Division of Occupational and Professional Licenses

FY 2023 Budget Hearing

January 20, 2022

Legislative Budget Book, 5-95
Agency Summary & Statutory Authority
The Division of Occupational and Professional Licenses (DOPL) was created with the passage of H318 of 2020. Pursuant to Section 67-2601(2)(h), Idaho Code, the Division of Occupational and Professional Licenses exists within the Department of Self-Governing Agencies. On June 3, 2020, the Governor issued Executive Order 2020-10 reorganizing 10 agencies into one. The 48 Boards and Commissions of DOPL are organized into the three bureaus, Building Construction and Real Estate, Occupational Licenses, and Health Professions, the fourth bureau contains administrative functions that are common across the other three.

Please see publications from the Legislative Services, Budget & Policy Analysis Division for additional details: https://legislature.idaho.gov/lso/bpa/pubs/
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FY 2022 was the first year the Division of Occupational and Professional Licenses (DOPL) was appropriated as an agency.

The division's operations depend primarily on dedicated funds generated by agency revenues.

Complete division expenditure data will not be available until after FY 2022.

For FY 2022, the legislature exempted the agency from Section 67-3511(2), Idaho Code, which restricts the transfer of appropriation between programs.

FY 2022 Appropriation - $38,684,700

- Personnel Costs: $21,274,900
- Operating Expenditures: $16,877,100
- Capital Outlay: $477,600
- Trustee/Benefit: $55,100

FY 2021 Revenue - $36,262,065

- License Permit & Fees: $30,050,754, 82.87%
- Sale of Services: $1,574,380, 4.34%
- Fed Grants & Contributions: $3,148,941, 8.68%
- Fine/Forfeiture: $883,435, 2.44%
- Other: $604,554, 1.67%

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<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td>$21,274,900</td>
<td>54.62%</td>
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<tr>
<td>Operating Expenditures</td>
<td>$16,877,100</td>
<td>43.59%</td>
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<tr>
<td>Capital Outlay</td>
<td>$477,600</td>
<td>1.23%</td>
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<tr>
<td>Trustee/Benefit</td>
<td>$55,100</td>
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Important notes:
- Total FTP = 271.20
- Vacant FTP = 37.00 (October 2021)
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Idaho Division of Occupational and Professional Licenses (IDOPL)
LBB Pages 5-95 through 5-99

JFAC January 20, 2022

Russ Barron, Division Administrator
Presentation Outline

Agency Overview

Audit Finding

SFY 2022 Updates

SFY 2023 Recommendations
Agency Overview

How We Began:

• H318 – Governor’s Authority to Reorganize (March 2020)
• EO 2020-10 – Reorganize 11 Agencies into 1 (June 2020)
  • Efficiencies
  • Effectiveness
  • Improved Customer Service

Highlights and Successes:

• New Organizational Structure
  • 271 Full-Time Positions
  • Four Sections/Bureaus
  • Integrated/Consolidated Teams and Roles
Agency Overview

Highlights and Successes Continued:

• Progress on Relocation to the Chinden Campus:
  • 8 locations (6 in Boise Area, CDA, and Blackfoot)
  • About 200 employees will be located on the Chinden Campus
  • Reducing 6 offices into 1

• Progress on Red-Tape Reduction:
  • Cut 6 rule chapters and 95 pages of administrative rules
  • Simplified more than 20% of the building and construction rules
  • Removed existing barriers to telehealth in all health profession rules
Audit Finding

Board of Medicine: Travel

Finding: Supporting documentation for travel expenditures was not maintained in accordance with the State Travel Policy.

Resolution: Implement new division-wide policy for travel and put processes in place to ensure compliance.
SFY 2022 Updates
LBB Page 5-97

Increased Funding for Honoraria: $18,300

Statewide Gateway System and NarxCare Enterprise: $428,000

Damage Prevention Grant: $88,500

Licensing Information System $300,000

Office Relocation Costs: $7,064,500
SFY 2023 Recommendations
LBB Page 5-98

Replacement Items
20 vehicles, 91 laptops, 20 tablets,
41 docking stations, 8 monitors

Recommendation
One-time Spending Authority of
$684,800 from Dedicated Funds
SFY 2023 Recommendations
LBB Page 5-98

Licensing Information System
Purchase and Implement a Commercial-off-the-Shelf System

Recommendation
One-time Spending Authority of $6,054,000 from Dedicated Funds
Why One Licensing System?

- Improves customer service and customer experience
- Allows for accurate and relevant data in one location
- Modern software framework provides more options for operational support
- Provides accountability and efficiency mechanisms
## DOPL Licensing Information System

**Total Budget Recommendation: $6,054,000**

### SFY23 - $1,769,600
- Score & Evaluate RFP, Award Vendor & Execute Contract
- Project Kickoff & Milestone Deliverables:
  - Project & Staffing Plans
  - Deliver Hosted Test System
- Complete Discovery Activities:
  - Data Discovery (conversion, cleansing, migration)
  - RFP Mapping to System Modules
  - Requirement Mapping Summary (RFP Traceability Matrix)
- Complete Vendor Gap Sessions
- Begin Iterative Development Work

### SFY24 - $2,350,400
- Continue Iterative Development:
  - Localization & Configuration of System
  - Data Interfaces Development
  - Data Conversion & Migration
  - Vendor Release Package Installs/Tests
- Complete DOPL Environment Builds
- Complete Organizational Change Management (OCM) Planning
- Complete User Acceptance Testing (UAT) Planning
- Complete Implementation Planning

### SFY25 - $1,934,000
- Complete DOPL User Training
- Complete OCM Activities
- Complete UAT:
  - Bug Fixes
  - Performance, Usability & Stress Testing
  - Data Conversion & Migration (extract, transform, load)
- Public Information Sessions on LIS Use and Process
- Go Live
- Transition to Maintenance
Damage Prevention Grant
Continuation of Training/Education Specialist
and Training Material for the Damage
Prevention Board Digline Program

Recommendation
Ongoing Spending Authority of $88,500 from
Federal Funds
SFY 2023 Recommendations
LBB Pages 5-99

Budget Law Exemptions
Flexibility in Completing the Transition of 11 Agencies into 1

Recommendation
Budget Law Exemption from Program Transfer and Object Transfer for an Additional Year
Questions?

Russ Barron,
Division Administrator
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