

# ALCOHOL/DRUG ABUSE COUNSELORS

## Enabling Laws

Act 774 of 2007  
A.C.A. §17-27-401

## History and Organization

Act 1588 of 1999 and 1708 of 2001 (A.C.A. §17-27-401 et seq.) established the State Board of Examiners of Alcoholism and Drug Abuse Counselors. It authorized a thirteen member board made up of Licensed and/or Certified Alcoholism and Drug Abuse Counselors and one citizen at large.

### Mission

To protect the public from being misled by incompetent and unauthorized persons and from unprofessional conduct on the part of qualified Alcoholism and Drug Abuse Counselors.

### Statutory Responsibility

To provide regulatory authority over persons who hold themselves out to the public as Licensed Alcoholism and Drug Abuse Counselors.

### Primary Activities

- 1) To establish appropriate licensure and certification requirements.
- 2) To define the practice of Alcoholism and Drug Abuse Counseling and to promote high standards of professional performance for those engaged in the practice of Alcoholism and Drug Abuse Counseling.
- 3) To set standards of qualifications, training and experience for those who seek to engage in the practice of Alcoholism and Drug Abuse Counseling.
- 4) Maintain an office to provide necessary support to meet Board responsibilities.

### Oversight and/or Advisory Affiliation

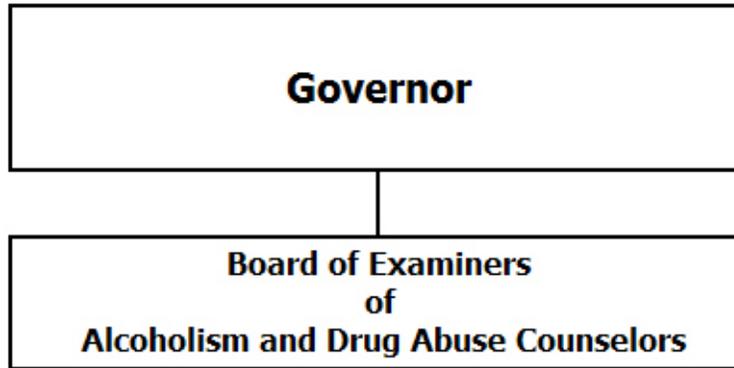
Attorney General's Office

### Statutory Provisions for Fees, Fines and Penalties:

The Board has the authority to set fees or penalties for late renewals. A maximum amount of \$215.00 per counselor per licensing cycle (every other year) is charged.

### Revenue Receipts Cycle:

Revenue receipts deposited per licensing cycle, every other year. Excess cash placed in Certificate of Deposit (CD). Interest deposited quarterly.



**Agency Commentary**

The State Board of Examiners of Alcoholism and Drug Abuse Counselors is responsible for providing regulatory authority over persons who hold themselves out to the public as Licensed Alcoholism and Drug Abuse Counselors. The operation of the Board is funded from the receipt of fees charged by the agency for licensing.

Board expenses consist of board member stipends and operating expenses. In addition to Base Level, the Board is requesting an increase of \$1,300 in Professional Fees in both years of the biennium. Total request is \$25,113 each year of the biennium.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 STATE BOARD OF EXAMINERS IN ALCOHOLISM AND DRUG ABUSE COUNSELORS  
 FOR THE YEAR ENDED JUNE 30, 2006

Findings	Recommendations
None	None

**Cash Fund Balance Description as of June 30, 2008**

Fund Account	Balance	Type	Location
1060204	\$15,000	Investment Certificate of Deposit	Bank of the Ozarks

Statutory/Other Restrictions on use:

A.C.A. 17-27-415- All monies received by the State Board of Examiners of Alcoholism and Drug Abuse Counselors under this chapter shall be deposited in one (1) or more financial institutions in this state. The monies shall be used for the operation of the board.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A.-Renewal of License/Certificate shall be every 2 years and the fees shall be set by the Board.

Revenue Receipts Cycle:

A.C.A.-authorizes license and certificates to be renewed every two (2) years.

Fund Balance Utilization:

A.C.A. 17-27-415 requires that monies received by the Board be used for Board operations

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Fund Account	Balance	Type	Location
1060204	\$27,821	Checking	Bank of the Ozarks

Statutory/Other Restrictions on use:

A.C.A. 17-27-415- All monies received by the State Board of Examiners of Alcoholism and Drug Abuse Counselors under this subchapter shall be deposited in one (1) or more financial institutions in this state. The monies shall be used for the operation of the board.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. 17-27-413- Renewal of License/Certificate shall be every 2 years and the fees shall be set by the Board.

Revenue Receipts Cycle:

A.C.A. 17-27-413- authorizes license and certificates to be renewed every two (2) years.

Fund Balance Utilization:

A.C.A. 17-27-415 requires that monies received by the Board be used for Board operations.

**Publications**

**A.C.A. 25-1-204**

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
None	N/A	N	N	0	N/A

## Agency Position Usage Report

FY2006 - 2007						FY2007 - 2008						FY2008 - 2009					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Total	Total	Filled	Unfilled			Total	Total	Filled	Unfilled	
0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %	0	0	0	0	0	0.00 %

## **Analysis of Budget Request**

**Appropriation:** B58 - Cash Operations

**Funding Sources:** 106 - Alcoholism and Drug Abuse Counselors-Cash

The Board of Examiners of Alcoholism and Drug Abuse Counselors was created by A.C.A. §17-27-401 et seq. The Board is responsible for regulating the practice of Alcoholism and Drug Abuse Counseling. License fees generate funding for the operations of the Board.

The Board does not have any full time employees. The Base Level requests of \$5,400 each year of the biennium for Regular Salaries is for board member Stipend payments. Base Level Personal Services Matching is for payment of the fringe benefits associated with these payments.

In addition to Base Level, the Board is requesting an increase of \$1,300 in Professional Fees each year of the biennium for increased mileage and compensation for the Board's secretary who is a contract employee.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** B58 - Cash Operations

**Funding Sources:** 106 - Alcoholism and Drug Abuse Counselors-Cash

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			2009-2010			2010-2011		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	3,300	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400
<b>#Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Personal Services Matching	5010003	252	413	413	413	413	413	413	413	413
Operating Expenses	5020002	6,847	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	6,361	9,300	6,000	6,000	7,300	7,300	6,000	7,300	7,300
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>16,760</b>	<b>27,113</b>	<b>23,813</b>	<b>23,813</b>	<b>25,113</b>	<b>25,113</b>	<b>23,813</b>	<b>25,113</b>	<b>25,113</b>
<b>Funding Sources</b>										
Fund Balance	4000005	24,928	42,821		17,208	17,208	17,208	27,395	26,095	26,095
Cash Fund	4000045	34,653	1,500		34,000	34,000	34,000	1,500	1,500	1,500
Total Funding		59,581	44,321		51,208	51,208	51,208	28,895	27,595	27,595
Excess Appropriation/(Funding)		(42,821)	(17,208)		(27,395)	(26,095)	(26,095)	(5,082)	(2,482)	(2,482)
<b>Grand Total</b>		<b>16,760</b>	<b>27,113</b>		<b>23,813</b>	<b>25,113</b>	<b>25,113</b>	<b>23,813</b>	<b>25,113</b>	<b>25,113</b>

FY08 Actual and FY09 Budget exceeds Authorized Appropriation in Professional Fees due to transfer from Cash Fund Holding Account.

Licenses are valid for 2 years. Fees are primarily collected in even numbered years.

## Change Level by Appropriation

**Appropriation:** B58 - Cash Operations

**Funding Sources:** 106 - Alcoholism and Drug Abuse Counselors-Cash

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>23,813</b>	<b>0</b>	<b>23,813</b>	<b>100.0</b>	<b>23,813</b>	<b>0</b>	<b>23,813</b>	<b>100.0</b>
C01	Existing Program	1,300	0	25,113	105.5	1,300	0	25,113	105.5

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>23,813</b>	<b>0</b>	<b>23,813</b>	<b>100.0</b>	<b>23,813</b>	<b>0</b>	<b>23,813</b>	<b>100.0</b>
C01	Existing Program	1,300	0	25,113	105.5	1,300	0	25,113	105.5

### Justification

C01	The Board Secretary has moved from Benton, AR to Jonesboro, AR and anticipates an increase in mileage expense. In addition, the Board approved a pay raise for the Secretary. The Board Secretary is a contract employee therefore these expenses are charged to Professional Fees.
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