

State of Wisconsin

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Joint Committee on Finance

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Alberta Darling
Representative John Nygren

Date: September 21, 2018

Re: s. 16.515/16.505(2), Stats. Request

Attached is a copy of a request from the Department of Administration, received September 21, 2018, pursuant to s. 16.515/16.505(2), Stats., on behalf of the Department of Safety and Professional Services.

Please review the material and notify **Senator Darling** or **Representative Nygren** no later than **Wednesday, October 10, 2018**, if you have any concerns about the request or if you would like the Committee to meet formally to consider it.

Also, please contact us if you need further information.

Attachments

AD:JN;jm



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Scott Walker, Governor
Ellen Nowak, Secretary

Date: September 21, 2018

To: The Honorable Alberta Darling, Co-Chair
Joint Committee on Finance

The Honorable John Nygren, Co-Chair
Joint Committee on Finance

From: Ellen E. Nowak, Secretary
Department of Administration

SEP 21 2018
J.F. Finance

Subject: s. 16.515/16.505(2) Request(s)

Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

AGENCY	DESCRIPTION	2017-18		2018-19	
		AMOUNT	FTE	AMOUNT	FTE
DSPS 20.165(1)(g)	General program operations			\$93,000	3.0*
DSPS 20.165(2)(j)	Safety and building operations			\$31,000	1.0**

* 3.0 FTE project positions ending 6/30/2022.

** 1.0 FTE project position ending 6/30/2022.

As provided in s. 16.515, the request(s) will be approved on October 12, 2018, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Kirsten Grinde at 266-1353, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

Date: September 18, 2018
To: Waylon Hurlburt
From: Amanda Mott
Subject: Section 16.515/16.505(2) Request

Attached is a s. 16.515/505(2) request analysis for your approval and processing. Listed below is a summary of each item:

DOA RECOMMENDATION:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2017-18</u>		<u>2018-19</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DSPS 20.165(1)(g)	General program operations			\$93,000	3.0*
20.165(2)(j)	Safety and building operations			\$31,000	1.0**

* 3.0 FTE project positions ending 6/30/2022.
** 1.0 FTE project position ending 6/30/2022.

AGENCY REQUEST:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2017-18</u>		<u>2018-19</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DSPS 20.165(1)(g)	General program operations			\$93,000	3.0*
20.165(2)(j)	Safety and building operations			\$31,000	1.0**

* 3.0 FTE project positions ending 6/30/2022.
** 1.0 FTE project position ending 6/30/2022.

WRH APPROVAL WRH (FORWARD TO GAIL TAPPEN)



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Scott Walker, Governor
Ellen Nowak, Secretary
Waylon Hurlburt, Administrator

Date: September 18, 2018

To: Ellen Nowak, Secretary
Department of Administration

From: Amanda Mott
Executive Policy and Budget Analyst

Subject: Request Under ss. 16.515/16.505(2) from the Department of Safety and Professional Services for Additional Program Revenue Expenditure Authority to support 4.0 FTE Program Revenue Project Positions.

Request:

The Department of Safety and Professional Services requests the creation of 4.0 FTE program revenue project positions, and an additional \$124,000 program revenue expenditure authority for these positions for the remainder of fiscal year 2018-19 and \$199,000 for each fiscal year after through fiscal year 2021-22.

Revenue Sources for Appropriation(s):

The proposed revenue source for 3.0 FTE program revenue project positions is existing funds in the general program operations appropriation under s. 20.165(1)(g). The revenue source for this program revenue appropriation is fees collected for occupational examinations and the issuance of credentials, except for those credentials administered by the Medical Examining Board and other attached credentialing boards.

The proposed revenue source for 1.0 FTE program revenue project position is existing funds in the safety and building operations appropriation under s. 20.165(2)(j). The revenue source for this program revenue appropriation is fees collected for examinations, licenses, registrations, certifications and other safety and buildings related services provided by the department.

Background:

The department is responsible for processing, oversight and enforcement of professional licensing and permitting in the State of Wisconsin. As part of its mission to promote economic growth and stability while protecting the citizens of Wisconsin, the agency processes over 74,000 new credentials and renews over 350,000 credentials on average each year for over 240 regulated professions. The proposed 4.0 FTE program revenue project positions would assist the agency in processing initial and renewal credential applications and be classified as license/permit program associates. The individuals in these positions would provide customer service related to initial or renewal credentials, and review initial or renewal credential applications, which involves: verifying information provided by the applicant and/or primary source, such as schools, other states and previous employers; ensuring that

Ellen Nowak, Secretary
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the information provided meets the statutory and regulatory requirements for the credential; and communicating with examining board members as needed during the application review process.

Analysis:

According to the department, processing initial and renewal applications is a time-consuming process and current staffing levels do not allow the agency to issue credentials as quickly as its customers and examining boards expect. Recent legislative mandates have increased the verifications needed before a credential can be issued for certain professions, such as a predetermination of conviction history. In addition, credential application volume has increased due to the strong economy.

The delay in awarding credentials hinders an individual's ability to begin or continue employment in professions that require a license to work in Wisconsin. As a result, an individual's earning potential may be delayed or eliminated while the credential is processed. Delayed credential issuance and reduced earning potential may lead to significant negative economic impacts, such as reduced spending ability and business revenue.

The department specified in recent discussions that the general program operations appropriation under s. 20.165(1)(g) and the safety and building operations appropriation under s. 20.165(2)(j) have sufficient revenues to fund 3.0 FTE positions and 1.0 FTE position, respectively. Both appropriations receive more revenue than needed to cover expenses. In fiscal year 2017-18, professional credentialing revenues exceeded expenditures by \$6.6 million PR and safety and buildings revenue exceeded expenditures by \$5.2 million PR. Therefore, sufficient funds exist to pay for the requested positions, which will help the agency achieve its mission of promoting economic growth and stability while protecting the citizens of Wisconsin.

Recommendation:

Approve the request.



DATE: August 23, 2018

TO: Waylon Hurlburt, Administrator
Division of Executive Budget and Finance
Department of Administration

FROM: Laura Gutiérrez, Secretary
Department of Safety and Professional Services

SUBJECT: Request under s. 16.505/515 for 4.0 FTE PR Positions and a Supplement of \$191,200 PR for Credential Processing Support

Request:

The Department of Safety and Professional Services (DPS) requests under ss. 16.505 and 16.515, Stats., the creation of 4.0 FTE PR-funded project positions and a supplement of \$191,200 PR expenditure authority in fiscal year 2018-19 and for each fiscal year after through fiscal year 2021-2022. These three-year project positions would be utilized by the Department for processing credential applications and oversight of credential eligibility, renewal, and continuing education requirements in the Division of Professional Credential Processing.

Funding Source:

The proposed positions and spending authority would reside in appropriation s. 20.165(1)(g), Stats. These positions would be funded by program revenue. Based on a review of the condition of this funding source, the Department believes there is sufficient revenue for these additional positions.

Background:

The DPS is the agency responsible for the processing, oversight, and enforcement of professional licensing and permitting in the State of Wisconsin. As part of its mission to promote economic growth and stability while protecting the citizens of Wisconsin, the Department processes over 74,000 new credentials and renews over 350,000 credentials on average each year for over 240 regulated professions.

Due to legislative mandates, workloads and processing times have increased due to increased requirements and regulations that need to be reviewed and met before a license is issued. With the current staffing levels in Division of Professional Credential Processing, the Department cannot issue licenses as quickly as our customers and Examining Boards expect, which is creating issues for individuals who require a license before they are able to work in Wisconsin. The Department does not have the capacity to absorb work when unexpected staff absences occur, which creates longer wait times for customers and businesses looking to hire.

Position Classification & Responsibilities

The proposed positions would be classified as License/Permit Program Associates. Activities of the positions would include:

- Performing review on credential applications or renewals.
 - Verifying information provided by applicant and/or primary source, like schools, other states, and previous employers.
 - Ensuring information provided meets the statutory and Wisconsin Administrative Code requirements for the credential.
 - Communicating with Examining Board members as needed on application review.
- Providing customer service in the form of answering phone calls or emails related to initial licensure or renewal.

Conclusion:

Approval of the Department's request will provide necessary support for staffing levels in the Division of Professional Credential Processing to decrease processing times on credential applications and ensure customer expectations are met.

Contact Information:

If you have questions regarding this request or need more information, please contact Brian Bell, DSPS Budget Director at 608-267-1811.