

AGENCY NAME:	SC Department of Labor, Licensing and Regulation		
AGENCY CODE:	R36	SECTION:	81



Fiscal Year 2015-16 Agency Budget Plan

FORM A – SUMMARY

RECURRING FUNDS (FORM B DECISION PACKAGES)	My agency is submitting the following recurring decision packages (Form B): 4350 and 4398 ; 5128
	For FY 2015-16, my agency is (mark "X"):
	<input type="checkbox"/> Requesting a net increase in recurring General Fund appropriations. <input checked="" type="checkbox"/> Not requesting a net increase in recurring General Fund Appropriations.

CAPITAL & NON-RECURRING FUNDS (FORM C DECISION PACKAGES)	My agency is submitting the following one-time decision packages (Form C):
	For FY 2015-16, my agency is (mark "X"):
	<input type="checkbox"/> Requesting capital and/or non-recurring funds. <input checked="" type="checkbox"/> Not requesting capital and/or non-recurring funds.

PROVISOS	For FY 2015-16, my agency is (mark "X"):
	<input type="checkbox"/> Requesting a new proviso and/or substantive changes to existing provisos. <input type="checkbox"/> Only requesting technical proviso changes (such as date references). <input checked="" type="checkbox"/> Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Laura Jean Pace	803-896-4315	Laura.pace@llr.sc.gov
SECONDARY CONTACT:	Cynthia Smith	803-896-4326	Cynthia.smith@llr.sc.gov

I have reviewed and approved the enclosed FY 2015-16 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

SIGN/DATE:	<u>Agency Director</u>	<u>Board or Commission Chair</u>
TYPE/PRINT NAME:	Holly Pisarik	

This form must be signed by the department head – not a delegate.

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FORM B – PROGRAM REVISION REQUEST

DECISION PACKAGE	4350
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Provide the decision package number issued by the PBF system (“Governor’s Request”).

TITLE	Base Realignment of Agency’s Federal and Other Funds.
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Provide a brief, descriptive title for this request.

AMOUNT	zero
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What is the net change in requested appropriations for FY 2015-16? This amount should correspond to the decision package’s total in PBF across all funding sources.

ENABLING AUTHORITY	<p>I. Administration – Title 41, Chapter 3 of the SC Code of Law. II. B. Occupational Safety & Health Program – Title 41, Chapter 15 of the SC Code of Laws. II.C. Fire Academy – Title 23, Chapter 10 of the SC Code of Laws. II.D. State Fire Marshal – Title 23, Chapter 9 of the SC Code of Laws. II.F. Professional & Occupational Licensing – Title 40, Chapter 9 of the SC Code of Law.</p>
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What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply:
	<input type="checkbox"/> (Base Adjustment) Allocation of statewide employee benefits.
	<input checked="" type="checkbox"/> (Base Adjustment) Realignment within existing programs and lines.
	<input type="checkbox"/> (Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Proposed establishment of a new program or initiative.
	<input type="checkbox"/> Loss of federal or other external financial support for existing program.
<input type="checkbox"/> Exhaustion of fund balances previously used to support program.	

RECIPIENTS OF FUNDS	Funds will be used to pay State Employee salaries and employer contributions and operating expenditures. Payments to vendors and contractors utilize the State Procurement Code.
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

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RELATED REQUEST(S)	No
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Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?

MATCHING FUNDS	No
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Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.

FUNDING ALTERNATIVES	No increase in funds, just realignment of Federal and Other Funds to the Agency's Programs.
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What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.

SUMMARY	This package is to reallocate Federal and Other Funds to the Agency's Programs where expenditures are projected to occur in FY2016 and future years. There are no new funds requested.
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Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.

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METHOD OF CALCULATION	<p>No additional authorizations are requested, just realigning the Agency’s Federal and Other Funds to the Agency’s Programs where expenditures are projected to occur in FY2016 and the future. These realignments are based on prior years’ expenditures and program needs.</p>
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How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?

FUTURE IMPACT	<p>No additional obligations of maintenance-of-effort will be incurred by this decision package. This decision package is needed to realign the Agency’s Federal and Other Funds to match the program needs and revenue projections for FY2016 and beyond.</p>
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Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?

PRIORITIZATION	<p>The Agency will be able to fund these changes from its current revenue streams as no new funding authorizations are being requested in this package.</p>
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If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2015-16?

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INTENDED IMPACT	<p>The Agency plans to utilize these funds for Administration, Occupational and Safety Program, Fire Academy, State Fire Marshal and Professional & Occupational Licensing Boards which serve the citizens throughout South Carolina for FY2016.</p>
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What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?

PROGRAM EVALUATION	<p>Professional and Occupational Licensing outcome measures include ensuring only applicants who meet minimum qualifications are licensed to practice and take appropriate corrective action if a licensee has violated professional conduct and endangered public health, safety or property.</p> <p>OSHA Programs outcomes include increased training to employers regarding workplace safety and reduced injuries and deaths to employees throughout South Carolina. Additional federal authorization allows continuation of this program.</p> <p>Fire Academy outcome measures include conducting regional training at local fire departments and resident training at the Fire Academy. These funds are being realigned to pay staff out of appropriately.</p> <p>State Fire Marshal outcome measures include reduce processing times for Plan Reviews, conduct quarterly training sessions for Certified Fire Marshals on topics including fire suppression and incident reporting. Also, the USAR program trains volunteers across the state to serve the state in emergencies and disasters. State Fire Marshal has the revenue to bolster these programs, but requests additional funds to ensure the authority is available to support these programs staffing and operational needs. The effectiveness will be measured by increased processing times and continued timely trainings under USAR.</p>
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How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?

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FORM B – PROGRAM REVISION REQUEST

DECISION PACKAGE	4398
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Provide the decision package number issued by the PBF system (“Governor’s Request”).

TITLE	Increase in Other Funded FTE’s.
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Provide a brief, descriptive title for this request.

AMOUNT	Zero.
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What is the net change in requested appropriations for FY 2015-16? This amount should correspond to the decision package’s total in PBF across all funding sources.

ENABLING AUTHORITY	<p>I. Administration – Title 41, Chapter 3 of the SC Code of Law. II.E. Elevators & Amusement Rides – Title 41, Chapter 16 of the SC Code of Law. II.F. Professional & Occupational Licensing – Title 40, Chapter 9 of the SC Code of Law.</p>
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What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply:
	<input type="checkbox"/> (Base Adjustment) Allocation of statewide employee benefits.
	<input type="checkbox"/> (Base Adjustment) Realignment within existing programs and lines.
	<input type="checkbox"/> (Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input checked="" type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Proposed establishment of a new program or initiative.
	<input type="checkbox"/> Loss of federal or other external financial support for existing program.
<input type="checkbox"/> Exhaustion of fund balances previously used to support program.	

RECIPIENTS OF FUNDS	<p>Requesting thirteen (13) additional Other Funded FTE’s no additional funds are required.</p>
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

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RELATED REQUEST(S)	No
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Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?

MATCHING FUNDS	No
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Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.

FUNDING ALTERNATIVES	No increase in funds, just requesting thirteen additional Other Funded FTEs.
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What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.

SUMMARY	<p>This package is to request thirteen (13) additional FTE’s; eight (8)FTE’s under Administration, four (4) FTE’s for the Professional and Occupational Licensing Program, and one (1) FTE under Elevators and Amusement Rides.</p> <p>The eight (8) positions under Administration include one (1) IT Senior Information Resource Consultant, one (1) IT Computer Programmer, three (3) Attorney positions, two (2) Administrative Assistant positions and one (1) Auditor IV. Both the Attorney positions and the Administrative positions will assist in quicker review of disciplinary actions against licensures, which benefits licensees. The requested IT and Auditor positions would assist in bolstering and improving the security of LLR’s licensure information, which includes sensitive data. Also, the positions will be used to improve current processes regarding the handling of licensure fees and sensitive data.</p> <p>The four (4) new FTE’s under Professional & Occupational Licensing include one (1) Administrative Assistant for the Medical Board, one (1) Pharmacist for the Pharmacy Board and two (2) Inspectors – one (1) for the Accountancy Board and one (1) for the Dental Board due to new statutory requirements. LLR has committed to increased turnaround time in licensure and disciplinary actions. The four new FTEs requested under POL include an Administrative Assistant for the Medical Board to handle licensures faster; a Pharmacist dedicated to reviewing out of state pharmacy inspections by paper, a new requirement to ensure safer pharmacies; and two inspectors for the Dentist and Accountant Boards as required under Act 22 (Dental Sedation Bill) and House Bill 3459 (Accountancy Inspections).</p>
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	<p>The one (1) position under Elevators and Amusement Rides is for an Administrative Assistant. This person will assist in coordinating inspections and assist in speeding up the inspection process, ensuring the safety of State citizens.</p>
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Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.

METHOD OF CALCULATION	<p>No additional funds requested, just thirteen new other funded FTE's.</p>
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How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?

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FUTURE IMPACT	<p>No additional obligations of maintenance-of-effort will be incurred by this decision package. If this decision package is not honored, then the Agency would not have the FTE authorizations to hire eight additional FTE's for Administration, four additional FTE's for Professional & Occupational Licensing Program, and one additional FTE for Elevators and Amusement Rides.</p>
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Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?

PRIORITIZATION	<p>The Agency will be able to fund these new FTE's from its current revenue streams as no new funding authorizations are being requested in this package.</p>
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If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2015-16?

INTENDED IMPACT	<p>The additional FTE's will allow the Agency to serve the Professional & Occupational Boards more effectively; provide the Agency with additional Information Technology Security; and provide more assistance for the Elevator and Amusement Rides Program.</p>
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What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?

PROGRAM EVALUATION	<p>Administrative outcome measures include monitoring cases closed and the number of hearings held by the Board in Professional and Occupational Licensing. Other monitoring measures include implementation by the new IT and Audit positions of goals set forth in the Agency's Division of Technology report</p> <p>Professional and Occupational Licensing outcome measures include ensuring only applicants who meet minimum qualifications are licensed to practice and take appropriate corrective action if a licensee has violated professional conduct and endangered public health, safety or property. LLR monitors the turnaround time and will continue to review whether the additional FTEs assist in speeding up these processes.</p>
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The Elevator and Amusement Rides position will assist in speeding up inspection times, and these times are monitored monthly.

How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?

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FORM B – PROGRAM REVISION REQUEST

DECISION PACKAGE	5128
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Provide the decision package number issued by the PBF system (“Governor’s Request”).

TITLE	Pay Plan Allocation and Health Insurance Allocation
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Provide a brief, descriptive title for this request.

AMOUNT	\$34,520
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What is the net change in requested appropriations for FY 2015-16? This amount should correspond to the decision package’s total in PBF across all funding sources.

ENABLING AUTHORITY	<p>II. A. OSHA Voluntary Program – Title 41, Chapter 15 of the SC Code of Laws. III. B. Occupational Safety & Health Program – Title 41, Chapter 15 of the SC Code of Laws.</p>
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What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply:
	<input checked="" type="checkbox"/> (Base Adjustment) Allocation of statewide employee benefits.
	<input type="checkbox"/> (Base Adjustment) Realignment within existing programs and lines.
	<input type="checkbox"/> (Base Adjustment) Restructuring of agency programs – <i>requires pre-approval.</i>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Proposed establishment of a new program or initiative.
	<input type="checkbox"/> Loss of federal or other external financial support for existing program.
<input type="checkbox"/> Exhaustion of fund balances previously used to support program.	

RECIPIENTS OF FUNDS	<p>Funds will be used to pay State Employee salaries and employer contributions. Allocated on percentage currently funded for each program.</p>
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

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RELATED REQUEST(S)	No
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Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?

MATCHING FUNDS	No
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Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source, amount, and terms of the match requirement.

FUNDING ALTERNATIVES	Agency would have to use POL Funds to pay for the pay increase and health insurance increases if State Funds were not available.
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What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.

SUMMARY	This package is for the Pay Plan Allocation and Health Insurance Allocation from FY 2014-15.
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Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used? If the request is related to information security or information technology, explain its relationship to the agency's security or technology plan.

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METHOD OF CALCULATION	<p>Method of calculation was based on base authorizations for the two programs which receive state funds to match federal OSHA grants.</p>
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How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?

FUTURE IMPACT	<p>These funds are needed in the future due to pay increase and employer contribution increases for Health Insurance.</p>
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Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?

PRIORITIZATION	<p>If state funds are not available the Agency would need to use POL Funds to fund the salary increases and Health Insurance increases.</p>
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If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2015-16?

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INTENDED IMPACT	<p>The Agency will use these funds to pay the salary increases and Health Insurance increases of full time state employees working on the two OSHA programs which are matched by state funds.</p>
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What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?

PROGRAM EVALUATION	<p>OSHA Programs outcomes include increased training to employers regarding workplace safety and reduced injuries and deaths to employees throughout South Carolina.</p>
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How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?