 | 976,668 | 1,116,326 | 1,106,254 | - |
| TOTAL SERVICES & SUPPLIES | \$840,547 | \$979,164 | \$976,668 | \$1,116,326 | \$1,106,254 | - |
| SPECIAL PAYMENTS | | | | | | |
| 6085 Other Special Payments | | | | | | |
| 3400 Other Funds Ltd | - | - | - | 51,994 | 51,994 | - |
| 6443 Spc Pmt to Oregon Health Authority | | | | | | |
| 3400 Other Funds Ltd | 177,438 | 230,216 | 230,216 | 185,128 | 185,128 | - |
| SPECIAL PAYMENTS | | | | | | |
| 3400 Other Funds Ltd | 177,438 | 230,216 | 230,216 | 237,122 | 237,122 | - |
| TOTAL SPECIAL PAYMENTS | \$177,438 | \$230,216 | \$230,216 | \$237,122 | \$237,122 | - |

EXPENDITURES

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-000-00-00-00000

2015-17 Biennium

Oregon Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|-----------------------------------|--------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| 3400 Other Funds Ltd | 2,314,426 | 2,581,266 | 2,606,916 | 3,117,542 | 3,052,614 | - |
| TOTAL EXPENDITURES | \$2,314,426 | \$2,581,266 | \$2,606,916 | \$3,117,542 | \$3,052,614 | - |
| ENDING BALANCE | | | | | | |
| 3400 Other Funds Ltd | 645,548 | 487,095 | 461,445 | 379,710 | 651,646 | - |
| TOTAL ENDING BALANCE | \$645,548 | \$487,095 | \$461,445 | \$379,710 | \$651,646 | - |
| AUTHORIZED POSITIONS | | | | | | |
| 8150 Class/Unclass Positions | 7 | 7 | 7 | 8 | 8 | - |
| TOTAL AUTHORIZED POSITIONS | 7 | 7 | 7 | 8 | 8 | - |
| AUTHORIZED FTE | | | | | | |
| 8250 Class/Unclass FTE Positions | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 | - |
| TOTAL AUTHORIZED FTE | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 | - |

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|-----------------------------------|--------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| BEGINNING BALANCE | | | | | | |
| 0025 Beginning Balance | | | | | | |
| 3400 Other Funds Ltd | 589,074 | 324,618 | 324,618 | 625,000 | 625,000 | - |
| 0030 Beginning Balance Adjustment | | | | | | |
| 3400 Other Funds Ltd | - | 398,438 | 398,438 | - | - | - |
| BEGINNING BALANCE | | | | | | |
| 3400 Other Funds Ltd | 589,074 | 723,056 | 723,056 | 625,000 | 625,000 | - |
| TOTAL BEGINNING BALANCE | \$589,074 | \$723,056 | \$723,056 | \$625,000 | \$625,000 | - |
| REVENUE CATEGORIES | | | | | | |
| LICENSES AND FEES | | | | | | |
| 0205 Business Lic and Fees | | | | | | |
| 3400 Other Funds Ltd | 2,388,364 | 2,405,500 | 2,405,500 | 2,934,252 | 3,141,260 | - |
| 0210 Non-business Lic. and Fees | | | | | | |
| 3400 Other Funds Ltd | 15,850 | 40,000 | 40,000 | 16,000 | 16,000 | - |
| LICENSES AND FEES | | | | | | |
| 3400 Other Funds Ltd | 2,404,214 | 2,445,500 | 2,445,500 | 2,950,252 | 3,157,260 | - |
| TOTAL LICENSES AND FEES | \$2,404,214 | \$2,445,500 | \$2,445,500 | \$2,950,252 | \$3,157,260 | - |
| CHARGES FOR SERVICES | | | | | | |
| 0410 Charges for Services | | | | | | |
| 3400 Other Funds Ltd | - | 5,000 | 5,000 | - | - | - |
| FINES, RENTS AND ROYALTIES | | | | | | |
| 0505 Fines and Forfeitures | | | | | | |
| 3400 Other Funds Ltd | 136,758 | 75,000 | 75,000 | 75,000 | 75,000 | - |

12/29/14
9:03 AM

Page 8 of 14

BDV103A - Budget Support - Detail Revenues & Expenditures
BDV103A

2015 - 2017 Agency Request Governor's Recommended Legislatively Adopted Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|---|--------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| INTEREST EARNINGS | | | | | | |
| 0605 Interest Income | | | | | | |
| 3400 Other Funds Ltd | 7,930 | 10,000 | 10,000 | 8,000 | 8,000 | - |
| OTHER | | | | | | |
| 0975 Other Revenues | | | | | | |
| 3400 Other Funds Ltd | 24,568 | 25,305 | 25,305 | 55,000 | 55,000 | - |
| REVENUE CATEGORIES | | | | | | |
| 3400 Other Funds Ltd | 2,573,470 | 2,560,805 | 2,560,805 | 3,088,252 | 3,295,260 | - |
| TOTAL REVENUE CATEGORIES | \$2,573,470 | \$2,560,805 | \$2,560,805 | \$3,088,252 | \$3,295,260 | - |
| TRANSFERS OUT | | | | | | |
| 2443 Tsfr To Oregon Health Authority | | | | | | |
| 3400 Other Funds Ltd | (202,570) | (215,500) | (215,500) | (216,000) | (216,000) | - |
| AVAILABLE REVENUES | | | | | | |
| 3400 Other Funds Ltd | 2,959,974 | 3,068,361 | 3,068,361 | 3,497,252 | 3,704,260 | - |
| TOTAL AVAILABLE REVENUES | \$2,959,974 | \$3,068,361 | \$3,068,361 | \$3,497,252 | \$3,704,260 | - |
| EXPENDITURES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| SALARIES & WAGES | | | | | | |
| 3110 Class/Unclass Sal. and Per Diem | | | | | | |
| 3400 Other Funds Ltd | 842,286 | 895,320 | 914,525 | 1,099,464 | 1,099,464 | - |
| 3160 Temporary Appointments | | | | | | |
| 3400 Other Funds Ltd | 14,107 | 3,806 | 3,806 | 3,920 | 3,920 | - |
| 3170 Overtime Payments | | | | | | |

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|---|------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| 3400 Other Funds Ltd | 12,234 | 3,661 | 3,661 | 3,771 | 3,771 | - |
| 3180 Shift Differential | | | | | | |
| 3400 Other Funds Ltd | 104 | - | - | - | - | - |
| 3190 All Other Differential | | | | | | |
| 3400 Other Funds Ltd | - | - | - | 79,728 | 35,483 | - |
| SALARIES & WAGES | | | | | | |
| 3400 Other Funds Ltd | 868,731 | 902,787 | 921,992 | 1,186,883 | 1,142,638 | - |
| TOTAL SALARIES & WAGES | \$868,731 | \$902,787 | \$921,992 | \$1,186,883 | \$1,142,638 | - |
| OTHER PAYROLL EXPENSES | | | | | | |
| 3210 Empl. Rel. Bd. Assessments | | | | | | |
| 3400 Other Funds Ltd | 194 | 280 | 280 | 352 | 352 | - |
| 3220 Public Employees' Retire Cont | | | | | | |
| 3400 Other Funds Ltd | 119,196 | 121,672 | 124,439 | 175,801 | 168,815 | - |
| 3221 Pension Obligation Bond | | | | | | |
| 3400 Other Funds Ltd | 48,465 | 55,526 | 54,504 | 58,360 | 58,360 | - |
| 3230 Social Security Taxes | | | | | | |
| 3400 Other Funds Ltd | 66,109 | 69,070 | 70,539 | 90,801 | 87,416 | - |
| 3250 Worker's Comp. Assess. (WCD) | | | | | | |
| 3400 Other Funds Ltd | 396 | 413 | 413 | 552 | 552 | - |
| 3260 Mass Transit Tax | | | | | | |
| 3400 Other Funds Ltd | 4,843 | 5,416 | 5,531 | 7,121 | 6,881 | - |
| 3270 Flexible Benefits | | | | | | |
| 3400 Other Funds Ltd | 188,507 | 213,696 | 216,812 | 244,224 | 244,224 | - |

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|---------------------------------------|--------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| OTHER PAYROLL EXPENSES | | | | | | |
| 3400 Other Funds Ltd | 427,710 | 466,073 | 472,518 | 577,211 | 566,600 | - |
| TOTAL OTHER PAYROLL EXPENSES | \$427,710 | \$466,073 | \$472,518 | \$577,211 | \$566,600 | - |
| P.S. BUDGET ADJUSTMENTS | | | | | | |
| 3465 Reconciliation Adjustment | | | | | | |
| 3400 Other Funds Ltd | - | 35,251 | 35,251 | - | - | - |
| 3470 Undistributed (P.S.) | | | | | | |
| 3400 Other Funds Ltd | - | (2,496) | - | - | - | - |
| 3991 PERS Policy Adjustment | | | | | | |
| 3400 Other Funds Ltd | - | (29,729) | (29,729) | - | - | - |
| P.S. BUDGET ADJUSTMENTS | | | | | | |
| 3400 Other Funds Ltd | - | 3,026 | 5,522 | - | - | - |
| TOTAL P.S. BUDGET ADJUSTMENTS | - | \$3,026 | \$5,522 | - | - | - |
| PERSONAL SERVICES | | | | | | |
| 3400 Other Funds Ltd | 1,296,441 | 1,371,886 | 1,400,032 | 1,764,094 | 1,709,238 | - |
| TOTAL PERSONAL SERVICES | \$1,296,441 | \$1,371,886 | \$1,400,032 | \$1,764,094 | \$1,709,238 | - |
| SERVICES & SUPPLIES | | | | | | |
| 4100 Instate Travel | | | | | | |
| 3400 Other Funds Ltd | 50,462 | 47,775 | 47,775 | 49,208 | 49,208 | - |
| 4125 Out of State Travel | | | | | | |
| 3400 Other Funds Ltd | 21,166 | 25,264 | 25,264 | 56,022 | 56,022 | - |
| 4150 Employee Training | | | | | | |
| 3400 Other Funds Ltd | 8,000 | 6,776 | 6,776 | 6,979 | 6,979 | - |

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|--|-----------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| 4175 Office Expenses | | | | | | |
| 3400 Other Funds Ltd | 78,096 | 82,098 | 82,098 | 84,561 | 84,561 | - |
| 4200 Telecommunications | | | | | | |
| 3400 Other Funds Ltd | 23,501 | 22,482 | 22,482 | 23,156 | 23,156 | - |
| 4225 State Gov. Service Charges | | | | | | |
| 3400 Other Funds Ltd | 68,418 | 67,913 | 67,913 | 42,071 | 43,527 | - |
| 4250 Data Processing | | | | | | |
| 3400 Other Funds Ltd | 4,237 | 6,225 | 6,225 | 6,412 | 6,412 | - |
| 4275 Publicity and Publications | | | | | | |
| 3400 Other Funds Ltd | 20,607 | 13,398 | 13,398 | 13,800 | 13,800 | - |
| 4300 Professional Services | | | | | | |
| 3400 Other Funds Ltd | 94,557 | 79,619 | 79,619 | 82,246 | 82,246 | - |
| 4315 IT Professional Services | | | | | | |
| 3400 Other Funds Ltd | 20,280 | 50,784 | 50,784 | 52,460 | 52,460 | - |
| 4325 Attorney General | | | | | | |
| 3400 Other Funds Ltd | 159,438 | 206,312 | 206,312 | 245,924 | 234,396 | - |
| 4375 Employee Recruitment and Develop | | | | | | |
| 3400 Other Funds Ltd | - | 636 | 636 | 655 | 655 | - |
| 4400 Dues and Subscriptions | | | | | | |
| 3400 Other Funds Ltd | 9,811 | 6,427 | 6,427 | 6,620 | 6,620 | - |
| 4425 Facilities Rental and Taxes | | | | | | |
| 3400 Other Funds Ltd | 137,840 | 147,945 | 147,945 | 154,455 | 154,455 | - |
| 4475 Facilities Maintenance | | | | | | |

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|--|------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| 3400 Other Funds Ltd | 790 | 526 | 526 | 542 | 542 | - |
| 4575 Agency Program Related S and S | | | | | | |
| 3400 Other Funds Ltd | 93,984 | 165,011 | 160,695 | 165,516 | 165,516 | - |
| 4650 Other Services and Supplies | | | | | | |
| 3400 Other Funds Ltd | 41,976 | 41,267 | 41,267 | 114,857 | 114,857 | - |
| 4675 Undistributed (S.S.) | | | | | | |
| 3400 Other Funds Ltd | - | (1,820) | - | - | - | - |
| 4700 Expendable Prop 250 - 5000 | | | | | | |
| 3400 Other Funds Ltd | 1,606 | 5,263 | 5,263 | 5,421 | 5,421 | - |
| 4715 IT Expendable Property | | | | | | |
| 3400 Other Funds Ltd | 5,778 | 5,263 | 5,263 | 5,421 | 5,421 | - |
| SERVICES & SUPPLIES | | | | | | |
| 3400 Other Funds Ltd | 840,547 | 979,164 | 976,668 | 1,116,326 | 1,106,254 | - |
| TOTAL SERVICES & SUPPLIES | \$840,547 | \$979,164 | \$976,668 | \$1,116,326 | \$1,106,254 | - |
| SPECIAL PAYMENTS | | | | | | |
| 6085 Other Special Payments | | | | | | |
| 3400 Other Funds Ltd | - | - | - | 51,994 | 51,994 | - |
| 6443 Spc Pmt to Oregon Health Authority | | | | | | |
| 3400 Other Funds Ltd | 177,438 | 230,216 | 230,216 | 185,128 | 185,128 | - |
| SPECIAL PAYMENTS | | | | | | |
| 3400 Other Funds Ltd | 177,438 | 230,216 | 230,216 | 237,122 | 237,122 | - |
| TOTAL SPECIAL PAYMENTS | \$177,438 | \$230,216 | \$230,216 | \$237,122 | \$237,122 | - |

EXPENDITURES

12/29/14
9:03 AM

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|-----------------------------------|--------------------|-------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|
| 3400 Other Funds Ltd | 2,314,426 | 2,581,266 | 2,606,916 | 3,117,542 | 3,052,614 | - |
| TOTAL EXPENDITURES | \$2,314,426 | \$2,581,266 | \$2,606,916 | \$3,117,542 | \$3,052,614 | - |
| ENDING BALANCE | | | | | | |
| 3400 Other Funds Ltd | 645,548 | 487,095 | 461,445 | 379,710 | 651,646 | - |
| TOTAL ENDING BALANCE | \$645,548 | \$487,095 | \$461,445 | \$379,710 | \$651,646 | - |
| AUTHORIZED POSITIONS | | | | | | |
| 8150 Class/Unclass Positions | 7 | 7 | 7 | 8 | 8 | - |
| TOTAL AUTHORIZED POSITIONS | 7 | 7 | 7 | 8 | 8 | - |
| AUTHORIZED FTE | | | | | | |
| 8250 Class/Unclass FTE Positions | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 | - |
| TOTAL AUTHORIZED FTE | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 | - |

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Version / Column Comparison Report - Detail

Cross Reference Number:83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|--------------------------------------|--|--|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| BEGINNING BALANCE | | | | |
| 0025 Beginning Balance | | | | |
| 3400 Other Funds Ltd | 625,000 | 625,000 | 0 | - |
| REVENUE CATEGORIES | | | | |
| LICENSES AND FEES | | | | |
| 0205 Business Lic and Fees | | | | |
| 3400 Other Funds Ltd | 2,555,000 | 2,555,000 | 0 | - |
| 0210 Non-business Lic. and Fees | | | | |
| 3400 Other Funds Ltd | 16,000 | 16,000 | 0 | - |
| TOTAL LICENSES AND FEES | | | | |
| 3400 Other Funds Ltd | 2,571,000 | 2,571,000 | 0 | - |
| FINES, RENTS AND ROYALTIES | | | | |
| 0505 Fines and Forfeitures | | | | |
| 3400 Other Funds Ltd | 75,000 | 75,000 | 0 | - |
| INTEREST EARNINGS | | | | |
| 0605 Interest Income | | | | |
| 3400 Other Funds Ltd | 8,000 | 8,000 | 0 | - |
| OTHER | | | | |
| 0975 Other Revenues | | | | |
| 3400 Other Funds Ltd | 55,000 | 55,000 | 0 | - |
| TOTAL REVENUES | | | | |
| 3400 Other Funds Ltd | 2,709,000 | 2,709,000 | 0 | - |
| TRANSFERS OUT | | | | |
| 2443 Tsfr To Oregon Health Authority | | | | |

12/29/14

Page 1 of 5

ANA100A - Version / Column Comparison Report - Detail

9:03 AM

ANA100A

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Version / Column Comparison Report - Detail

Cross Reference Number: 83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|---|--|--|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| 3400 Other Funds Ltd | (216,000) | (216,000) | 0 | - |
| AVAILABLE REVENUES | | | | |
| 3400 Other Funds Ltd | 3,118,000 | 3,118,000 | 0 | - |
| EXPENDITURES | | | | |
| PERSONAL SERVICES | | | | |
| SALARIES & WAGES | | | | |
| 3110 Class/Unclass Sal. and Per Diem | | | | |
| 3400 Other Funds Ltd | 939,192 | 939,192 | 0 | - |
| 3160 Temporary Appointments | | | | |
| 3400 Other Funds Ltd | 3,806 | 3,806 | 0 | - |
| 3170 Overtime Payments | | | | |
| 3400 Other Funds Ltd | 3,661 | 3,661 | 0 | - |
| TOTAL SALARIES & WAGES | | | | |
| 3400 Other Funds Ltd | 946,659 | 946,659 | 0 | - |
| OTHER PAYROLL EXPENSES | | | | |
| 3210 Empl. Rel. Bd. Assessments | | | | |
| 3400 Other Funds Ltd | 308 | 308 | 0 | - |
| 3220 Public Employees' Retire Cont | | | | |
| 3400 Other Funds Ltd | 137,888 | 137,888 | 0 | - |
| 3221 Pension Obligation Bond | | | | |
| 3400 Other Funds Ltd | 54,504 | 54,504 | 0 | - |
| 3230 Social Security Taxes | | | | |
| 3400 Other Funds Ltd | 72,424 | 72,424 | 0 | - |
| 3250 Worker's Comp. Assess. (WCD) | | | | |

12/29/14

Page 2 of 5

ANA100A - Version / Column Comparison Report - Detail

9:03 AM

ANA100A

2015 - 2017

Agency Request

X

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Version / Column Comparison Report - Detail

Cross Reference Number:83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|--|--|--|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| 3400 Other Funds Ltd | 483 | 483 | 0 | - |
| 3260 Mass Transit Tax | | | | |
| 3400 Other Funds Ltd | 5,531 | 5,531 | 0 | - |
| 3270 Flexible Benefits | | | | |
| 3400 Other Funds Ltd | 213,696 | 213,696 | 0 | - |
| TOTAL OTHER PAYROLL EXPENSES | | | | |
| 3400 Other Funds Ltd | 484,834 | 484,834 | 0 | - |
| TOTAL PERSONAL SERVICES | | | | |
| 3400 Other Funds Ltd | 1,431,493 | 1,431,493 | 0 | - |
| SERVICES & SUPPLIES | | | | |
| 4100 Instate Travel | | | | |
| 3400 Other Funds Ltd | 47,775 | 47,775 | 0 | - |
| 4125 Out of State Travel | | | | |
| 3400 Other Funds Ltd | 25,264 | 25,264 | 0 | - |
| 4150 Employee Training | | | | |
| 3400 Other Funds Ltd | 6,776 | 6,776 | 0 | - |
| 4175 Office Expenses | | | | |
| 3400 Other Funds Ltd | 82,098 | 82,098 | 0 | - |
| 4200 Telecommunications | | | | |
| 3400 Other Funds Ltd | 22,482 | 22,482 | 0 | - |
| 4225 State Gov. Service Charges | | | | |
| 3400 Other Funds Ltd | 18,160 | 18,160 | 0 | - |
| 4250 Data Processing | | | | |
| 3400 Other Funds Ltd | 6,225 | 6,225 | 0 | - |

12/29/14

Page 3 of 5

ANA100A - Version / Column Comparison Report - Detail

9:03 AM

ANA100A

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Version / Column Comparison Report - Detail

Cross Reference Number:83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|--|--|--|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| 4275 Publicity and Publications | | | | |
| 3400 Other Funds Ltd | 13,398 | 13,398 | 0 | - |
| 4300 Professional Services | | | | |
| 3400 Other Funds Ltd | 79,619 | 79,619 | 0 | - |
| 4315 IT Professional Services | | | | |
| 3400 Other Funds Ltd | 50,784 | 50,784 | 0 | - |
| 4325 Attorney General | | | | |
| 3400 Other Funds Ltd | 206,312 | 206,312 | 0 | - |
| 4375 Employee Recruitment and Develop | | | | |
| 3400 Other Funds Ltd | 636 | 636 | 0 | - |
| 4400 Dues and Subscriptions | | | | |
| 3400 Other Funds Ltd | 6,427 | 6,427 | 0 | - |
| 4425 Facilities Rental and Taxes | | | | |
| 3400 Other Funds Ltd | 147,945 | 147,945 | 0 | - |
| 4475 Facilities Maintenance | | | | |
| 3400 Other Funds Ltd | 526 | 526 | 0 | - |
| 4575 Agency Program Related S and S | | | | |
| 3400 Other Funds Ltd | 160,695 | 160,695 | 0 | - |
| 4650 Other Services and Supplies | | | | |
| 3400 Other Funds Ltd | 91,020 | 91,020 | 0 | - |
| 4700 Expendable Prop 250 - 5000 | | | | |
| 3400 Other Funds Ltd | 5,263 | 5,263 | 0 | - |
| 4715 IT Expendable Property | | | | |
| 3400 Other Funds Ltd | 5,263 | 5,263 | 0 | - |

12/29/14

9:03 AM

Page 4 of 5

ANA100A - Version / Column Comparison Report - Detail

ANA100A

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

105

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Version / Column Comparison Report - Detail

Cross Reference Number:83400-001-00-00-00000

2015-17 Biennium

Board of Dentistry

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|--|---|---|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| TOTAL SERVICES & SUPPLIES | | | | |
| 3400 Other Funds Ltd | 976,668 | 976,668 | 0 | - |
| SPECIAL PAYMENTS | | | | |
| 6085 Other Special Payments | | | | |
| 3400 Other Funds Ltd | 51,994 | 51,994 | 0 | - |
| 6443 Spc Pmt to Oregon Health Authority | | | | |
| 3400 Other Funds Ltd | 178,222 | 178,222 | 0 | - |
| TOTAL SPECIAL PAYMENTS | | | | |
| 3400 Other Funds Ltd | 230,216 | 230,216 | 0 | - |
| TOTAL EXPENDITURES | | | | |
| 3400 Other Funds Ltd | 2,638,377 | 2,638,377 | 0 | - |
| ENDING BALANCE | | | | |
| 3400 Other Funds Ltd | 479,623 | 479,623 | 0 | - |
| AUTHORIZED POSITIONS | | | | |
| 8150 Class/Unclass Positions | 7 | 7 | 0 | - |
| AUTHORIZED FTE | | | | |
| 8250 Class/Unclass FTE Positions | 7.00 | 7.00 | 0 | - |

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000
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

SALARIES & WAGES

3160 Temporary Appointments

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 114 | 114 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

3170 Overtime Payments

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 110 | 110 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

SALARIES & WAGES

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 224 | 224 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

| | | | | |
|-----------------------------------|--------------|--------------|------------|--------------|
| TOTAL SALARIES & WAGES | \$224 | \$224 | \$0 | 0.00% |
|-----------------------------------|--------------|--------------|------------|--------------|

OTHER PAYROLL EXPENSES

3220 Public Employees Retire Cont

| | | | | |
|----------------------|----|----|---|-------|
| 3400 Other Funds Ltd | 17 | 17 | 0 | 0.00% |
|----------------------|----|----|---|-------|

3221 Pension Obligation Bond

| | | | | |
|----------------------|-------|-------|---|-------|
| 3400 Other Funds Ltd | 3,856 | 3,856 | 0 | 0.00% |
|----------------------|-------|-------|---|-------|

3230 Social Security Taxes

| | | | | |
|----------------------|----|----|---|-------|
| 3400 Other Funds Ltd | 17 | 17 | 0 | 0.00% |
|----------------------|----|----|---|-------|

3260 Mass Transit Tax

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 150 | 150 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

12/29/14

Page 1 of 13

ANA101A - Package Comparison Report - Detail
ANA101A

9:03 AM

2015 - 2017 Agency Request Governor's Recommended Legislatively Adopted Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail

Cross Reference Number: 83400-001-00-00-00000

2015-17 Biennium

Package: Non-PICS Psnl Svc / Vacancy Factor

Board of Dentistry

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 | | |
| OTHER PAYROLL EXPENSES | | | | |
| 3400 Other Funds Ltd | 4,040 | 4,040 | 0 | 0.00% |
| TOTAL OTHER PAYROLL EXPENSES | \$4,040 | \$4,040 | \$0 | 0.00% |
| PERSONAL SERVICES | | | | |
| 3400 Other Funds Ltd | 4,264 | 4,264 | 0 | 0.00% |
| TOTAL PERSONAL SERVICES | \$4,264 | \$4,264 | \$0 | 0.00% |
| EXPENDITURES | | | | |
| 3400 Other Funds Ltd | 4,264 | 4,264 | 0 | 0.00% |
| TOTAL EXPENDITURES | \$4,264 | \$4,264 | \$0 | 0.00% |
| ENDING BALANCE | | | | |
| 3400 Other Funds Ltd | (4,264) | (4,264) | 0 | 0.00% |
| TOTAL ENDING BALANCE | (\$4,264) | (\$4,264) | \$0 | 0.00% |

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail

Cross Reference Number: 83400-001-00-00-00000

2015-17 Biennium

Package: Standard Inflation

Board of Dentistry

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 | 1,433 | 1,433 | 0 | 0.00% |
|----------------------|-------|-------|---|-------|

4125 Out of State Travel

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 758 | 758 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

4150 Employee Training

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 203 | 203 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

4175 Office Expenses

| | | | | |
|----------------------|-------|-------|---|-------|
| 3400 Other Funds Ltd | 2,463 | 2,463 | 0 | 0.00% |
|----------------------|-------|-------|---|-------|

4200 Telecommunications

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 674 | 674 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

4225 State Gov. Service Charges

| | | | | |
|----------------------|--------|--------|-------|-------|
| 3400 Other Funds Ltd | 23,911 | 25,367 | 1,456 | 6.09% |
|----------------------|--------|--------|-------|-------|

4250 Data Processing

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 187 | 187 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

4275 Publicity and Publications

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 402 | 402 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

4300 Professional Services

12/29/14

Page 3 of 13

ANA101A - Package Comparison Report - Detail
ANA101A

9:03 AM

| | | | | |
|--------------------|------------------------------|-------------------------------------|-------------------------------------|-------------|
| 2015 - 2017 | <u> </u> Agency Request | <u> X </u> Governor's Recommended | <u> </u> Legislatively Adopted | Budget Page |
|--------------------|------------------------------|-------------------------------------|-------------------------------------|-------------|

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000

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 | 2,389 | 2,389 | 0 | 0.00% |
| 4315 IT Professional Services | | | | |
| 3400 Other Funds Ltd | 1,524 | 1,524 | 0 | 0.00% |
| 4325 Attorney General | | | | |
| 3400 Other Funds Ltd | 39,612 | 28,084 | (11,528) | (29.10%) |
| 4375 Employee Recruitment and Develop | | | | |
| 3400 Other Funds Ltd | 19 | 19 | 0 | 0.00% |
| 4400 Dues and Subscriptions | | | | |
| 3400 Other Funds Ltd | 193 | 193 | 0 | 0.00% |
| 4425 Facilities Rental and Taxes | | | | |
| 3400 Other Funds Ltd | 6,510 | 6,510 | 0 | 0.00% |
| 4475 Facilities Maintenance | | | | |
| 3400 Other Funds Ltd | 16 | 16 | 0 | 0.00% |
| 4575 Agency Program Related S and S | | | | |
| 3400 Other Funds Ltd | 4,821 | 4,821 | 0 | 0.00% |
| 4650 Other Services and Supplies | | | | |
| 3400 Other Funds Ltd | 2,731 | 2,731 | 0 | 0.00% |
| 4700 Expendable Prop 250 - 5000 | | | | |
| 3400 Other Funds Ltd | 158 | 158 | 0 | 0.00% |

12/29/14

Page 4 of 13

ANA101A - Package Comparison Report - Detail
ANA101A

9:03 AM

2015 - 2017 Agency Request Governor's Recommended Legislatively Adopted Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000

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 | | |
| 4715 IT Expendable Property | | | | |
| 3400 Other Funds Ltd | 158 | 158 | 0 | 0.00% |
| SERVICES & SUPPLIES | | | | |
| 3400 Other Funds Ltd | 88,162 | 78,090 | (10,072) | (11.42%) |
| TOTAL SERVICES & SUPPLIES | \$88,162 | \$78,090 | (\$10,072) | (11.42%) |
| SPECIAL PAYMENTS | | | | |
| 6443 Spc Pmt to Oregon Health Authority | | | | |
| 3400 Other Funds Ltd | 6,906 | 6,906 | 0 | 0.00% |
| EXPENDITURES | | | | |
| 3400 Other Funds Ltd | 95,068 | 84,996 | (10,072) | (10.59%) |
| TOTAL EXPENDITURES | \$95,068 | \$84,996 | (\$10,072) | (10.59%) |
| ENDING BALANCE | | | | |
| 3400 Other Funds Ltd | (95,068) | (84,996) | 10,072 | 10.59% |
| TOTAL ENDING BALANCE | (\$95,068) | (\$84,996) | \$10,072 | 10.59% |

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000
Package: Above Standard Inflation
Pkg Group: ESS Pkg Type: 030 Pkg Number: 032

| 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 | 238 | 238 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

4315 IT Professional Services

| | | | | |
|----------------------|-----|-----|---|-------|
| 3400 Other Funds Ltd | 152 | 152 | 0 | 0.00% |
|----------------------|-----|-----|---|-------|

4650 Other Services and Supplies

| | | | | |
|----------------------|--------|--------|---|-------|
| 3400 Other Funds Ltd | 21,106 | 21,106 | 0 | 0.00% |
|----------------------|--------|--------|---|-------|

SERVICES & SUPPLIES

| | | | | |
|----------------------|--------|--------|---|-------|
| 3400 Other Funds Ltd | 21,496 | 21,496 | 0 | 0.00% |
|----------------------|--------|--------|---|-------|

| | | | | |
|--------------------------------------|-----------------|-----------------|------------|--------------|
| TOTAL SERVICES & SUPPLIES | \$21,496 | \$21,496 | \$0 | 0.00% |
|--------------------------------------|-----------------|-----------------|------------|--------------|

EXPENDITURES

| | | | | |
|----------------------|--------|--------|---|-------|
| 3400 Other Funds Ltd | 21,496 | 21,496 | 0 | 0.00% |
|----------------------|--------|--------|---|-------|

| | | | | |
|---------------------------|-----------------|-----------------|------------|--------------|
| TOTAL EXPENDITURES | \$21,496 | \$21,496 | \$0 | 0.00% |
|---------------------------|-----------------|-----------------|------------|--------------|

ENDING BALANCE

| | | | | |
|----------------------|----------|----------|---|-------|
| 3400 Other Funds Ltd | (21,496) | (21,496) | 0 | 0.00% |
|----------------------|----------|----------|---|-------|

| | | | | |
|-----------------------------|-------------------|-------------------|------------|--------------|
| TOTAL ENDING BALANCE | (\$21,496) | (\$21,496) | \$0 | 0.00% |
|-----------------------------|-------------------|-------------------|------------|--------------|

12/29/14

Page 6 of 13

ANA101A - Package Comparison Report - Detail
ANA101A

9:03 AM

2015 - 2017 Agency Request Governor's Recommended Legislatively Adopted Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000
Package: Increase O/S Travel Limit. for National Mtgs
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 | | |

EXPENDITURES

SERVICES & SUPPLIES

4125 Out of State Travel

| | | | | |
|----------------------|--------|--------|---|-------|
| 3400 Other Funds Ltd | 30,000 | 30,000 | 0 | 0.00% |
|----------------------|--------|--------|---|-------|

SERVICES & SUPPLIES

| | | | | |
|----------------------|--------|--------|---|-------|
| 3400 Other Funds Ltd | 30,000 | 30,000 | 0 | 0.00% |
|----------------------|--------|--------|---|-------|

| | | | | |
|--------------------------------------|-----------------|-----------------|------------|--------------|
| TOTAL SERVICES & SUPPLIES | \$30,000 | \$30,000 | \$0 | 0.00% |
|--------------------------------------|-----------------|-----------------|------------|--------------|

EXPENDITURES

| | | | | |
|----------------------|--------|--------|---|-------|
| 3400 Other Funds Ltd | 30,000 | 30,000 | 0 | 0.00% |
|----------------------|--------|--------|---|-------|

| | | | | |
|---------------------------|-----------------|-----------------|------------|--------------|
| TOTAL EXPENDITURES | \$30,000 | \$30,000 | \$0 | 0.00% |
|---------------------------|-----------------|-----------------|------------|--------------|

ENDING BALANCE

| | | | | |
|----------------------|----------|----------|---|-------|
| 3400 Other Funds Ltd | (30,000) | (30,000) | 0 | 0.00% |
|----------------------|----------|----------|---|-------|

| | | | | |
|-----------------------------|-------------------|-------------------|------------|--------------|
| TOTAL ENDING BALANCE | (\$30,000) | (\$30,000) | \$0 | 0.00% |
|-----------------------------|-------------------|-------------------|------------|--------------|

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000
Package: Dental Health Care Investigator Position
Pkg Group: POL Pkg Type: POL Pkg Number: 101

| 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

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

| | | | | |
|----------------------|---------|---------|---|-------|
| 3400 Other Funds Ltd | 160,272 | 160,272 | 0 | 0.00% |
|----------------------|---------|---------|---|-------|

3190 All Other Differential

| | | | | |
|----------------------|--------|--------|---------|----------|
| 3400 Other Funds Ltd | 39,728 | 35,483 | (4,245) | (10.69%) |
|----------------------|--------|--------|---------|----------|

SALARIES & WAGES

| | | | | |
|----------------------|---------|---------|---------|---------|
| 3400 Other Funds Ltd | 200,000 | 195,755 | (4,245) | (2.12%) |
|----------------------|---------|---------|---------|---------|

| | | | | |
|-----------------------------------|------------------|------------------|------------------|----------------|
| TOTAL SALARIES & WAGES | \$200,000 | \$195,755 | (\$4,245) | (2.12%) |
|-----------------------------------|------------------|------------------|------------------|----------------|

OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

| | | | | |
|----------------------|----|----|---|-------|
| 3400 Other Funds Ltd | 44 | 44 | 0 | 0.00% |
|----------------------|----|----|---|-------|

3220 Public Employees Retire Cont

| | | | | |
|----------------------|--------|--------|-------|---------|
| 3400 Other Funds Ltd | 31,580 | 30,910 | (670) | (2.12%) |
|----------------------|--------|--------|-------|---------|

3230 Social Security Taxes

| | | | | |
|----------------------|--------|--------|-------|---------|
| 3400 Other Funds Ltd | 15,300 | 14,975 | (325) | (2.12%) |
|----------------------|--------|--------|-------|---------|

3250 Workers Comp. Assess. (WCD)

| | | | | |
|----------------------|----|----|---|-------|
| 3400 Other Funds Ltd | 69 | 69 | 0 | 0.00% |
|----------------------|----|----|---|-------|

12/29/14

Page 8 of 13

ANA101A - Package Comparison Report - Detail
ANA101A

9:03 AM

2015 - 2017 Agency Request X Governor's Recommended Legislatively Adopted Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000
Package: Dental Health Care Investigator Position
Pkg Group: POL Pkg Type: POL Pkg Number: 101

| 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 | | |
| 3260 Mass Transit Tax | | | | |
| 3400 Other Funds Ltd | 1,200 | 1,200 | 0 | 0.00% |
| 3270 Flexible Benefits | | | | |
| 3400 Other Funds Ltd | 30,528 | 30,528 | 0 | 0.00% |
| OTHER PAYROLL EXPENSES | | | | |
| 3400 Other Funds Ltd | 78,721 | 77,726 | (995) | (1.26%) |
| TOTAL OTHER PAYROLL EXPENSES | \$78,721 | \$77,726 | (\$995) | (1.26%) |
| PERSONAL SERVICES | | | | |
| 3400 Other Funds Ltd | 278,721 | 273,481 | (5,240) | (1.88%) |
| TOTAL PERSONAL SERVICES | \$278,721 | \$273,481 | (\$5,240) | (1.88%) |
| EXPENDITURES | | | | |
| 3400 Other Funds Ltd | 278,721 | 273,481 | (5,240) | (1.88%) |
| TOTAL EXPENDITURES | \$278,721 | \$273,481 | (\$5,240) | (1.88%) |
| ENDING BALANCE | | | | |
| 3400 Other Funds Ltd | (278,721) | (273,481) | 5,240 | 1.88% |
| TOTAL ENDING BALANCE | (\$278,721) | (273,481) | \$5,240 | 1.88% |
| AUTHORIZED POSITIONS | | | | |
| 8150 Class/Unclass Positions | 1 | 1 | 0 | 0.00% |
| AUTHORIZED FTE | | | | |

12/29/14

Page 9 of 13

ANA101A - Package Comparison Report - Detail
ANA101A

9:03 AM

2015 - 2017 Agency Request Governor's Recommended Legislatively Adopted Budget Page

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
 2015-17 Biennium
 Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000
 Package: Dental Health Care Investigator Position
 Pkg Group: POL Pkg Type: POL Pkg Number: 101

| 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 | | |
| 8250 Class/Unclass FTE Positions | 1.00 | 1.00 | 0.00 | 0.00% |

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000

Package: Dental Director PLE

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 | | |

EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3190 All Other Differential

| | | | | |
|----------------------|--------|---|----------|-----------|
| 3400 Other Funds Ltd | 40,000 | - | (40,000) | (100.00%) |
|----------------------|--------|---|----------|-----------|

SALARIES & WAGES

| | | | | |
|----------------------|--------|---|----------|-----------|
| 3400 Other Funds Ltd | 40,000 | - | (40,000) | (100.00%) |
|----------------------|--------|---|----------|-----------|

| | | | | |
|-----------------------------------|-----------------|----------|-------------------|------------------|
| TOTAL SALARIES & WAGES | \$40,000 | - | (\$40,000) | (100.00%) |
|-----------------------------------|-----------------|----------|-------------------|------------------|

OTHER PAYROLL EXPENSES

3220 Public Employees Retire Cont

| | | | | |
|----------------------|-------|---|---------|-----------|
| 3400 Other Funds Ltd | 6,316 | - | (6,316) | (100.00%) |
|----------------------|-------|---|---------|-----------|

3230 Social Security Taxes

| | | | | |
|----------------------|-------|---|---------|-----------|
| 3400 Other Funds Ltd | 3,060 | - | (3,060) | (100.00%) |
|----------------------|-------|---|---------|-----------|

3260 Mass Transit Tax

| | | | | |
|----------------------|-----|---|-------|-----------|
| 3400 Other Funds Ltd | 240 | - | (240) | (100.00%) |
|----------------------|-----|---|-------|-----------|

OTHER PAYROLL EXPENSES

| | | | | |
|----------------------|-------|---|---------|-----------|
| 3400 Other Funds Ltd | 9,616 | - | (9,616) | (100.00%) |
|----------------------|-------|---|---------|-----------|

| | | | | |
|-------------------------------------|----------------|----------|------------------|------------------|
| TOTAL OTHER PAYROLL EXPENSES | \$9,616 | - | (\$9,616) | (100.00%) |
|-------------------------------------|----------------|----------|------------------|------------------|

PERSONAL SERVICES

12/29/14

Page 11 of 13

ANA101A - Package Comparison Report - Detail

ANA101A

9:03 AM

| | | | | |
|-------------|------------------------------|-------------------------------------|-------------------------------------|-------------|
| 2015 - 2017 | <u> </u> Agency Request | <u> X </u> Governor's Recommended | <u> </u> Legislatively Adopted | Budget Page |
|-------------|------------------------------|-------------------------------------|-------------------------------------|-------------|

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000
Package: Dental Director PLE
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 | | |
| 3400 Other Funds Ltd | 49,616 | - | (49,616) | (100.00%) |
| TOTAL PERSONAL SERVICES | \$49,616 | - | (\$49,616) | (100.00%) |
| EXPENDITURES | | | | |
| 3400 Other Funds Ltd | 49,616 | - | (49,616) | (100.00%) |
| TOTAL EXPENDITURES | \$49,616 | - | (\$49,616) | (100.00%) |
| ENDING BALANCE | | | | |
| 3400 Other Funds Ltd | (49,616) | - | 49,616 | 100.00% |
| TOTAL ENDING BALANCE | (\$49,616) | - | \$49,616 | 100.00% |

BUDGET NARRATIVE

Oregon Board of Dentistry

Agency Number: 83400

Package Comparison Report - Detail
2015-17 Biennium
Board of Dentistry

Cross Reference Number: 83400-001-00-00-00000

Package: Fee Increase

Pkg Group: POL Pkg Type: POL Pkg Number: 103

| 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 | | | | |
| 0205 Business Lic and Fees | | | | |
| 3400 Other Funds Ltd | 379,252 | 586,260 | 207,008 | 54.58% |
| AVAILABLE REVENUES | | | | |
| 3400 Other Funds Ltd | 379,252 | 586,260 | 207,008 | 54.58% |
| TOTAL AVAILABLE REVENUES | \$379,252 | \$586,260 | \$207,008 | 54.58% |
| ENDING BALANCE | | | | |
| 3400 Other Funds Ltd | 379,252 | 586,260 | 207,008 | 54.58% |
| TOTAL ENDING BALANCE | \$379,252 | \$586,260 | \$207,008 | 54.58% |

BUDGET NARRATIVE

BUDGET NARRATIVE

12/29/14 REPORT NO.: PPDPLEUDCL
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF
 AGENCY: 83400 OREGON BOARD OF DENTISTRY
 SUMMARY XREF: 001-00-00 000 Board of Dentistry

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

PAGE 12
 2015-17
 PRD 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 | | 69,600 | | | 69,600 |
| 000 | MEAHZ7008 | HA | PRINCIPAL EXECUTIVE/MANAGER E | 1 | 1.00 | 24.00 | 8,619.00 | | 206,856 | | | 206,856 |
| 000 | MESNZ7008 | AA | PRINCIPAL EXECUTIVE/MANAGER E | 1 | 1.00 | 24.00 | 8,087.00 | | 194,088 | | | 194,088 |
| 000 | MMS X0806 | AA | OFFICE MANAGER 2 | 1 | 1.00 | 24.00 | 3,547.00 | | 85,128 | | | 85,128 |
| 000 | OA C0104 | AA | OFFICE SPECIALIST 2 | 1 | 1.00 | 24.00 | 3,290.00 | | 78,960 | | | 78,960 |
| 000 | OA C0108 | AA | ADMINISTRATIVE SPECIALIST 2 | 1 | 1.00 | 24.00 | 3,974.00 | | 95,376 | | | 95,376 |
| 000 | OA C5232 | AA | INVESTIGATOR 2 | 2 | 2.00 | 48.00 | 4,358.00 | | 209,184 | | | 209,184 |
| 000 | | | | 7 | 7.00 | 168.00 | 2,131.35 | | 939,192 | | | 939,192 |

2015 - 2017

 Agency Request

 X Governor's Recommended

 Legislatively Adopted

Budget Page

BUDGET NARRATIVE

12/29/14 REPORT NO.: PPDPLEBUDCL
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF
 AGENCY: 83400 OREGON BOARD OF DENTISTRY
 SUMMARY XREF: 001-00-00 101 Board of Dentistry

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

PAGE 13
 2015-17
 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 |
|-----|-------|-------|----------------------------------|------------|------|--------|-----------------|-----------|-----------|-----------|-----------|-----------|
| 101 | OA | C5911 | DA HEALTH CARE INVESTIGTR/ADVISR | 1 | 1.00 | 24.00 | 6,678.00 | | 160,272 | | | 160,272 |
| 101 | | | | 1 | 1.00 | 24.00 | 6,678.00 | | 160,272 | | | 160,272 |
| | | | | 8 | 8.00 | 192.00 | 2,383.94 | | 1,099,464 | | | 1,099,464 |
| | | | | 8 | 8.00 | 192.00 | 2,383.94 | | 1,099,464 | | | 1,099,464 |

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

12/29/14 REPORT NO.: PPDPLEBUDCL
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF
 AGENCY: 83400 OREGON BOARD OF DENTISTRY
 SUMMARY XREF: 001-00-00 101 Board of Dentistry

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

2015-17
 PICS SYSTEM: BUDGET PREPARATION

| PKG | CLASS | COMP | DESCRIPTION | POS CNT | FTE | MOS | AVERAGE RATE | GF SAL | OF SAL | FF SAL | LF SAL | AF SAL |
|-----|-------|------|-------------|------------|-------|--------|-----------------|-----------|-----------|-----------|-----------|-----------|
| | | | | 29 | 27.25 | 654.00 | 1,525.28 | | 3,296,688 | | | 3,296,688 |

BUDGET NARRATIVE

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

12/29/14 REPORT NO.: PPDPLAGYCL
 REPORT: SUMMARY LIST BY PKG BY AGENCY
 AGENCY: 83400 OREGON BOARD OF DENTISTRY

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

2015-17
 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 | | 69,600 | | | 69,600 |
| 000 | MEAHZ7008 | HA | PRINCIPAL EXECUTIVE/MANAGER E | 1 | 1.00 | 24.00 | 8,619.00 | | 206,856 | | | 206,856 |
| 000 | MESNZ7008 | AA | PRINCIPAL EXECUTIVE/MANAGER E | 1 | 1.00 | 24.00 | 8,087.00 | | 194,088 | | | 194,088 |
| 000 | MMS X0806 | AA | OFFICE MANAGER 2 | 1 | 1.00 | 24.00 | 3,547.00 | | 85,128 | | | 85,128 |
| 000 | OA C0104 | AA | OFFICE SPECIALIST 2 | 1 | 1.00 | 24.00 | 3,290.00 | | 78,960 | | | 78,960 |
| 000 | OA C0108 | AA | ADMINISTRATIVE SPECIALIST 2 | 1 | 1.00 | 24.00 | 3,974.00 | | 95,376 | | | 95,376 |
| 000 | OA C5232 | AA | INVESTIGATOR 2 | 2 | 2.00 | 48.00 | 4,358.00 | | 209,184 | | | 209,184 |
| 101 | OA C5911 | DA | HEALTH CARE INVESTIGTR/ADVISR | 1 | 1.00 | 24.00 | 6,678.00 | | 160,272 | | | 160,272 |
| | | | | 8 | 8.00 | 192.00 | 2,383.94 | | 1,099,464 | | | 1,099,464 |

BUDGET NARRATIVE

12/29/14 REPORT NO.: PPDPFLAGYCL
 REPORT: SUMMARY LIST BY PKG BY AGENCY
 AGENCY: 83400 OREGON BOARD OF DENTISTRY

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

PAGE 3
 PROD FILE

2015-17

PICS SYSTEM: BUDGET PREPARATION

| PKG | CLASS | COMP | DESCRIPTION | POS CNT | FTE | MOS | AVERAGE RATE | GF SAL | OF SAL | FF SAL | LF SAL | AF SAL |
|-----|-------|------|-------------|------------|-------|--------|-----------------|-----------|-----------|-----------|-----------|-----------|
| | | | | 29 | 27.25 | 654.00 | 1,525.28 | | 3,296,688 | | | 3,296,688 |

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

12/29/14 REPORT NO.: PPDPLWSEUD
 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY
 AGENCY: 83400 OREGON BOARD OF DENTISTRY
 SUMMARY XREF: 001-00-00 101 Board of Dentistry

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

PAGE 6
 2015-17
 PROD FILE
 PICS SYSTEM: BUDGET PREPARATION

| POSITION NUMBER | AUTH NO | ORG STRUC | F POS | CLASS | COMP | RNG | P | S T POS CNT | PTE | BUDGET RATE | MOS | GF SAL | OF SAL | FF SAL | LF SAL | T R K |
|---|-----------|-----------------|----------|-------|----------|-----|----|----------------------|------|----------------|-------|-----------|-----------|-----------|-----------|-------------|
| 0000531 | 001235000 | 001-01-00-00000 | 101 0 PF | OA | C5911 DA | 26 | 09 | 1 | 1.00 | 6,678.00 | 24.00 | | 160,272 | | | |
| EST DATE: 2015/07/01 EXP DATE: 9999/01/01 | | | | | | | | | | | | | | | | |
| | | 101 | | | | | | 1 | 1.00 | | 24.00 | | 160,272 | | | |
| | | | | | | | | 1 | 1.00 | | 24.00 | | 160,272 | | | |
| | | | | | | | | 1 | 1.00 | | 24.00 | | 160,272 | | | |

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

12/29/14 REPORT NO.: PPDELWSBUD
 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY
 AGENCY: 83400 OREGON BOARD OF DENTISTRY
 SUMMARY XREF: 001-00-00 101 Board of Dentistry

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

PAGE 7
 2015-17
 PROD FILE
 PICS SYSTEM: BUDGET PREPARATION

| POSITION NUMBER | AUTH NO | ORG STRUC | F POS PKG Y TYP | CLASS COMP | S T RNG P | POS CNT | FTE | BUDGET RATE | MOS | GF SAL | OF SAL | FF SAL | LF SAL | T R K |
|--------------------|---------|-----------|--------------------|------------|-----------------|------------|------|----------------|-------|-----------|-----------|-----------|-----------|-------------|
| | | | | | | 3 | 3.04 | | 73.00 | | 316,898 | | | |

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

BUDGET NARRATIVE

12/29/14 REPORT NO.: PDDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY: 83400 OREGON BOARD OF DENTISTRY
 SUMMARY XREF: 001-00-00 Board of Dentistry

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

PAGE 5

2015-17

PROD FILE

PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 101 - Dental Health Care Investigato

| POSITION NUMBER | CLASS COMP | CLASS NAME | POS CNT | FTE | MOS | STEP | RATE | GF SAL/OPE | OF SAL/OPE | FF SAL/OPE | LF SAL/OPE | AF SAL/OPE |
|--------------------------------|---------------|--|------------|------|-------|------|----------|---------------|-------------------|---------------|---------------|-------------------|
| 0000531 | OA | C5911 DA HEALTH CARE INVESTIGTR/ADVISR | 1 | 1.00 | 24.00 | 09 | 6,678.00 | | 160,272 68,209 | | | 160,272 68,209 |
| TOTAL PICS SALARY | | | | | | | | | 160,272 | | | 160,272 |
| TOTAL PICS OPE | | | | | | | | | 68,209 | | | 68,209 |
| TOTAL PICS PERSONAL SERVICES = | | | 1 | 1.00 | 24.00 | | | | 228,481 | | | 228,481 |

2015 - 2017

Agency Request

Governor's Recommended

Legislatively Adopted

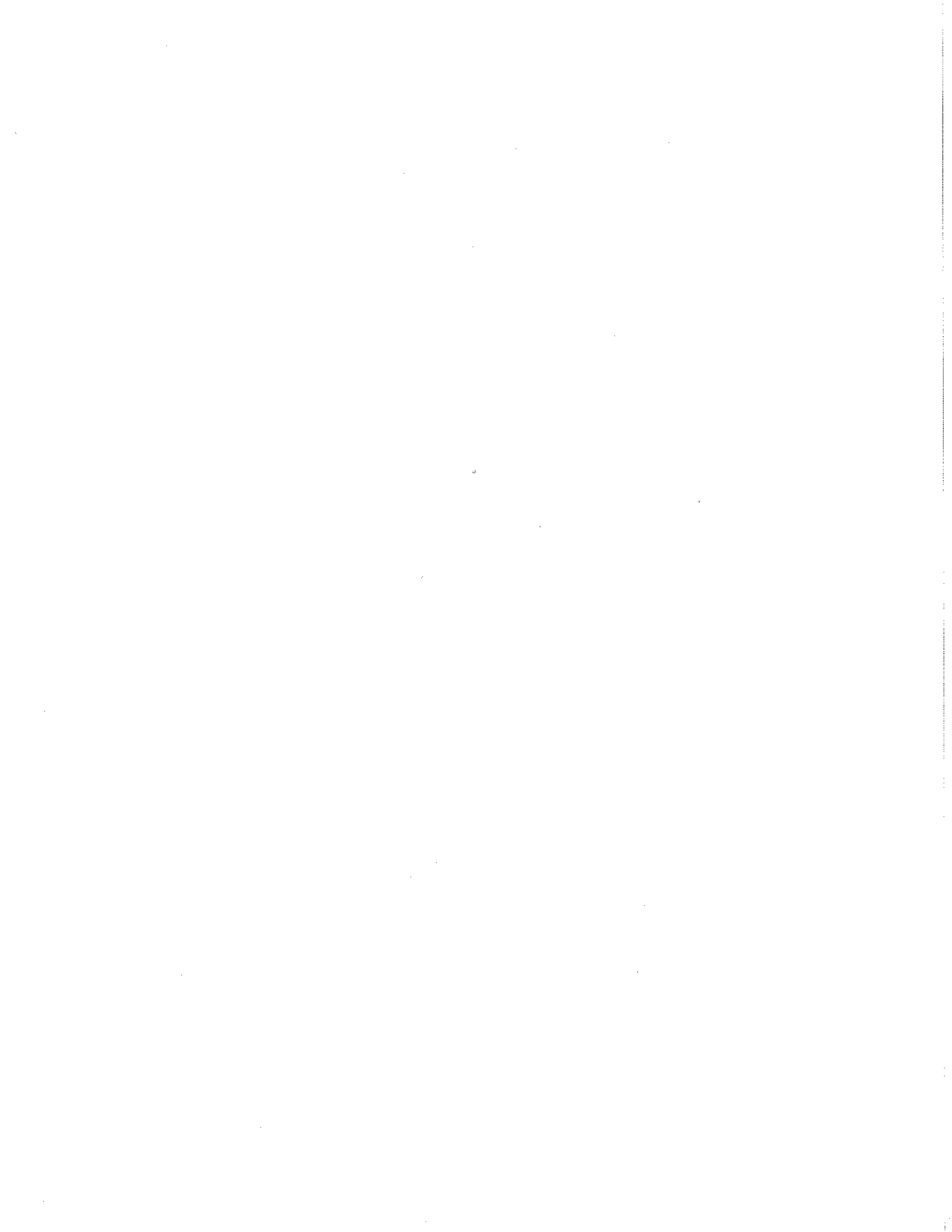
Budget Page

Oregon Board of Dentistry



Patrick D. Braatz, Executive Director
1500 SW 1st Ave, Suite 770
Portland OR, 97201
(971)-673-3200

Affirmative Action Plan
2015 – 2017 Biennium





Oregon

John A. Kitzhaber, MD, Governor

Oregon Board of Dentistry

1500 SW 1st Ave. Suite 770

Portland, OR 97201

Phone: 971 / 673-3200

Fax: 971 / 673-3202

E-mail: www.Oregon.gov/dentistry

August 1, 2014

The Honorable John A. Kitzhaber
Office of the Governor
255 Capitol Street NE, Suite 126
Salem, OR 97301

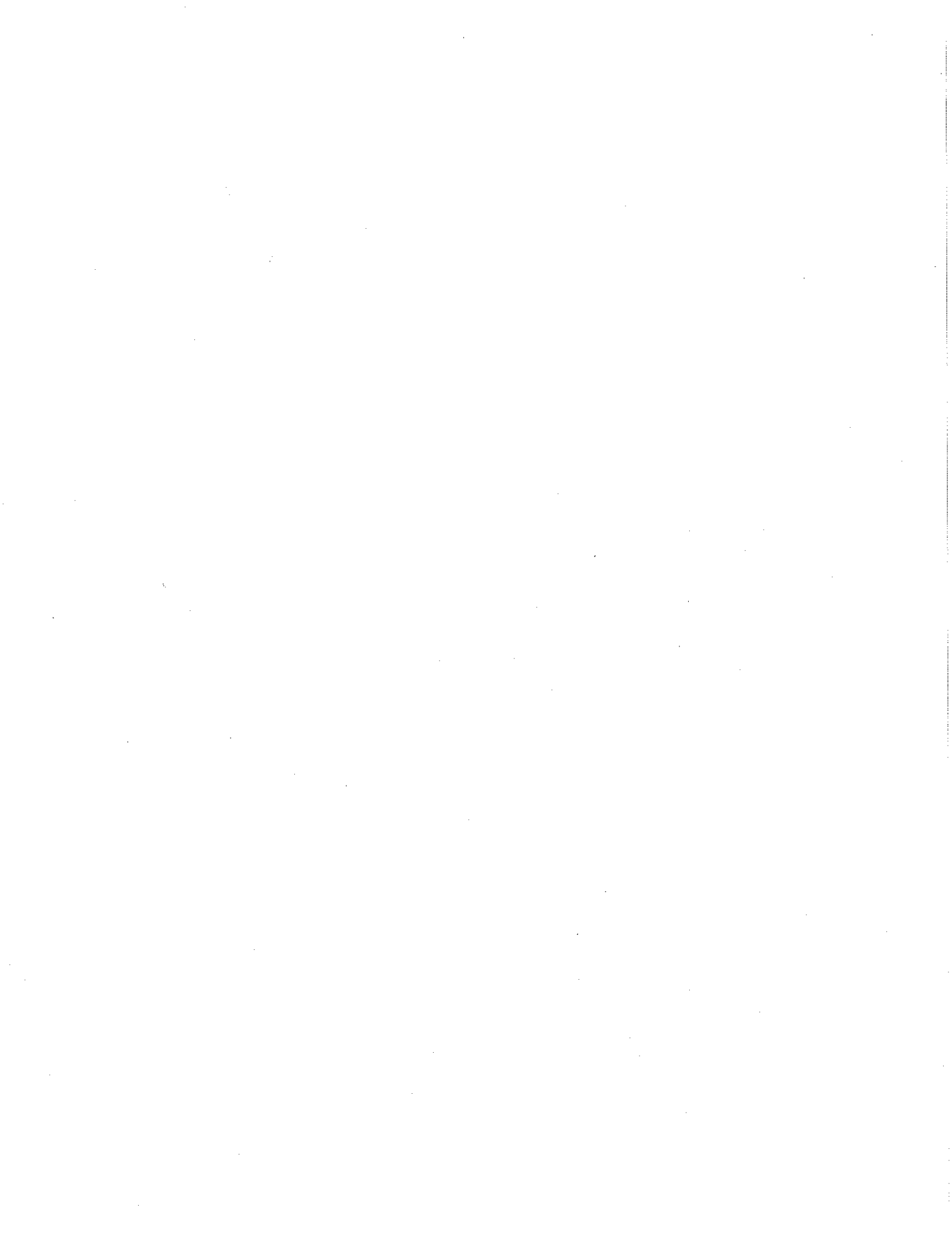
Dear Governor Kitzhaber:

I am pleased to submit to your office the Affirmative Action Plan for the Oregon Board of Dentistry.

If you have any questions, please feel free to contact me.

Sincerely yours,

Patrick D. Braatz
Executive Director



**BOARD OF DENTISTRY
AFFIRMATIVE ACTION PLAN
2015-2017 BIENNIUM**

| | |
|---|------|
| I. DESCRIPTION OF AGENCY | 1 |
| A. Mission and Objectives..... | 1 |
| B. Name of Agency Director/Administrator | 1 |
| C. The Governor’s Policy Advisor..... | 1 |
| D. The Affirmative Action Representative..... | 1 |
| E. Name of Diversity & Inclusion Representative..... | 1 |
| F. Organization Chart..... | 3 |
| II. AFFIRMATIVE ACTION PLAN | 4 |
| A. Agency Affirmative Action Policy Statement..... | 4 |
| B. Agency Diversity & Inclusion Statement | 5 |
| C. Training, Education and Development Plan (TEDP): | 6 |
| 1. Employees..... | 6 |
| 2. Board Members..... | 6 |
| 3. Providers and Volunteers | 6 |
| 4. Contractors/Vendors | 6 |
| D. Programs..... | 6 |
| 1. Community Outreach..... | 7 |
| E. Update: Executive Order 08-18 | 7 |
| 1. Cultural Competency Assessment and Implementation Services..... | 7 |
| 2. Statewide Exit Interview Survey..... | 8 |
| 3. Performance Evaluations of all Management Personnel | 8 |
| F. Status of contracts to Minority Businesses (ORS 659A.015)..... | 8 |
| III. ROLES FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PLAN | 8 |
| A. Responsibilities and Accountabilities..... | 8 |
| 1. Director/Administrators | 8 |
| 2. Managers and Supervisors | 9 |
| 3. Affirmative Action Representative | 9 |
| IV. JULY 1, 2012-JUNE 30, 2014 | 10 |
| A. Accomplishments | |
| V. JULY 1, 2015-JUNE 30, 2017 | 13 |
| A. Goals for Affirmative Action..... | 13 |
| B. Strategies and time lines for achieving our goals | 13 |
| VI. APPENDIX A | |
| A. Agency’s Policy Documentation | |
| 1. ADA and Reasonable Accommodation in Employment (No.50.020.10)..... | A-1 |
| 2. Discrimination and Harassment Free Workplace (No. 50.010.01)..... | A-5 |
| 3. Agency Employee and Training Policy | A-10 |
| 4. Veterans Preference in Employment (105-040-0015) | A-11 |
| 5. Maintaining a Professional Workplace (No.50.010.03)..... | A-13 |
| 6. Other agency documentation in support of its affirmative action plan | A-16 |

VII. APPENDIX B

| | |
|---|------|
| 1. Age Discrimination in Employment Act of 1967 (ADEA) | B-1 |
| 2. Disability Discrimination Title I of the Americans with Disability Act of 1990 | B-3 |
| 3. Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964 | B-9 |
| 4. Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)..... | B-11 |
| 5. National Origin Discrimination Title VII of the Civil Rights Act of 1964..... | B-13 |
| 6. Pregnancy Discrimination Title VII of the Civil Rights Act of 1964..... | B-15 |
| 7. Race/Color Discrimination Title VII of the Civil Rights Act of 1964..... | B-17 |
| 8. Religious Discrimination Title VII of the Civil Rights Act of 1964 | B-21 |
| 9. Retaliation Title VII of the Civil Agency Affirmative Action Policy | B-23 |
| 10. Sex-Based Discrimination Title VII of the Civil Rights Act of 1964 | B-25 |
| 11. Sexual Harassment Title VII of the Civil Rights Act of 1964 | B-26 |

I. DESCRIPTION OF AGENCY

A. Mission and Objectives

The-mission: The Mission of the Oregon Board of Dentistry is to protect the public by assuring that the citizens of Oregon receive the highest possible quality oral health care.

Statutory Authority:

The first Act regulating the practice of dentistry was adopted by the Oregon Legislature on February 23, 1887. The Oregon Dental Practice Act is comprised of Oregon Revised Statutes, Chapters 679, 680.010 to 680.210 and 680.990. These statutes, enacted by the Oregon Legislature authorize the Board to regulate the practice of dentistry and dental hygiene. Administrative Rules of the Board are found in OAR 818-001-0000 through 818-042-0130

B. Name of Agency Director/Administrator

The current Executive-Director of the Oregon Board of Dentistry is:

Mr. Patrick D. Braatz
1500 SW 1st Ave. Suite 770
Portland, OR 97201
Phone number 971-673-3200

C. The Governor's Policy Advisor

The Governor's Policy Advisor for the Oregon Board of Dentistry is:
Mr. Sean Kolmer Phone number 503-378-1558

D. The Affirmative Action Representative

The Affirmative Action Representative for the Oregon Board of Dentistry is:
Patrick D. Braatz
Phone number 971-673-3200

E. Name of Diversity & Inclusion Representative

None

Agency Staffing:

The Oregon Board of Dentistry was created in 1887 and administers the Dental Practice Act and rules of the board, establishes standards for licensure, and examines and licenses dentists and dental hygienists. The board regulates the use of anesthesia in the dental office and certifies dental assistants in radiologic proficiency and expanded functions. The board investigates alleged violations of the Dental Practice Act and may discipline licensees. Members of the Board of Dentistry are appointed by the governor and confirmed by the senate. There are ten board members: six dentists, one of whom must be a specialist, two dental hygienists and two public members. Members serve for four years.

The board is supported solely by revenues received from licensees, including application, license, permit and certification fees. The 2015 -2017 biennial budget is \$3.17 million dollars.

The Executive Director directly supervises the Dental Director/Chief Investigator and the Office manager and answers to the members of the Board. The Dental Director supervises the Investigators and all of their activities. The Office Manager directly supervises the Licensing Manager and Office Specialist.

A current organizational chart for the Oregon Board of Dentistry follows this page.

Board of Dentistry

10 Members

Executive Director
Principal Executive/Manager
Patrick D. Braatz
Z7008 Pos 521 1.0 FTE

INVESTIGATION AND COMPLIANCE MONITORING

Dental Director/Chief Investigator - Principle
Executive/Manager
Paul Kleinstub, D.D.S., M.S.

Investigator 2- C5232 Pos 528 1.0FTE
Daryll Ross

Investigator 2- C5232 Pos 530 1.0 FTE
Harvey Wayson

Investigator/Consultant
Michelle Lawrence, D.M.D.

Investigator/Consultant
William Herzog, D.M.D.

Office Manager - 2 X806 Pos 524 1.0 FTE
Stephen Prisby

Licensing & Examination Manager Pos 525 1.0 FTE
Teresa Haynes

Office Specialist -2 C0104 Pos 529 1.0 FTE
Lisa Warwick

II. AFFIRMATIVE ACTION PLAN

A. Agency Affirmative Action Policy Statement

Introduction

The purpose of this plan is to update and maintain the previously initiated affirmative action program for the Oregon Board of Dentistry, in keeping with the directive of the Governor, state and federal laws and regulations, executive orders of the President of the United States of America concerning affirmative action, discrimination/non-discrimination guidelines appropriate under the Civil Rights Acts, equal employment opportunity (EEO) policies, and the Americans with Disabilities Act by which our good faith efforts must be directed.

Policy Statement

The Oregon Board of Dentistry affirms and supports the Governor's Affirmative Action Plan and is dedicated to creating a work environment, which will attract and retain employees who represent the broadest possible spectrum of society including women, minorities and the disabled.

The Oregon Board of Dentistry will not tolerate discrimination or harassment on the basis of race, color, sex, marital status, religion, national origin, age, mental or physical disability, sexual orientation, or any reason prohibited by state or federal statute.

The Oregon Board of Dentistry has charged the Executive Director with the enforcement of the Affirmative Action Policy as well as the investigation of any violations of the Affirmative Action Policy in accordance with all laws, rules and regulations established by the State of Oregon.

The Affirmative Action Statement is posted on the Employee Bulletin Board located in the Oregon Board of Dentistry's Work Room.

The Affirmative Action Statement and the Affirmative Action Plan is given to each employee and Board Members and is on file in the Oregon Board of Dentistry Office and is made available to anyone who requests a copy via electronic or paper copy.

The Oregon Board of Dentistry expects all supervisors, managers and employees to follow the Affirmative Action Statement and the Affirmative Action Policy and requires management to note compliance during annual employee performance reviews.

The Oregon Board of Dentistry and its management further adopts and affirms the Governor's beliefs that the State has a commitment to the right of all persons to work and advance on the basis of merit, ability and potential.

The Oregon Board of Dentistry will not tolerate discrimination or harassment on the basis of age, color, marital status, mental or physical disability, national origin, race, religion, sex, sexual orientation, or any reason prohibited by state or federal statute. Nor shall the Board do business with any vendor/provider for the state of Oregon who discriminates or harasses in the above-described manner. All personnel actions of the Oregon Board of Dentistry, and all licensing actions and disciplinary actions concerning licensees, shall be administered according to this policy.

All staff of the Oregon Board of Dentistry shall adhere to the Affirmative Action Policy and Plan. Supervisory and management staff, in particular, shall assure that the intent as well as the stated requirements are implemented in all employee relationships and personnel practices. In addition, it is the duty of every employee of the Oregon Board of Dentistry to create a job environment atmosphere which is conducive to non-discrimination policies and free of any form of discrimination or harassment. The application of this policy is the individual responsibility of all administrative and supervisory staff, and each shall be evaluated on his/her performance in achieving this affirmative action policy as well as in other job performance criteria. The Affirmative Action Plan is posted on the Board's website; a hard copy is placed in the reception area, and in the Executive Director's and Office Manager's offices. The Affirmative Action Policy Statement is posted on the bulletin board where all other required posters are located. Failure to meet our Affirmative Action standards will be subject to disciplinary actions.

All employees shall be advised of the procedure for lodging a discrimination/ harassment complaint, and all employees with concerns of any kind related to affirmative action shall be encouraged to bring them to the attention of the Executive Director or the Office Manager. Our internal procedure supports the statewide policy and is located on A-13 of this plan.

It is further the policy of the Oregon Board of Dentistry to establish and maintain this program of affirmative action to provide for a method of eliminating any effects of past or present discrimination, intended or unintended, which may be indicated by analysis of present employment patterns, practices, or policies.

B. Agency Diversity & Inclusion Statement

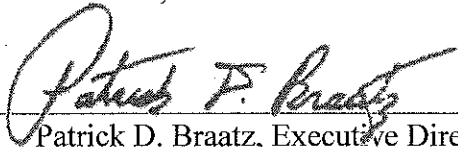
The Executive and Management Staff of the Oregon Board of Dentistry ensure that the agency has created, maintains and embeds a diverse and inclusive environment and organizational culture throughout the state delivery system. Our office also ensures that all Oregonians, regardless of gender, age, race, national origin, color, ethnicity, religion, people with disabilities, sexual orientation, veterans (etc.), have a fair and equal chance for available job opportunities at the agency.

We work both inside and outside of state government with everyone from state agency heads, human resources and on-the-ground staff to community-based organizations and the general public. This not only identifies systemic barriers and weaknesses that stand in the way of a diverse and inclusive workforce, but also finds and implements effective solutions that will fix the problems and improve the performance and service delivery of state organizations.

While the Governor's Diversity & Inclusion and Affirmative Action Office was created by federal and state laws, we are working to build an organization that uses the concepts of Diversity & Inclusion, e.g. problem-solving, innovation, organizational development, to create workplaces that are stronger, better functioning, and more dynamic – and can deliver the best possible service to the people of Oregon.

Duration of Plan

This revision of the Board's Affirmative Action Plan is effective July 1, 2015 and shall be evaluated annually or as needed when statewide changes occur. The Board's Affirmative Action Representative is Patrick D. Braatz, 971-673-3200.



Patrick D. Braatz, Executive Director

August 1, 2014

Date

C. Training, Education and Development Plan (TEDP):

1. Staff

The Oregon Board of Dentistry is a very small agency of only seven employees. All employees are made aware of any Affirmative Action and Diversity training via state e-mail, the posting of training information on the employee bulletin board and announcement at weekly staff meetings.

Employees are encouraged to attend Affirmative Action and Diversity training.

2. Board Members

- a. Provide new Board Members with a copy of the Affirmative Action Plan or direct them to the Board's website where the Plan is available for public viewing.
- b. Invite them to participate in the Board's cultural diversity training sessions.

3. Providers and Volunteers

The Oregon Board of Dentistry does not have any Providers or Volunteers.

4. Contractors/Vendors

When contracts are established or renewed, the Oregon Board of Dentistry provides vendors with a copy of the Affirmative Action Plan or directs them to the Board's website where the Plan is available for public viewing.

D. Programs

The Oregon Board of Dentistry uses a number of approaches in executing its diversity and inclusion program and bringing new people into the work force, creating opportunities for existing employees, and promoting an environment that is welcoming, tolerant and supportive. Some of the initiatives and activities include:

- Communicating to all staff in a variety of mediums the importance of diversity and inclusion;
- Drawing upon different sources to advertise our recruitments such as the new state recruiting system E-Recruit, and increase awareness of our openings by contacting minority and community organizations.
- Promoting a respectful workplace by offering training on diversity awareness, improving communications, conflict management, and an open atmosphere to talk about problems and ideas;
- Creating a welcoming environment by fostering an acceptance of people's differences and treating everyone with respect and professionalism whether they are staff or customer;
- Posting notices and forwarding e-mails that talk about cultural activities and other information that supports diversity and tolerance; and
- Displaying the agency's commitment to the Affirmative Action Plan by publicizing it on their website and having hard copies available in strategic locations for everyone to read.

1. Outreach- The Oregon Board of Dentistry is committed to open communication with the licenses and citizens of the state. The Executive Director and staff give approximately 24 presentations throughout the year to associations and students regarding licensing steps, new rules, and feedback on how to stay out of trouble and practice within the scope of the law. The OBD coordinates education and rule making with the major dental groups in the state. The OBD maintains a robust web site, and also utilizes email lists and mailings to communicate important Board information to all licensees.

E. Update: Executive Order 08-18

1. Cultural Competency Assessment and Implementation Services

As part of the Oregon Board of Dentistry's 2015-2017 Affirmative Action Plan, the agency will increase multicultural training through staff meetings and strive to seek diversity and cultural competency within our staff and Board Members.

The Board will work towards implementing a Cultural Competency Assessment within existing budget limitation. We anticipate that this assessment will help determine where OBD's culture lies in the spectrum from culturally unaware to culturally competent. A culturally competent organization is able to use the policies, people and resources it has to systematically anticipate, recognize and respond to varying expectations of customers and employees. A culturally competent organization values individuals for their differences instead of expecting individuals to adapt to the organizations culture. The OBD, its employees and customers will immediately benefit from their movement along the spectrum towards cultural competence.

The Oregon Board of Dentistry will develop a plan to enhance its cultural competence over the 2015-2017 Biennium. Implementation of the plan will result in:

- People of diverse backgrounds and experience effectively working together;
- People understanding and appreciating one another's differences;
- People effectively communicating with and being respectful of those differences; and

The plan will focus on:

- Licensees understanding and appreciating the value of the Board's requirements.
- Greater awareness among the members of OBD's workforce;
- Possible changes to policies and procedures that will enhance effective communication and utilize differing strengths;
- Identifying training events that all employees will enjoy and participate in; and
- An increased respect for and understanding of diverse cultures within the workforce.

The Oregon Board of Dentistry will benefit from this plan by:

- Utilizing unique strengths and perspectives to solve problems and enrich the work environment;
- Creating a climate of cultural awareness and a welcoming environment that honors diversity;
- Making a stronger and more cohesive workforce rallied together by a common goal of success;

- Having a greater understanding of the world in which we work and the customers we serve; and
- Preventing and overcoming misunderstandings, lost opportunities and conflict.

2. **Statewide Exit Interview Survey**

The Oregon Board of Dentistry offers exit interviews to all departing staff. Discuss and follow-up with the Executive Director on any concerns or trends. Ensure each departing employee is sent the link to the State's exit interview survey monkey as required by the Governor's Affirmative Action Office.

3. **Performance Evaluations of all Management Personnel**

The Oregon Board of Dentistry remains committed to compliance with the Governor's executive orders requiring the inclusion of diversity and affirmative action requirements in position descriptions and annual performance evaluations. Performance accountability in the areas of Affirmation Action and Diversity will be reviewed during annual evaluations.

F. **Status of contracts to Minority Businesses (ORS 659A.015)**

The Oregon Board of Dentistry issues a small number of contracts which are very specific individual personal contracts. All contracts are prepared internally and the type of individuals that the Oregon Board of Dentistry needs are not found on the OMWESB Certified Firms List. The OBD has a Consultant/Investigator Contract with Dr. Michelle Lawrence.

III. ROLES FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PLAN

A. **Responsibilities and Accountabilities**

1. **Executive Director**

- Foster and promote to employees the importance of a diverse and discrimination and harassment free workplace. Participate in cultural diversity trainings, orientations, and be an example of cultural sensitivity.
- Meet as needed, with the Board's Office Manager to review equal employment opportunities, evaluate affirmative action and diverse work environment progress, and identify problems. Approve strategies and timetables for meeting goals.
- Annual performance reviews will include ratings on the Director's support and effectiveness of the agency's Affirmative Action Plan.
- Hold managers accountable for participating in and promoting affirmative action activities and for communicating this same responsibility to their subordinate supervisors and employees. The effectiveness of managers and supervisors in promoting the affirmative action activities, goals and objectives for OBD will be included in their annual performance appraisals. ORS 659.025(1) states:

"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, handicap or age, every state agency shall be required

to include in the evaluation of all management personnel the manager's or supervisor's effectiveness in achieving affirmative action objectives as a key consideration of the manager's or supervisor's performance.

2. Managers and Supervisors

- a. Foster and promote to employees the importance of a diverse and discrimination and harassment free workplace.
- b. Managers and supervisors will receive an orientation on the Board's affirmative action goals, understand their own responsibilities, and evaluate how well they are achieving the Board's affirmative action goals and objectives. They will attend cultural competency training, attend orientations, and promote cultural awareness.
- c. Subordinate supervisors will be evaluated on their effectiveness in carrying out the responsibilities they have for participating in and promoting affirmative action activities.
- d. In undertaking these evaluations, managers will consider how well the supervisor fosters and promotes a diverse workforce, how well s/he promotes the affirmative action goals and objectives, and that his/her staff are knowledgeable about OBD policies and procedures that encourage a welcoming environment.
- e. Inform applicants for vacant positions that the Board is an equal employment employer committed to workforce diversity. Have a copy of the Board's Affirmative Action Plan available for applicants to review on request.
- f. Work with the Human Resources Section to utilize State of Oregon procedures and rules in filling vacancies.
- g. Attend equal opportunity, affirmative action and other diversity and inclusion-related training in order to be informed of current issues.
- h. Display the Board's Affirmative Action Policy Statement and have available a hard copy of the Affirmative Action Plan in the office. An electronic copy of the Board's Affirmative Action Policy Statement will also be maintained on the OBD website.
- i. Act in a timely manner if they become aware of any Board employee engaging in any type of harassment.
- j. Periodically report to employees on the Board's progress in attaining its' affirmative action goals and on other affirmative action matters.
- k. Be held accountable for promoting affirmative action on their annual performance evaluations.

3. Affirmative Action Officer and/or Designee

- a. Work with the Executive Director, managers and supervisors to promote a diverse workforce environment and help attain the AA goals of the Board. Encourage the retention of existing employees and create new learning opportunities for them.
- b. Report AA activities to the Executive Director in one-on-one meetings as well as staff meetings. Obtain support for proposed changes to the AA Plan to reach goals and objectives. Respond to AA issues and attend AA meetings on behalf of the Director.
- c. Emphasize the Board's support of equal employment opportunity, affirmative action and the benefits of a diverse workforce.
- d. Train managers to have diverse interview panels including, when possible, one member who works outside the hiring section/division and one member from a protected class.

- e. Research training opportunities and topics for presentation to all staff. Actively participate in those trainings.
- f. Have hard copies and/or electronic copies of the Board's Affirmative Action Policy Statement and Plan available for review by all managers, supervisors and employees. Make hard or electronic copies available to applicants for employment on request. Recommend changes to the Plan and update it as required. Compile statistics and keep management informed of the Board's AA status during management meetings. Solicit comments from managers requesting how Human Resources can assist them in promoting affirmative action activities and how best to create a more diverse workforce.
- g. Discuss the State of Oregon/Board Affirmative Action Plan and Policy in New Employee Orientation. Make the orientation as welcoming as possible. Include in the discussion:
 - Our expectations surrounding a respectful workplace and talk about what that means to the agency as well as the employee.
 - Our commitment to supporting the personal and professional growth of our employees.
 - Our encouragement to contribute and participate in agency activities that will assist the agency in meeting its objectives.
 - And our doors are always open for questions and concerns.
- i. Train and inform managers, supervisors and employees at New Employee Orientation as to their rights and responsibilities under the Board's affirmative action policy and other Board policies to eliminate any harassment based on race, sex, age, religion, sexual orientation, or disability.
- j. Respond to and investigate complaints. Enforce policies and procedures.
- k. Offer the Statewide Exit Interview Survey to all terminated employees. Analyze for trends. If it appears that discrimination or harassment was a factor in employee separation, conduct an investigation and take appropriate action. Inform the Executive Director of the results.
- l. Evaluate revised and new policies for possible adverse impact on the Board's commitment to affirmative action and equal employment opportunities.
- m. Serve as a liaison between the Board, the state and federal agencies that protect civil rights.

IV. JULY 1, 2012-JUNE 30, 2014

A. Affirmative Action Report

Affirmative Action Report

Agency Affirmative Action Policy: The Board of Dentistry affirms and supports the Governor's Affirmative Action Plan and is dedicated to creating a work environment, which will attract and retain employees who represent the broadest possible spectrum of society including women, minorities and the disabled. The Board of Dentistry will not tolerate discrimination or harassment on the basis of race, color, sex, marital status, religion, national origin, age, mental or physical disability, or any reason prohibited by state or federal statute.

The Board and its management further adopts and affirms the Governor's beliefs that the State has a commitment to the right of all persons to work and advance on the basis of merit, ability and potential.

The Board of Dentistry has seven positions budgeted at 7.0 FTE.

Status of 7.0 staff positions at June 30, 2014:

| | |
|------------------------|---------------------------|
| Official/Administrator | 1.0 White/Male/over 40 |
| Professional/Technical | 3.0 White/Male/over 40 |
| Administrative/Support | 1.0 White/Male/over 40 |
| | 1.0 White/Female/under 40 |
| | 1.0 White/Female/over 40 |

The nine members of the Board are appointed by the Governor and confirmed by the Senate to four-year terms. By statute, six members are licensed dentists, two are licensed hygienists and one is a public member.

V. SB 786 – Diversity Report

Senate Bill 786 (ORS Chapter 973), passed by the 2001 Legislature, requires that the health professional regulatory boards listed in ORS 676.160 collect and maintains information regarding racial, ethnic and bilingual status of licensees and applicants and report to the 2003 Legislature. Provision of the information by licensees is voluntary.

This law was the result of a study performed by the Governor’s Racial and Ethnic Health Task Force, which determined that access to health care by racial and ethnic minorities, is inadequate to address the chronic health issues these communities face. People of color and people with native languages other than English experience extreme difficulty accessing health services. Culturally competent health care providers are critical in providing appropriate health care and the collection of the information requested below will assist decision makers in developing programs to address the disparity in access to health care experienced by various

In 2002, the Board participated in the Oregon Health Workforce Project conducted by OHSU, Area Health Education Centers Program, to determine the workforce and demographic makeup of several health care professions. Results of that survey are shown in the following tables:

| VI. Race | Dentists | Hygienists |
|--|-----------------|-------------------|
| American Indian/Alaska Native | .3% | .4% |
| Asian | 5.7% | 2.7% |
| Black or African American | .2% | 0% |
| Native Hawaiian or other Pacific Islander | .2% | .4% |
| Multi-ethnic | .5% | .5% |
| White (not Hispanic) | 93.3% | 96% |
| Other | 1% | 1% |
| | | |
| VII. Gender | | |
| Female | 23% | 97% |
| Male | 76% | 3% |

| Languages Spoken | Dentists | Hygienists |
|-------------------------|-----------------|-------------------|
| Spanish | 6% | 11% |
| Chinese | 3% | 1.2% |
| Vietnamese | 1.5% | 1% |
| Russian | 1% | 1% |
| Korean | .4% | .1% |
| Cambodian | .1% | 0% |
| Laotian | 0% | 0% |
| English | 95.6% | 87.5% |

To comply with the requirements of SB 786, a survey instrument was developed in collaboration with other health licensing boards in late 2001. The Board of Dentistry decided that the most economical way to gather this information would be to include the survey with renewal applications. Approximately one-half of all licensees renew their licenses each year. (Dentists renew their licenses every two years by March 30 based on even or odd-numbered year of issue and Dental Hygiene licenses are renewed by September 30 in the same manner.) For the purposes of compliance with the requirements of SB 786, it will take two years to complete the survey of all licensees.

Starting in January 2002, the survey was included in the renewal mailings for all licensees during the 2 year renewal cycle which ended September 30, 2003, a total of 3,478 licensees responded. Also effective January 2002, the survey form was included in application packets for new licenses.

Results of OBD surveys returned as of July 1, 2014:

| Race | Total | % of those Responding | Speak a language other than English |
|--------------------------------------|--------------|------------------------------|--|
| American Indian/Alaska Native | 34 | .004% | 8 |
| Asian/Pacific Islander | 327 | 4.1% | 207 |
| Black (not Hispanic) | 15 | .001% | 2 |
| Hispanic | 112 | 1.4 % | 72 |
| Other (Multi-ethnic) | 33 | .004% | 11 |
| White (not Hispanic) | 3341 | 42% | 430 |
| Not specific | 4062 | 51% | 10 |
| Total | 7924 | | 740 |

In addition to implementation of the survey, the Board has met with the Oregon Dental Association and the Dean of the OHSU School of Dentistry to discuss ways in which these three organizations can partner to advance the purposes of SB 786 in attracting people of ethnic and racial background to the professions of dentistry and dental hygiene. Several meetings have also been held with representatives of the affected licensing boards, the Office of Multicultural Health, Department of Administrative Services Diversity Outreach and Executive Recruitment section. Representatives from the Commission

on Black Affairs, Commission on Asian Affairs and Commission on Indian Services were also invited to attend. Discussions were conducted to develop strategies for collaborative outreach efforts to recruit Board members from ethnic and racially diverse populations and to educate these populations about opportunities in health professional.

**OREGON BOARD OF DENTISTRY GOALS,
STRATEGIES AND ACCOMPLISHMENTS
AFFIRMATIVE ACTION PLAN July 1, 2012 – June 30, 2014**

The Affirmative Action goals of the Oregon Board of Dentistry for the 2013-2015 biennium were to:

1. Educate and provide strategies to hire more employees from diverse backgrounds.
No employee vacancies occurred during the 2013-2015 biennium.
2. Utilize creative means to advertise vacancies to people of color, disabled individuals and women.
No employee vacancies occurred during the 2013-2015 biennium.
3. Continue the focus on developing an OBD work environment that is attractive to a diverse pool of applicants, retains employees, and is accepting and respectful of employees' differences.
The OBD provides a good work environment which is why there has been no turnover in staff and employees remain for many years.
4. Offer career development and training opportunities for employees of color, employees with disabilities and female employees to prepare them for advancement.
Employees are informed of all development and training opportunities.
5. Develop/utilize strategies for filling entry-level positions with individuals in protected classes.
No employee vacancy occurred during the 2013-2015 biennium.
6. Encourage employees to avail themselves of promotional and job developmental opportunities within Oregon State Government.
Employees are made aware of all vacancies outside of the OBD.
7. Attend or sponsor outreach events targeting people of color, disabled individuals and women.
Employees are made aware of programs that target people of color, disabled individuals and women that occurred during 2013 -2015 biennium.

OREGON BOARD OF DENTISTRY
AFFIRMATIVE ACTION PLAN
July 1, 2015 – June 30, 2017

Mission Statement: The mission of the Oregon Board of Dentistry is to assure that all citizens of Oregon receive the highest possible quality oral health care.

**ORGANIZATIONAL STRUCTURE
AND RESPONSIBILITIES FOR PLAN IMPLEMENTATION**

The Affirmative Action goals of the Oregon Board of Dentistry for the 2015-2017 biennium are to:

1. Educate and provide strategies to hire more employees from diverse backgrounds.
2. Utilize creative means to advertise vacancies to people of color, disabled individuals and women.
3. Continue the focus on developing an OBD work environment that is attractive to a diverse pool of applicants, retains employees, and is accepting and respectful of employees' differences.
4. Offer career development and training opportunities for employees of color, employees with disabilities and female employees to prepare them for advancement.
5. Develop/utilize strategies for filling entry-level positions with individuals in protected classes.
6. Encourage employees to avail themselves of promotional and job developmental opportunities within Oregon State Government.
7. Attend or sponsor outreach events targeting people of color, disabled individuals and women.

OREGON BOARD OF DENTISTRY
STRATEGIES FOR IMPLEMENTATION OF
2015-2017 AFFIRMATIVE ACTION PLAN

The Affirmative Action goals of the Oregon Board of Dentistry for the 2013-2015 biennium are to:

1. Educate and provide strategies to hire more employees from diverse backgrounds.
OBD will comply with all OBD and DAS HRSD Hiring Policies and Rules once a vacancy exists.
2. Utilize creative means to advertise vacancies to people of color, disabled individuals and women.
OBD will use the services of DAS HRSD to advertise according to DAS HRSD Policies and Rules once a vacancy exists.
3. Continue the focus on developing an OBD work environment that is attractive to a diverse pool of applicants, retains employees, and is accepting and respectful of employees' differences.

The OBD continues to provide a good work environment for all employees.

4. Offer career development and training opportunities for employees of color, employees with disabilities and female employees to prepare them for advancement.

Employees are informed of all employment opportunities within state government. Current OBD Position Descriptions do not provide for specific position advancement with the OBD.

5. Develop/utilize strategies for filling entry-level positions with individuals in protected classes.

OBD will confer with DAS HRSD to put into place statewide recruitment opportunities for all vacancies.

6. Encourage employees to avail themselves of promotional and job developmental opportunities within Oregon State Government.

Employees are made aware of all vacancies outside of the OBD.

7. Attend or sponsor outreach events targeting people of color, disabled individuals and women.

Employees are made aware and encouraged to attend programs.

**OREGON BOARD OF DENTISTRY
POLICY 834-413-016
AMERICAN WITH DISABILITIES ACT
&
REASONABLE ACCOMMODATIONS**

Purpose: To define Agency policy regarding The American with Disabilities Act & Reasonable Accommodations. References - The American with Disabilities Act.

The Oregon Board of Dentistry supports the employment and advancement of qualified individuals with disabilities. The Board shall make reasonable accommodations to the known physical or mental limitations of a participating member of the public, a consumer of agency services, or an agency job applicant or employee, unless to do so would create an undue hardship on the agency, as provided under the Americans with Disabilities Act (ADA).

The Board will make every effort to furnish appropriate and necessary auxiliary aids to ensure that individuals with disabilities will have equal opportunities to participate in activities and to receive program services.

Reasonable Accommodation: is "any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to perform essential job functions. Reasonable accommodations also includes adjustments to assure that a qualified individual with a disability has the same rights and privileges in employment as non-disabled employees."

Person With a Disability: a person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment.

Undue Hardship: significant difficulty, expense, or impact on the agency when considered in light of a number of factors that include the nature and cost of the accommodation in relation to the size, resources, and structure of the agency.

ADA Coordinator: the Executive Director is designated as the ADA Coordinator pursuant to part 35.107 of the Americans with Disabilities Act.

In compliance with ADA guidelines, the Board will provide special materials, services or assistance to individuals with a disability upon sufficient notice to the Board office. The Oregon Relay Service - 711 - is available to assist individuals with speech or hearing disabilities. In addition, the Speech to Speech Relay Service supplies Oregon with a toll-free number (1-877-735-7525) to assist individuals whose speech may be difficult to understand. If an individual does not request an accommodation, the Board is not obligated to provide one.

No employee of the Board nor any entity contracting with it may coerce, intimidate, threaten, or interfere with any individual who has opposed any act or practice prohibited by the ADA; participated in any investigation; or aided or encouraged others to assert rights granted under the ADA.

Policy: 834-413-016

1 of 2

04/07

An individual who believes they have been discriminated due to their disability should contact the ADA Coordinator, Board President, or other board member(s). If the issue is not resolved to the individual's satisfaction, they may file a grievance with the:

- U.S. Dept of Justice Civil Rights Division - PO Box 6618, Washington, D.C., 20530
- Equal Employment Opportunity Commission - 1801 L. St. NW #9024, Washington, D.C. 20507

VIII. APPENDIX A

A. Agency's Policy Documentation

1. **ADA and Reasonable Accommodation in Employment (No.50.020.10)**
2. **Discrimination and Harassment Free Workplace (No. 50.010.01)**
3. **Agency Employee and Training Policy**
4. **Veterans Preference in Employment (105-040-0015)**
5. **Other agency documentation in support of its affirmative action plan**

IX. APPENDIX B

1. **Age Discrimination in Employment Act of 1967 (ADEA)**
2. **Disability Discrimination Title I of the Americans with Disability Act of 1990**
3. **Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964**
4. **Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)**
5. **National Origin Discrimination Title VII of the Civil Rights Act of 1964**
6. **Pregnancy Discrimination Title VII of the Civil Rights Act of 1964**
7. **Race/Color Discrimination Title VII of the Civil Rights Act of 1964**
8. **Religious Discrimination Title VII of the Civil Rights Act of 1964**
9. **Retaliation Title VII of the Civil Agency Affirmative Action Policy**
10. **Sex-Based Discrimination Title VII of the Civil Rights Act of 1964**
11. **Sexual Harassment Title VII of the Civil Rights Act of 1964**

SUBJECT: ADA and Reasonable Accommodation in Employment **NUMBER:** 50.020.10

DIVISION: Human Resource Services Division **EFFECTIVE DATE:** 6/7/10

APPROVED: Signature on file with Human Resource Services Division

POLICY STATEMENT:

Oregon state government follows the clear mandate in state law and the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008, to remove barriers that prevent qualified people with disabilities from enjoying the same employment opportunities that are available to people without disabilities.

Oregon state government provides equal access and equal opportunity in employment. Its agencies do not discriminate based on disability. Oregon state government uses only job-related standards, criteria, and methods of administration that are consistent with business necessity. These standards, criteria and methods do not discriminate or perpetuate discrimination based on disability.

According to OAR 105-040-0001 Equal Employment Opportunity and Affirmative Action, Oregon state government takes positive steps to recruit, hire, train, and provide reasonable accommodation to applicants and employees with disabilities.

AUTHORITY:

ORS 240.145; 240.240; 240.250; ORS 659A.103 -145; 243.305; 243.315; The Americans with Disabilities Act (ADA) of 1990 as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008; Civil Rights Act of 1991; and 42 U.S.C. §12101 et seq.

APPLICABILITY:

This policy applies to all state employees, including state temporary employees, according to provisions of federal and state law.

ATTACHMENTS:

ADA Accommodation Tool Kit

DEFINITIONS:

See State HR Policy 10.000.01 Definitions and OAR 105-010-0000

The following definitions apply to terms referenced in this policy and its attachments:

Americans with Disabilities Act (ADA) –The ADA is a federal civil rights statute that removes barriers that prevent qualified people with disabilities from enjoying the same employment opportunities available to people without disabilities. References to ADA also refer to amendments to that Act.

Essential Functions – These include, but are not limited to, duties that are necessary because:

- The primary reason the position exists is to perform these duties.
- A limited number of employees are available who can perform these duties.
- The incumbent is hired or retained to perform highly specialized duties.

Individual with a Disability – This term means a person to whom one or more of the following apply:

- A person with a physical or mental impairment that substantially limits one or more of the major life activities of such a person without regard to medications or other assistive measures a person might use to eliminate or reduce the effect of impairment.
- A person with a record of such an impairment
- A person regarded as having such impairment.

Major Life Activities – This term means the basic activities the average person in the general population can perform with little or no difficulty. These including breathing; walking; hearing; thinking; concentrating; seeing; communicating; speaking; reading; learning; eating; self-care; performing manual tasks such as reaching, bending, standing and lifting; sleeping; or working (working in general, not the ability to perform a specific job). The term also includes but not limited to "major bodily functions," such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Physical or Mental Impairment – This term refers to any of the following:

- Physiological disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more bodily systems, including neurological, musculoskeletal, special sense organs, respiratory, cardiovascular or reproductive
- Mental or psychological disorder including but not limited to mental retardation, organic brain syndrome, emotional or mental illness or specific learning disability
- Disease or condition including orthopedic, visual, speech and hearing impairment, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease or alcoholism
- Any other physical or mental impairment listed under the ADA.

Qualified Person – This term means a person who has the personal and professional attributes, including skill, experience, education, physical and mental ability, medical, safety and other requirements to hold the position.

"Qualified person" does not include people who currently engage in illegal use of drugs. A person may qualify, however, if he or she is currently enrolled in or has completed a rehabilitation program, and continues to abstain from illegal use of drugs.

Reasonable Accommodation – This term means change or adjustment to a job or work environment that enables a qualified employee with a disability to perform the essential functions of a job, or enjoy the benefits and privileges of employment equal to those enjoyed by employees who have no disabilities. "Reasonable accommodation" does not include modifications or adjustments that cause an undue hardship to the agency.

"Reasonable accommodation" does not mean providing personal auxiliary aids or services, such as service dogs or hearing aids that person uses both on and off the job.

A reasonable accommodation does not include lowering production standards, promoting or assigning an employee to a higher-paying job, creating a position or reassigning essential functions to another worker.

Undue Hardship – This term means significant difficulty or expense. Whether a particular accommodation imposes undue hardship is determined on a case-by-case basis, with consideration of such factors as the following:

- The nature and cost of the accommodation needed
- The agency's size, employee's official worksite, and financial resources
- The agency's operation, structure, functions, and geographic separateness
- The agency's administrative or fiscal relationship to its facility responding to the accommodation request and to the other state agencies
- The impact of the accommodation on the operation of the agency or its facility,

POLICY

- (1) Each state agency director or authorized designee (agency) administers State HR Policy 50.020.10 as the agency's policy. Compliance with the ADA is mandatory.
 - (a) Each agency identifies an ADA Coordinator for the agency to coordinate ADA accommodation requests and function as an agency resource on ADA matters.
 - (b) Each agency develops and follows its own procedures for receiving, processing and documenting accommodation requests under this policy. The attached tool kit will assist in this process.
- (2) An employee may request an accommodation under this policy by following agency procedures.
- (3) The agency must review and respond in a timely manner to each request for accommodation. The agency must engage in an interactive dialogue with the employee to determine whether the accommodation is necessary and will be effective.
- (4) Each accommodation is unique to the person, the disability and the nature of the job. No specific form of accommodation can guarantee success for all people in any particular job. The agency must give primary consideration to the specific accommodation requested by the employee. Through the interactive process the agency may identify and provide an alternative accommodation.
- (5) The duty to provide reasonable accommodation is ongoing. The agency and the employee must engage in the interactive process again if an accommodation proves ineffective.
- (6) The agency may deny an accommodation if it is not effective, if it will cause undue hardship to the agency, or if the agency identifies imminent physical harm or risk. The undue hardship exception is available only after careful consideration. The agency must consider alternative accommodations, should a requested accommodation pose undue hardship.
- (7) Federal and state law prohibit retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested, or was previously accommodated under the ADA.

SUBJECT: Discrimination and Harassment Free Workplace **NUMBER:** 50.010.01

DIVISION: Human Resource Services Division **EFFECTIVE DATE:** 01/25/08

APPROVED: Signature on file with Human Resource Services Division

POLICY STATEMENT:

The State of Oregon is committed to a discrimination and harassment free work environment. This policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct.

AUTHORITY:

ORS 174.100, 240.086(1); 240.145(3); 240.250; 240.316(4); 240.321; 240.555; 240.560; 659A.029; 659A.030; Title VII; Civil Rights Act of 1964; Executive Order EO-93-05; Rehabilitation Act of 1973; Employment Act of 1967; Americans with Disabilities Act of 1990; and 29 CFR §37.

APPLICABILITY:

All employees, state temporary employees and volunteers.

ATTACHMENTS:

None

DEFINITIONS:

See also HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

Collective Bargaining Agreement (CBA): A written agreement between the State of Oregon, (Department of Administrative Services) and a labor union. References to CBAs contained in this policy are applicable only to employees covered by a CBA.

Complainant: A person or persons allegedly subjected to discrimination, workplace harassment or sexual harassment.

Contractor: For the purpose of this policy, a contractor is an individual or business with whom the State of Oregon has entered into an agreement or contract to provide goods or services. Qualified rehabilitation facilities who by contract provide temporary workers to state agencies are considered contractors. Contractors are not subject to ORS 240 but must comply with all federal and state laws.

Discrimination: Making employment decisions related to hiring, firing, transferring, promoting, demoting, benefits, compensation, and other terms and conditions of employment, based on or because of an employee's protected class status.

Employee: Any person employed by the state in one of the following capacities: management service, unclassified executive service, unclassified or classified unrepresented service, unclassified or classified represented service, or represented or unrepresented temporary service. For the purpose of this policy, this definition includes board and commission members, and individuals who volunteer their services on behalf of state government.

Higher Standard: Applies to managers and supervisors. Proactively taking an affirmative

posture to create and maintain a discrimination and harassment free workplace.

Manager/Supervisor: Those who supervise or have authority or influence to effect employment decisions.

Protected Class Under Federal Law: Race; color; national origin; sex (includes pregnancy-related conditions); religion; age (40 and older); disability; a person who uses leave covered by the Federal Family and Medical Leave Act; a person who uses Military Leave; a person who associates with a protected class; a person who opposes unlawful employment practices, files a complaint or testifies about violations or possible violations; and any other protected class as defined by federal law.

Protected Class Under Oregon State Law: All Federally protected classes, plus: age (18 and older); physical or mental disability; injured worker; a person who uses leave covered by the Oregon Family Leave Act; marital status; family relationship; sexual orientation; whistleblower; expunged juvenile record; and any other protected class as defined by state law.

Sexual Harassment: Sexual harassment is unwelcome, unwanted, or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, or is used as a basis for any employment decision (granting leave requests, promotion, favorable performance appraisal, etc.); or
- 2) Such conduct is unwelcome, unwanted or offensive and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include but are not limited to: unwelcome, unwanted, or offensive touching or physical contact of a sexual nature, such as, closeness, impeding or blocking movement, assaulting or pinching; gestures; innuendoes; teasing, jokes, and other sexual talk; intimate inquiries; persistent unwanted courting; sexist put-downs or insults; epithets; slurs; or derogatory comments.

Sexual Orientation under Oregon State Law: An individual's actual or perceived heterosexuality; homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Workplace Harassment: Unwelcome, unwanted or offensive conduct based on or because of an employee's protected class status.

Harassment may occur between a manager/supervisor and a subordinate, between employees, and among non-employees who have business contact with employees. A complainant does not have to be the person harassed, but could be a person affected by the offensive conduct.

Examples of harassing behavior include, but are not limited to, derogatory remarks, slurs and jokes about a person's protected class status.

POLICY

(1) The State of Oregon is committed to a discrimination and harassment free work environment. This policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct.

(a) **Discrimination, Workplace Harassment and Sexual Harassment.** The State of Oregon provides a work environment free from unlawful discrimination or workplace harassment based on or because of an employee's protected class status. Additionally, the state of Oregon provides a work environment free from sexual harassment. Employees at every level of the organization, including state temporary employees and volunteers, must conduct themselves in a business-like and professional manner at all times and not engage in any form of discrimination, workplace harassment or sexual harassment.

(b) **Higher Standard.** Managers/supervisors are held to a higher standard and are expected to take a proactive stance to ensure the integrity of the work environment. Managers/supervisors must exercise reasonable care to prevent and promptly correct any discrimination, workplace harassment or sexual harassment they know about or should know about.

(c) **Reporting.** Anyone who is subject to or aware of what he or she believes to be discrimination, workplace harassment, or sexual harassment should report that behavior to the employee's immediate supervisor, another manager, or the agency, board, or commission Human Resource section, Executive Director, or chair, as applicable. A report of discrimination, workplace harassment or sexual harassment is considered a complaint. A supervisor or manager receiving a complaint should promptly notify the Human Resource section, Executive Director, or chair, as applicable.

(A) A complaint may be made orally or in writing.

(B) A complaint must be filed within one year of the occurrence.

(C) An oral or written complaint should contain the following:

(i) the name of the person filing the report;

(ii) the name of the complainant;

(iii) the names of all parties involved, including witnesses;

(iv) a specific and detailed description of the conduct or action that the employee believes is discriminatory or harassing;

(v) the date or time period in which the alleged conduct occurred; and

(vi) a description of the remedy the employee desires.

(d) **Other Reporting Options.** Nothing in this policy prevents any person from filing a formal grievance in accordance with a CBA, or a formal complaint with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC) or if applicable, the United States Department of Labor (USDOL) Civil Rights Center. However, some CBAs require an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

(e) **Filing a Report with the USDOL Civil Rights Center.** An employee whose position is funded by the Oregon Workforce Investment Act (WIA), such as employees of the Oregon Workforce One-stop System, may file a complaint under the WIA, Methods of Administration (MOA) with the State of Oregon WIA, MOA Equal Opportunity Officer or directly through the USDOL, Civil Rights Center. The

complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

- (f) Investigation. The agency, board, or commission Human Resource section, Executive Director, or chair, as applicable, will coordinate and conduct or delegate responsibility for coordinating and conducting an investigation.
- (A) All complaints will be taken seriously and an investigation will be initiated as quickly as possible.
 - (B) The agency, board or commission may need to take steps to ensure employees are protected from further potential discrimination or harassment.
 - (C) Complaints will be dealt with in a discreet and confidential manner, to the extent possible.
 - (D) All parties are expected to cooperate with the investigation and keep information regarding the investigation confidential.
 - (E) The agency, board or commission will notify the accused and all witnesses that retaliating against a person for making a report of discrimination, workplace harassment or sexual harassment will not be tolerated.
 - (F) The agency, board or commission will notify the complainant and the accused when the investigation is concluded.
 - (G) Immediate and appropriate action will be taken if a complaint is substantiated.
 - (H) The agency, board or commission will inform the complainant if any part of a complaint is substantiated and that action has been taken. The complainant will not be given the specifics of the action.
 - (I) The complainant and the accused will be notified by the agency, board or commission if a complaint is not substantiated.
- (g) Penalties. Conduct in violation of this policy will not be tolerated.
- (A) Employees engaging in conduct in violation of this policy may be subject to disciplinary action up to and including dismissal.
 - (B) State temporary employees and volunteers who engage in conduct in violation of this policy may be subject to termination of their working or volunteer relationship with the agency, board or commission.
 - (C) An agency, board or commission may be liable for discrimination, workplace harassment or sexual harassment if it knows of or should know of conduct in violation of this policy and fails to take prompt, appropriate action.
 - (D) Managers and supervisors who know or should know of conduct in violation of this policy and who fail to report such behavior or fail to take prompt, appropriate action may be subject to disciplinary action up to and including dismissal.
 - (E) An employee who engages in harassment of other employees while away from the workplace and outside of working hours may be subject to the provisions of this policy if that conduct has a negative impact on the work environment and/or working relationships.
 - (F) If a complaint involves the conduct of a contracted employee or a contractor, the agency, board, or commission Human Resource section, Executive Director, chair, or designee must inform the contractor

of the problem behavior and require prompt, appropriate action.

(G) If a complaint involves the conduct of a client, customer, or visitor, the agency, board or commission should follow its own internal procedures and take prompt, appropriate action.

(h) **Retaliation.** This policy prohibits retaliation against employees who file a complaint, participate in an investigation, or report observing discrimination, workplace harassment or sexual harassment.

(A) Employees who believe they have been retaliated against because they filed a complaint, participated in an investigation, or reported observing discrimination, workplace harassment or sexual harassment, should report this behavior to the employee's supervisor, another manager, the Human Resource section, the Executive Director, or the chair, as applicable. Complaints of retaliation will be investigated promptly.

(B) Employees who violate this policy by retaliating against others may be subject to disciplinary action, up to and including dismissal.

(C) State temporary employees and volunteers who retaliate against others may be subject to termination of their working or volunteer relationship with the agency, board or commission.

(i) **Policy Notification.** All employees including state temporary employees and volunteers shall:

(A) be given a copy or the location of Statewide Policy 50.010.01, Discrimination and Harassment Free Workplace;

(B) be given directions to read the policy;

(C) be provided an opportunity to ask questions and have their questions answered; and

(D) sign an acknowledgement indicating the employee read the policy and had the opportunity to ask questions.

(i) Signed acknowledgements are kept on file at the agency, board or commission.

(1) Performance Measure: Percent of employees informed of Policy 50.010.01, prohibited behavior and reporting procedures.

Performance Standard: 100%

(2) Performance Measure: Percent of complaints where prompt, appropriate action is taken following investigation of a substantiated complaint.

Performance Standard: 100%

3. Employee and Training Policy

PURPOSE/POLICY:

Provide resources and learning opportunities for Oregon Board of Dentistry employees to perform the duties of their current position and to encourage their career development in state service. In accordance with the Oregon Benchmarks and State Policy, it is the goal of the Oregon Board of Dentistry provide all employees with at least 20 hours of training related to work skills and knowledge each fiscal year.

DEFINITIONS:

Training related to work skills – includes formal instruction that relates to an employee’s competence to perform their specific job, an employee’s work environment, or an employee’s state government career.

Job required training – provides knowledge or skills specific to an employee’s current job. It is needed for the successful performance of that job. Examples include technical knowledge, use of equipment, software applications, organizational skills and interpersonal skills.

Job related training – provides knowledge or skills an employee needs to meet agency or state performance expectations. Examples include understanding the agency or state mission and values, policies and procedures, customer service standards, safe work practices, valuing diversity and preventing harassment.

RESPONSIBILITIES:

Manager

1. Asses the training needs of their employees on an on-going basis.
2. Develop and implement individual employee development plans that enable employees to successfully perform their jobs and contribute to the achievement of the Board’s mission and goals.
3. Job required and job related training shall be conducted without loss of pay to the employee and the employee shall be paid for the time as time worked.
4. Encourage employees to research training opportunities for consideration.

HR Manager

1. Schedule and provide agency-wide training programs that meet common needs.
2. Provide communication about internal and external training programs, services, resources and opportunities.
3. Track in-agency training completed by employees.
4. Support managers and employees in the goal of participation in at least 20 hours of training each year.

Employees

1. Identify and research training opportunities that are job required or job related. Share information with manager.

4. Veterans Preference in Employment

105-040-0015

Veteran's Preference in Employment

Applicability: Recruitment and selection processes for all State of Oregon positions in agencies subject to ORS 240, State Personnel Relations Law, including but not limited to promotional opportunities.

(1) Definitions: (See also HRSD Rule 105-010-0000 Definitions Applicable Generally to Personnel Rules and Policies.)

(a) Initial Application Screening: An agency's process of determining whether an applicant meets the minimum and special qualifications for a position. An Initial Application Screening may also include an evaluation of skills or grading of supplemental test questions if required on the recruiting announcement.

(b) Application Examination: The selection process utilized by an agency after Initial Application Screening. This selection process includes, but is not limited to, formal testing or other assessments resulting in a score as well as un-scored examinations such as interviews and reference checks.

(c) Veteran and Disabled Veteran: As defined by ORS 408.225 and 408.235.

(2) Application of preference points upon Initial Application Screening: Qualifying Veterans and Disabled Veterans receive preference points as follows;

(a) Five Veteran's Preference points are added upon Initial Application Screening when an applicant submits as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215), or a letter from the US Department of Veteran's Affairs indicating the applicant receives a non-service connected pension with the State of Oregon Application; or

(b) Ten Disabled Veteran's points are added upon Initial Application Screening when an applicant submits as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) with the State of Oregon Application. Disabled Veterans must also submit a copy of their Veteran's disability preference letter from the US Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215.

(c) Veteran's and Disabled Veteran's preference points are not added when a Veteran or Disabled Veteran fails to meet the minimum or the special qualifications for a position.

(3) Following an Initial Application Screening the agency generates a list of qualified applicants to consider for Appointment. An Appointing Authority or designee may then:

(a) Determine whether or not to interview all applicants who meet the minimum and special qualifications of the position (including all Veterans and Disabled Veterans); or

(b) Select a group of Veteran and Disabled Veteran applicants who most closely match the agency's purposes in filling the position. This group of applicants may be considered along with non-veteran applicants who closely match the purposes of the agency in filling the position as determined by:

(A) Scored Application Examinations (including scored interviews): If an agency utilizes, after an Initial Application Screening, a scored Application Examination to determine whom to consider further for Appointment, the agency will add (based on a 100-point scale) five points to a Veteran's score or 10 points to a Disabled Veteran's score or;

(B) Un-scored Application Examinations: Un-scored Application Examinations done by sorting into levels (such as "unsatisfactory," "satisfactory," "excellent") based on desired attributes or other criteria for further consideration will be accomplished by:

(i) Advancing the application of a Veteran one level;

(ii) Advancing an application of a Disabled Veteran two levels.

(4) Preference in un-scored interviews: A Veteran or Disabled Veteran who, in the judgment of the Appointing Authority or designee, meets all or substantially all of the agency's purposes in filling the position will continue to be considered for Appointment.

(5) If a Veteran or Disabled Veteran has been determined to be equal to the top applicant or applicants for a position by the Appointing Authority or designee then the Veteran or Disabled Veteran is ranked more highly than non-veteran applicants and, a Disabled Veteran is ranked more highly than non-veteran and Veteran applicants.

(6) Preference described in Sections 2 through 5 of this rule is not a requirement to appoint a Veteran or Disabled Veteran to a position. An agency may base a decision not to appoint the Veteran or Disabled Veteran solely on the Veteran's or Disabled Veteran's merits or qualifications.

(7) A Veteran or a Disabled Veteran applicant not appointed to a position may request an explanation from the agency. The request must be in writing and be sent within 30 calendar days of the date the Veteran or Disabled Veteran was notified that they were not selected. The agency will respond in writing with the reasons for not appointing the Veteran or Disabled Veteran.

[ED. NOTE: Forms referenced are available from the agency.]

Stat. Auth: ORS 240.145(3) & 240.250

Stats. Implemented: ORS 408.225, 408.230 & 408.235

Hist.: HRSD 3-2007(Temp), f. & cert ef. 9-5-07 thru 3-3-08; HRSD 1-2008, f. 2-27-08, cert. ef. 3-1-08; HRSD 3-2009, f. 12-30-09, cert. ef. 1-1-10

| | | |
|--|------------------------|-----------|
| SUBJECT: Maintaining a Professional Workplace | NUMBER: | 50.010.03 |
| DIVISION: Human Resource Services Division | EFFECTIVE DATE: | 08/27/07 |

APPROVED: Signature on file with the Human Resource Services Division

POLICY STATEMENT: It is the policy of the State of Oregon to create and maintain a work environment that is respectful, professional and free from inappropriate workplace behavior.

AUTHORITY: ORS 240.145 and ORS 240.250

APPLICABILITY: All employees, including state temporary employees

ATTACHMENTS: N/A

DEFINITIONS:
See also HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

Agency: Refers to state agencies, boards and commissions

Professional Workplace Behavior: Supporting the values and mission of the State of Oregon and the agency, building positive relationships with others, communicating in a respectful manner, holding oneself accountable and pursuing change within the system.

Inappropriate Workplace Behavior: Unwelcome or unwanted conduct or behavior that causes a negative impact or disruption to the workplace or the business of the state, or results in the erosion of employee morale and is not associated with an employee's protected class status.

Examples of inappropriate workplace behavior include but are not limited to, comments or behaviors of an individual or group that disparage, demean or show disrespect for another employee, a manager, a subordinate, a customer, a contractor or a visitor in the workplace.

Inappropriate workplace behavior does not include actions of performance management such as supervisor instructions, expectations or feedback, administering of disciplinary actions, or investigatory meetings.

Inappropriate workplace behavior does not include assigned, requested or unsolicited constructive peer feedback on projects or work.

Protected Class Under Federal Law: Race; color; national origin; sex (includes pregnancy-related conditions); religion; age (40 and older); disability; a person who uses leave covered by the Federal Family and Medical Leave Act; a person who uses

Military Leave; a person who associates with a protected class; a person who opposes unlawful employment practices, files a complaint or testifies about violations or possible violations; and any other protected class as defined by federal law.

Protected Class Under Oregon State Law: All Federally protected classes, plus: age (18 and older); physical or mental disability; injured worker; a person who uses leave covered by the Oregon Family Leave Act; marital status; family relationship; sexual orientation; whistleblower; expunged juvenile record; and any other protected class as defined by state law.

POLICY

(1) It is the policy of the State of Oregon to create and maintain a work environment that is respectful, professional and free from inappropriate workplace behavior.

(a) **Conduct** Employees at every level of the agency should foster an environment that encourages professionalism and discourages disrespectful behavior. All employees are expected to behave respectfully and professionally and refrain from engaging in inappropriate workplace behavior.

(b) **Addressing Inappropriate Workplace Behavior**

(A) Supervisors must address inappropriate behavior that they observe or experience and should do so as close to the time of the occurrence as possible and appropriate.

(B) If an employee observes or experiences inappropriate workplace behavior and the employee feels comfortable in doing so, they should:

- (i) redirect inappropriate conversations or behavior to workplace business; and/or
- (ii) tell an offending employee his/her behavior is offensive and ask him/her to stop.

(c) **Reporting Inappropriate Workplace Behavior**

(A) An employee should report inappropriate workplace behavior he/she experiences or observes to his/her immediate supervisor as soon as practicable. If the employee's immediate supervisor is the one engaging in the inappropriate behavior, the employee should report the behavior to upper management, the agency head or Human Resource section, as soon as practicable. The report may be made orally or in writing.

(B) If past practice exists in the agency, an employee who is represented by a labor union may have a union representative present during regular work hours, when reporting inappropriate workplace behavior and through the process set forth in this policy. The union representative must not be a witness or party to the investigation.

(C) Reporting behavior or conduct directed toward an employee because of his/her protected class status is addressed in DAS Statewide Policy 50.010.01, Discrimination and Harassment Free Workplace.

(d) **Responding to a Report of Inappropriate Workplace Behavior** Inappropriate workplace behavior must be addressed and corrected before it becomes pervasive, causes further workplace disruption or lowers employee morale. Unless the agency decides otherwise, the supervisor of the employee allegedly engaging in the inappropriate workplace behavior must investigate the report as soon as possible.

(e) Consequences

(A) Any employee found to have engaged in inappropriate workplace behavior, will be counseled, or, depending on the severity of the behavior, may be subject to discipline, up to and including dismissal.

(B) A supervisor who fails to address inappropriate behavior, will be counseled, or, depending on the severity of the behavior, may be subject to disciplinary action, up to and including dismissal.

(f) Retaliation Retaliating against someone for reporting or addressing inappropriate workplace behavior is prohibited. The agency will investigate reports of retaliation. Any employee found to have engaged in retaliation may be subject to discipline, up to and including dismissal.

5. Other agency documentation in support of its affirmative action plan

Persons with Disabilities Policy and Complaint Procedure:

It is the policy of the Board to employ and advance in employment qualified individuals with disabilities. The Board shall make reasonable accommodations to the known physical or mental limitations of a participating member of the public, a consumer of agency services, or an agency job applicant or employee, unless to do so would create an undue hardship on the agency, as provided under the Americans with Disabilities Act (ADA).

The Board will make every effort to furnish appropriate and necessary auxiliary aids to ensure that individuals with disabilities will have equal opportunities to participate in activities and to receive the services of the department.

Definition of Person with a disability: A person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment. The Agency Administrative Director is designated as the ADA Coordinator pursuant to part 35.107 of the American's with Disabilities Act.

In compliance with ADA guidelines, the Board will provide special materials, services or assistance to individuals with a disability upon sufficient notice to the Board office. For the hearing impaired, the Board may be contacted through Oregon Relay at 1-800-735-1232.

- An employee, volunteer, provider, or vendor who believes he/she has been discriminated due to their disability should contact the Administrative Director or Executive Director. If the issue is not resolved to the employee's satisfaction, they should file a complaint regarding employment with the Equal Employment Opportunity Commission; or a complaint regarding services with the U.S. Department of Justice, Civil Rights Division.

Harassment In The Workplace Policy And Complaint Procedure

(1) Discrimination prohibited. It is the policy of the Board of Dentistry to provide a work environment free from unlawful discrimination on the basis of race, color, religion, gender, sexual orientation, marital status, national origin, disability, age (18 or older), or because of the race, color, religion, gender, sexual orientation, marital status, national origin, disability or age of any other person with whom the individual associates, or any other factor that an employer is prohibited by law from considering when making employment decisions (protected class status). This policy applies to all matters relating to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

(2) Workplace harassment prohibited. It is also the policy of the Board of Dentistry that all employees should enjoy a work environment that is free from unlawful harassment (harassment based on the employee's protected class status). All employees are expected to refrain from sexual and other unlawful harassment.

(3) Retaliation prohibited. This policy prohibits retaliation against employees who report violations or potential violations of this policy or assist the Board in investigating matters raised under this policy. It also prohibits retaliation for testifying, assisting or participating in an investigation, proceeding or

hearing conducted by the Oregon Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC).

(4) Penalties. Conduct in violation of this policy will not be tolerated, and may result in disciplinary action up to and including dismissal. Also, managers and supervisors who know or should have known of conduct in violation of this policy and who fail to promptly report such behavior are subject to disciplinary action up to and including dismissal.

(5) Harassment definition and examples: Harassment is conduct or a display (verbal, physical or visual) that demeans or shows hostility or aversion toward an individual or group because of the person's or group's race, color, religion, gender, sexual orientation, marital status, national origin, disability, age, or other protected class status and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

(a) Examples of prohibited harassment may include (these examples are not meant to be all-inclusive): epithets, jokes, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, marital status, national origin, disability, age, or other protected class status; written or graphic material that puts down or shows hostility or dislike toward an individual or group because of race, color, religion, gender, sexual orientation, marital status, national origin, disability, age, or other protected class status and is placed on walls, bulletin boards, computers or elsewhere on the employer's premises, or accessed or circulated in the workplace, electronically or otherwise.

(b) Sexual harassment is a form of unlawful workplace harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical behavior of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or used as a basis for any employment decision (e.g., granting a leave request, promotion, favorable performance appraisal); or

(2) Such conduct is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

(3) Examples of prohibited sexual harassment may include (these examples are not intended to be all-inclusive): unwelcome touching or closeness of a personal nature, including sexual contact, leaning over, cornering, pinching, sexual innuendoes, teasing and other sexual talk such as jokes, intimate inquiries, persistent unwanted courting, sexist put-downs or insults, sexually suggestive comments, inappropriate use of state communication systems including email, internet and telephone, and written or graphic material of a sexual or sexist nature. See also the examples under part (a) above.

(6) Complaint Procedure:

(a) Complaint. An employee who is subject to or is aware of conduct which violates or might violate this policy should report that information immediately to his/her immediate supervisor, the Executive Director, the Human Resources Manager, or the Board Chair (if the complaint is against the Executive Director). If at all possible, the report should be made before the behavior becomes severe. The complaint should be reported verbally or in writing within 30 calendar days of the alleged act,

preferably earlier. However, complaints filed late will still be investigated pursuant to this policy to the extent possible. All supervisors and managers shall promptly report complaints and incidents in violation of or potential violation of this policy, or reported to the supervisor/manager as being or potentially being in violation of this policy, to the Executive Director, the Human Resources Manager, or the Board Chair (if the complaint is against the Executive Director).

Complaints should include the name of the complainant, the name(s) of the person(s) alleged to have been discriminated against or harassed (if different from the person bringing the complaint), the name(s) of the person(s) alleged to have engaged in the prohibited conduct, a specific and detailed description of the conduct that the employee believes is discrimination or harassment, and a description of the remedy the employee desires.

(b) Investigation. The recipient of a discrimination or harassment complaint shall promptly forward it to the Executive Director (or to the Board Chair in the event the complaint is about the Executive Director), who will coordinate in consultation with Human Resources, or delegate responsibility for coordinating, the Board of Pharmacy's investigation. The complaint will be given prompt and thorough attention including an initial inquiry into whether discrimination or harassment has occurred, steps to prevent any ongoing discrimination or harassment, and an impartial investigation. If the complaint is substantiated, prompt and appropriate corrective action will be taken. The affected parties will be informed that the investigation has concluded and, if the complaint is sustained, that appropriate corrective action will be or has been taken. All personnel can be assured that complaints will be taken seriously, will be investigated as necessary, and will to the extent possible consistent with applicable laws, rules, policies and investigatory needs, be dealt with in a confidential manner.

(c) Other complaints and grievances. Nothing in this policy precludes any person from filing a grievance in accordance with the SEIU Collective Bargaining Agreement, or a complaint with BOLI and/or the EEOC, or a lawsuit. Timelines for filing grievances, lawsuits, and/or complaints with BOLI/EEOC are different from those established in this policy. Employees should contact SEIU, private counsel, or BOLI/EEOC directly for specific guidance on filing deadlines and procedures.

The Age Discrimination in Employment Act of 1967

The Age Discrimination in Employment Act of 1967 (ADEA) protects individuals who are 40 years of age or older from employment discrimination based on age. The ADEA's protections apply to both employees and job applicants. Under the ADEA, it is unlawful to discriminate against a person because of his/her age with respect to any term, condition, or privilege of employment, including hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training. The ADEA permits employers to favor older workers based on age even when doing so adversely affects a younger worker who is 40 or older.

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on age or for filing an age discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under the ADEA.

The ADEA applies to employers with 20 or more employees, including state and local governments. It also applies to employment agencies and labor organizations, as well as to the federal government. ADEA protections include:

- **Apprenticeship Programs**

It is generally unlawful for apprenticeship programs, including joint labor-management apprenticeship programs, to discriminate on the basis of an individual's age. Age limitations in apprenticeship programs are valid only if they fall within certain specific exceptions under the ADEA or if the EEOC grants a specific exemption.

- **Job Notices and Advertisements**

The ADEA generally makes it unlawful to include age preferences, limitations, or specifications in job notices or advertisements. A job notice or advertisement may specify an age limit only in the rare circumstances where age is shown to be a "bona fide occupational qualification" (BFOQ) reasonably necessary to the normal operation of the business.

- **Pre-Employment Inquiries**

The ADEA does not specifically prohibit an employer from asking an applicant's age or date of birth. However, because such inquiries may deter older workers from applying for employment or may otherwise indicate possible intent to discriminate based on age, requests for age information will be closely scrutinized to make sure that the inquiry was made for a lawful purpose, rather than for a purpose prohibited by the ADEA. If the information is needed for a lawful purpose, it can be obtained after the employee is hired.

- **Benefits**

The Older Workers Benefit Protection Act of 1990 (OWBPA) amended the ADEA to specifically prohibit employers from denying benefits to older employees. Congress recognized that the cost of providing certain benefits to older workers is greater than the cost of providing those same benefits to younger workers, and that those greater costs might create a disincentive to hire older workers. Therefore, in limited circumstances, an employer may be permitted to reduce benefits based on age, as long as the cost of providing the reduced benefits to older workers is no less than the cost of providing benefits to younger workers.

Employers are permitted to coordinate retiree health benefit plans with eligibility for Medicare or a comparable state-sponsored health benefit.

- **Waivers of ADEA Rights**

An employer may ask an employee to waive his/her rights or claims under the ADEA. Such waivers are common in settling ADEA discrimination claims or in connection with exit incentive or other employment termination programs. However, the ADEA, as amended by OWBPA, sets out specific minimum standards that must be met in order for a waiver to be considered knowing and voluntary and, therefore, valid. Among other requirements, a valid ADEA waiver must:

- be in writing and be understandable;
- specifically refer to ADEA rights or claims;
- not waive rights or claims that may arise in the future;
- be in exchange for valuable consideration in addition to anything of value to which the individual already is entitled;
- advise the individual in writing to consult an attorney before signing the waiver; and
- provide the individual at least 21 days to consider the agreement and at least seven days to revoke the agreement after signing it.

If an employer requests an ADEA waiver in connection with an exit incentive or other employment termination program, the minimum requirements for a valid waiver are more extensive. *See "Understanding Waivers of Discrimination Claims in Employee Severance Agreements"* at http://www.eeoc.gov/policy/docs/qanda_severance-agreements.html

Title I of the Americans with Disabilities Act of 1990 (ADA)

Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations. The ADA's nondiscrimination standards also apply to federal sector employees under section 501 of the Rehabilitation Act, as amended, and its implementing rules.

An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.
- A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:
 - Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
 - Job restructuring, modifying work schedules, reassignment to a vacant position;
 - Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

An employer is required to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Reasonable accommodations are adjustments or modifications provided by an employer to enable people with disabilities to enjoy equal employment opportunities. Accommodations vary depending upon the needs of the individual applicant or employee. Not all people with disabilities (or even all people with the same disability) will require the same accommodation. For example:

- A deaf applicant may need a sign language interpreter during the job interview.
- An employee with diabetes may need regularly scheduled breaks during the workday to eat properly and monitor blood sugar and insulin levels.
- A blind employee may need someone to read information posted on a bulletin board.
- An employee with cancer may need leave to have radiation or chemotherapy treatments.

An employer does not have to provide a reasonable accommodation if it imposes an "undue hardship." Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources, and the nature and structure of its operation.

An employer is not required to lower quality or production standards to make an accommodation; nor is an employer obligated to provide personal use items such as glasses or hearing aids.

An employer generally does not have to provide a reasonable accommodation unless an individual with a disability has asked for one. If an employer believes that a medical condition is causing a performance or conduct problem, it may ask the employee how to solve the problem and if the employee needs a reasonable accommodation. Once a reasonable accommodation is requested, the employer and the individual should discuss the individual's needs and identify the appropriate

reasonable accommodation. Where more than one accommodation would work, the employer may choose the one that is less costly or that is easier to provide.

Title I of the ADA also covers:

- **Medical Examinations and Inquiries**
Employers may not ask job applicants about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. A job offer may be conditioned on the results of a medical examination, but only if the examination is required for all entering employees in similar jobs. Medical examinations of employees must be job related and consistent with the employer's business needs.

Medical records are confidential. The basic rule is that with limited exceptions, employers must keep confidential any medical information they learn about an applicant or employee. Information can be confidential even if it contains no medical diagnosis or treatment course and even if it is not generated by a health care professional. For example, an employee's request for a reasonable accommodation would be considered medical information subject to the ADA's confidentiality requirements.

- **Drug and Alcohol Abuse**
Employees and applicants currently engaging in the illegal use of drugs are not covered by the ADA when an employer acts on the basis of such use. Tests for illegal drugs are not subject to the ADA's restrictions on medical examinations. Employers may hold illegal drug users and alcoholics to the same performance standards as other employees.

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on disability or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under the ADA.

Federal Tax Incentives to Encourage the Employment of People with Disabilities and to Promote the Accessibility of Public Accommodations

The Internal Revenue Code includes several provisions aimed at making businesses more accessible to people with disabilities. The following provides general – non-legal – information about three of the most significant tax incentives. (Employers should check with their accountants or tax advisors to determine eligibility for these incentives or visit the Internal Revenue Service's website, www.irs.gov, for more information. Similar state and local tax incentives may be available.)

- **Small Business Tax Credit (Internal Revenue Code Section 44: Disabled Access Credit)**
Small businesses with either \$1,000,000 or less in revenue or 30 or fewer full-time employees may take a tax credit of up to \$5,000 annually for the cost of providing reasonable accommodations such as sign language interpreters, readers, materials in alternative format (such as Braille or large print), the purchase of adaptive equipment, the modification of existing equipment, or the removal of architectural barriers.
- **Work Opportunity Tax Credit (Internal Revenue Code Section 51)**
Employers who hire certain targeted low-income groups, including individuals referred from vocational rehabilitation agencies and individuals receiving Supplemental Security Income (SSI) may be eligible for an annual tax credit of up to \$2,400 for each qualifying employee who

works at least 400 hours during the tax year. Additionally, a maximum credit of \$1,200 may be available for each qualifying summer youth employee.

- Architectural/Transportation Tax Deduction (Internal Revenue Code Section 190 Barrier Removal):
This annual deduction of up to \$15,000 is available to businesses of any size for the costs of removing barriers for people with disabilities, including the following: providing accessible parking spaces, ramps, and curb cuts; providing wheelchair-accessible telephones, water fountains, and restrooms; making walkways at least 48 inches wide; and making entrances accessible.

Disability Discrimination

Disability discrimination occurs when an employer or other entity covered by the Americans with Disabilities Act, as amended, or the Rehabilitation Act, as amended, treats a qualified individual with a disability who is an employee or applicant unfavorably because she has a disability.

Disability discrimination also occurs when a covered employer or other entity treats an applicant or employee less favorably because she has a history of a disability (such as cancer that is controlled or in remission) or because she is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if she does not have such an impairment).

The law requires an employer to provide reasonable accommodation to an employee or job applicant with a disability, unless doing so would cause significant difficulty or expense for the employer ("undue hardship").

The law also protects people from discrimination based on their relationship with a person with a disability (even if they do not themselves have a disability). For example, it is illegal to discriminate against an employee because her husband has a disability.

Note: Federal employees and applicants are covered by the Rehabilitation Act of 1973, instead of the Americans with Disabilities Act. The protections are mostly the same.

Disability Discrimination & Work Situations

The law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

Disability Discrimination & Harassment

It is illegal to harass an applicant or employee because he has a disability, had a disability in the past, or is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if he does not have such an impairment). Harassment can include, for example, offensive remarks about a person's disability. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that aren't very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Disability Discrimination & Reasonable Accommodation

The law requires an employer to provide reasonable accommodation to an employee or job applicant with a disability, unless doing so would cause significant difficulty or expense for the employer.

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Reasonable accommodation might include, for example, making the workplace accessible for wheelchair users or providing a reader or interpreter for someone who is blind or hearing impaired.

While the federal anti-discrimination laws don't require an employer to accommodate an employee who must care for a disabled family member, the Family and Medical Leave Act (FMLA) may require an employer to take such steps. The Department of Labor enforces the FMLA. For more information, call: 1-866-487-9243.

Disability Discrimination & Reasonable Accommodation & Undue Hardship

An employer doesn't have to provide an accommodation if doing so would cause undue hardship to the employer.

Undue hardship means that the accommodation would be too difficult or too expensive to provide, in light of the employer's size, financial resources, and the needs of the business. An employer may not refuse to provide an accommodation just because it involves some cost. An employer does not have to provide the exact accommodation the employee or job applicant wants. If more than one accommodation works, the employer may choose which one to provide.

Definition Of Disability

Not everyone with a medical condition is protected by the law. In order to be protected, a person must be qualified for the job and have a disability as defined by the law.

A person can show that he or she has a disability in one of three ways:

- A person may be disabled if he or she has a physical or mental condition that substantially limits a major life activity (such as walking, talking, seeing, hearing, or learning).
- A person may be disabled if he or she has a history of a disability (such as cancer that is in remission).
- A person may be disabled if he is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if he does not have such an impairment).

Disability & Medical Exams During Employment Application & Interview Stage

The law places strict limits on employers when it comes to asking job applicants to answer medical questions, take a medical exam, or identify a disability.

For example, an employer may not ask a job applicant to answer medical questions or take a medical exam before extending a job offer. An employer also may not ask job applicants if they have a disability (or about the nature of an obvious disability). An employer may ask job applicants whether they can perform the job and how they would perform the job, with or without a reasonable accommodation.

Disability & Medical Exams After A Job Offer For Employment

After a job is offered to an applicant, the law allows an employer to condition the job offer on the applicant answering certain medical questions or successfully passing a medical exam, but only if all new employees in the same type of job have to answer the questions or take the exam.

Disability & Medical Exams For Persons Who Have Started Working As Employees

Once a person is hired and has started work, an employer generally can only ask medical questions or require a medical exam if the employer needs medical documentation to support an employee's request for an accommodation or if the employer believes that an employee is not able to perform a job successfully or safely because of a medical condition.

The law also requires that employers keep all medical records and information confidential and in separate medical files.

Available Resources

In addition to a variety of formal guidance documents, EEOC has developed a wide range of fact sheets, question & answer documents, and other publications to help employees and employers understand the complex issues surrounding disability discrimination.

- [Your Employment Rights as an Individual With a Disability](#)
 - [Job Applicants and the ADA](#)
 - [Understanding Your Employment Rights Under the ADA: A Guide for Veterans](#)
 - [Questions and Answers: Promoting Employment of Individuals with Disabilities in the Federal Workforce](#)
 - [The Family and Medical Leave Act, the ADA, and Title VII of the Civil Rights Act of 1964](#)
 - [The ADA: A Primer for Small Business](#)
 - [Your Responsibilities as an Employer](#)
 - [Small Employers and Reasonable Accommodation](#)
 - [Work At Home/Telework as a Reasonable Accommodation](#)
 - [Applying Performance And Conduct Standards To Employees With Disabilities](#)
 - [Obtaining and Using Employee Medical Information as Part of Emergency Evacuation Procedures](#)
 - [Veterans and the ADA: A Guide for Employers](#)
 - [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
 - [Employer Best Practices for Workers with Caregiving Responsibilities](#)
 - [Reasonable Accommodations for Attorneys with Disabilities](#)
 - [How to Comply with the Americans with Disabilities Act: A Guide for Restaurants and Other Food Service Employers](#)
 - [Final Report on Best Practices For the Employment of People with Disabilities In State Government](#)
 - [ABCs of Schedule A Documents](#)
- The ADA Amendments Act
- [Final Regulations Implementing the ADAAA](#)
 - [Questions and Answers on the Final Rule Implementing the ADA Amendments Act of 2008](#)
 - [Questions and Answers for Small Businesses: The Final Rule Implementing the ADA Amendments Act of 2008](#)
 - [Fact Sheet on the EEOC's Final Regulations Implementing the ADAAA](#)
- The Questions and Answers Series

- Health Care Workers and the Americans with Disabilities Act
- Deafness and Hearing Impairments in the Workplace and the Americans with Disabilities Act
- Blindness and Vision Impairments in the Workplace and the ADA
- The Americans with Disabilities Act's Association Provision
- Diabetes in the Workplace and the ADA
- Epilepsy in the Workplace and the ADA

- Persons with Intellectual Disabilities in the Workplace and the ADA
- Cancer in the Workplace and the ADA

Mediation and the ADA

- Questions and Answers for Mediation Providers: Mediation and the Americans with Disabilities Act (ADA)
- Questions and Answers for Parties to Mediation: Mediation and the Americans with Disabilities Act (ADA)

Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964

The right of employees to be free from discrimination in their compensation is protected under several federal laws, including the following enforced by the U.S. Equal Employment Opportunity Commission: the **Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964**, the Age Discrimination in Employment Act of 1967, and Title I of the Americans with Disabilities Act of 1990.

The law against compensation discrimination includes all payments made to or on behalf employees as remuneration for employment. All forms of compensation are covered, including salary, overtime pay, bonuses, stock options, profit sharing and bonus plans, life insurance, vacation and holiday pay, cleaning or gasoline allowances, hotel accommodations, reimbursement for travel expenses, and benefits.

Equal Pay Act

The Equal Pay Act requires that men and women be given equal pay for equal work in the same establishment. The jobs need not be identical, but they must be substantially equal. It is job content, not job titles, that determines whether jobs are substantially equal. Specifically, the EPA provides that employers may not pay unequal wages to men and women who perform jobs that require substantially equal skill, effort and responsibility, and that are performed under similar working conditions within the same establishment. Each of these factors is summarized below:

Skill

- Measured by factors such as the experience, ability, education, and training required to perform the job. The issue is what skills are required for the job, not what skills the individual employees may have. For example, two bookkeeping jobs could be considered equal under the EPA even if one of the job holders has a master's degree in physics, since that degree would not be required for the job.

Effort

- The amount of physical or mental exertion needed to perform the job. For example, suppose that men and women work side by side on a line assembling machine parts. The person at the end of the line must also lift the assembled product as he or she completes the work and place it on a board. That job requires more effort than the other assembly line jobs if the extra effort of lifting the assembled product off the line is substantial and is a regular part of the job. As a result, it would not be a violation to pay that person more, regardless of whether the job is held by a man or a woman.

Responsibility

- The degree of accountability required in performing the job. For example, a salesperson who is delegated the duty of determining whether to accept customers' personal checks has more responsibility than other salespeople. On the other hand, a minor difference in responsibility, such as turning out the lights at the end of the day, would not justify a pay differential.

Working Conditions

- This encompasses two factors: (1) physical surroundings like temperature, fumes, and ventilation; and (2) hazards.

Establishment

- The prohibition against compensation discrimination under the EPA applies only to jobs within an establishment. An establishment is a distinct physical place of business rather than an entire business or enterprise consisting of several places of business. In some circumstances, physically

separate places of business may be treated as one establishment. For example, if a central administrative unit hires employees, sets their compensation, and assigns them to separate work locations, the separate work sites can be considered part of one establishment.

Pay differentials are permitted when they are based on seniority, merit, quantity or quality of production, or a factor other than sex. These are known as “affirmative defenses” and it is the employer’s burden to prove that they apply.

In correcting a pay differential, no employee’s pay may be reduced. Instead, the pay of the lower paid employee(s) must be increased.

Title VII, ADEA, and ADA

Title VII, the ADEA, and the ADA prohibit compensation discrimination on the basis of race, color, religion, sex, national origin, age, or disability. Unlike the EPA, there is no requirement that the claimant’s job be substantially equal to that of a higher paid person outside the claimant’s protected class, nor do these statutes require the claimant to work in the same establishment as a comparator. Compensation discrimination under Title VII, the ADEA, or the ADA can occur in a variety of forms. For example:

- An employer pays an employee with a disability less than similarly situated employees without disabilities and the employer’s explanation (if any) does not satisfactorily account for the differential.
- An employer sets the compensation for jobs predominately held by, for example, women or African-Americans below that suggested by the employer’s job evaluation study, while the pay for jobs predominately held by men or whites is consistent with the level suggested by the job evaluation study.
- An employer maintains a neutral compensation policy or practice that has an adverse impact on employees in a protected class and cannot be justified as job-related and consistent with business necessity. For example, if an employer provides extra compensation to employees who are the “head of household,” i.e., married with dependents and the primary financial contributor to the household, the practice may have an unlawful disparate impact on women.

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on compensation or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII, ADEA, ADA or the Equal Pay Act.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits genetic information discrimination in employment, took effect on November 21, 2009.

Under Title II of GINA, it is illegal to discriminate against employees or applicants because of genetic information. Title II of GINA prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II (employment agencies, labor organizations and joint labor-management training and apprenticeship programs - referred to as "covered entities") from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.

The EEOC enforces Title II of GINA (dealing with genetic discrimination in employment). The Departments of Labor, Health and Human Services and the Treasury have responsibility for issuing regulations for Title I of GINA, which addresses the use of genetic information in health insurance.

Definition of "Genetic Information"

Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual's family members (i.e. family medical history). Family medical history is included in the definition of genetic information because it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future. Genetic information also includes an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual, and the genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Discrimination Because of Genetic Information

The law forbids discrimination on the basis of genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment. *An employer may never use genetic information to make an employment decision because genetic information is not relevant to an individual's current ability to work.*

Harassment Because of Genetic Information

Under GINA, it is also illegal to harass a person because of his or her genetic information. Harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so severe or pervasive that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area of the workplace, a co-worker, or someone who is not an employee, such as a client or customer.

Retaliation

Under GINA, it is illegal to fire, demote, harass, or otherwise "retaliate" against an applicant or employee for filing a charge of discrimination, participating in a discrimination proceeding (such as a discrimination investigation or lawsuit), or otherwise opposing discrimination.

Rules Against Acquiring Genetic Information

- It will usually be unlawful for a covered entity to get genetic information. There are six narrow exceptions to this prohibition:
- Inadvertent acquisitions of genetic information do not violate GINA, such as in situations where a manager or supervisor overhears someone talking about a family member's illness.
- Genetic information (such as family medical history) may be obtained as part of health or genetic services, including wellness programs, offered by the employer on a voluntary basis, if certain specific requirements are met.
- Family medical history may be acquired as part of the certification process for FMLA leave (or leave under similar state or local laws or pursuant to an employer policy), where an employee is asking for leave to care for a family member with a serious health condition.
- Genetic information may be acquired through commercially and publicly available documents like newspapers, as long as the employer is not searching those sources with the intent of finding genetic information or accessing sources from which they are likely to acquire genetic information (such as websites and on-line discussion groups that focus on issues such as genetic testing of individuals and genetic discrimination).
- Genetic information may be acquired through a genetic monitoring program that monitors the biological effects of toxic substances in the workplace where the monitoring is required by law or, under carefully defined conditions, where the program is voluntary.
- Acquisition of genetic information of employees by employers who engage in DNA testing for law enforcement purposes as a forensic lab or for purposes of human remains identification is permitted, but the genetic information may only be used for analysis of DNA markers for quality control to detect sample contamination.

Confidentiality of Genetic Information

It is also unlawful for a covered entity to disclose genetic information about applicants, employees or members. Covered entities must keep genetic information confidential and in a separate medical file. (Genetic information may be kept in the same file as other medical information in compliance with the Americans with Disabilities Act.) There are limited exceptions to this non-disclosure rule, such as exceptions that provide for the disclosure of relevant genetic information to government officials investigating compliance with Title II of GINA and for disclosures made pursuant to a court order.

National Origin Discrimination

National origin discrimination involves treating people (applicants or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not).

National origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group.

Discrimination can occur when the victim and the person who inflicted the discrimination are the same national origin.

National Origin Discrimination & Work Situations

The law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

National Origin & Harassment

It is unlawful to harass a person because of his or her national origin. Harassment can include, for example, offensive or derogatory remarks about a person's national origin, accent or ethnicity. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

National Origin & Employment Policies/Practices

The law makes it illegal for an employer or other covered entity to use an employment policy or practice that applies to everyone, regardless of national origin, if it has a negative impact on people of a certain national origin and is not job-related or necessary to the operation of the business.

An employer can only require an employee to speak fluent English if fluency in English is necessary to perform the job effectively. An "English-only rule", which requires employees to speak only English on the job, is only allowed if it is needed to ensure the safe or efficient operation of the employer's business and is put in place for nondiscriminatory reasons.

An employer may not base an employment decision on an employee's foreign accent, unless the accent seriously interferes with the employee's job performance.

Citizenship Discrimination & Workplace Laws

The Immigration Reform and Control Act of 1986 (IRCA) makes it illegal for an employer to discriminate with respect to hiring, firing, or recruitment or referral for a fee, based upon an individual's citizenship or immigration status. The law prohibits employers from hiring only U.S. citizens or lawful permanent residents unless required to do so by law, regulation or government contract. Employers may not refuse to accept lawful documentation that establishes the employment eligibility of an employee, or demand additional documentation beyond what is legally required, when verifying employment eligibility (i.e., completing the Department of Homeland Security (DHS) Form I-9), based on the employee's national origin or citizenship status. It is the employee's choice which of the acceptable Form I-9 documents to show to verify employment eligibility.

IRCA also prohibits retaliation against individuals for asserting their rights under the Act, or for filing a charge or assisting in an investigation or proceeding under IRCA.

IRCA's nondiscrimination requirements are enforced by the Department of Justice's Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division. OSC may be reached at:

1-800-255-7688 (voice for employees/applicants),

1-800-237-2515 (TTY for employees/applicants),

1-800-255-8155 (voice for employers), or

1-800-362-2735 (TTY for employers), or

<http://www.usdoj.gov/crt/osc>.

Pregnancy Discrimination

Pregnancy Discrimination

Pregnancy discrimination involves treating a woman (an applicant or employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

Pregnancy Discrimination & Work Situations

The Pregnancy Discrimination Act (PDA) forbids discrimination based on pregnancy when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, such as leave and health insurance, and any other term or condition of employment.

Pregnancy Discrimination & Temporary Disability

If a woman is temporarily unable to perform her job due to a medical condition related to pregnancy or childbirth, the employer or other covered entity must treat her in the same way as it treats any other temporarily disabled employee. For example, the employer may have to provide light duty, alternative assignments, disability leave, or unpaid leave to pregnant employees if it does so for other temporarily disabled employees.

Additionally, impairments resulting from pregnancy (for example, gestational diabetes or preeclampsia, a condition characterized by pregnancy-induced hypertension and protein in the urine) may be disabilities under the Americans with Disabilities Act (ADA). An employer may have to provide a reasonable accommodation (such as leave or modifications that enable an employee to perform her job) for a disability related to pregnancy, absent undue hardship (significant difficulty or expense). The ADA Amendments Act of 2008 makes it much easier to show that a medical condition is a covered disability.

For more information about the ADA, see <http://www.eeoc.gov/laws/types/disability.cfm>.

For information about the ADA Amendments Act, see http://www.eeoc.gov/laws/types/disability_regulations.cfm.

Pregnancy Discrimination & Harassment

It is unlawful to harass a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Pregnancy, Maternity & Parental Leave

Under the PDA, an employer that allows temporarily disabled employees to take disability leave or leave without pay, must allow an employee who is temporarily disabled due to pregnancy to do the same.

An employer may not single out pregnancy-related conditions for special procedures to determine an employee's ability to work. However, if an employer requires its employees to submit a doctor's statement concerning their ability to work before granting leave or paying sick benefits, the employer may require employees affected by pregnancy-related conditions to submit such statements.

Further, under the Family and Medical Leave Act (FMLA) of 1993, a new parent (including foster and adoptive parents) may be eligible for 12 weeks of leave (unpaid or paid if the employee has earned or accrued it) that may be used for care of the new child. To be eligible, the employee must have worked for the employer for 12 months prior to taking the leave and the employer must have a specified number of employees. See <http://www.dol.gov/whd/regs/compliance/whdfs28.htm>.

Pregnancy & Workplace Laws

Pregnant employees may have additional rights under the Family and Medical Leave Act (FMLA), which is enforced by the U.S. Department of Labor. Nursing mothers may also have the right to express milk in the workplace under a provision of the Fair Labor Standards Act enforced by the U.S. Department of Labor's Wage and Hour Division.

See <http://www.dol.gov/whd/regs/compliance/whdfs73.htm>.

For more information about the Family Medical Leave Act or break time for nursing mothers, go to <http://www.dol.gov/whd>, or call 202-693-0051 or 1-866-487-9243 (voice), 202-693-7755 (TTY).

Race/Color Discrimination

Race discrimination involves treating someone (an applicant or employee) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion.

Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color.

Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.

Race/Color Discrimination & Work Situations

The law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

Race/Color Discrimination & Harassment

It is unlawful to harass a person because of that person's race or color.

Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Race/Color Discrimination & Employment Policies/Practices

An employment policy or practice that applies to everyone, regardless of race or color, can be illegal if it has a negative impact on the employment of people of a particular race or color and is not job-related and necessary to the operation of the business. For example, a "no-beard" employment policy that applies to all workers without regard to race may still be unlawful if it is not job-related and has a negative impact on the employment of African-American men (who have a predisposition to a skin condition that causes severe shaving bumps).

Facts About Race/Color Discrimination

Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination on the basis of race and color as well as national origin, sex, or religion.

It is unlawful to discriminate against any employee or applicant for employment because of race or color in regard to hiring, termination, promotion, compensation, job training, or any other term, condition, or privilege of employment. Title VII also prohibits employment decisions based on stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups.

Title VII prohibits both intentional discrimination and neutral job policies that disproportionately exclude minorities and that are not job related.

Equal employment opportunity cannot be denied because of marriage to or association with an individual of a different race; membership in or association with ethnic based organizations or groups; attendance or participation in schools or places of worship generally associated with certain minority groups; or other cultural practices or characteristics often linked to race or ethnicity, such as cultural dress or manner of speech, as long as the cultural practice or characteristic does not materially interfere with the ability to perform job duties.

Race-Related Characteristics and Conditions

Discrimination on the basis of an immutable characteristic associated with race, such as skin color, hair texture, or certain facial features violates Title VII, even though not all members of the race share the same characteristic.

Title VII also prohibits discrimination on the basis of a condition which predominantly affects one race unless the practice is job related and consistent with business necessity. For example, since sickle cell anemia predominantly occurs in African-Americans, a policy which excludes individuals with sickle cell anemia is discriminatory unless the policy is job related and consistent with business necessity. Similarly, a "no-beard" employment policy may discriminate against African-American men who have a predisposition to pseudofolliculitis barbae (severe shaving bumps) unless the policy is job-related and consistent with business necessity.

Color Discrimination

Even though race and color clearly overlap, they are not synonymous. Thus, color discrimination can occur between persons of different races or ethnicities, or between persons of the same race or ethnicity. Although Title VII does not define "color," the courts and the Commission read "color" to have its commonly understood meaning – pigmentation, complexion, or skin shade or tone. Thus, color discrimination occurs when a person is discriminated against based on the lightness, darkness, or other color characteristic of the person. Title VII prohibits race/color discrimination against all persons, including Caucasians.

Although a plaintiff may prove a claim of discrimination through direct or circumstantial evidence, some courts take the position that if a white person relies on circumstantial evidence to establish a reverse discrimination claim, he or she must meet a heightened standard of proof. The Commission, in contrast, applies the same standard of proof to all race discrimination claims, regardless of the victim's race or the type of evidence used. In either case, the ultimate burden of persuasion remains always on the plaintiff.

Employers should adopt "best practices" to reduce the likelihood of discrimination and to address impediments to equal employment opportunity.

Title VII's protections include:

- **Recruiting, Hiring, and Advancement**

Job requirements must be uniformly and consistently applied to persons of all races and colors.

Even if a job requirement is applied consistently, if it is not important for job performance or business needs, the requirement may be found unlawful if it excludes persons of a certain racial group or color significantly more than others. Examples of potentially unlawful practices include:

- (1) soliciting applications only from sources in which all or most potential workers are of the same race or color;
- (2) requiring applicants to have a certain educational background that is not important

for job performance or business needs; (3) testing applicants for knowledge, skills or abilities that are not important for job performance or business needs.

Employers may legitimately need information about their employees or applicants race for affirmative action purposes and/or to track applicant flow. One way to obtain racial information and simultaneously guard against discriminatory selection is for employers to use separate forms or otherwise keep the information about an applicant's race separate from the application. In that way, the employer can capture the information it needs but ensure that it is not used in the selection decision.

Unless the information is for such a legitimate purpose, pre-employment questions about race can suggest that race will be used as a basis for making selection decisions. If the information is used in the selection decision and members of particular racial groups are excluded from employment, the inquiries can constitute evidence of discrimination.

- **Compensation and Other Employment Terms, Conditions, and Privileges**

Title VII prohibits discrimination in compensation and other terms, conditions, and privileges of employment. Thus, race or color discrimination may not be the basis for differences in pay or benefits, work assignments, performance evaluations, training, discipline or discharge, or any other area of employment.

- **Harassment**

Harassment on the basis of race and/or color violates Title VII. Ethnic slurs, racial "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color constitutes unlawful harassment if the conduct creates an intimidating, hostile, or offensive working environment, or interferes with the individual's work performance.

- **Retaliation**

Employees have a right to be free from retaliation for their opposition to discrimination or their participation in an EEOC proceeding by filing a charge, testifying, assisting, or otherwise participating in an agency proceeding.

- **Segregation and Classification of Employees**

Title VII is violated where minority employees are segregated by physically isolating them from other employees or from customer contact. Title VII also prohibits assigning primarily minorities to predominantly minority establishments or geographic areas. It is also illegal to exclude minorities from certain positions or to group or categorize employees or jobs so that certain jobs are generally held by minorities. Title VII also does not permit racially motivated decisions driven by business concerns – for example, concerns about the effect on employee relations, or the negative reaction of clients or customers. Nor may race or color ever be a bona fide occupational qualification under Title VII.

Coding applications/resumes to designate an applicant's race, by either an employer or employment agency, constitutes evidence of discrimination where minorities are excluded from employment or from certain positions. Such discriminatory coding includes the use of facially benign code terms that implicate race, for example, by area codes where many racial minorities may or are presumed to live.

- **Pre-Employment Inquiries and Requirements**

Requesting pre-employment information which discloses or tends to disclose an applicant's race suggests that race will be unlawfully used as a basis for hiring. Solicitation of such pre-employment information is presumed to be used as a basis for making selection decisions. Therefore, if members of minority groups are excluded from employment, the request for such pre-employment information would likely constitute evidence of discrimination.

However, employers may legitimately need information about their employees' or applicants' race for affirmative action purposes and/or to track applicant flow. One way to obtain racial information and simultaneously guard against discriminatory selection is for employers to use "tear-off sheets" for the identification of an applicant's race. After the applicant completes the application and the tear-off portion, the employer separates the tear-off sheet from the application and does not use it in the selection process.

Other pre-employment information requests which disclose or tend to disclose an applicant's race are personal background checks, such as criminal history checks. Title VII does not categorically prohibit employers' use of criminal records as a basis for making employment decisions. Using criminal records as an employment screen may be lawful, legitimate, and even mandated in certain circumstances. However, employers that use criminal records to screen for employment must comply with Title VII's nondiscrimination requirements.

Religious Discrimination

Religious discrimination involves treating a person (an applicant or employee) unfavorably because of his or her religious beliefs. The law protects not only people who belong to traditional, organized religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism, but also others who have sincerely held religious, ethical or moral beliefs.

Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group.

Religious Discrimination & Work Situations

The law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

Religious Discrimination & Harassment

It is illegal to harass a person because of his or her religion.

Harassment can include, for example, offensive remarks about a person's religious beliefs or practices. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that aren't very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Religious Discrimination and Segregation

Title VII also prohibits workplace or job segregation based on religion (including religious garb and grooming practices), such as assigning an employee to a non-customer contact position because of actual or feared customer preference.

Religious Discrimination & Reasonable Accommodation

The law requires an employer or other covered entity to reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause more than a minimal burden on the operations of the employer's business. This means an employer may be required to make reasonable adjustments to the work environment that will allow an employee to practice his or her religion.

Examples of some common religious accommodations include flexible scheduling, voluntary shift substitutions or swaps, job reassignments, and modifications to workplace policies or practices.

Religious Accommodation/Dress & Grooming Policies

Unless it would be an undue hardship on the employer's operation of its business, an employer must reasonably accommodate an employee's religious beliefs or practices. This applies not only to schedule changes or leave for religious observances, but also to such things as dress or grooming practices that an employee has for religious reasons. These might include, for example, wearing particular head coverings or other religious dress (such as a Jewish yarmulke or a Muslim headscarf), or wearing certain hairstyles or facial hair (such as Rastafarian dreadlocks or Sikh

uncut hair and beard). It also includes an employee's observance of a religious prohibition against wearing certain garments (such as pants or miniskirts).

When an employee or applicant needs a dress or grooming accommodation for religious reasons, he should notify the employer that he needs such an accommodation for religious reasons. If the employer reasonably needs more information, the employer and the employee should engage in an interactive process to discuss the request. If it would not pose an undue hardship, the employer must grant the accommodation.

Religious Discrimination & Reasonable Accommodation & Undue Hardship

An employer does not have to accommodate an employee's religious beliefs or practices if doing so would cause undue hardship to the employer. An accommodation may cause undue hardship if it is costly, compromises workplace safety, decreases workplace efficiency, infringes on the rights of other employees, or requires other employees to do more than their share of potentially hazardous or burdensome work.

Religious Discrimination And Employment Policies/Practices

An employee cannot be forced to participate (or not participate) in a religious activity as a condition of employment.

Retaliation

All of the laws we enforce make it illegal to fire, demote, harass, or otherwise "retaliate" against people (applicants or employees) because they filed a charge of discrimination, because they complained to their employer or other covered entity about discrimination on the job, or because they participated in an employment discrimination proceeding (such as an investigation or lawsuit).

For example, it is illegal for an employer to refuse to promote an employee because she filed a charge of discrimination with the EEOC, even if EEOC later determined no discrimination occurred.

Retaliation & Work Situations

The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

Facts About Retaliation

An employer may not fire, demote, harass or otherwise "retaliate" against an individual for filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination. The same laws that prohibit discrimination based on race, color, sex, religion, national origin, age, and disability, as well as wage differences between men and women performing substantially equal work, also prohibit retaliation against individuals who oppose unlawful discrimination or participate in an employment discrimination proceeding.

In addition to the protections against retaliation that are included in all of the laws enforced by EEOC, the Americans with Disabilities Act (ADA) also protects individuals from coercion, intimidation, threat, harassment, or interference in their exercise of their own rights or their encouragement of someone else's exercise of rights granted by the ADA.

There are three main terms that are used to describe retaliation. Retaliation occurs when an employer, employment agency, or labor organization takes an **adverse action** against a **covered individual** because he or she engaged in a **protected activity**. These three terms are described below.

Adverse Action

An adverse action is an action taken to try to keep someone from opposing a discriminatory practice, or from participating in an employment discrimination proceeding. Examples of adverse actions include:

- employment actions such as termination, refusal to hire, and denial of promotion,
- other actions affecting employment such as threats, unjustified negative evaluations, unjustified negative references, or increased surveillance, and
- any other action such as an assault or unfounded civil or criminal charges that are likely to deter reasonable people from pursuing their rights.

Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, "snubbing" a colleague, or negative comments that are justified by an employee's poor work performance or history.

Even if the prior protected activity alleged wrongdoing by a different employer, retaliatory adverse actions are unlawful. For example, it is unlawful for a worker's current employer to retaliate against him for pursuing an EEO charge against a former employer.

Of course, employees are not excused from continuing to perform their jobs or follow their company's legitimate workplace rules just because they have filed a complaint with the EEOC or opposed discrimination. For more information about adverse actions, see EEOC's Compliance Manual Section 8, Chapter II, Part D.

Covered Individuals

Covered individuals are people who have opposed unlawful practices, participated in proceedings, or requested accommodations related to employment discrimination based on race, color, sex, religion, national origin, age, or disability. Individuals who have a close association with someone who has engaged in such protected activity also are covered individuals. For example, it is illegal to terminate an employee because his spouse participated in employment discrimination litigation.

Individuals who have brought attention to violations of law other than employment discrimination are NOT covered individuals for purposes of anti-discrimination retaliation laws. For example, "whistleblowers" who raise ethical, financial, or other concerns unrelated to employment discrimination are not protected by the EEOC enforced laws.

Protected Activity

Protected activity includes:

Opposition to a practice believed to be unlawful discrimination

Opposition is informing an employer that you believe that he/she is engaging in prohibited discrimination. Opposition is protected from retaliation as long as it is based on a reasonable, good-faith belief that the complained of practice violates anti-discrimination law; and the manner of the opposition is reasonable.

Examples of protected opposition include:

- Complaining to anyone about alleged discrimination against oneself or others;
- Threatening to file a charge of discrimination;
- Picketing in opposition to discrimination; or
- Refusing to obey an order reasonably believed to be discriminatory.

Examples of activities that are NOT protected opposition include:

- Actions that interfere with job performance so as to render the employee ineffective;
- or
- Unlawful activities such as acts or threats of violence.

Participation in an employment discrimination proceeding.

Participation means taking part in an employment discrimination proceeding. Participation is protected activity even if the proceeding involved claims that ultimately were found to be invalid.

Examples of participation include:

- Filing a charge of employment discrimination;
- Cooperating with an internal investigation of alleged discriminatory practices; or
- Serving as a witness in an EEO investigation or litigation.

A protected activity can also include requesting a reasonable accommodation based on religion or disability.

For more information about Protected Activities, see EEOC's Compliance Manual, Section 8, Chapter II, Part B - Opposition and Part C - Participation.

Sex-Based Discrimination

Sex discrimination involves treating someone (an applicant or employee) unfavorably because of that person's sex.

Sex discrimination also can involve treating someone less favorably because of his or her connection with an organization or group that is generally associated with people of a certain sex.

Sex Discrimination & Work Situations

The law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

Sex Discrimination Harassment

It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Sex Discrimination & Employment Policies/Practices

An employment policy or practice that applies to everyone, regardless of sex, can be illegal if it has a negative impact on the employment of people of a certain sex and is not job-related or necessary to the operation of the business.

Sexual Harassment

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Facts About Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Title VII applies to employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations, as well as to the federal government. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available. When investigating allegations of sexual harassment, EEOC looks at the whole record: the circumstances, such as the nature of the sexual advances, and the context in which the alleged incidents occurred. A determination on the allegations is made from the facts on a case-by-case basis.

Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. They should clearly communicate to employees that sexual harassment will not be tolerated. They can do so by providing sexual-harassment training to their employees and by establishing an effective complaint or grievance process and taking immediate and appropriate action when an employee complains.

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII