

DEPARTMENT OF REGULATION AND LICENSING

GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY01 Adjusted Base	FY02 Recommended	% Change Over FY01	FY03 Recommended	% Change Over FY02
PR-O	12,451,700	12,280,900	-1.4	12,137,400	-1.2
TOTAL	12,451,700	12,280,900	-1.4	12,137,400	-1.2

FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY01 Adjusted Base	FY02 Recommended	FTE Change From FY01	FY03 Recommended	FTE Change From FY02
PR-O	140.50	137.50	-3.00	137.50	0.00
TOTAL	140.50	137.50	-3.00	137.50	0.00

AGENCY DESCRIPTION

The department is headed by a secretary who serves at the pleasure of the Governor. The department provides policy coordination and centralized administrative services for 24 boards and oversees the regulation of 115 professions, 9 councils, 20 advisory committees and approximately 300,000 licensees.

The department is comprised of four divisions: the Division of Profession Credentialing Processing which is responsible for all application processing including determination of credential eligibility; the Division of Board Services which is responsible for providing support to regulatory boards, including legal counsel, administrative support, consultation about continuing education and examination requirements for regulated professions; the Division of Management Services which provides basic services such as budget, accounting, credential renewal, information technology and human resources; and the Division of Enforcement which provides complaint investigations and prosecution services.

Most boards attached to the department have independent responsibility to regulate specific professions.

Department and board operations are funded through credential application, renewal and examination fees. A fee schedule for the application and renewal of all credentials is set by statute and examination fees are set by statute and administrative rule.

MISSION

The mission of the department is to provide professional, quality services to members of occupations and professions regulated by the state in order to safeguard consumer health, safety and well being.

PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Program 1: Professional Regulation

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

Objective/Activity: Provide ongoing assessment, consultation and assistance to the boards to assure there is consistency and effectiveness in the eligibility process and continuing education process where applicable; utilize technology to facilitate the credentialing process through use of the department's Internet site, i.e., on-line credential renewal and an interactive voice response system; acquire legislative authority to promulgate uniform rules for approving continuing education programs; represent Wisconsin's interests before national regulatory service agencies by attending meetings and responding to issue surveys; create valid and reliable examinations for new professions and update existing examinations at least every five years; and develop a survey to evaluate examination services from outside vendors and conduct on-site performance audits once every three years.

Goal: The credentialing authority will set and maintain minimal, essential practice standards 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: Review and refine a flow chart designating steps in the rule-making process within the department that identifies responsibilities of the various participants; plan and produce the regulatory digests adhering to established printing schedules; ensure that regulatory digests are accessible through the department's Internet site; and keep board members informed of current developments, data, trends, legal opinions and issues related to board responsibilities.

Goal: The department and regulatory authorities will appropriately resolve complaints and discipline credential holders who demonstrate incompetence and engage in unprofessional conduct by violating professional standards. All legal matters will be handled using due process.

Objective/Activity: Conduct monthly reviews to monitor screenings, investigation/mediation procedures, legal actions and hearing stages of complaints in accordance with the department's time line policy; develop a manual that identifies the roles, functions and procedures of enforcement staff; perform inspections of business establishments and entities based on applicable laws and rules and use data collections from these inspections to pursue legislation for self-inspections; prepare annual reports showing the number and nature of disciplinary actions and provide Internet access to this information; and develop a written description of the team complaint handling process.

PERFORMANCE MEASURES

Prog. No.	Performance Measure	Actual 2000	Goal 2001	Goal 2002	Goal 2003
1.	On-line renewal of credential holders via the Internet site.	0	3%	10%	20%
1.	Number of pending cases in the complaint handling process.	1049	1025	1000	975
1.	Conversion of licensing examinations to computer-based testing.	3	1	0	2
1.	Inspections of business establishments and entities to ensure compliance with the statutes and administrative rules.	135	140	145	150

DEPARTMENT OF REGULATION AND LICENSING

GOVERNOR'S BUDGET RECOMMENDATIONS

RECOMMENDATIONS

1. IT Initiatives
2. Evaluation of Fee Model - Contract Funding
3. Regulation and Enforcement
4. Appropriation Reestimate
5. Security Guard Agency Examination Development
6. Standard Budget Adjustments

ITEMS NOT APPROVED

7. Maintaining Registry and Data Banks
8. Training Funds
9. Continuing Education Audits

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

	ACTUAL FY00	ADJUSTED BASE FY01	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY02	FY03	FY02	FY03
PROGRAM REVENUE (2)	\$10,246.3	\$12,451.7	\$12,637.8	\$12,598.5	\$12,280.9	\$12,137.4
State Operations	10,246.3	12,451.7	12,637.8	12,598.5	12,280.9	12,137.4
TOTALS-ANNUAL	10,246.3	12,451.7	12,637.8	12,598.5	12,280.9	12,137.4
State Operations	10,246.3	12,451.7	12,637.8	12,598.5	12,280.9	12,137.4

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

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

	ADJUSTED BASE FY01	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY02	FY03	FY02	FY03
PROGRAM REVENUE (2)	140.50	148.00	148.00	137.50	137.50
TOTALS-ANNUAL	140.50	148.00	148.00	137.50	137.50

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

(4) All positions are State Operations unless otherwise specified

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

	ACTUAL FY00	ADJUSTED BASE FY01	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY02	FY03	FY02	FY03
1. Professional regulation	\$10,246.3	\$12,451.7	\$12,637.8	\$12,598.5	\$12,280.9	\$12,137.4
TOTALS	10,246.3	12,451.7	12,637.8	12,598.5	12,280.9	12,137.4

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

	ADJUSTED BASE FY01	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY02	FY03	FY02	FY03
1. Professional regulation	140.50	148.00	148.00	137.50	137.50
TOTALS	140.50	148.00	148.00	137.50	137.50

(4) All positions are State Operations unless otherwise specified

1. IT Initiatives

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	784,600	3.00	660,900	3.00	716,400	2.00	582,800	2.00
TOTAL	784,600	3.00	660,900	3.00	716,400	2.00	582,800	2.00

The Governor recommends approval of funding for: (a) routine replacement of desktop and network-based hardware and software (\$264,100 in FY02 and \$193,700 in FY03); (b) 2.0 FTE information systems positions for general work load as well as one-time funding (\$25,000 in FY02) to complete the documentation of data standards in the first year (\$91,900 in FY02 and \$121,700 in FY03); (c) continuation of interactive voice response improvements (\$33,800 in FY02 and \$43,800 in FY03); (d) a business process reengineering consultant (\$156,000 in FY02 and \$78,000 in FY03) that would help reconstruct and simplify agency practices to better enable E-government; and (e) an information technology-Internet expansion consultant (\$145,600 in each year).

2. Evaluation of Fee Model - Contract Funding

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	30,000	0.00	0	0.00
TOTAL	0	0.00	0	0.00	30,000	0.00	0	0.00

The Governor recommends approval of one-time funding for consultant costs to examine the current credential renewal fee model and approach to setting initial application and renewal fees. This effort would ensure that the methodology used is well-documented and straightforward to administer, represents actual costs associated with the regulation of each profession, and provides adequate revenue to support department operations.

3. Regulation and Enforcement

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	352,200	10.50	428,800	10.50	139,600	4.00	169,700	4.00
TOTAL	352,200	10.50	428,800	10.50	139,600	4.00	169,700	4.00

The Governor recommends approval of expenditure and position authority for: (a) Division of Enforcement Management of Complaints (\$103,800 in FY02 and \$127,400 in FY03 and 3.0 FTE positions); (b) regulation of geologists, hydrologists and soil scientists (\$21,900 in FY 02 and \$27,300 in FY03 and .50 FTE position); and (c) regulation of athletic trainers (\$13,900 in FY02 and \$15,000 in FY03 and .50 FTE position).

4. Appropriation Reestimate

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	-600,000	0.00	-600,000	0.00	-600,000	0.00	-600,000	0.00
TOTAL	-600,000	0.00	-600,000	0.00	-600,000	0.00	-600,000	0.00

The Governor recommends approval of the reestimate of the examination appropriation to reflect a change in the way the agency pays outside test contractors that provide credential applicant exams.

5. Security Guard Agency Examination Development

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	10,000	0.00	0	0.00	10,000	0.00	0	0.00
TOTAL	10,000	0.00	0	0.00	10,000	0.00	0	0.00

The Governor recommends approving an increase in expenditure authority to develop an exam for security guard agency managers. The intent of this exam is to ensure that security guard agency management is aware of all Wisconsin laws and rules pertaining to the employment and activities of security guards.

6. Standard Budget Adjustments

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	-466,800	-9.00	-466,800	-9.00	-466,800	-9.00	-466,800	-9.00
TOTAL	-466,800	-9.00	-466,800	-9.00	-466,800	-9.00	-466,800	-9.00

The Governor recommends adjustments to the agency's base budget for: (a) turnover reduction (-\$158,200 in each year); (b) removal of noncontinuing elements from the base (-\$383,900 in each year); (c) full funding of continuing salaries and fringe benefits (\$39,400 in each year); (d) overtime (\$5,100 in each year); (e) night and weekend differential pay (\$400 in each year); and (f) fifth week of vacation as cash (\$30,400 in each year).

ITEMS NOT APPROVED

The following requests are not included in the Governor's budget recommendations for the Department of Regulation and Licensing.

Decision Item	Source of Funds	FY02		FY03	
		Dollars	Positions	Dollars	Positions
7. Maintaining Registry and Data Banks	PR-O	29,100	1.00	34,900	1.00
8. Training Funds	PR-O	19,000	0.00	19,000	0.00
9. Continuing Education Audits	PR-O	58,000	2.00	70,000	2.00
TOTAL OF ITEMS NOT APPROVED	PR-O	106,100	3.00	123,900	3.00