

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY15 Adjusted Base	FY16 Recommended	% Change Over FY15	FY17 Recommended	% Change Over FY16
GPR	2,413,500	0	-100.0	0	0.0
PR-F	795,800	363,800	-54.3	0	-100.0
PR-O	45,984,300	22,622,500	-50.8	0	-100.0
PR-S	2,705,200	1,558,500	-42.4	0	-100.0
TOTAL	51,898,800	24,544,800	-52.7	0	-100.0

FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY15 Adjusted Base	FY16 Recommended	FTE Change Over FY15	FY17 Recommended	FTE Change Over FY16
GPR	1.00	0.00	-1.00	0.00	0.00
PR-F	5.90	0.00	-5.90	0.00	0.00
PR-O	238.34	0.00	-238.34	0.00	0.00
PR-S	17.36	0.00	-17.36	0.00	0.00
TOTAL	262.60	0.00	-262.60	0.00	0.00

AGENCY DESCRIPTION

The department is headed by a secretary who is appointed by the Governor with the advice and consent of the Senate. The department provides policy coordination and administrative services for boards, committees, councils and advisory committees. The department also oversees the regulation of credential holders, professional and industry standards, and safe construction of public and private buildings.

The department is comprised of five divisions. Professional Credential Processing is responsible for all credential application processing, including determination of credential eligibility, credential renewal, consultation about continuing education requirements and examination requirements for regulated professions. Policy Development is responsible for providing administrative support and policy guidance to professional boards in the state. Legal Services and Compliance provides legal services to professional boards and conducts business compliance inspections and audits. Industry Services provides services related to the construction and operation of buildings. Management Services provides administrative services to the department, which includes five field offices.

Department and board operations are funded through application, renewal and examination fees. A fee schedule for the application and renewal of professional credentials is set by the department with legislative oversight. Examination fees are set by statute and administrative rule.

Safety and Professional Services

MISSION

The mission of the department is to promote economic growth and stability while protecting the citizens of Wisconsin as designated by statute.

PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Note: Goals, objectives and activities have been revised.

Program 1: Professional Regulation and Administrative Services

Goal: The credentialing authorities will set appropriate eligibility, education, examination and experience requirements, and make this information readily available to users of services.

Objective/Activity: Provide ongoing assessment, consultation and assistance to the credentialing authorities to ensure there is transparency, consistency and effectiveness in the eligibility process and continuing education process where applicable.

Objective/Activity: Promote the department's Web site and electronic business services in order to focus the department's resources on priority needs and more direct consumer protection.

Objective/Activity: Represent Wisconsin's interests to national regulatory service agencies by participating in forums and conferences, and responding to issue surveys.

Objective/Activity: Create valid and reliable jurisprudence examinations for new professions.

Objective/Activity: Evaluate, administer and manage examination services from outside vendors and conduct on-site performance audits.

Goal: The credentialing authorities will set and maintain practice standards essential to provide safe and effective services for consumers while weighing the effectiveness and need for changes in the profession brought about by new technology.

Objective/Activity: Provide training to credentialing authorities relative to their role.

Objective/Activity: Ensure that regulatory information is accessible through the department's Web site, press releases and other department communications.

Objective/Activity: Keep credentialing authorities informed of current developments, data, trends, legal opinions and issues related to their responsibilities.

Goal: The credentialing authorities will appropriately resolve complaints and discipline credential holders who violate professional standards.

Objective/Activity: Provide and manage a confidential program for impaired professionals – Professional Assistance Procedure.

Objective/Activity: Conduct reviews to screen, investigate and take legal action with respect to complaints to ensure compliance with policies of the credentialing authority.

Objective/Activity: Perform inspections and audits of business establishments and entities to ensure compliance with applicable laws and rules.

Objective/Activity: Prepare reports showing the number and nature of disciplinary actions and make that information accessible on the department's Web site.

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Program 2: Regulation of Industry, Safety and Buildings

Goal: The department will promote safety in constructed public and private buildings in Wisconsin.

Objective/Activity: Develop and implement regulations, and provide services (e.g., plan review and inspection) and education which promote the construction of public and private buildings according to code.

PERFORMANCE MEASURES

2013 AND 2014 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2013	Actual 2013	Goal 2014	Actual 2014
1.	On-line renewals of credential holders via the Web site.	96%	84%	96%	95%
1.	Credentialing time frame for processing.	7-10 business days	N/A ¹	5-7 business days	N/A ¹
1.	Complaint processing time.	Reduce complaint processing time for 95% of cases to 18 months	Reduced complaint processing time for 95% of cases to 18 months	Reduce complaint processing time for 100% of cases to 18 months	Reduced complaint processing time for 96% of cases to 18 months
1.	Audit at least 1% of business establishments and entities annually to ensure compliance with the statutes and administrative rules. ²				
	Auctioneer	10	10	10	10
	Auction Company	6	7	6	6
	Real Estate Broker	120	128	120	132
	Real Estate Business Entity	40	5	40	3
	Cemetery Authority	10	N/A ³	10	N/A ³
1.	Inspections of new business establishments and entities to ensure compliance with the statutes and administrative rules. ⁴				
	Barber & Cosmetology Establishments	100%	100%	100%	100%
	Drug Distributors	100%	100%	100%	100%
	Drug Manufacturers	100%	100%	100%	100%
	Pharmacy Locations	100%	100%	100%	100%
	Funeral Homes/Directors	100%	100%	100%	100%

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Prog. No.	Performance Measure	Goal 2013	Actual 2013	Goal 2014	Actual 2014
1.	Increase E-business capacity.	Add option for on-line application for an additional five new professions	2 ⁵	Additional five new professions	24 ⁵
2.	Percentage of facilities that are in operational compliance with both release detection and release prevention. ⁶	73%	0%	73%	0%
2.	Petroleum Environmental Cleanup Fund Award site closures. ⁶	200	0	200	0
2.	Building Code Effectiveness Grading Schedule rating – commercial (1-10, 1 being the best). ⁷	4	5	N/A	N/A
2.	Percentage of plan submittal transactions via electronic plan submittal.	50%	2.9%	75%	9.4%
2.	Annual average number of days between desired plan review appointment date and actual appointment date.	6	N/A ¹	5	N/A ¹
2.	Annual average number of days between complaint filing and closing.	90	53	75	37
2.	Audit delegated municipalities and contracted enforcement agencies.	10%	4.8%	10%	4.3%
2.	Percentage of customer fees received by electronic payment.	25%	Unavailable	50%	11.5%

Note: Based on fiscal year.

¹The department did not have a tracking mechanism to capture this data accurately and consistently.

²Types and count of current active licenses as of July 2014 are approximately: Auctioneer, 753 licenses; Auction Company, 173 licenses; Real Estate Broker, 11,223 licenses; Cemetery Authority, 106 licenses; and Cemetery Preneed Seller, 146 licenses.

³Cemetery preneed sellers were not audited because they are agents of the cemetery authorities and the department does not keep independent records to audit. The number of preneed seller audits reported by previous auditors most likely refers to cemetery authorities who are engaged in preneed sales.

⁴The number of new establishments varies from year to year. Inspection requirements are: Barber and Cosmetology Establishments (formerly known as Beauty Salons), 10% of new establishments; Drug Distributors, 100% of new distributors; Drug Manufacturers, 100% of new manufacturers; Pharmacy Locations, 100% of new locations; and Funeral Homes/Directors, 100% of new funeral homes.

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⁵The following professions were added to the on-line license application system: Registered Nurse and Licensed Practical Nurse (2013); and Real Estate Broker, Real Estate Salesperson, Timeshare Salesperson, Private Security Person, Private Detective Agency, Private Detective, Boxing and Mixed Martial Arts (2014).

⁶The programs that were responsible for meeting and reporting on these performance measures transferred to other state agencies on July 1, 2013. The department will no longer report on these performance measures.

⁷The Building Code Effective Grading Schedule is generally performed by the International Standards Organization (ISO) every three years. The last rating occurred in 2013.

2015, 2016 AND 2017 GOALS

Prog. No.	Performance Measure	Goal 2015 ¹	Goal 2016	Goal 2017
1.	On-line renewals of credential holders via the Web site.	96%	96%	97%
1.	Credentialing time frame for processing.	5-7 business days	5-7 business days	5-7 business days
1.	Complaint processing time.	Reduce complaint processing time for 95% of complaints to 18 months	Reduce complaint processing time for 95% of complaints to 18 months	Reduce complaint processing time for 95% of complaints to 18 months
1.	Audit at least 12.5% of brokers and business entities with trust accounts annually to ensure compliance with the statutes and administrative rules.			
	Auctioneer and Auction Company	10	10	10
	Real Estate Broker & Business Entity	120	120	120
	Cemetery Authority	116	116	116
1.	Inspections of new business establishments and entities to ensure compliance with the statutes and administrative rules. ²			
	Barber & Cosmetology Establishments	10%	10%	10%
	Drug Distributors	100%	100%	100%
	Drug Manufacturers	100%	100%	100%
	Pharmacy Locations	100%	100%	100%
	Funeral Homes/Directors	100%	100%	100%
1.	Develop on-line application system. ³	Add option for on-line application for an additional five new professions	Add 10 new professions	Add 10 new professions
2.	Building Code Effectiveness Grading Schedule rating – commercial (1-10, 1 being the best rating).	N/A ⁴	4	N/A ⁴

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Prog. No.	Performance Measure	Goal 2015 ¹	Goal 2016	Goal 2017
2.	Percentage of plan submittal transactions via electronic plan submittal.	50%	75%	85%
2.	Annual average number of days between desired plan review appointment date and actual appointment date.	6	5	5
2.	Annual average number of days between complaint filing and closing.	90	75	60
2.	Audit delegated municipalities and contracted enforcement agencies.	10%	10%	10%
2.	Percentage of customer fees received by electronic payment.	25%	50%	75%

Note: Based on fiscal year.

¹Goals for 2015 have been modified.

²The number of new establishments varies from year to year. Inspection requirements are: Barber and Cosmetology Establishments (formerly known as Beauty Salons), 10% of new establishments; Drug Distributors, 100% of new distributors; Drug Manufacturers, 100% of new manufacturers; Pharmacy Locations, 100% of new locations; and Funeral Homes/Directors, 100% of new funeral homes.

³This goal for 2015 has been modified to add new professions to the on-line application system which went "live" in 2013.

⁴The Building Code Effectiveness Grading Schedule is generally performed by ISO every three years. The last rating occurred in 2013.

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

GOVERNOR'S BUDGET RECOMMENDATIONS

RECOMMENDATIONS

1. Creation of the Department of Financial Institutions and Professional Standards
2. Transfer Veterinary Examining Board
3. Ongoing Lapse Authority
4. Shared Agency Services Pilot Program
5. Office of Marketing
6. Office of Government Continuity
7. Four-Year Licensing
8. Prescription Drug Monitoring Program Cost-to-Continue
9. Transfer the Prescription Drug Monitoring Program
10. Funding for Limited Term Employees
11. Elimination of the Private On-Site Wastewater Treatment Systems Grant
12. Information Technology Modernization
13. Standard Budget Adjustments

Safety and Professional Services

Table 1
Department Budget Summary by Funding Source (in thousands of dollars)

	ACTUAL FY14	ADJUSTED BASE FY15	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY16	FY17	FY16	FY17
GENERAL PURPOSE REVENUE	\$2,395.6	\$2,413.5	\$2,409.0	\$2,409.0	\$0.0	\$0.0
State Operations	73.0	74.9	70.4	70.4	0.0	0.0
Local Assistance	2,322.6	2,338.6	2,338.6	2,338.6	0.0	0.0
FEDERAL REVENUE (1)	\$133.6	\$795.8	\$767.7	\$767.7	\$363.8	\$0.0
State Operations	133.6	795.8	767.7	767.7	363.8	0.0
PROGRAM REVENUE (2)	\$47,761.5	\$48,689.5	\$49,126.7	\$49,147.5	\$24,181.0	\$0.0
State Operations	29,783.9	32,349.5	32,786.7	32,807.5	16,011.0	0.0
Local Assistance	17,977.5	16,340.0	16,340.0	16,340.0	8,170.0	0.0
TOTALS - ANNUAL	\$50,290.7	\$51,898.8	\$52,303.4	\$52,324.2	\$24,544.8	\$0.0
State Operations	29,990.6	33,220.2	33,624.8	33,645.6	16,374.8	0.0
Local Assistance	20,300.2	18,678.6	18,678.6	18,678.6	8,170.0	0.0

(1) Includes Program Revenue-Federal and Segregated Revenue-Federal

(2) Includes Program Revenue-Service and Program Revenue-Other

Table 2
Department Position Summary by Funding Source (in FTE positions) (4)

	ADJUSTED BASE FY15	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY16	FY17	FY16	FY17
GENERAL PURPOSE REVENUE	1.00	1.00	1.00	0.00	0.00
FEDERAL REVENUE (1)	5.90	5.90	5.90	0.00	0.00
PROGRAM REVENUE (2)	255.70	255.70	255.70	0.00	0.00
TOTALS - ANNUAL	262.60	262.60	262.60	0.00	0.00

(1) Includes Program Revenue-Federal and Segregated Revenue-Federal

(2) Includes Program Revenue-Service and Program Revenue-Other

(4) All positions are State Operations unless otherwise specified

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**Table 3
Department Budget Summary by Program (in thousands of dollars)**

	ACTUAL FY14	ADJUSTED BASE FY15	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY16	FY17	FY16	FY17
1. Professional regulation and administrative services	\$13,788.4	\$14,398.7	\$14,770.0	\$14,770.0	\$7,312.4	\$0.0
2. Regulation of industry, safety and buildings	\$36,502.3	\$37,500.1	\$37,533.4	\$37,554.2	\$17,232.4	\$0.0
TOTALS	\$50,290.7	\$51,898.8	\$52,303.4	\$52,324.2	\$24,544.8	\$0.0

**Table 4
Department Position Summary by Program (in FTE positions) (4)**

	ADJUSTED BASE FY15	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY16	FY17	FY16	FY17
1. Professional regulation and administrative services	115.70	115.70	115.70	0.00	0.00
2. Regulation of industry, safety and buildings	146.90	146.90	146.90	0.00	0.00
TOTALS	262.60	262.60	262.60	0.00	0.00

(4) All positions are State Operations unless otherwise specified

Safety and Professional Services

1. Creation of the Department of Financial Institutions and Professional Standards

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-F	0	0.00	0	0.00	-364,200	-5.90	-728,000	-5.90
PR-O	0	0.00	0	0.00	-23,010,000	-230.06	-45,650,900	-230.06
PR-S	0	0.00	0	0.00	-1,559,200	-5.36	-3,120,100	-5.36
TOTAL	0	0.00	0	0.00	-24,933,400	-241.32	-49,499,000	-241.32

The Governor recommends transferring funding and position authority from the Department of Safety and Professional Services to the Department of Financial Institutions and Professional Standards, effective January 1, 2016. See Department of Financial Institutions and Professional Standards, Item #1. As part of the creation of the new department and to create efficiencies, the Governor also recommends transferring funding and position authority relating to the review of private on-site wastewater treatment system plans from the department to the Department of Natural Resources, effective January 1, 2016. See Department of Natural Resources, Item #2.

2. Transfer Veterinary Examining Board

The Governor recommends transferring the Veterinary Examining Board from the department to the Department of Agriculture, Trade and Consumer Protection. See Department of Agriculture, Trade and Consumer Protection, Item #3.

3. Ongoing Lapse Authority

The Governor recommends amending 2013 Wisconsin Act 20, as last affected by 2013 Wisconsin Act 145, to require a lapse from PR and GPR appropriations of executive branch state agencies to extend through FY17. The department's amount is \$6,232,000 in each fiscal year.

Safety and Professional Services

4. Shared Agency Services Pilot Program

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	0	-7.78	0	-7.78
PR-S	0	0.00	0	0.00	0	-11.00	0	-11.00
TOTAL	0	0.00	0	0.00	0	-18.78	0	-18.78

The Governor recommends creating a shared agency services pilot program within the Department of Administration to consolidate administrative functions (including budget, finance, human resources, payroll, procurement and information technology) of agencies with less than 150.0 FTE positions and the Department of Safety and Professional Services and its successor agency. See Department of Administration, Item #9.

5. Office of Marketing

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	0	-0.50	0	-0.50
TOTAL	0	0.00	0	0.00	0	-0.50	0	-0.50

The Governor recommends creating an Office of Marketing in the Department of Tourism to utilize the expertise of that department to provide centralized marketing services to all state agencies. To accomplish this, the Governor recommends eliminating position authority from the department and transferring responsibilities to the Department of Tourism. See Department of Tourism, Item #1.

6. Office of Government Continuity

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-S	0	0.00	0	0.00	0	-1.00	0	-1.00
TOTAL	0	0.00	0	0.00	0	-1.00	0	-1.00

The Governor recommends creating the Office of Government Continuity to coordinate statewide continuation of government and continuity of operations functions. To staff the office, the Governor recommends transferring a position from the department. See Department of Administration, Item #25.

Safety and Professional Services

7. Four-Year Licensing

The Governor recommends increasing the length of the licensing period for department-issued professional licenses from two years to four years, beginning on July 1, 2016. The Governor also recommends granting administrative rule-making authority to the department to establish a system for staggering professional license terms in order for the department to maintain a proper cash flow in its appropriations. The Governor further recommends granting administrative rule-making authority to the department to develop payment plan options for professional licenses.

8. Prescription Drug Monitoring Program Cost-to-Continue

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	50,000	0.00	50,000	0.00	50,000	0.00	50,000	0.00
TOTAL	50,000	0.00	50,000	0.00	50,000	0.00	50,000	0.00

The Governor recommends increasing expenditure authority for the ongoing operation of the Prescription Drug Monitoring Program, which collects and analyzes data related to the dispensing of prescription drugs.

9. Transfer the Prescription Drug Monitoring Program

The Governor recommends transferring oversight authority of the Prescription Drug Monitoring Program from the Pharmacy Examining Board to the Controlled Substances Board. The Governor also recommends modifying the membership of the Controlled Substances Board to include representatives from the Medical Examining Board, Dentistry Examining Board and Board of Nursing. The Governor further recommends granting the Controlled Substances Board the authority to disclose records to relevant state and local boards and agencies, including law enforcement, when circumstances indicate suspicious or critically dangerous conduct or practices.

10. Funding for Limited Term Employees

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	210,000	0.00	210,000	0.00	-77,100	0.00	-77,100	0.00
PR-S	50,000	0.00	50,000	0.00	-18,400	0.00	-18,400	0.00
TOTAL	260,000	0.00	260,000	0.00	-95,500	0.00	-95,500	0.00

The Governor recommends reallocating funding from permanent salaries to allow the department to hire limited term employees. This change more accurately reflects current departmental hiring practices.

Safety and Professional Services

11. Elimination of the Private On-Site Wastewater Treatment Systems Grant

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
GPR	0	0.00	0	0.00	-2,409,000	-1.00	-2,409,000	-1.00
TOTAL	0	0.00	0	0.00	-2,409,000	-1.00	-2,409,000	-1.00

The Governor recommends eliminating the Private On-Site Wastewater Treatment Systems grant program. The Governor also recommends eliminating the funding and related position authority for administration of the program.

12. Information Technology Modernization

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	366,200	0.00	366,200	0.00	366,200	0.00	366,200	0.00
PR-S	361,300	0.00	361,300	0.00	361,300	0.00	361,300	0.00
TOTAL	727,500	0.00	727,500	0.00	727,500	0.00	727,500	0.00

The Governor recommends increasing expenditure authority for the department to upgrade information technology components.

13. Standard Budget Adjustments

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
GPR	-4,500	0.00	-4,500	0.00	-4,500	0.00	-4,500	0.00
PR-F	-28,100	0.00	-28,100	0.00	-67,800	0.00	-67,800	0.00
PR-O	-673,700	0.00	-655,300	0.00	-690,900	0.00	-672,500	0.00
PR-S	73,400	0.00	75,800	0.00	69,600	0.00	72,000	0.00
TOTAL	-632,900	0.00	-612,100	0.00	-693,600	0.00	-672,800	0.00

The Governor recommends adjusting the department's base budget for: (a) turnover reduction (-\$344,200 in each year); (b) removal of noncontinuing elements from the base (-\$858,800 in each year); (c) full funding for continuing position salaries and fringe benefits (\$831,900 in each year); (d) full funding of lease and directed moves costs (-\$322,500 in FY16 and -\$301,700 in FY17); and (e) minor transfers within the same alpha appropriation.

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