

Narrative Information for Biennial Agencies – DA 400

Division of the Budget
State of Kansas

Agency: KANSAS BOARD OF BARBERING

Program: Regulation

September 11, 2024


Mr. Adam Proffitt, Director
Division of the Budget
900 S. Jackson, Suite 504-N
Landon State Office Building
Topeka, Kansas 66612-1575

Dear Mr. Proffitt:

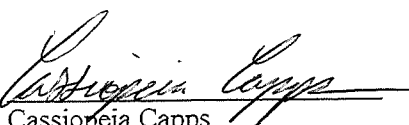
As the Chairman and Executive Director of the Kansas Board of Barbering, we hereby submit for your consideration the revised Fiscal Year 2025, Fiscal Year 2026, and Fiscal Year 2027 budget document amendments for the Board. To the best of our knowledge and belief, the information and explanations contained in this document are correct and complete.

As always, we are available to provide any additional information which you or your budget analyst may require.

Sincerely,



Victoria Rajewski
Chairman of the Board


Cassiopeia Capps
Executive Director

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AGENCY MISSION

To protect the health and welfare of the consuming public through the enforcement of existing barber statutes and regulations established by the Kansas Board of Barbering and sanitary regulations established by the Kansas Department of Health and Environment for the barbering profession.

Methods of protecting the consuming public utilize processes which ensure that only qualified and well-trained barbers and barber instructors are licensed, and all barbering establishments are properly licensed for operation.

Our agency strives to continue to develop new techniques to accommodate the ever-growing barbering industry and barbering professionals within the State of Kansas. To this end, the mission of this agency includes expanding electronic record keeping, maintaining the agency website, providing comprehensive barbering examinations, continuing the completion of administrative responsibilities efficiently, and implementing mandates such as electronic license verification process. All of these assist the agency to achieve its main objective of protecting the health and welfare of the consuming public.

AGENCY PHILOSOPHY

Throughout its long history the Kansas Board of Barbering has and will continue to act in accordance with the highest standards of ethics, accountability, efficiency, and openness. Members of the Board and staff continue to affirm their interests in the barbering profession. They approach their activities with a sense of purpose and responsibility to the general public and the regulated community. Through this approach barbers, barber instructors, barber shops, barber colleges and their students, may be assured of a fair, balanced, and sensible approach to regulation.

STATUTORY HISTORY

Kansas statutes governing the barbering industry and board authority can be found at 65-1801 et seq. and those governing the creation of the board at 74-1801 et seq.

The Kansas Board of Barbering as it is known today, was created by the Legislature on February 27, 1913. The original board consisted of three members which has since been increased to five members. In 1939, Kansas Statute Annotated (K. S. A.) 74-1805 set forth the Board's authority to adopt sanitary rules and regulations as deemed necessary to prevent the spreading of infectious or contagious diseases by means of infection control enforcement and education.

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Agency Overview

The administrative office of the Kansas Board of Barbering is located in Topeka, Kansas.

The Board of Barbering is funded solely by licensure fees paid by those professionals who have chosen to practice barbering within the state of Kansas.

This agency receives no funding from the State General Fund (SGF); however, it does contribute 10% of all fees collected to the SGF. Agency staff has continued to use considerable fiscal conservation which has enabled operations to continue despite having not raised licensure fees since 2006.

Board staff consists of two full-time employees at 40-hours per work week. One Executive Director, and one Board Inspector/Office Specialist.

Oversight is conducted by a five-member board appointed by the Governor for three-year terms. Statute requires four members be licensed barbers practicing in the State of Kansas, the fifth member represents the general public. Upon expiration of appointment, members may be reappointed or replaced by the Governor. Members of the Board are paid a per-diem and subsistence for their participation in board activities. As a part of their statutory duties and functions, the Board and staff conduct the barber and barber instructor licensure examinations as established in statute and administrative regulation. Current Board Members are Victoria Rajewski-Chair, licensed members Ronnell Jones, Douglas Brewer, Lori Ferguson and the public member Dillon Heter.

Our revenue increased from \$206K in FY23 to \$238K in FY24. Our expenditures for FY24 were \$215K.

Agency Increase Over the Fiscal Years

License Application Types Processed	FY 2024 Actuals	FY 2025 Estimates	FY 2026 Estimates	FY 2027 Estimates
Establishments	564	702	734	781
Personal	1365	1683	1902	2579
Total License Applications Processed	1929	2385	2636	3360
Other Applications Processed	603	843	853	855
Total FY Applications Processed	2532	3228	3489	4215

Other applications include original application(s) and re-take(s) for barber and barber instructor examinations, and barber students

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Operation Programs Established to Assist with the Agency Mission

Licensing

In Fiscal Year 2024 the board issued 1,154 barber licenses, 564 barber establishment licenses, and 211 barbering student licenses for a total of 1,929 licenses in the fiscal year. In addition, the board licensed ten barber colleges; three in Wichita; two in Topeka; one in Kansas City; one in Manhattan; one in Olathe; and two at the Military Correctional Complex in Fort Leavenworth. The barbering program at Hutchinson Community College is awaiting construction to be finalized.

Kansas Administrative Regulation 61-4-2 establishes the annual renewal period for each licensee to occur during one of the four quarters of the year on an alphabetical basis. Barber schools or colleges renew on or before December 31st of each year.

Licensure mobility has been mandated and enacted which requires State licensing agencies to provide immediate verification of a professional license. Achievement of this capability must be developed to ensure efficiency and compliance within the agency. The agency is working with the Department of Administration to transfer CSV file updates weekly on licensure status for the Department of Administration electronic license verification system.

Since FY18, we have continued to see the enrollment numbers of new barber students remain consistent. In FY23 we issued 215 student licenses. In FY24, 211 student licenses were issued. Our agency continues to see an increase in the barbering industry from the number of students, new barber establishments, interest in opening new barber schools, and inquiries on requirements to become a barber instructor. The agency continues to see a consistent number of individuals graduating from barber schools in other States and coming into Kansas to examine for their barbering license as well as licensed cosmetologists wishing to receive additional training to become licensed as barbers within Kansas.

Examinations

One of the objectives of the Board is to ensure that those licensed by the Board are qualified to perform barbering services and follow regulations and statutes of the barbering profession set forth for barbers within the state.

By statute, the Board is mandated to examine individuals graduating from a barber school or college prior to issuing a barber license. One manner of this is by ensuring that examinations are evaluated to meet the qualifications for barbering services offered or allowed by the Kansas barber license. Barber examinations within Kansas assess an individual's fundamental knowledge, understanding of the barbering profession and the science behind it, their individual skills, ability, and the sanitation regulations set forth by the Kansas Department of Health and Environment for the barbering profession.

The agency recently changed vendors and contracted with Prov as the provider of national written examinations. We have seen a steady increase in the amount of computer-based testing (CBT) written examinations over the past fiscal years and therefore our agency estimates to have 300 written computer-based examinations to be given in each of the coming fiscal years.

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Practical hands-on examinations currently alternate between the barbering schools in Topeka, Kansas City, Manhattan, Wichita, and Olathe. Practical hands-on examinations for the Military Correctional Complex are conducted in those facilities for only those graduates. To keep up with the number of candidates who are eligible to sit for the practical hands-on examination we are having to increase the number of examinations given within the fiscal year. We are expecting to administer the practical hands-on examination seven times throughout fiscal years 25, 26, and 27.

Application Reviews and Processing

The staff has accomplished an internal objective for quality customer service to the consuming public and other inquiries; staff maintains an efficient turnaround processing time aiming for no more than 5 days response and completion time, and which is well within the 14-day required timeframe. Most licensure turnaround requests are completed within two business days.

Student applications and records of student attendance; barber licenses; barber shops; and barber colleges are maintained and monitored in the administrative office.

Inspections

The Kansas Board of Barbering strives to complete as many inspections as possible each fiscal year. Since the COVID-19 pandemic, a large number of barbering establishments have become by appointment only and their hours of operation vary depending on the clients for the day. This has impacted our ability to inspect establishments when arriving unannounced.

Most violations discovered during shop inspections involve expired licenses. The remainder involve various sanitary violations usually dealing with overall shop cleanliness. The Board Inspector continues to educate and promote infection control to individuals and establishments during each inspection. The Board also addresses any formal complaint matters accordingly.

Overview of Agency Action Plans and Goals

1) Licensing and examinations:

Outcomes

- a) Safeguard the general public's health and safety through examination of each candidate's abilities and knowledge of barbering.
- b) Provide efficient testing for candidates to assess a candidate's knowledge, skills, and ability to uphold infection control policies, safety procedures, and sanitation of barbering services.

Output

Percentage of candidates licensed by passing all required examinations.

FY24 actuals - 68%

FY25 estimate	73%
FY26 estimate	74%
FY27 estimate	75%

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2) Application Reviews and Processing

Outcomes

- a) Maintain a high level of efficiency managing responses to emails received, processing mail, phone calls, and processing applications within a responsible timeframe.

Output

Amount of time allocated from receiving to completing responsibilities.

FY24 actuals

Average of 4.6 days from receipt to completion and issuance of license

FY25 estimate - Less than 5 business days.

FY26 estimate - Less than 5 business days

FY27 estimate - Less than 5 business days

3) Fiscal Conservation

Outcomes

- a) Continue to maintain fiscal responsibility regarding expenditures that are needed to effectively process licensure and complete daily tasks while avoiding unnecessary spending by tracking all expenditures and revenues.
- b) Balance all expenditures and revenue at least monthly with the Smart Service Center/Department of Administration Finance via APPTIO.

Output

Percentage of revenue and expenditures matching in APPTIO monthly to ensure each invoice is properly accounted for.

FY24 actuals

100% month to month

A couple of inaccuracies were found and quickly corrected with those agencies.

FY25 estimates - 100%

FY26 Estimates - 100%

FY27 Estimates - 100%

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4) Inspections

Outcome

- a) Inspections of Kansas barbers, barbering establishments, and barber schools and/or colleges.
- b) Number of inspections that find violations of KBOB statutes or regulations, or KDHE regulations pertaining to barbering.

Output

Percentage of inspections completed and Percent of inspections that resulted in violations.

FY24 actuals

Completed 76 %

Resulted in Violations 6%

FY25 estimates

Completed 90%

Resulted in Violations 8%

FY26 Estimates

Completed 90%

Resulted in Violations 8%

FY27 Estimates

Completed 90%

Resulted in Violations 8%

FY 2024 EXPENDITURE JUSTIFICATION

The Board understands its responsibilities to our licensees to be good stewards of the fees which fund the agency. We continue to closely monitor expenditures in our effort to carry out the board's statutory duties to protect public health and safety by inspecting all barber establishments, investigate all complaints, process written requests and applications, issue licenses, and conduct licensing examinations. Board members are each paid \$35 for each examination and per diem.

Object Code 100 – Salaries and Wages

In FY24 the agency moved to 2 FTEs. Currently, there is one Executive Director, (1 FTE position), and one Safety and Health Inspector/Office Specialist, (1 FTE position).

Salaries and Wages

Fiscal Year 2024 Approved
\$142,651

Fiscal Year 2024 Actuals
\$142,188

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Account Codes 520 to 529 - Contractual Services

Expenditures within this category include State agency contracts (i.e., Attorney General, multiple services through Office of Information Technology Services, printing, etc.) travel for examinations, CBT vendor payments, office space, etc.

Fiscal Year 2024 Approved	Fiscal Year 2024 Actuals
\$68,294	\$69,787

FY24 had a higher cost due to an increased number of examinations. As a result, more practical examinations were conducted, and the travel/lodging associated with those increased. Further, the number of CBT examinations and the fees paid to the vendor were higher than anticipated.

Account Codes 534 to 539 – Commodities

The two major expenses in this category are for fuel, needed to meet our statutory obligation to inspect licensed facilities, and general office supplies.

Fiscal Year 2024 Approved	Fiscal Year 2024 Actuals
\$4,250	\$2,988

FY24 remained less than what was estimated due to the loss of the agency vehicle which caused an inability of travel for inspections for a short period of time.

OVERVIEW OF AGENCY BUDGET AND REQUESTS FOR SUPPLEMENTALS AND/OR ENHANCMENTS FOR FY25, FY26, and FY27

Object Code 100 - Salaries and Wages

The agency has 2 FTEs. Increases are from moving the Executive Director from part-time to full-time. In addition, there are mandated increases in insurances and statewide pay increases.

Salaries and Wages
FY25 - \$151,743
FY26 - \$153,309
FY27 - \$157,567

Increases are projected estimates from IBARS for FY25 FY26 FY27 and are not at the agency discretion.

Account Codes 520 to 529 - Contractual Services

1. Attorney General's Office for legal representation.
2. Vendors providing computer-based testing examinations to candidates for licensure.
3. Office space utilized by our agency is contracted as is an additional escalator fee.
4. Costs associated with licensing examinations for Board members and staff for testing in multiple cities.
5. Out-of-state travel, meals and lodging costs associated with national association conference attendance.

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6. Services provided by Office of Information Technology Services for domain access, phone, data, computer leases, software subscriptions, email services, repair, maintenance, etc.
7. Printing of licenses, forms, etc.
8. Any additional fees accrued from the Department of Administration for services to the Kansas Board of Barbering.

Contractual Services

FY25 - \$90,388

FY26 - \$108,437

FY27 - \$115,737

Request for Supplemental Funds: Contractual Services

State of Kansas budget cost indices increase over each coming fiscal years which includes ME&I and state agency services such as printing, OITS, APB services, central mail.

The agency may also be forced to manage costs associated with mandatory ADA compliance software from its existing budget approval amount. For FY26 and FY27, the agency is seeing an estimated increase in contractual services due to the possibility of having to move to GRANICUS for the agency website. This is a situation the Board prefers to avoid but will comply if necessary to continue to remain safe and adhere to ADA or other required compliances. According to the state budget cost indices index, the price for GRANICUS website maintenance will increase from \$600 per month in FY25 to \$900 per month in FY26, and \$1,200 per month in FY27.

This Agency and the Attorney General's office contracted legal representation for the unchanged amount of \$7,500.00.

Our agency's contract for office space was renewed in FY23 and is contracted for five years at \$12.00 per square-foot for a total of \$500 per month. In addition, the escalator fee is \$750 annually.

An increase in the need for examinations continues to grow as the interest in the barbering profession in Kansas grows each year. Mandated by statute, when an individual submits the completed application and prescribed fee, the Board is responsible for testing that individual. Our agency has adjusted the estimated funding required for the noticeable increase in testing for each fiscal year.

As a result of a higher expected number of CBT examinations combined with a cost per test increase from \$76 to \$88, the amounts paid to these vendors have been adjusted.

There are rising statewide cost indices, costs of meals, lodging, and per diem for Board members and staff while travelling to selected cities multiple times per year for practical examinations. The board has an increase in candidates able to take the practical examination and will need to administer and assess examinations more often. Over the last fiscal year, we are testing approximately 30-35 candidates per each practical examination administered. Each practical examination costs our agency an average of \$2,200.

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To facilitate professional collaboration with other state licensing agencies we have included out-of-state travel, meals, and lodging costs associated with national association conference attendance in our supplemental request.

There is also an increase requested for new tires and any unexpected services for the agency vehicle in FY25, FY26, and FY27.

These necessary items and services have resulted in an increased need for funding, many of which are outside of this Agency's ability to limit or mitigate.

Total Contractual Services supplemental and enhancement requests:

FY25 is \$19,400 in supplementals

FY26 is \$10,800 in enhancements

FY27 is \$4,600 in enhancements

Account Codes 534 – 539 Commodities

1. Fuel for Safety and Health Inspector vehicle
2. General office supplies

Commodities for the agency are requested at the allocated amount of \$4,750 for each fiscal year. Therefore, our agency is not requesting any supplemental or enhancements funds for Commodities. Our agency has been quite frugal in using office supplies and materials and now needs to restore these items for daily use.

OVERALL EXPENDITURE REQUESTS

The Kansas Board of Barbering is requesting an overall expenditure approval for

FY25 – \$246,881

FY26 – \$266,496

FY27 - \$278,054

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REVENUE ESTIMATION**Kansas Board of Barbering Fee Fund**

Statutory History: The Kansas Board of Barbering Fee Fund was created in 1990 and has continued in existence and charging fees pursuant to K.S.A. 65-1817. The board has spent funds as allocated by the legislature pursuant to K.S.A. 65-1817a.

NOTE: HB2184, signed by the Governor May 2023, included a Proviso allowing an examination fee increase from \$100 to \$150 restricted to FY24 and FY25.

Our agency makes every effort to ensure our cash fund is sufficient to cover unexpected expenses for the agency.

	Projected FY 2024	Actual FY 2024
Establishment Licenses	\$42,775	\$37,270
Personal Fees/Licenses	\$212,295	\$200,242
Total Fees Collected	<u>\$255,070</u>	<u>\$237,512</u>
Less 10% to SGF	(\$25,507)	(\$23,751)
Net Revenue to Barber Fee Fund:	\$229,563	\$213,760

FY25 Projected (with Proviso)

Establishment Licenses	\$49,154
Personal Fees/Licenses	\$237,836
Total Fees Collected	<u>\$286,990</u>
Less 10% to SGF	(\$26,090)
Net Revenue to Barber Fee Fund:	\$260,900

FY26 Projected (without Proviso)

Establishment Licenses	\$51,119
Personal Fees/Licenses	\$247,350
Total Fees Collected	<u>\$298,469</u>
Less 10% to SGF	(\$27,133)
Net Revenue to Barber Fee Fund:	\$271,336

FY27 Projected (without Proviso)

Establishment Licenses	\$53,164
Personal Fees/Licenses	\$257,243
Total Fees Collected	<u>\$310,407</u>
Less 10% to SGF	(\$28,218)
Net Revenue to Barber Fee Fund:	\$282,189