



# **OREGON STATE BOARD OF LICENSED SOCIAL WORKERS**

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## **2025 – 2027 GOVERNOR'S BUDGET**

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**OREGON STATE BOARD OF LICENSED SOCIAL WORKERS  
2025-27 GOVERNOR’S BUDGET**

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# CERTIFICATION

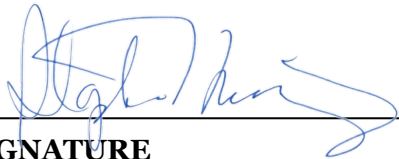
I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the accuracy of all numerical information has been verified.

Oregon Board of Licensed Social Workers

**AGENCY NAME**

3218 Pringle Rd SE, Ste 240, Salem, OR 97302

**AGENCY ADDRESS**



**SIGNATURE**

Board Chair

**TITLE**

**Notice:** Requests of agencies headed by a board or commission must be approved by official action of those bodies and signed by the board or commission chairperson. The requests of other agencies must be approved and signed by the agency director or administrator.

Agency Request

Governor's Budget

Legislatively Adopted

**SB 5517 A BUDGET REPORT and MEASURE SUMMARY**

**Carrier:** Rep. McLain

**Joint Committee On Ways and Means**

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**Action Date:** 04/07/23

**Action:** Do Pass the A-Eng bill.

**House Vote**

**Yeas:** 9 - Breese-Iverson, Evans, Gomberg, Holvey, McLain, Pham K, Sanchez, Smith G, Valderrama

**Nays:** 2 - Cate, Lewis

**Exc:** 1 - Reschke

**Senate Vote**

**Yeas:** 9 - Anderson, Campos, Dembrow, Findley, Frederick, Gelser Blouin, Knopp, Sollman, Steiner

**Nays:** 1 - Girod

**Exc:** 1 - Hansell

**Prepared By:** Alicia Michelson, Department of Administrative Services

**Reviewed By:** Tim Walker, Legislative Fiscal Office

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**Board of Licensed Social Workers**

**2023-25**



**Budget Summary\***

	2021-23 Legislatively Approved Budget <sup>(1)</sup>	2023-25 Current Service Level	2023-25 Committee Recommendation	Committee Change from 2021-23 Leg. Approved	
				\$ Change	% Change
Other Funds Limited	\$ 2,271,967	\$ 2,212,574	\$ 2,569,726	\$ 297,759	13.1%
Total	\$ 2,271,967	\$ 2,212,574	\$ 2,569,726	\$ 297,759	13.1%

**Position Summary**

Authorized Positions	7	6	8	1
Full-time Equivalent (FTE) positions	7.00	6.00	7.50	0.50

<sup>(1)</sup>Includes adjustments through January 2023

\* Excludes Capital Construction expenditures

**Summary of Revenue Changes**

The Board of Licensed Social Workers is funded solely with Other Funds; primarily from fees paid for professional licenses. The last fee increase was approved by the Legislature in the 2015-17 budget and the Board has not requested any fee increases for the 2021-23 biennium. The Board has seen biennial growth in its licensing base, ranging from 7% - 17% and is anticipated to grow by approximately 10% in the current biennium.

**Summary of Education Subcommittee Action**

The mission of the Board of Licensed Social Workers is to protect the citizens of Oregon by setting a strong standard of practice and ethics through the regulation of social workers. The Board sets policy, writes and adopts rules, renews licenses annually, and audits continuing education as part of the renewal process. Board staff are responsible for issuing and renewing licenses, investigating complaints, and monitoring disciplined licensees. The Education Subcommittee recommended a budget of \$2,298,616 and seven positions (7.00 FTE), which represents a 12.4% increase from the 2019-21 legislatively approved budget. This budget adds one position (1.00 FTE) from the 2019-21 legislatively approved budget. The Subcommittee recommended the following packages:

Package 070: Revenue Shortfalls. This package reduces overall Other Funds services and supplies expenditure limitation by \$50,000, due to historic underspending trends of the Board.

Package 081: May 2024 Emergency Board. Microsoft 365 is being consolidated within the office of the State Information Officer at the E5 level of service. This cost is built into the State Government Service Charge for every agency as a cost increase for the 2021-23 biennium. This

package makes a corresponding reduction to the agency base budget in an amount equivalent to what agencies should be paying in the current 2019-21 biennium for Microsoft 365 at the E3 level of service.

Package 100: Fee ratification. This package increases limitation to allow for a fee increase. This will also fund additional revenue needed to account for inflation, the 25 - 27 40% DOJ increase and reserves to fund an IT solution. This package increases Other Fund expenditure limitation by \$392,977.

Package 550: BH - Full time Office Specialist 2. This package increases limitation for a Full time Office Specialist 2 position. The 1 additional OS2 permanent staff to meet current demand and increased demand from SB1552. This package increases Other Fund expenditure limitation by \$187,576 and adds a Full time Office Specialist 2 position (1.00 FTE) for the 2025-27 biennium.

Package 551: BH - Licensing system upgrade. This package increases limitation for a Licensing system upgrade. The licensing system upgrade will result in reduction of other fund expenditures for Salaries and wages. This package increases Other Fund expenditure limitation by \$750,000 for a Licensing system upgrade and allows for general fund expenditure of \$750,000 for the 2025-27 biennium.

### **Summary of Performance Measure Action**

See attached Legislatively Adopted 2025-27 Key Performance Measures form.

## DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

Oregon Board of Licensed Social Workers  
Alicia Michelson (971) 209-9217

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2021-23 Legislatively Approved Budget at Jan 2023 *	\$ -	\$ -	\$ 2,271,967	\$ -	\$ -	\$ -	2,271,967	7	7.00
2023-25 Current Service Level (CSL)*	\$ -	\$ -	\$ 2,212,574	\$ -	\$ -	\$ -	2,212,574	6	6.00
<b>SUBCOMMITTEE ADJUSTMENTS (from CSL)</b>									
<b>SCR 12400-001 - Operations</b>									
Package 100: Rent Increase									
Services and Supplies	\$ -	\$ -	\$ 15,200	\$ -	\$ -	\$ -	15,200		
<b>SCR 12400-001 - Operations</b>									
Package 101: Investigator 2 Position									
Personal Services	\$ -	\$ -	\$ 218,861	\$ -	\$ -	\$ -	218,861	1	1.00
Services and Supplies	\$ -	\$ -	\$ 27,221	\$ -	\$ -	\$ -	27,221		
<b>SCR 12400-001 - Operations</b>									
Package 103: Office Specialist 2 Position									
Personal Services	\$ -	\$ -	\$ 68,649	\$ -	\$ -	\$ -	68,649	1	0.50
Services and Supplies	\$ -	\$ -	\$ 27,221	\$ -	\$ -	\$ -	27,221		
<b>TOTAL ADJUSTMENTS</b>	\$ -	\$ -	\$ 357,152	\$ -	\$ -	\$ -	357,152	2	1.50
<b>SUBCOMMITTEE RECOMMENDATION *</b>	\$ -	\$ -	\$ 2,569,726	\$ -	\$ -	\$ -	2,569,726	8	7.50
% Change from 2021-23 Leg Approved Budget	0.0%	0.0%	13.1%	0.0%	0.0%	0.0%	13.1%	14.3%	7.1%
% Change from 2023-25 Current Service Level	0.0%	0.0%	16.1%	0.0%	0.0%	0.0%	16.1%	33.3%	25.0%

\*Excludes Capital Construction Expenditures

# Legislatively Approved 2023 - 2025 Key Performance Measures

Published: 4/4/2023 9:35:12 AM

**Agency:** Board of Licensed Social Workers

**Mission Statement:**

To protect the citizens of Oregon by setting a strong standard of practice and ethics through the regulation of social workers.

Legislatively Approved KPMs	Metrics	Agency Request	Last Reported Result	Target 2024	Target 2025
1. TIMELY COMPLAINT RESOLUTION - Percent of complaints upon which the Board makes a decision within six months of when the complaint is received in the Board office.		Approved	4%	50%	50%
2. CE AUDITS - Percent of license renewal Continuing Education audits that meet the requirement for accredited coursework.		Approved	100%	100%	100%
4. CUSTOMER SATISFACTION WITH AGENCY SERVICES - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise, and availability of information.	Overall	Approved	73%	98%	98%
	Expertise		85%	98%	98%
	Accuracy		79%	98%	98%
	Availability of Information		80%	98%	98%
	Helpfulness		67%	98%	98%
	Timeliness		73%	98%	98%
5. BOARD BEST PRACTICES - Percent of total best practices met by the Board.		Approved	100%	100%	100%

**LFO Recommendation:**

LFO recommends approval of the key performance measures and targets as proposed.

**SubCommittee Action:**

The Subcommittee on Education approved the key performance measures and targets.

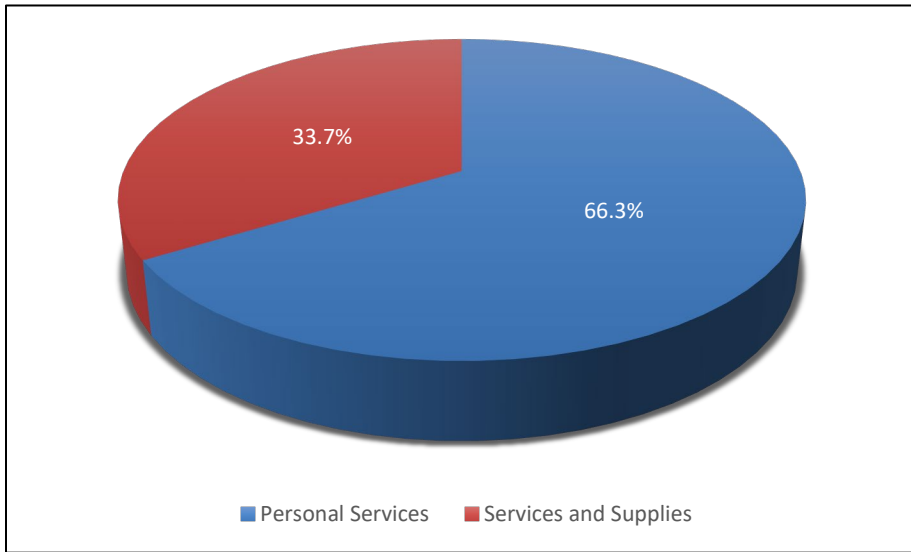
# BUDGET NARRATIVE

**STATE BOARD OF LICENSED SOCIAL WORKERS  
 AGENCY SUMMARY / STATUTORY AUTHORITY:  
 ORS 675.510 through 675.600. OAR CHAPTER 877**

**(Note: The State Board of Licensed Social Workers is a 100% Other Funds agency. Funds are generated from fees paid by applicants and licensees to receive or renew a license and other regulatory functions.)**

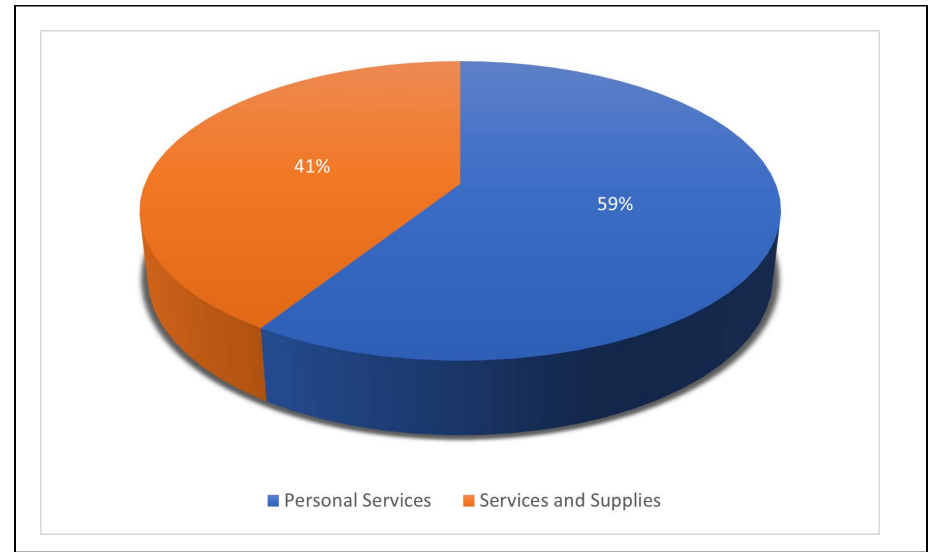
**Budget Summary Graphic**

**2023 – 2025 Legislatively Adopted Budget \$2,569,726  
 8 Positions / 7.5 FTE  
 \$1,768,704 Personal Services (66.3%)  
 \$801,022 Services and Supplies (33.7%)  
 Includes Policy Option Packages 100, 101, 102, 103 \$357,152**



**Budget Summary Graphic**

**Update to 2025 – 2027 Agency Request Budget \$3,743,162  
 9 Positions / 8.5 FTE  
 \$2,191,396 Personal Services (59%)  
 \$1,551,766 Services and Supplies (41%)  
 Includes Policy Option Packages 100, 550, 551 \$1,186,904**



Agency Request

Governor's Balanced Budget

Legislatively Adopted

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## \*BUDGET NARRATIVE

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**MISSION STATEMENT:** The mission of the State Board of Licensed Social Workers is to protect the citizens of Oregon by setting a strong standard of practice and ethics through the regulation of social workers.

**STATUTORY AUTHORITY:** ORS 675.510 through 675.600.

**AGENCY PLANS:**

The Board holds a planning meeting every six months to develop and refine its long-range plans. The following Two-Year Plan is a result of those semi-annual meetings:

- **2025-27 Two-Year Plan**
  - **Continue Implementation of Mandatory Clinical Licensure and Voluntary Non-clinical Licensure.** The Board’s authority for social work professional licensing was expanded by statute that took effect in 2011. This statute required licensure for those practicing clinical social work and added two voluntary, non-clinical licenses, the Registered Baccalaureate Social Worker and Licensed Master Social Worker. The board is working with large employers and schools of social work to encourage non-clinical license options for social work employees.
  - **Implement additional efficiencies in the licensure program to manage growth minimizing the need for additional personnel.** The Board continues its work to manage the increasing number of licensees. A goal for the 2025-27 biennium is to continue implementation of the online database and licensing system. The online licensing

system allows the board to accept all initial and renewal applications on-line. The board is working to expand the system’s applicability to provide more licensing services.

- **Compliance staffing.** The board’s goal for the 2025-27 biennium is to continue to reduce the compliance backlog and to utilize the online database to support compliance processes.
- **Implement Online Document management system to provide board and staff members with secure access to board materials.** With the move to “work-from-home” and video-conference board meetings, it has become critical to identify and implement a secure system to provide staff and board with access to confidential documents. The board has worked with DAS IT to provide such a system.
- **Implement Cultural Competence standards for licensees and provide regular training for BLSW staff and board members.**

**PROGRAM DESCRIPTION**

The Board’s primary activities include:

- Setting and implementing policy;
- Establishing and enforcing a strong Code of Ethics;
- Processing and resolving consumer complaints and reports of alleged unprofessional conduct, impairment, and unlicensed practice.
- Processing applications for RBSW, LMSW, CSWA and LCSW;

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## \*BUDGET NARRATIVE

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- Monitoring CSWAs’ implementation of their Plan of Supervision by reviewing Six-month Evaluation Reports from the supervisors;
- Administering the examination process for candidate licensure, both the national examination and the Oregon rules and laws examination;
- Processing renewals for RBSW, LMSW, CSWA and LCSW;
- Auditing Continuing Education reports for compliance to Rules;
- Developing Administrative Rules as needed;
- Conducting public hearings and contested case hearings as needed; and
- Holding regular Board meetings to conduct Board business.

The Board is entirely supported by Other Funds revenues. These revenues are derived from fees for application, issuance of initial licenses, annual renewal of licenses, late renewal, and other miscellaneous fees.

The Board consists of seven Governor-appointed members. By law the board must include 4 licensed social workers (3 LCSWs, and one representing either the RBSW, LMSW or CSWA), and three public members.

As of July 1, 2024, the Board has 7.5 permanently funded staff: 1.0 FTE Administrative Specialist 2 (Licensing Manager), 1.5 FTE Office Specialist 2, 1.0 FTE Compliance Specialist 1, 2.0 FTE Investigator 2, 1.0 FTE Compliance Specialist 2, and 1.0 FTE Agency Head 9 (Executive Director). The board has 2.0 FTE Limited Duration Office Specialist 2.

The Board worked with DAS Human Resources to bring on two LD Office Specialist 2 positions to assist in working to clear the licensing backlog. Using the funds saved by not continuing the two LD Office Specialist 2 positions, the board is requesting that the two LD Office Specialist 2 positions be established as one permanent Office Specialist 2 position.

The Board receives all of its IT support from DAS Technology Support Center.

### ENVIRONMENTAL FACTORS

The Board has worked with the Department of Administrative Services (DAS-State Controller’s Division/Shared Client Services unit – SCS) to provide accounting and payable services. This ensures compliance with relevant financial controls and accounting standards. Customer service from DAS has been excellent; however, the cost of these services has increased significantly and the Board has little control over this part of its budget.

The requirement that state agencies use the services of the Office of Administrative Hearings (OAH) for hearing contested cases created a potential for significant additional expenses and delays. While the Board works to settle cases where appropriate, a contested case hearing would be unpredictable expense. Given the Board’s increasing number of licensees, the possibility of a contested case hearing is also increasing.

Through the 19-21 biennium, the board participated in the Department of Justice flat-rate agreement for legal expenses. The program allowed the board to pay DOJ quarterly for legal services at a rate based on the

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# BUDGET NARRATIVE

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board’s cost of legal services over the previous three-years. As a result of the agreement, the board was able to access legal services as needed and pay a consistent and reasonable amount for those services. We were disappointed to learn that the program would be discontinued for the 21-23 biennium and are currently accessing DOJ legal services under the established hourly rate. DOJ services will increase by 40% in the 2025-2027 biennium.

## AGENCY INITIATIVES

The Board holds semi-annual planning meetings for strategic planning and to review its goals and progress, which allows board members to examine current issues and to anticipate future needs. The primary topics from these planning meetings are reflected on the board’s Two- and Six-Year Plan, as set out earlier

The Board is focused on the continual improvement of its compliance function, and the continued work implementing the expansion of its regulatory authority in 2009 and 2013, including managing increasing numbers of licensees.

In addition to these topics, the Board also works on continual improvement and streamlining of its programs. This includes:

- The Board has moved from its legacy database and licensing system to a new, cloud-hosted, fully-online licensing system. The new system allows the board to accept and process all applications, both initial and renewal, online, including payment and licensee access to individual account information. The board also moved to an online document management system that provides staff with access to confidential materials necessary to securely work-at-home and board-members with

access to confidential materials necessary to hold remote meetings.

- The Board works with the Association of Social Work Boards (ASWB) to utilize their connection with other jurisdictions as it seeks ways to improve its consumer protection efforts, exam test sites, scope of practice interests, and child custody protocols. Oregon has historically had a significant presence in ASWB, including serving on the national board. Currently a member of the Oregon BLSW is serving on the ASWB board.
- The Board continues to emphasize outreach to colleges and universities with social work schools and programs. The Board’s Executive Director presents to graduating MSW classes and is expanding that outreach to BSW programs. These efforts are critical to making early contact with potential licensees and to educate graduates about the state licensing board, the importance of licensure, and to pro-actively establish a positive connection between future licensees and the Board.
- The Board also reaches out to licensees through the Oregon Chapter of the National Association of Social Workers (NASW). The executive director participates regularly with the board for the Oregon NASW board.

## ACCOMPLISHMENTS

Staff continually works with the computer consultant to upgrade the data base functions to increase tracking and reporting capabilities, as well as overall office efficiencies. The “Directory of Regulated Social Workers” is on the Board’s web site, which has dramatically reduced the number of requests for verification of licenses, and

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# BUDGET NARRATIVE

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enables consumers to have direct access to see if a person is licensed by the Board and whether or not they have had any disciplinary actions. The directory automatically updates hourly, and provides the full text of any disciplinary action. In addition, a historical disciplinary action document is continually updated and posted on the Board's web site. This enables credentialing agencies to receive information they need immediately.

The Board has implemented and is using a fully on-line licensing system for both initial applications and renewals successfully. This system was funded by a Policy Option Package that was part of the board's 2017-19 budget.

In addition, the Board implemented a secure, paperless, cloud-based document management and delivery system with Board members for transmission of board materials and confidential investigation information.

The Board completed a project to scan all in-process and historical licensing paper files and convert them to PDF electronic files. Scanning paper compliance files will begin soon. Going forward all files, licensing and compliance, will be maintained electronically

The board is working to reduce obstacles to professional licensure for professionals who hold licenses issued by other states and to streamline processes to evaluate and accept work experience and supervision obtained in other jurisdictions.

In developing its budget, the Board's primary concern is its responsibility for consumer protection, while at the same time, providing a full range of services to licensees, public and state agencies, and members of the public in a timely, efficient, and economical manner.

## CURRENT TECHNOLOGICAL RESOURCES

- The Board has identified a need for further improvements to the integrated licensing system and database which is expected to reduce professional services expenditures and improve customer service performance measures. The Board is requesting \$750,000 from General Fund for this Licensing System upgrade.
- The Board contracted with a software developer to provide a fully integrated licensing system and database. The new licensing system went live in July 2020, and allows the board to accept and process all licensing interactions, both initial licenses and renewals, using the cloud-hosted, online system. The system has a wide range of options that the board may choose to add as we move forward.
- The Board has implemented a secure, paperless, communication structure with Board members for transmission of board materials and confidential materials.

## CRITERIA FOR 2025-27 BUDGET DEVELOPMENT

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Agency Request

Governor's Balanced Budget

# BUDGET NARRATIVE

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- The Board continues to add functions to its database, thus improving its ability to provide the most up-to-date information to the licensees and the public.
- There are 9 desk-top computers in the Board office. The various software packages utilized by the Board are continually updated as needed by our consultants at DAS IT.
- In response to COVID19, the board added 9 remote access enabled laptop computers to allow staff to more efficiently work from home. DAS IT was instrumental in providing the hardware and setting up the remote access very quickly, which has allowed the board to continue to serve licensees.
- The Board moved to obtain IT support and services from the DAS Technology Support Center and DAS Enterprise Technology Services.
- The Board shares equipment with other State Boards located in the same building, which produces savings for the Boards.

The CPC, with the assistance of the Board’s Executive Director and Compliance Specialist, also negotiates Stipulated Agreements, and performs other duties that the Board assigns. The CPC reports its findings and makes recommendations to the full Board in Executive Session. After thorough discussion, the Board decides what action to take on each case. The Board’s Assistant AttorneyGeneral participates in the CPC meeting as well as the Board’s Executive Session to provide legal counsel, and represents the Board in any contested cases.

## **OTHER CONSIDERATIONS: MAJOR BOARD ACTIVITIES**

- **Consumer Protection**  
Consumer protection is one of the primary ways the Board honors its mission of public protection. The Board has delegated authority to investigate complaints and reports of unethical practice to the Consumer Protection Committee (CPC). The CPC is comprised of three Board members (including one public member). The CPC oversees investigations and reviews reports. The investigation function has shifted to the staff level to deal with the continual rise in complaints.

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\_\_\_\_\_ Agency Request

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# BUDGET NARRATIVE

## Complaint Load Growth – Board of Licensed Social Workers

Biennium	Compliance cases opened during biennium
91 – 93	32
93 – 95	35
95 – 97	37
97 – 99	81
99 – 01	51
2001 – 03	72
2003 – 05	41
2005 – 07	60
2007 – 09	94
2009 – 11	110
2011 – 13	151
2013 – 15	87
2015 – 17	74
2017 – 19	89
2019 – 21	89
2021 – 23	103
2023 – 25	142

The Board has received and opened 142 cases between July 1, 2023 and June 30, 2025.

The Ethics Violations cases include, but are not limited to, the following types of cases:

- ☆ Boundary Concerns
- ☆ Breach of Confidentiality
- ☆ Client Care
- ☆ Client Exploitation
- ☆ Clinical Supervision Concerns
- ☆ Criminal Background (Applicants & Renewals)
- ☆ Custody Evaluation
- ☆ Dual Relationship
- ☆ Dual Sexual Relationship
- ☆ Failure to Report
- ☆ Impaired Professional
- ☆ Incompetence
- ☆ In-Patient treatment
- ☆ Misrepresentation
- ☆ Records Release
- ☆ Scope of Practice

**Impaired Social Workers** The Board investigates all allegations of licensee impairment, but no longer operates its own monitoring program for impaired social workers.

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# BUDGET NARRATIVE

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**In addition to these compliance program activities, the Board also operates the following licensing program activities:**

- **Certificate of Clinical Social Work Associate (CSWA)**

To obtain a CSWA certificate, an individual must have an MSW, have a Plan of Supervision that is approved by the Board and be working in an agency under the supervision of an LCSW. It takes a minimum of 2 years working full-time to complete a Plans of Supervision and log the required number of practice and supervision hours. The Board monitors each Plan of Supervision by reviewing six-month evaluation reports from the CSWA's supervisor. These regular reports allow the Board to make certain that all requirements for licensure are being met, as well as ensuring that the license applicant is receiving appropriate supervision. This process ensures that mental health professionals are adequately prepared to service the citizens of Oregon.

- **Licensed Clinical Social Worker (LCSW)**

Once a CSWA completes the Plan of Supervision, the CSWA is eligible to proceed to take the board-approved national exam and become licensed. The national exam for licensure is maintained and administered by the Association of Social Work Boards (ASWB). The Oregon Board is a delegate member of ASWB. An LCSW candidate is also required to complete an examination on the relevant Oregon statutes and rules governing the practice of social work in Oregon. A social worker licensed in another state

may apply for licensure in Oregon if the requirements in the other state are substantially equivalent to those in Oregon.

- **Licensed Master Social Worker (LMSW) and Registered Baccalaureate Social Worker (RBSW)**

The RBSW and LMSW are new licenses that were established in 2009. These licenses expanded the Board's licensing authority to non-clinical social work on a voluntary basis.

- **Licensure Renewal / Continuing Education**

Licenses are currently renewed every two years in the licensee's birth month for RBSW, LMSW and LCSW. The CSWA certificate is renewed every year.

An LCSW is required to accumulate and report a total of 40 accredited hours of continuing education related to his or her clinical work with every two-year renewal cycle. An RBSW must complete 20 hours and an LMSW must complete 30 hours of continuing education each renewal cycle.

The continuing education requirement ensures a high quality of professional service to the public.

The Board randomly audits 20% of the CE completion attestation reports each year.

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Agency Request

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Budget Page \_\_\_\_\_



June 1, 2024

## Board of Licensed Social Workers (BLSW) Strategic Plan

**BLSW Mission:** The Board of Licensed Social Workers protects Oregonians through the licensing and regulation of Social Workers.

**Executive Director message:** In my message, I want to acknowledge where BLSW was a year ago and where we are today. The goals and strategies below, will explain BLSW's plans for the future. BLSW is currently evolving from embracing the governor's DEI vision through education to implementing Diversity, Equity and Inclusion as part of everything we do. BLSW has chosen to include the DEI plan as part of the strategic plan because BLSW's long term strategic vision is to include DEI in everything we do. Customer service is also extremely important to BLSW. I am proud of BLSW's journey from application processing times of more than 6 months, a year ago, to currently 30 days for CSWA applications and 60 days on all others as well as no backlog on Supervision reports and more. BLSW is committed to a sustainable workforce. BLSW has experienced more than our share of change in the 6 months I have been Executive Director. Change management best practice has been essential to maintaining positive morale. BLSW embraces having those that do the work lead the change. As Executive Director, I have implemented regular check-ins and an open-door policy. Also, the use of licensing software has been the key to being great stewards of the public trust. BLSW is using SMART goals with the R (relevant) component originating from feedback from both BLSW staff and the Oregonians we serve. As Executive Director of the Oregon Board of Licensed Social Workers, I applaud the staff for their diligence, commitment and dedication to the Oregonians we serve. Great Job Team!!!

### Improve customer service for Oregonians

#### GOAL #1: Improve Customer service for Oregonians

Background: In June 2023 Oregon's regulated social workers were reporting application processing times of up to 6 months. Legislators were regularly contacting with requests for application updates from those waiting. BLSW had a reputation for lack of response to both telephones and emails. BLSW was understaffed and experienced an unexpected increase in

applications. Today, CSWA applications are processed within 30 days with all other applications processed within 60 days. Legislators haven't contacted BLSW for an application status for over 3 months. In April of 2024, BLSW successfully engaged in proactive communications to Oregon's regulated Social Workers. This communication helps social workers understand the licensure / certificate process and results in an easier path to licensure.

**Strategy:** Reduce all application processing times to 15 days or less.

Currently, BLSW is experiencing more work than the staff can manage. BLSW is in the process of hiring 2 limited duration (LD) OS2's to match current demand. BLSW will also implement specific Key Performance Measures as these additional staff members balance the current workload.

**Strategy:** 24-hour response to voicemails.

Currently BLSW's voicemail response time is more than 24 hours due to lack of staff to meet the current demand. BLSW will assign 1 of the Limited Duration OS2's to answer phones half time.

**Strategy:** 3-day response to emails.

Currently BLSW's email response time is more than 3 days. BLSW will assign 1 of the limited duration OS2's to reply to emails half time.

**Strategy:** Immediate communication when systemic issues discovered.

BLSW discovered, through data collection, that licensees were frequently having difficulty navigating the license / certification process. BLSW recently implemented a very successful infrequent email campaign in which BLSW identifies, through data collection, parts of the licensing process causing social workers difficulty. BLSW sends out infrequent emails to social workers which informs them how to correctly navigate these difficulties along with best practices.

BLSW will proactively communicate with Social Workers to determine what information is most useful and continue to email tips and best practices to make the licensing / certification process easier for social workers.

## **Commitment to Diversity, Equity and Inclusion**

### **GOAL #2: Commitment to Diversity, Equity and Inclusion**

Oregon's shared prosperity is determined by how well every community and every resident does. We are all interconnected meaning the success of the State of Oregon is determined by the success of every community and resident. Oregon's collective prosperity suffers when any resident is excluded.

BLSW is moving toward the governor's vision of embedding Diversity, Equity and Inclusion in all we do. From proactively reaching out to underrepresented communities to encourage participation in job announcements and Board openings to creating alternate paths to licensure designed to be inclusive of underrepresented communities.

Our historically and currently underserved and under-resourced communities, include Oregonians who identify as:

- Native American, members of Oregon's nine federally recognized tribes, American Indian, Alaska Natives
- Black, African, African American
- Latina, Latino, Latinx, Hispanic
- Asian
- Pacific Islander (including Compact of Free Association Citizens)
- Immigrants, Refugees, Asylum-Seekers, Deferred Status Holders, Temporary Protected Status
- Undocumented, Deferred Action for Childhood Arrivals (DACA), "Dreamers," Non-Immigrant Visa Holders
- Linguistically diverse, English language learners (ELL)
- Economically Disadvantaged
- People with disabilities
- LGBTQIA2S+
- Farmworkers, Migrant Seasonal Workers

## Definitions:

**Racial Equity** means closing the gaps so that race can no longer predict any person's success, which simultaneously improves outcomes for all. To achieve racial equity, we must transform our institutions and structures to create systems that provide the infrastructure for communities to thrive equally. This commitment requires a paradigm shift on our path to recovery through the intentional integration of racial equity in every decision.

**Diversity** means honoring and including people of different backgrounds, identities, and experiences collectively and as individuals. It emphasizes the need for sharing power and increasing representation of communities that are systemically underrepresented and under-resourced. These differences are strengths that maximize the state's competitive advantage through innovation, effectiveness, and adaptability.

**Equity** acknowledges that not all people, or all communities, are starting from the same place due to historic and current systems of oppression. Equity is the effort to provide different levels of support based on an individual's or group's needs in order to achieve fairness in outcomes. Equity actionably empowers communities most impacted by systemic oppression and requires the redistribution of resources, power, and opportunity to those communities.

**Inclusion** is a state of belonging when persons of different backgrounds, experiences, and identities are valued, integrated, and welcomed equitably as decision-makers, collaborators, and colleagues. Ultimately, inclusion is the environment that organizations create to allow these differences to thrive.

**Strategy:** Alternate path to licensure

BLSW has discovered that the current path to licensure was developed without a focus on Equity. BLSW has created an alternate path to licensure subcommittee which expects to deliver recommendations to BLSW which will create a more equitable alternate path to licensure for Oregon's underrepresented Communities.

**Strategy:** Targeting recruiting for representation of underrepresented communities.

Currently, BLSW send recruitments to advocates of underrepresented communities as part of our recruiting process. Most recently BLSW sent job announcements for an OS2 position to the NAACP, Black Therapist & Company, IMAGINE BLACK, the Oregon Community Foundation, and the Association of Black Social Workers. BLSW also made sure that the announcement was open over the weekend as that is when underrepresented communities frequently look for jobs.

BLSW also consulted with community members on the wording of the recruitment to be inclusive. Vidcruiter is viewed as negative among most candidates of color because it allows the employer to see one's diversity and allows for possible bias. In this recruitment, vidcruiter was used, but to create a more inclusive experience, I worked with HR recruiting to make a video of myself, as an African American Executive Director, with a DEI message of inclusivity to be viewed before the interview.

BLSW will continue to evolve its efforts to increase the percentage of applicants from underrepresented communities that apply for BLSW positions.

**Strategy:** Targeted recruiting for BLSW board members from underrepresented communities.

BLSW has reached out to underrepresented communities to apply for the 2 open Board position we currently have open. BLSW will continue to proactively contact advocates for underrepresented communities to solicit applications for possible open positions.



**Strategy:** Engage the board with DEIB education

BLSW plans to present DEI presentations at each Board meeting.

### **Performance Feedback for Employees**

#### **GOAL #3: Performance Feedback for Employees**

As Executive Director, I have implemented regular staff check ins, an open-door policy and staff driven process improvements. I have also implemented monthly 1 on 1's with staff designed to improving morale and for me to receive feedback as part of a healthy change management process. These combined actions are designed to move the BLSW team towards quarterly performance feedback which will be implemented this quarter.

**Strategy:** Implemented quarterly performance feedback

As a new Executive Director, I have implemented change management best practices and have had regular check-ins with BLSW staff. To continue this progression, BLSW will begin quarterly performance feedback this quarter.

### **Performance Reviews for Agency Directors**

#### **GOAL #4: Performance Reviews for Agency Directors**

As a recently hired agency director, I will be working with DAS for compliance.

**Strategy:** Contact DAS to start Director Performance Reviews.

As a new agency director, I will contact DAS to start my Director Performance Reviews.

### **Managing Information Technology**

#### **GOAL #5: Managing Information Technology**

Currently BLSW's licensing solution is experiencing multiple inefficiencies which result in valuable staff time spent on rework. BLSW is planning an upgrade that will more closely align with BLSW's need for licensing software that better serves our customers. BLSW is also planning

to update our website to improve communication with Oregon's regulated Social Workers and further streamline the licensure / certificate process.

**Strategy:** Upgrade from current licensing system.

BLSW needs a new licensing system which will complement the efficiencies we have implemented. BLSW will be working with the Chief Financial Office, the Legislative Fiscal Office and the Legislature for funding to support a more robust licensing system.

**Strategy:** Revise the BLSW website.

It has been reported to BLSW by social workers that they find it difficult to find and use information specific to licensing and the licensing process on the BLSW website. BLSW plans to revise the information on the website to make it more organized and easier to follow. BLSW plans to start this activity in January 2025 and complete the project by July 2025.

## Agency planning

### GOAL #6: Agency planning

BLSW has experienced an almost doubling of licensed social workers the Board serves to over 8500 regulated social workers with no increase in staff. Licensing software has helped, but the work still outpaces the current staff's ability to keep up. This past legislative session, BLSW asked for and was granted an expenditure increase to hire 2 full time1 year limited duration positions. To continue BLSW's customer service goals, BLSW will need one more full time permanent OS2 staff member.

**Strategy:** Match BLSW staff to current workload

BLSW currently has more work than staff capacity and a backlog of work. The legislature approved an expenditure increase to hire 2 full time1 year limited duration positions. BLSW is in the process of hiring 1 of the OS2's and will hire the other by 7/1/25. These OS2's will match the current workload and work through BLSW's backlog.

BLSW plans to request 1 full time permanent OS2 in the next legislative session to match current workload to be hired sometime in the next biennium.

## Community engagement

**GOAL #7: Community engagement**

BLSW regularly seeks to engage community to partner with BLSW current and future processes. BLSW has engaged the Association of Black Social Workers and regularly communicates with the National Association of Social Workers (NASW). In addition, as Executive Director, I regularly solicit feedback from Oregon’s regulated Social Workers. From feedback on any possible legislation or process changes to regular updates on how BLSW is serving Oregonians.

**Strategy:** Implement community engagement feedback into BLSW daily operations and Board decisions.

BLSW will proactively reach out to community for feedback and will update this strategic plan after receiving community feedback.

**Strategy:** Implement community engagement feedback into BLSW daily operations and Board decisions.

BLSW will proactively reach out to community for feedback and will update this strategic plan after receiving community feedback.

Sincerely,



Raymond Miller  
Executive Director  
Oregon BLSW

**The Board of Licensed Social Workers (BLSW) DEI action Plan is part of BLSW's Strategic plan.**

1. Who benefits from agency programs, both directly and indirectly? Who will be burdened by agency programs?

The Board of Licensed Social Workers (BLSW) directly serves Oregon's regulated Social Workers. As an "Other funds" agency, all BLSW revenue is provided by license fees from licensees. BLSW indirectly serves all Oregonians who are impacted by the services provided by Oregon's regulated Social Workers. Mostly patients, but including businesses that facilitate Social Work services, hospitals, mental health agencies, etc.

2. How do the agency programs increase and/or decrease equity? Do proposed new programs have potential unintended/racial equity consequences? What outcomes may result from the program?

BLSW is currently only involved in the licensing process and some workforce education with colleges and universities. BLSW increases equity by designing the application process to be inclusive. BLSW has also created an "Alternate path to Licensure" subcommittee. This subcommittee's mission is to create a more inclusive path to licensure.

BLSW currently has no new programs.

3. Whose voices and perspectives are not at the table? Why?

The Board's composition is currently comprised of 1 African American man, 3 white women and 1 native "they".

This representation is a result of people who applied for the Board positions. BLSW is proactively seeking assistance from community-based organizations to recruit diverse candidates for 2 open public positions.

4. What does the agency do to ensure multiple perspectives are part of your decision-making process?

BLSW's Board meetings are open to the public. Also, BLSW proactively invites representation from diverse community based organizations to attend.

## Summary of 2025-27 Biennium Budget

**Licensed Social Workers, Board of  
Clinical Social Workers, Board of  
2025-27 Biennium**

**Governor's Budget  
Cross Reference Number: 12400-000-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2023-25 Leg Adopted Budget	8	7.50	2,544,944	-	-	2,544,944	-	-	-
2023-25 Emergency Boards	2	1.00	274,738	-	-	274,738	-	-	-
<b>2023-25 Leg Approved Budget</b>	<b>10</b>	<b>8.50</b>	<b>2,819,682</b>	-	-	<b>2,819,682</b>	-	-	-
<b>2025-27 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	(2)	(1.00)	48,306	-	-	48,306	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2025-27 Base Budget</b>	<b>8</b>	<b>7.50</b>	<b>2,867,988</b>	-	-	<b>2,867,988</b>	-	-	-
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	(2,009)	-	-	(2,009)	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(2,009)</b>	<b>-</b>	<b>-</b>	<b>(2,009)</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	60,879	-	-	60,879	-	-	-
State Gov't & Services Charges Increase/(Decrease)			26,335	-	-	26,335	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>87,214</b>	<b>-</b>	<b>-</b>	<b>87,214</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2025-27 Biennium Budget**

**Licensed Social Workers, Board of  
Clinical Social Workers, Board of  
2025-27 Biennium**

**Governor's Budget  
Cross Reference Number: 12400-000-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2025-27 Current Service Level</b>	<b>8</b>	<b>7.50</b>	<b>2,953,193</b>	-	-	<b>2,953,193</b>	-	-	-

**Summary of 2025-27 Biennium Budget**

**Licensed Social Workers, Board of  
Clinical Social Workers, Board of  
2025-27 Biennium**

**Governor's Budget  
Cross Reference Number: 12400-000-00-00-00000**

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<b>Subtotal: 2025-27 Current Service Level</b>	<b>8</b>	<b>7.50</b>	<b>2,953,193</b>	-	-	<b>2,953,193</b>	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2025-27 Current Service Level</b>	<b>8</b>	<b>7.50</b>	<b>2,953,193</b>	-	-	<b>2,953,193</b>	-	-	-
080 - E-Boards									
081 - May 2024 Emergency Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	-	-	-	-	-	-	-	-	-
Policy Packages									
082 - September 2024 Emergency Board	-	-	-	-	-	-	-	-	-
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
092 - Statewide AG Adjustment	-	-	(13,062)	-	-	(13,062)	-	-	-
093 - Statewide Adjustment DAS Chgs	-	-	9,104	-	-	9,104	-	-	-
100 - Fee ratification	-	-	-	-	-	-	-	-	-
550 - BH - Full time Office Specialist 2	1	1.00	168,927	-	-	168,927	-	-	-
551 - BH - Licensing system upgrade	-	-	625,000	625,000	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>1</b>	<b>1.00</b>	<b>789,969</b>	<b>625,000</b>	-	<b>164,969</b>	-	-	-
<b>Total 2025-27 Governor's Budget</b>	<b>9</b>	<b>8.50</b>	<b>3,743,162</b>	<b>625,000</b>	-	<b>3,118,162</b>	-	-	-

Percentage Change From 2023-25 Leg Approved Budget	-10.00%	-	32.75%	-	-	10.59%	-	-	-
Percentage Change From 2025-27 Current Service Level	12.50%	13.33%	26.75%	-	-	5.59%	-	-	-

**Summary of 2025-27 Biennium Budget**

**Licensed Social Workers, Board of  
Operations  
2025-27 Biennium**

**Governor's Budget  
Cross Reference Number: 12400-001-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2023-25 Leg Adopted Budget	8	7.50	2,544,944	-	-	2,544,944	-	-	-
2023-25 Emergency Boards	2	1.00	274,738	-	-	274,738	-	-	-
<b>2023-25 Leg Approved Budget</b>	<b>10</b>	<b>8.50</b>	<b>2,819,682</b>	-	-	<b>2,819,682</b>	-	-	-
<b>2025-27 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	(2)	(1.00)	48,306	-	-	48,306	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2025-27 Base Budget</b>	<b>8</b>	<b>7.50</b>	<b>2,867,988</b>	-	-	<b>2,867,988</b>	-	-	-
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	(2,009)	-	-	(2,009)	-	-	-
<b>Subtotal</b>	-	-	<b>(2,009)</b>	-	-	<b>(2,009)</b>	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	60,879	-	-	60,879	-	-	-
State Gov't & Services Charges Increase/(Decrease)			26,335	-	-	26,335	-	-	-
<b>Subtotal</b>	-	-	<b>87,214</b>	-	-	<b>87,214</b>	-	-	-



**Summary of 2025-27 Biennium Budget**

**Licensed Social Workers, Board of  
Operations  
2025-27 Biennium**

**Governor's Budget  
Cross Reference Number: 12400-001-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2025-27 Current Service Level</b>	<b>8</b>	<b>7.50</b>	<b>2,953,193</b>	-	-	<b>2,953,193</b>	-	-	-

**Summary of 2025-27 Biennium Budget**

**Licensed Social Workers, Board of  
Operations  
2025-27 Biennium**

**Governor's Budget  
Cross Reference Number: 12400-001-00-00-00000**

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<b>Subtotal: 2025-27 Current Service Level</b>	<b>8</b>	<b>7.50</b>	<b>2,953,193</b>	-	-	<b>2,953,193</b>	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2025-27 Current Service Level</b>	<b>8</b>	<b>7.50</b>	<b>2,953,193</b>	-	-	<b>2,953,193</b>	-	-	-
080 - E-Boards									
081 - May 2024 Emergency Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	-	-	-	-	-	-	-	-	-
Policy Packages									
082 - September 2024 Emergency Board	-	-	-	-	-	-	-	-	-
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
092 - Statewide AG Adjustment	-	-	(13,062)	-	-	(13,062)	-	-	-
093 - Statewide Adjustment DAS Chgs	-	-	9,104	-	-	9,104	-	-	-
100 - Fee ratification	-	-	-	-	-	-	-	-	-
550 - BH - Full time Office Specialist 2	1	1.00	168,927	-	-	168,927	-	-	-
551 - BH - Licensing system upgrade	-	-	625,000	625,000	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>1</b>	<b>1.00</b>	<b>789,969</b>	<b>625,000</b>	-	<b>164,969</b>	-	-	-
<b>Total 2025-27 Governor's Budget</b>	<b>9</b>	<b>8.50</b>	<b>3,743,162</b>	<b>625,000</b>	-	<b>3,118,162</b>	-	-	-

Percentage Change From 2023-25 Leg Approved Budget	-10.00%	-	32.75%	-	-	10.59%	-	-	-
Percentage Change From 2025-27 Current Service Level	12.50%	13.33%	26.75%	-	-	5.59%	-	-	-

Summary Cross Reference Number	Cross Reference Description	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
001-00-00-00000	<b>Operations</b>						
	General Fund	-	-	-	750,000	625,000	-
	Other Funds	2,261,952	2,544,944	2,819,682	3,122,120	3,118,162	-
	All Funds	2,261,952	2,544,944	2,819,682	3,872,120	3,743,162	-
<b>TOTAL AGENCY</b>							
	General Fund	-	-	-	750,000	625,000	-
	Other Funds	2,261,952	2,544,944	2,819,682	3,122,120	3,118,162	-
	All Funds	2,261,952	2,544,944	2,819,682	3,872,120	3,743,162	-

**PROGRAM PRIORITIZATION FOR 2025-27 ARB**

Agency Name: Oregon State Board of Licensed Social Workers																			Agency Number: 12400		
2025 - 27 Biennium																					
Agency-Wide Priorities for 2025-27 Biennium																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description	Identify Key Performance Measure(s)	Primary Purpose Program- Activity Code	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)	Comments on Proposed Changes to CSL Included in Agency Request	
Agcy	Prgm/ Div																				
124	BLSW		Agency Operations	1,2,4,5	3,10			3,872,120				\$ 3,872,120	9	8.50			N	S	ORS675.510-600 ORS675.990-994; ORS 676.175-177	Program elimination would require statutory change and render licensing and investigation program meaningless; cuts are therefore easier analyzed and implemented on a % or line-item specific basis	

**7. Primary Purpose Program/Activity Exists**

- 1 Civil Justice
- 2 Community Development
- 3 Consumer Protection
- 4 Administrative Function
- 5 Criminal Justice
- 6 Economic Development
- 7 Education & Skill Development
- 8 Emergency Services
- 9 Environmental Protection
- 10 Public Health
- 11 Recreation, Heritage, or Cultural
- 12 Social Support

**19. Legal Requirement Code**

- C Constitutional
- D Debt Service
- FM Federal - Mandatory
- FO Federal - Optional (once you choose to participate, certain requirements exist)
- S Statutory

Prioritize each program activity for the Agency as a whole

Document criteria used to prioritize activities:

Activities have been prioritized based on agency functions and importance to maintain and improve public safety.



## 10% REDUCTION OPTIONS (ORS 291.216)

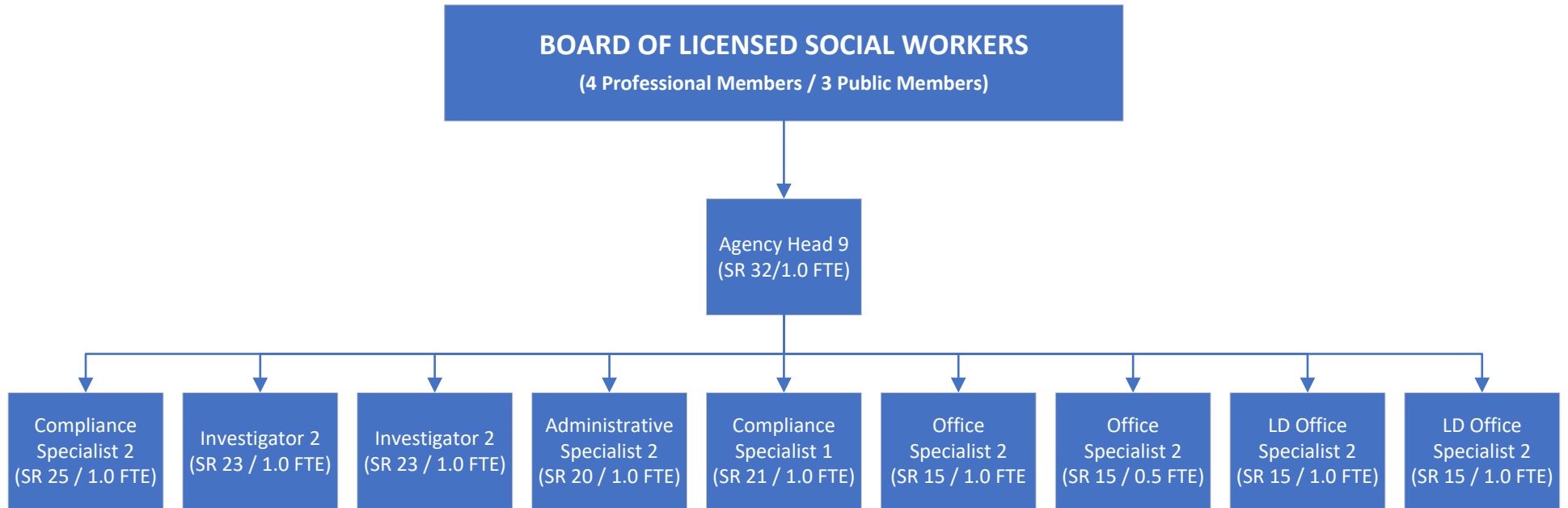
ACTIVITY OR PROGRAM	DESCRIBE REDUCTION	AMOUNT AND FUND TYPE	RANK AND JUSTIFICATION
(WHICH PROGRAM OR ACTIVITY WILL NOT BE UNDERTAKEN)	(DESCRIBE THE EFFECTS OF THIS REDUCTION. INCLUDE POSITIONS AND FTE IN 2023-25 AND 2025-27)	(GF, LF, OF, FF. IDENTIFY REVENUE SOURCE FOR OF, FF)	(RANK THE ACTIVITIES OR PROGRAMS NOT UNDERTAKEN IN ORDER OF LOWEST COST FOR BENEFIT OBTAINED)
1. TRAVEL EXPENSES	DECREASING IN-STATE AND OUT-OF-STATE TRAVEL WILL REDUCE THE NUMBER OF BOARD MEETINGS; LIMIT THE ABILITY OF STAFF AND BOARD TO ATTEND MEETINGS AND CONFERENCES AND THEIR ABILITY TO STAY UP-TO-DATE WITH BEST PRACTICES.	OTHER FUNDS: \$10,000 REVENUE FROM LICENSE FEES	RANKED #1 BECAUSE IMPLEMENTATION WOULD HAVE THE LEAST NEGATIVE IMPACT ON AGENCY OPERATIONS
2. EMPLOYEE TRAINING	DECREASING EMPLOYEE TRAINING WILL LIMIT STAFF ABILITY TO ADD AND IMPROVE WORK SKILLS.	OTHER FUNDS: \$6,000 REVENUE FROM LICENSE FEES	RANKED #2 BECAUSE IT WOULD HAVE LIMITED IMPACT ON ABILITY TO PROVIDE BASIC, ONGOING SERVICES.
3. OFFICE EXPENSES	DECREASING FUNDS AVAILABLE FOR OFFICE SUPPLIES AND SERVICES WOULD REDUCE THE AGENCY'S ABILITY TO SERVE THE PUBLIC.	OTHER FUNDS: \$1 ,000 REVENUE FROM LICENSE FEES	RANKED #3 BECAUSE IMPLEMENTATION WILL HAVE MODERATE NEGATIVE IMPACTS ON THE AGENCY'S ABILITY TO PROTECT THE PUBLIC THROUGH A STRINGENT LICENSURE AND COMPLIANCE PROGRAM
4. IT PROFESSIONAL SERVICES AND IT EXPENDABLE PROPERTY	REDUCING FUNDS AVAILABLE FOR IT PROFESSIONAL SERVICES AND EQUIPMENT WOULD INCREASE WORKLOAD OF STAFF AND	OTHER FUNDS: \$45,000 REVENUE FROM LICENSE FEES	RANKED #4 BECAUSE IMPLEMENTATION WOULD DIRECTLY AND NEGATIVELY IMPACT THE AGENCY'S ABILITY TO IMPROVE ITS EFFICIENCY

## 10% REDUCTION OPTIONS (ORS 291.216)

	DECREASE STAFF'S ABILITY TO SERVE THE PUBLIC.		
5. PROFESSIONAL SERVICES	REDUCING FUNDS AVAILABLE FOR OUTSIDE INVESTIGATORS AND CONTESTED CASE EXPENSES.	OTHER FUNDS: \$ 5,000 REVENUE FROM LICENSE FEES	RANKED #5 BECAUSE IMPLEMENTATION WOULD DIRECTLY AND NEGATIVELY IMPACT THE AGENCY'S PUBLIC PROTECTION FUNCTION
6. ATTORNEY GENERAL SERVICES	SIGNIFICANTLY REDUCING FUNDS AVAILABLE FOR AG SERVICES WOULD RESTRICT THE BOARD'S ABILITY TO CONSULT WITH LEGAL COUNSEL ON COMPLIANCE CASES AND BOARD OPERATIONS, INCREASING LEGAL RISK TO BOARD.	OTHER FUNDS: \$1 0,000 REVENUE FROM LICENSE FEES.	RANKED #6 BECAUSE IMPLEMENTATION WOULD DIRECTLY AND SIGNIFICANTLY IMPACT THE AGENCY'S ABILITY TO PROTECT THE PUBLIC AND MINIMIZE RISK.
7. OTHER SERVICES AND SUPPLIES	REDUCING FUNDS WOULD LIMIT THE BOARD'S ABILITY TO RESPOND TO REGULAR, ONGOING NEEDS.	OTHER FUNDS: \$ ,000 REVENUE FROM LICENSE FEES	RANKED #7 BECAUSE IMPLEMENTATION WOULD DIRECTLY AND NEGATIVELY IMPACT THE AGENCY'S PUBLIC PROTECTION FUNCTION
<b>Total cuts (S &amp;S only)</b>		<b>\$295,000</b>	

# OREGON BOARD OF LICENSED SOCIAL WORKERS

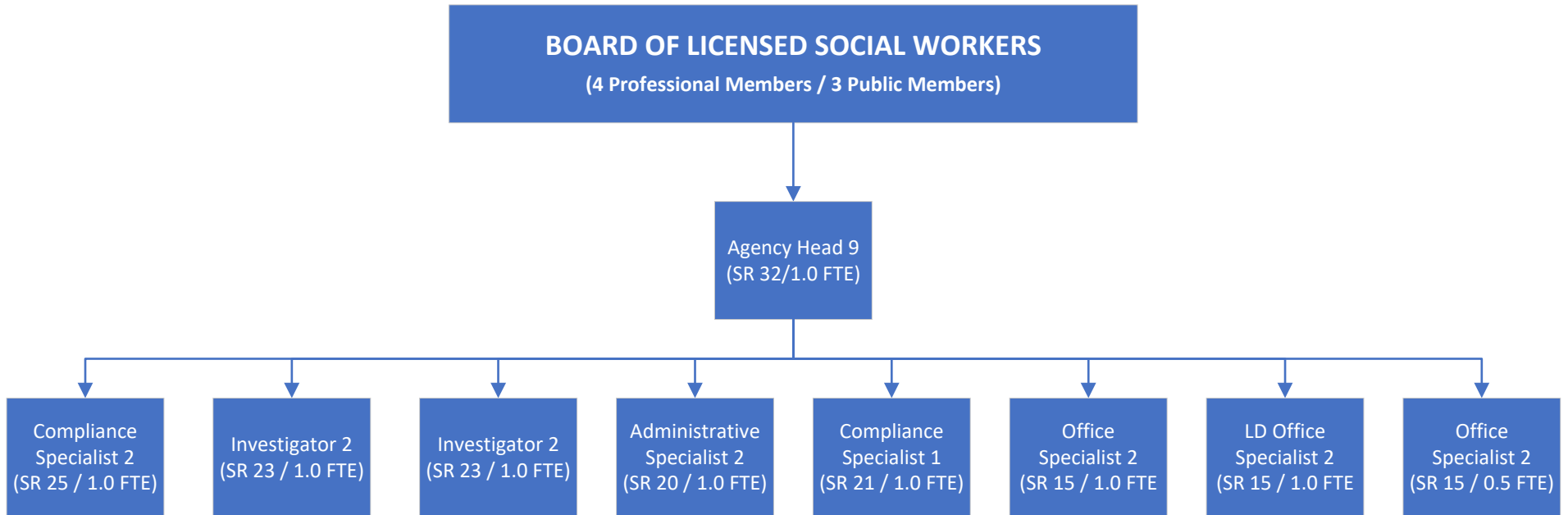
## ORGANIZATIONAL CHART 2023-2025





# OREGON BOARD OF LICENSED SOCIAL WORKERS

## PROPOSED ORGANIZATIONAL CHART 2025-2027



## Oregon State Board of Licensed Social Workers Board Member List / July 2024

<b>Board member</b>	<b>Position Representation</b>
<b>Stephanie Manriquez, Board Chair</b> Bend, OR	Public Member
<b>Amy Ashton-Williams, Vice Chair</b> Pendleton, OR	Licensed Clinical Social Worker
<b>Mollie Jannssen</b> Portland, OR	Licensed Clinical Social Worker
<b>John Fant</b> Woodburn, OR	Public Member
<b>Paddy Farr</b> Eugene, OR	Licensed Clinical Social Worker
VACANT	Public Member
VACANT	Licensed Social Worker (CSWA, LMSW or RBSW)

# BUDGET NARRATIVE

## REVENUE FORECAST NARRATIVE

### 2025-27 Revenue Forecast Narrative

In its 2015-17 Budget, the Legislature approved a 10% fee increase for all renewing licenses. The Board has not requested a fee increase subsequently.

The Board has experienced significant, regular growth in the number of licensees over the past several years.

### BASIS FOR 2025-27 ESTIMATES

The number of licensees has continued to grow steadily over the years and saw an increased rate of growth following the transition of the LCSW license from voluntary to mandatory. In addition, the creation of the RBSW and the LMSW licenses has contributed to that growth. The largest component of the Board's revenue stream continues to be LCSW licensure renewals. The continued growth and stability of this revenue source is a key component of the financial health of the Board, and a key component of any budget from this Board. A history of the number of LCSWs regulated by this Board shows steady growth:

#### Number of Oregon LCSWs

2009	3056
2010	3160
2011	3345
2012	3458
2013	3573
2014	3745

2015	4031
2016	4206
2017	4341
2018	4521
2019	4720
2020	5124
2021	5300
2022	5700
2023	5817
2024	6069

In addition the number of CSWA certificates, which is the precursor to the LCSW license, has also increased. In 2006 the CSWA program averaged about 500 participants, but today there are over 1900 CSWAs in the system. Almost all of these individuals, upon completion of their Plan of Supervision, will apply for an LCSW.

2025-27

Agency Request

Governor's Recommended

Legislatively Adopted

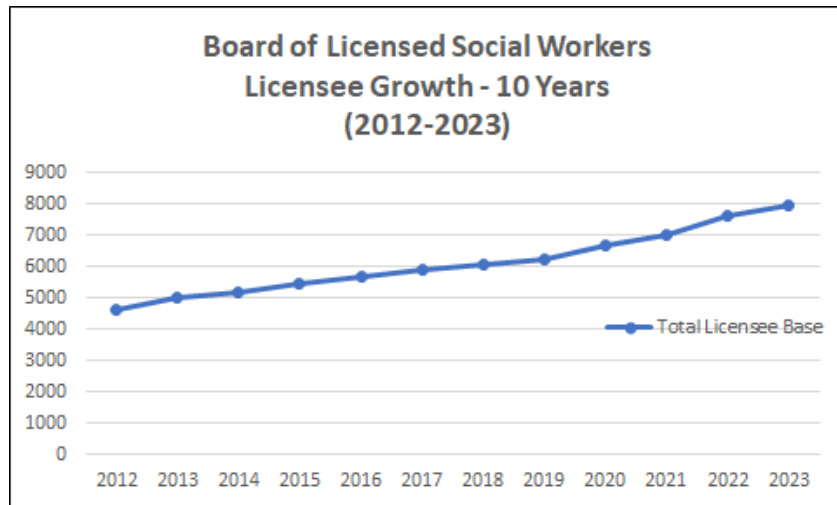
Budget Page

# BUDGET NARRATIVE

The Board actively educates students, prospective licensees and future employers about the role of health regulatory boards and the four types of mandatory and voluntary licenses. This outreach continues to attract license applications from graduates of schools of social work.

In the past five years two new graduate schools of social work have been approved are graduating cohorts of students with the Master of Social Work degree. Schools of social work report more applicants than they have the capacity to serve.

The current and projected growth of the Board is summed up in the following chart:



Year	LCSW	CSWA	RBSW	LMSW	Total
2008	2927	539			3466
2009	3056	473			3529
2010	3160	554			3714
2011	3345	713	25	190	4273
2012	3458	753	35	347	4593
2013	3573	841	76	508	4998
2014	3745	862	76	503	5186
2015	4031	896	71	445	5443
2016	4206	1003	57	412	5678
2017	4341	1095	60	384	5867
2018	4521	1105	51	357	6034
2019	4720	1172	45	312	6249
2020	5018	1274	46	331	6669
2021	5300	1350	40	330	7020
2022	5733	1533	37	326	7629
2023	5979	1595	31	332	7937

September 26, 2024

Hari Vellaipandian, Assistant Policy and Budget Analyst  
Chief Financial Office  
Oregon Department of Administrative Services

SUBJECT: Legislative Concept for fee increase – Fee Change Detail Report

The Board of Licensed Social Workers (BLSW) has not adjusted fees in over 8 years. Expenditures are projected to exceed revenues. Agency staff levels will need to increase to match existing workload. Significant process improvements have been implemented since starting as Executive Director in November of 2023. These process improvements have resulted in lower average cost of operation, but increase in workload have resulted in higher operation costs overall. The Board has also experienced a 37% increase in DOJ cost which aligns with a 48% increase in resolving Compliance cases.

**Most recently, BLSW's daily operation expenses increased unexpectedly:**

- The cost-of-living adjustment for BLSW staff was 13% compared to the typical 6%.
- The Equal Pay project resulted in an additional 6% salary increase.
- BLSW has requested an additional FTE simply to meet current customer demands.
- The fixed cost of service and supplies has steadily increased at 4.5% per year every year since the last fee increase, but fees have not increased.
- DOJ expenses will increase by 40% starting next Biennium.

The Board of Licensed Social Workers mission is to protect the citizens of Oregon through the licensing and regulation of Social Workers. Application fees will need to increase for BLSW's continued customer service successes and to continue to honor BLSW's mission.

## FEE CHANGE DETAIL REPORT

Fee Title/Description	ORS/OAR	Who Pays Fee	Increase, Establish, or Decrease	Date of Last Change	Amount of Last Change	Effective Date of Requested Change	Current Fee	Proposed Fee	Amount of Proposed Fee Change	Number of 2023-25 Transactions with New Fee	Estimated Impact on 2023-25 Revenue	Total 2023-25 Revenue	Projected 2025-27 Transactions with New Fee	Impact on 2025-27 Revenue	Total 2025-27 Revenue	Legislative Concept Number	Policy Package Number
LCSW renewal	877-011-0020	LCSWs	Increase	1/1/2016	26	7/1/2025	286	343	57	-	-	-	6,227	354,939	2,135,861		100.00
CSWA renewal	877-001-0020	CSWAs	Increase	1/1/2016	6	7/1/2025	66	79	13	-	-	-	1,725	22,770	136,620		100.00
LMSW renewal	877-001-0020	LMSWs	Increase	1/1/2016	20	7/1/2025	220	264	44	-	-	-	332	14,608	87,648		100.00
RBSW renewal	877-001-0020	RBSWs	Increase	1/1/2016	10	7/1/2025	110	132	22	-	-	-	30	660	3,960		100.00
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This form and accompanying cover letter must be completed and submitted for three separate purposes:

- 1) Submitted to DAS with the Fee Approval Form (107bf21) when requesting DAS approval to change a fee administratively (Legislative Concept/Policy Package columns not relevant).
- 2) Submitted to DAS with a Legislative Concept, if that concept would increase a fee or assessment (2023-25 columns not relevant).
- 3) Submitted electronically to CFO analyst, at same time as Agency Request Budget, if budget includes a fee establishment, increase, or decrease (2023-25 columns not relevant).

A cover letter is required to provide an overview of and context for the impact of the fee change or establishment.

See instructions on following page for more information.

**Note:** Shaded fields are reported on the Detail of Fee, License, or Assessment Revenue Increase form in the budget binder (107bf08).

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Licensed Social Workers, Board of  
2025-27 Biennium

Agency Number: 12400  
Cross Reference Number: 12400-000-00-00-00000

<i>Source</i>	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	2,291,580	2,687,016	2,687,016	2,949,857	2,949,857	-
Non-business Lic. and Fees	103,425	124,350	124,350	63,360	63,360	-
Fines and Forfeitures	-	25,000	25,000	-	-	-
Interest Income	24,020	5,000	5,000	61,232	61,232	-
Sales Income	9,965	2,000	2,000	10,450	10,450	-
Tsfr To Oregon Health Authority	(20,146)	(22,000)	(22,000)	(24,000)	(24,000)	-
<b>Total Other Funds</b>	<b>\$2,408,844</b>	<b>\$2,821,366</b>	<b>\$2,821,366</b>	<b>\$3,060,899</b>	<b>\$3,060,899</b>	<b>-</b>

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Licensed Social Workers, Board of  
2025-27 Biennium

Agency Number: 12400  
Cross Reference Number: 12400-001-00-00-00000

<i>Source</i>	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	2,291,580	2,687,016	2,687,016	2,949,857	2,949,857	-
Non-business Lic. and Fees	103,425	124,350	124,350	63,360	63,360	-
Fines and Forfeitures	-	25,000	25,000	-	-	-
Interest Income	24,020	5,000	5,000	61,232	61,232	-
Sales Income	9,965	2,000	2,000	10,450	10,450	-
Tsfr To Oregon Health Authority	(20,146)	(22,000)	(22,000)	(24,000)	(24,000)	-
<b>Total Other Funds</b>	<b>\$2,408,844</b>	<b>\$2,821,366</b>	<b>\$2,821,366</b>	<b>\$3,060,899</b>	<b>\$3,060,899</b>	<b>-</b>



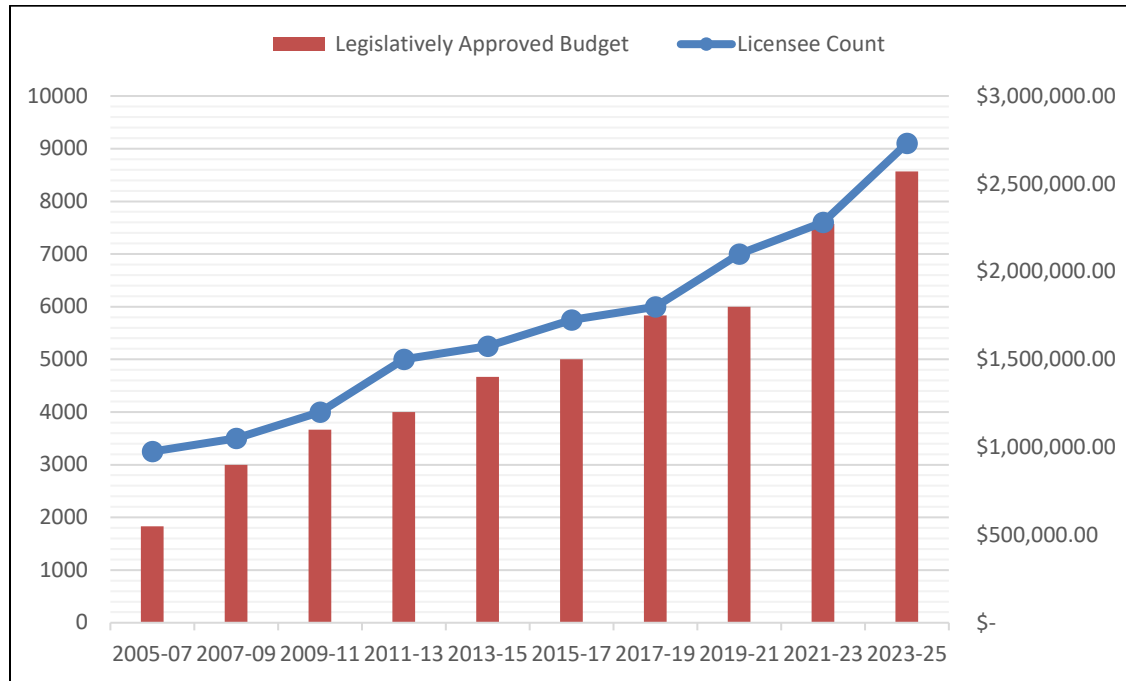
# BUDGET NARRATIVE

## Program Unit Executive Summary

**Oregon Board of Licensed Social Workers (BLSW):** Health Regulatory Licensing Board

Primary Outcome Area: Safety  
Secondary Outcome Area: n/a  
Program Contact: Ray Miller, Executive Director: 503-373-1163

The Oregon Board of Licensed Social Workers (BLSW) accomplishes its mission to protect the citizens of Oregon through the licensing and regulation of social workers. The BLSW is a policy making Board comprised of seven members, appointed by the Governor, and confirmed by the Senate. Four members are licensed social workers and the other three are public members. The BLSW licenses and regulates over 9,000 social workers and is administered by a staff of nine (8.5 FTE). The Board's 2023-2025 biennial budget is \$2,569,726 and is supported almost exclusively through fees paid by licensees (100% Other Funds Budget).



# BUDGET NARRATIVE

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## **Program Funding Request**

BLSW is requesting \$3,743,162 Of expenditure limitation for 2025-27, reflecting continued growth of the licensee base in 2023-25. The public safety outcome this will achieve is public protection through competent and efficient regulation of social workers.

## **Program Description and Performance**

The BLSW has evolved from an agency with limited regulatory and compliance authorization to an agency with an increased ability to protect the public and better regulate the social work profession. Historically, social work was regulated on a voluntary basis, which meant that no license was required to practice social work. Only two clinical (mental health) licensing options were available on a voluntary basis at the Masters level (MSW). After obtaining a MSW, the first step was to apply for the Clinical Social Work Associate certification (CSWA), which required supervision from an already licensed and experienced clinical social worker. After completing at least two years working with a supervisor and a passing score on the national clinical social work exam, an applicant is qualified to apply for the Licensed Clinical Social Worker license. An individual holding an LCSW may practice unsupervised clinical social work and may be approved to bill medical insurance and to apply for insurance panels.

In 2009, the Legislature agreed that this limited regulatory scheme was insufficient to effectively protect the public and passed Senate Bill 177 (2009). This statutory change allowed the BLSW to do the following:

- Require a license to practice clinical social work
- Allow the board to take action in cases of unlicensed clinical practice
- Created two new voluntary, non-clinical licenses at the Bachelor and Masters level (RBSW and LMSW)
- Limited the ability to use the title “social worker” to individuals with a degree in social work and a license from BLSW

The BLSW worked with the social work community and the schools of social work to implement these changes in licensure and compliance. This has resulted in continued significant growth over the intervening years.

## **PROGRAM AREA - Licensure:**

BLSW has responded to growth by becoming more efficient, including moving to on-line initial and renewal applications, as well as eliminating most paper-based continuing education requirements through a random-audit process. BLSW’s current licensees are as follows:

Registered Baccalaureate Social Worker, (RBWS), Licensed Master’s Social Worker (LMSW), Clinical Social Work Associate (CSWA) and Licensed Clinical Social Worker (LCSW). We have observed that the number of non-clinical licenses, the RBSW and LMSW, are not increasing as rapidly as the clinical licenses, the CSWA and the LCSW. This is likely due to the fact that most social work graduates are seeking employment in

# BUDGET NARRATIVE

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the clinical social work field, which allows the social worker the ability to work directly with clients. Some of the non-clinical licensees are allowing their RBSW and LMSW licenses to expire and are taking the next step to obtain a clinical license. We are working with the schools of social work to more accurately define the practice available to the non-clinical licensees as a means to invigorate those licenses. Currently we have 6890 LCSWs, 1794 CSWAs, 331 LMSWs and 32 RBSWs, for a total of 9370 social workers licensed to practice in Oregon.

**Compliance:** The BLSW is required by statute to investigate all reported violations of statutes and rules. Wherever it is appropriate, the Board attempts to resolve infractions through negotiated agreements that result in public discipline. The board's ability to issue Final Orders and resolve cases has increased with the addition of a Limited Duration Investigator 2 as a part of the 2021-23 budget. However, the Board continues to see the number of compliance cases increase, adding to the work of the compliance staff. This means that the BLSW continues to work to resolve cases due to increasing case-loads.

**Pro-active Enforcement through education:** The BLSW is strongly committed to educating licensees, students and employers on social work regulations and the licensure requirements for social workers. The Executive Director visits social work schools throughout the state and the region to discuss licensure and the board's rules and regulations with graduates. The board also works closely with professional associations, including the National Association of Social Workers (NASW) to describe and clarify regulatory requirements and to obtain input in the development of new and revised administrative rules. This outreach has helped to achieve a positive regulatory climate that benefits consumers, licensees and employers.

## **Program Justification and Link to 10-Year Outcome**

The safety of Oregonians is improved by ensuring the licensing and regulation of social workers in Oregon. Licensing protects the public safety through ensuring minimum competency through criteria for licensure and on-going education requirements, and by enforcing laws and rules, including an ethics code for social workers, by means of sanctions for a proven violation.

## **Program Performance – Future Challenges:**

Beyond implementation of two-year licensure for efficiency reasons as discussed above, BLSW also is keenly aware of the need to manage the fees paid by our licensees wisely for the maximum benefit of public protection. Key issues facing the BLSW are:

- Continuing improvement of its compliance program and results: A second, full-time compliance position was authorized for 2013-15. In addition the Board hired a temporary investigator that was included in the 2021-23 budget as a limited duration position to assist in addressing the compliance case backlog.
- Control of Budget Cost Drivers. The BLSW faces three main cost drivers: the escalating costs of personnel (health care, PERS), legal costs associated with compliance and the Office of Administrative Hearings that handles contested cases, and finally the continual escalating costs of State Government Services Charges assessed to BLSW. These three drivers are outside BLSW's control.

# BUDGET NARRATIVE

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- BLSW is working to transition its operations to a paperless process. The most recent transition completed was a shift to on-line processing of most licensing payments, and instituting direct electronic deposits of the remaining payments. The BLSW uses a paperless, secure, Board communication system to enhance efficiency and security compliance operation, and is working to make all Board operations paper-free.
- BLSW has recently implemented a new cloud-hosted, online licensing system for both initial and renewing licenses, and is able to take credit/debit card as well as e-check payment. The new licensing system is fully integrated with our database, minimizing the need for redundant data-entry by board staff. We have completed two years working with the new on-line licensing system and while we still face some procedural glitches, the system is working to automate the application and renewal process.

## **Enabling Legislation/Program Authorization**

Regulation of clinical social work on a voluntary basis was instituted in 1977 under ORS Chapter 675.510-600. The BLSW's regulatory scope was significantly expanded as discussed by passage of Senate Bill 177 (2009). The BLSW is subject to the statutes regulating the processing of complaints against health professionals, ORS 676.160-180.

## **Funding Streams**

The BLSW is entirely supported through the fees paid by licensees. ORS 676.595 grants the BLSW authority to establish fees for licensing applications and renewals. ORS 676.597 restricts use of BLSW funds to the administration and enforcement of BLSW statutes.

## **Significant Proposed Program Changes for 2025-27**

BLSW is not proposing any significant program changes for 2025-27.

Agency Request

Governor's Budget

Legislatively Adopted

Budget Page \_\_\_\_\_

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Social Workers, Board of  
 Pkg: 010 - Vacancy Factor and Non-ORPICS Personal Services

Cross Reference Name: Operations  
 Cross Reference Number: 12400-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
Pension Obligation Bond	-	-	(3,228)	-	-	-	(3,228)
Mass Transit Tax	-	-	1,219	-	-	-	1,219
<b>Total Personal Services</b>	-	-	<b>(\$2,009)</b>	-	-	-	<b>(\$2,009)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	(2,009)	-	-	-	(2,009)
<b>Total Expenditures</b>	-	-	<b>(\$2,009)</b>	-	-	-	<b>(\$2,009)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	2,009	-	-	-	2,009
<b>Total Ending Balance</b>	-	-	<b>\$2,009</b>	-	-	-	<b>\$2,009</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Licensed Social Workers, Board of  
Pkg: 031 - Standard Inflation**

**Cross Reference Name: Operations  
Cross Reference Number: 12400-001-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	402	-	-	-	402
Out of State Travel	-	-	154	-	-	-	154
Employee Training	-	-	337	-	-	-	337
Office Expenses	-	-	613	-	-	-	613
Telecommunications	-	-	1,002	-	-	-	1,002
State Gov. Service Charges	-	-	26,335	-	-	-	26,335
Data Processing	-	-	2,053	-	-	-	2,053
Publicity and Publications	-	-	20	-	-	-	20
Professional Services	-	-	3,104	-	-	-	3,104
IT Professional Services	-	-	4,123	-	-	-	4,123
Attorney General	-	-	32,998	-	-	-	32,998
Employee Recruitment and Develop	-	-	49	-	-	-	49
Dues and Subscriptions	-	-	198	-	-	-	198
Facilities Rental and Taxes	-	-	4,547	-	-	-	4,547
Agency Program Related S and S	-	-	4,519	-	-	-	4,519
Other Services and Supplies	-	-	6,199	-	-	-	6,199
Expendable Prop 250 - 5000	-	-	285	-	-	-	285
IT Expendable Property	-	-	276	-	-	-	276
<b>Total Services &amp; Supplies</b>	-	-	<b>\$87,214</b>	-	-	-	<b>\$87,214</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	87,214	-	-	-	87,214
<b>Total Expenditures</b>	-	-	<b>\$87,214</b>	-	-	-	<b>\$87,214</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Social Workers, Board of  
Pkg: 031 - Standard Inflation

Cross Reference Name: Operations  
Cross Reference Number: 12400-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Ending Balance</b>							
Ending Balance	-	-	(87,214)	-	-	-	(87,214)
<b>Total Ending Balance</b>	-	-	<b>(\$87,214)</b>	-	-	-	<b>(\$87,214)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Social Workers, Board of  
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Operations  
Cross Reference Number: 12400-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Attorney General	-	-	(13,062)	-	-	-	(13,062)
<b>Total Services &amp; Supplies</b>	-	-	<b>(\$13,062)</b>	-	-	-	<b>(\$13,062)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	(13,062)	-	-	-	(13,062)
<b>Total Expenditures</b>	-	-	<b>(\$13,062)</b>	-	-	-	<b>(\$13,062)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	13,062	-	-	-	13,062
<b>Total Ending Balance</b>	-	-	<b>\$13,062</b>	-	-	-	<b>\$13,062</b>



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Social Workers, Board of  
Pkg: 093 - Statewide Adjustment DAS Chgs

Cross Reference Name: Operations  
Cross Reference Number: 12400-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
State Gov. Service Charges	-	-	1,696	-	-	-	1,696
Data Processing	-	-	(3,469)	-	-	-	(3,469)
Other Services and Supplies	-	-	10,877	-	-	-	10,877
<b>Total Services &amp; Supplies</b>	-	-	<b>\$9,104</b>	-	-	-	<b>\$9,104</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	9,104	-	-	-	9,104
<b>Total Expenditures</b>	-	-	<b>\$9,104</b>	-	-	-	<b>\$9,104</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(9,104)	-	-	-	(9,104)
<b>Total Ending Balance</b>	-	-	<b>(\$9,104)</b>	-	-	-	<b>(\$9,104)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Social Workers, Board of  
Pkg: 100 - Fee ratification

Cross Reference Name: Operations  
Cross Reference Number: 12400-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
Business Lic and Fees	-	-	392,977	-	-	-	392,977
<b>Total Revenues</b>	-	-	<b>\$392,977</b>	-	-	-	<b>\$392,977</b>
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	-	-	-	-	-	-	-
Empl. Rel. Bd. Assessments	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Social Security Taxes	-	-	-	-	-	-	-
Paid Family Medical Leave Insurance	-	-	-	-	-	-	-
Worker's Comp. Assess. (WCD)	-	-	-	-	-	-	-
Mass Transit Tax	-	-	-	-	-	-	-
Flexible Benefits	-	-	-	-	-	-	-
<b>Total Personal Services</b>	-	-	-	-	-	-	-
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	-	-	-	-	-
Employee Training	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	-	-	-	-
<b>Total Services &amp; Supplies</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Social Workers, Board of  
Pkg: 100 - Fee ratification

Cross Reference Name: Operations  
Cross Reference Number: 12400-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Total Expenditures</b>							
Total Expenditures	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-
<b>Ending Balance</b>							
Ending Balance	-	-	392,977	-	-	-	392,977
<b>Total Ending Balance</b>	-	-	<b>\$392,977</b>	-	-	-	<b>\$392,977</b>
<b>Total Positions</b>							
Total Positions							-
<b>Total Positions</b>	-	-	-	-	-	-	-
<b>Total FTE</b>							
Total FTE							-
<b>Total FTE</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Licensed Social Workers, Board of  
Pkg: 550 - BH - Full time Office Specialist 2**

**Cross Reference Name: Operations  
Cross Reference Number: 12400-001-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
Business Lic and Fees	-	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-	-
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	-	-	87,576	-	-	-	87,576
Empl. Rel. Bd. Assessments	-	-	72	-	-	-	72
Public Employees' Retire Cont	-	-	18,426	-	-	-	18,426
Social Security Taxes	-	-	6,700	-	-	-	6,700
Paid Family Medical Leave Insurance	-	-	350	-	-	-	350
Worker's Comp. Assess. (WCD)	-	-	42	-	-	-	42
Mass Transit Tax	-	-	525	-	-	-	525
Flexible Benefits	-	-	42,408	-	-	-	42,408
<b>Total Personal Services</b>	-	-	<b>\$156,099</b>	-	-	-	<b>\$156,099</b>
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	500	-	-	-	500
Employee Training	-	-	1,602	-	-	-	1,602
Office Expenses	-	-	750	-	-	-	750
Other Services and Supplies	-	-	3,976	-	-	-	3,976
Expendable Prop 250 - 5000	-	-	1,500	-	-	-	1,500
IT Expendable Property	-	-	4,500	-	-	-	4,500
<b>Total Services &amp; Supplies</b>	-	-	<b>\$12,828</b>	-	-	-	<b>\$12,828</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Social Workers, Board of  
Pkg: 550 - BH - Full time Office Specialist 2

Cross Reference Name: Operations  
Cross Reference Number: 12400-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Total Expenditures</b>							
Total Expenditures	-	-	168,927	-	-	-	168,927
<b>Total Expenditures</b>	-	-	<b>\$168,927</b>	-	-	-	<b>\$168,927</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(168,927)	-	-	-	(168,927)
<b>Total Ending Balance</b>	-	-	<b>(\$168,927)</b>	-	-	-	<b>(\$168,927)</b>
<b>Total Positions</b>							
Total Positions							1
<b>Total Positions</b>	-	-	-	-	-	-	<b>1</b>
<b>Total FTE</b>							
Total FTE							1.00
<b>Total FTE</b>	-	-	-	-	-	-	<b>1.00</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Licensed Social Workers, Board of  
Pkg: 551 - BH - Licensing system upgrade

Cross Reference Name: Operations  
Cross Reference Number: 12400-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	625,000	-	-	-	-	-	625,000
<b>Total Revenues</b>	<b>\$625,000</b>	-	-	-	-	-	<b>\$625,000</b>
<b>Services &amp; Supplies</b>							
IT Professional Services	625,000	-	-	-	-	-	625,000
<b>Total Services &amp; Supplies</b>	<b>\$625,000</b>	-	-	-	-	-	<b>\$625,000</b>
<b>Total Expenditures</b>							
Total Expenditures	625,000	-	-	-	-	-	625,000
<b>Total Expenditures</b>	<b>\$625,000</b>	-	-	-	-	-	<b>\$625,000</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Licensed Social Workers, Board of  
2025-27 Biennium

Agency Number: 12400  
Cross Reference Number: 12400-000-00-00-00000

<i>Source</i>	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	2,291,580	2,687,016	2,687,016	2,949,857	2,949,857	-
Non-business Lic. and Fees	103,425	124,350	124,350	63,360	63,360	-
Fines and Forfeitures	-	25,000	25,000	-	-	-
Interest Income	24,020	5,000	5,000	61,232	61,232	-
Sales Income	9,965	2,000	2,000	10,450	10,450	-
Tsfr To Oregon Health Authority	(20,146)	(22,000)	(22,000)	(24,000)	(24,000)	-
<b>Total Other Funds</b>	<b>\$2,408,844</b>	<b>\$2,821,366</b>	<b>\$2,821,366</b>	<b>\$3,060,899</b>	<b>\$3,060,899</b>	<b>-</b>

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Licensed Social Workers, Board of  
2025-27 Biennium

Agency Number: 12400  
Cross Reference Number: 12400-001-00-00-00000

<i>Source</i>	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	2,291,580	2,687,016	2,687,016	2,949,857	2,949,857	-
Non-business Lic. and Fees	103,425	124,350	124,350	63,360	63,360	-
Fines and Forfeitures	-	25,000	25,000	-	-	-
Interest Income	24,020	5,000	5,000	61,232	61,232	-
Sales Income	9,965	2,000	2,000	10,450	10,450	-
Tsfr To Oregon Health Authority	(20,146)	(22,000)	(22,000)	(24,000)	(24,000)	-
<b>Total Other Funds</b>	<b>\$2,408,844</b>	<b>\$2,821,366</b>	<b>\$2,821,366</b>	<b>\$3,060,899</b>	<b>\$3,060,899</b>	<b>-</b>





# Oregon Board of Licensed Social Workers

3218 Pringle Rd. S Suite 240  
Salem, Oregon 97302

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## **2025-27 Biennium Affirmative Action Statement**

## **C. Agency Overview**

The Board of Licensed Social Worker’s mission is to “protect the citizens of Oregon through the licensing and regulation of social workers.” The BLSW is a regulatory and policy-making board with seven members who are appointed by the Governor and confirmed by the Senate. Four members must be licensed social workers. (Three must hold a Licensed Clinical Social Worker, or LCSW, and one must hold a Clinical Social Worker Associate, CSWA, a Licensed Masters Social Worker, LMSW, or a Registered Baccalaureate Social Worker, RBSW). The remaining three members must be members of the public without a connection to the social work profession.

The BLSW regulates over 8,000 professional social workers in the four license categories listed above. The LCSW and CSWA are required for a licensee to practice clinical, or therapeutic social work. The LMSW and RBSW are voluntary and do not allow the licensee to practice clinical social work.

The board is administered by a staff of 8.5 FTE; 7.5 FTE are permanent positions and 1 FTE is a limited duration position. The board’s 2023-25 Legislatively Approved Budget is just over \$2.5 million “other funds,” which is generated almost exclusively from licensing fees.

The board’s Executive Director, Ray Miller, is a Agency Head 9, who has been with the board since 2023.

The board’s Policy Advisor from the Governor’s Office is Amy Baker.

The board’s Affirmative Action Representative is Ray Miller, Executive Director. Contact information: ray.miller@blsw.oregon.gov and 503 373 1163.

The board’s lead for contract equity is Ray Miller, Executive Director. Contact information: ray.miller@blsw.oregon.gov and 503 373 1163.

## **D. Affirmative Action Policy Statement**

### **1. Oregon Board of Licensed Social Workers – 2025-27 Affirmative Action Policy Statement**

The Oregon State Board of Licensed Social Workers supports the Governor’s Affirmative Action Plan and is dedicated to creating a work environment which will attract and retain employees who represent the broadest possible spectrum of society including women, minorities and the disabled. It is the policy of the Oregon State Board of Licensed Social Workers that:

- Citizens, licensees, and licensure applicants shall have equal access to programs and services of the Board and fair and equal opportunities for employment. In hiring practices and when administering Board programs and policies, the Board and staff will not discriminate against any

person on the basis of race, sex, color, ancestry, national origin, age, marital status, sexual orientation, political or religious affiliation, or physical or mental disability, or any other reason prohibited by state or federal law;

- All employment activities, including, hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment shall be carried out without discrimination in a work environment that is free from discriminatory harassment;
- Equal access to services will be offered to those with whom the Board does business; there is zero tolerance for any form of discrimination or harassment within the work setting or as the Board and staff interact with citizens and licensees. The Board and staff are accountable for creating and promoting a work environment that is free from any kind of hostility or unwelcoming behavior; and
- The Board and staff relate to citizens and licensees with respect, fairness, and cooperation that demonstrate our commitment to the principles which represent the highest aspiration of our rich, multi-cultural society. Through this collaborative effort, we can effectively and efficiently achieve our mission of protecting the public and appropriately processing the work of the Board.

## **2. State and Federal Employment Documents**

Copies of state and federal employment law documents are posted at the board's office at 3218 Pringle Rd. SE, Salem OR 97302.

## **3. Complaint Options**

Employees may file complaints with the board's Executive Director, the board chair, Stephanie Manriquez, or with the DAS CHRO, who serves as the board's HR officer.

## **E. Affirmative Action Plan Goals – July 1, 2025 – June 30, 2027**

1. Encourage minority and disabled persons to apply for positions in the agency and on volunteer citizen boards and councils representing the agency.
2. Utilize creative marketing tools that include Web media, social networking, and minority professional organizations and diversity outreach partnerships to advertise vacancies to people of color, disabled individuals, and women.
3. Assure that all interview panels have a diverse group of participants to ensure a fair process and consistency in hiring practices.

4. Initiate an exit interview request to departing employees to learn reasons for their departure and to assess and improve aspects of the Board of Licensed Social Workers' working environment, culture, processes, systems, and management style.
5. Promote an environment of respect, teamwork, and mutual understanding among staff and to further our understanding of individual and group diversity.
6. Make diversity training opportunities and attendance at cultural events available to staff and ensure management support for attendance.
7. Identify other means to strengthen recruitment and retention of minorities and individuals with disabilities.
8. Continue its involvement with the Association of Social Work Boards (ASWB) to help ensure continued attention to then issue of exam passage rates for ESL applicants for national social work examinations required for licensure.
9. Develop and adopt administrative rules to require a specified number of continuing education hours targeted on enhancing licensees' cultural competence.

### **Strategies and Timelines for Achieving Goals**

1. Ongoing      The Oregon Board of Licensed Social Workers will advertise board member openings on its Web site, utilize social networking, and continue to work with the Governor's Executive Appointments Office to attract minority and disabled persons to positions on the volunteer citizen boards representing the health-related professions the agency oversees.

**Achievements: During the first half of the biennium, the BLSW board members include 4 female members and 2 male members, one of whom is a person of color. At this time, the board has one vacancy. We expect that the position will be filled soon. Over the next year, the Board will likely have at two vacancies and is working with Governor's Executive Appointments Office to fill those positions and maintain the ethnic and geographic diversity we currently have achieved.**

**The Director meets regularly with staff and students in Oregon's schools of social work to establish and maintain lines of communication and to create awareness of the state's role in protecting all Oregonians through professional licensing. These meetings have all moved to video presentations in response to COVID requirements.**

2. Ongoing
- The Oregon Board of Licensed Social Workers will continue to work with the Governor’s Diversity and Inclusion (Affirmative Action) Office to promote agency opportunities to minority professional organizations, disabled individuals, and women. We will advertise job opportunities on the agency Web site and encourage protected classes to apply. We will explore Web media marketing tools and diversity outreach partnerships to increase awareness and promote the benefits of working for The Oregon Board of Licensed Social Workers to potential applicants.

**Achievements: The Board had 1 staff opening in this biennium. We worked with the CHRO to advertise a vacant position, and in July 2024 hired a minority woman to fill the Limited Duration position.**

3. Ongoing
- The DEI / Affirmative Action Representative will ensure that all interview panels have a diverse group of participants or, when appropriate, participate on interview panels to ensure a fair process and consistency in hiring practices.

**Achievements: The Board has sent the job announcement for 2 Office Specialist 2 openings to Community Based Organizations serving historically underserved communities.**

4. Ongoing
- The Oregon Board of Licensed Social Workers will work with DAS Enterprise Human Resources to coordinate and develop an exit interview mechanism that combines the Board’s preference for an in-person mechanism with compliance with the State of Oregon online exit interview survey. Access to the mandatory survey will be provided to all departing employees regardless of the reason for their departure. Survey responses will be independently reviewed to improve the Oregon Board of Licensed Social Workers working environment, culture, processes and systems, and management style.

**Achievements: The Board has not had any staff leave employment during the current biennium.**

5. Ongoing The Agency Affirmative Action Representative will develop a mission, goals, and initiatives in support of the agency's Diversity and Inclusion Affirmative Action Plan, in collaboration with Board leadership.

**Achievements: The Board has established a subcommittee of the board to develop standards to ensure the cultural competence of both professional licensees and board and staff. The Cultural Competence Taskforce meets regularly as a part of the board's regular meeting schedule and has identified education opportunities for board members and staff.**

6. Ongoing The Oregon Board of Licensed Social Workers will regularly communicate its commitment to affirmative action goals and objectives and encourage employees' participation in diversity training opportunities and attendance at cultural events.

**Achievements: The Board's director has attended past Diversity Conferences. The Board will pay for board staff to attend future conferences. The board plans to send a staff person to the diversity conference next year and will require all staff members to attend at least one on-line session from the Diversity Conference.**

**The board had arranged for Basic Rights Oregon to provide a training in April 2020 for board members and staff on gender and inclusion. However, that training had to be postponed due to COVID restrictions. We intend to reschedule the training as soon as we are able to arrange it.**

7. Ongoing The Oregon Board of Licensed Social Workers will continue to work toward its diversity goals and objectives. We will continue to identify other means to strengthen our recruitment and retention of women, minorities, and individuals with disabilities.

**Achievements: The Board has increased its diversity representation, both on the board and on staff. The Board is currently advertising to permanently fill any vacant staff positions.**

8. Ongoing

The Oregon Board of Licensed Social Workers will continue to work, through its Board and Executive Director, to maintain attention and focus on the issue of ESL passage rates on the national ASWB competency examinations required for social work licensure.

**Achievements: The board has discussed investing in a small research project to evaluate Oregon social work graduates' national licensing exam pass rates. We are currently in discussion to create such a study.**

**The Board routinely approves ESL-related accommodations for ASWB exam to help provide a level playing field for social work exam test takers from diverse language backgrounds**

## F. Workforce Tables

### G. Affirmative Action Plan Goals – July 1, 2025 – June 30, 2027

1. Encourage minority and disabled persons to apply for positions in the agency and on volunteer citizen boards and councils representing the agency.
2. Utilize creative marketing tools that include Web media, social networking, and minority professional organizations and diversity outreach partnerships to advertise vacancies to people of color, disabled individuals, and women.
3. Assure that all interview panels have a diverse group of participants to ensure a fair process and consistency in hiring practices.
4. Initiate an exit interview request to departing employees to learn reasons for their departure and to assess and improve aspects of the Board of Licensed Social Workers' working environment, culture, processes, systems, and management style.

5. Promote an environment of respect, teamwork, and mutual understanding among staff and to further our understanding of individual and group diversity.
6. Make diversity training opportunities and attendance at cultural events available to staff and ensure management support for attendance. Focus diversity training on gender identity and expression, including revising licensing applications and supporting materials.
7. Identify other means to strengthen recruitment and retention of minorities and individuals with disabilities.
8. Continue its involvement with the Association of Social Work Boards (ASWB) to help ensure continued attention to the issue of exam passage rates for ESL applicants for national social work examinations required for licensure.
9. Implement administrative rules to require a specified number of continuing education hours targeted on enhancing licensees' cultural competence.

### Strategies and Timelines for Achieving Goals

1. Ongoing                      The Oregon Board of Licensed Social Workers will advertise board and council member openings on its Web site, utilize social networking, and continue to work with the Governor's Executive Appointments Office to attract minority and disabled persons to positions on the volunteer citizen boards and councils representing the health-related professions the agency oversees. The Director will continue to meet with staff and students from Oregon's schools of social work.

**Strategies: We will continue to work with the Governor's Executive Appointments Office as board vacancies occur. We intend to continue to meet with staff and students from Oregon social work schools as we are able.**

2. Ongoing                      The Oregon Board of Licensed Social Workers will continue to work with the Governor's Office of Diversity, Equity, and Inclusion/Affirmative Action to promote agency opportunities to minority professional organizations, disabled individuals, and women. We will advertise job opportunities on the agency Web site and encourage protected classes to apply. We will explore Web media



marketing tools and diversity outreach partnerships to increase awareness and promote the benefits of working for the Oregon Board of Licensed Social Workers to potential applicants.

**Strategies: We will work to achieve this goal as hiring opportunities occur.**

3. Ongoing The DEI / Affirmative Action Representative will ensure that all interview panels have a diverse group of participants or, when appropriate, participate on interview panels to ensure a fair process and consistency in hiring practices.

**Strategies: We will work to achieve this goal as hiring opportunities occur.**

4. Ongoing The Oregon Board of Licensed Social Workers will continue to implement an exit interview to combine the Board's preference for an in-person survey with compliance with the State of Oregon online exit interview survey.

**Strategies: We will work to achieve this goal as hiring opportunities occur.**

5. Ongoing The Agency DEI / Affirmative Action Representative will develop a mission, goals, and initiatives in support of the agency's Diversity and Inclusion Affirmative Action Plan, in collaboration with Board leadership.

6. Ongoing The Oregon Board of Licensed Social Workers will regularly communicate its commitment to affirmative action goals and objectives and encourage, when practical, employees' participation in diversity training opportunities and attendance at cultural events. The Board will schedule training for staff on gender identity and gender expression, including a process to review and revise application and licensing materials.

7. Ongoing The Oregon Board of Licensed Social Workers will continue to work toward its diversity goals and objectives. We will continue to identify

other means to strengthen our recruitment and retention of women, minorities, and individuals with disabilities.

8. Ongoing The Oregon Board of Licensed Social Workers will continue to work, through its Board and Executive Director, to maintain attention and focus on the issue of ESL passage rates on the national ASWB

## **H. Leadership Evaluation**

The Executive Director is the Board's only management level position. The board conducts an evaluation of the director each year.

## **I. Contracting with Minority-Owned Businesses**

The board receives most of its services from DAS. The board contracted for the provision of a licensing system/database in 2019. The selected vendor was not a minority-owned business. The board has not entered into any other contracts during this biennium.

## **Affirmative Action Summary Statement**

The Oregon Board of Licensed Social Workers remains committed to its policy on Affirmative Action and Equal Opportunity and to a rigorous and active affirmative action program. My personal commitment to these ideas is represented in the Affirmative Action Plan. Likewise, the Plan represents the Oregon Board of Licensed Social Worker's commitment to equal opportunity and affirmative action in employment and public service consistent with all applicable federal and state laws, including, but not limited to: Executive Order 11246; Title VII of the Civil Rights Act of 1964; Sections 503 and 504 of the

Rehabilitation Act of 1974; the Vietnam Era Veterans Readjustment Assistance Act; and the Americans with Disabilities Act.  
This Affirmative Action Plan has my complete authorization and commitment.



1/23/2025

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Signature

Ray Miller, Executive Director

Oregon Board of Licensed Social Workers

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\_ Date

**Licensed Social Workers, Board of**

**Summary Cross Reference Listing and Packages  
2025-27 Biennium**

**Agency Number: 12400**

**M Analyst: Vellaipandian, Harikrishnan**

**Budget Coordinator: Kay, Irina - (971)900-7668**

<b>Cross Reference Number</b>	<b>Cross Reference Description</b>	<b>Package Number</b>	<b>Priority</b>	<b>Package Description</b>	<b>Package Group</b>
001-00-00-00000	Operations	010	0	Vacancy Factor and Non-ORPICS Personal Services	Essential Packages
001-00-00-00000	Operations	021	0	Phase-in	Essential Packages
001-00-00-00000	Operations	022	0	Phase-out Pgm & One-time Costs	Essential Packages
001-00-00-00000	Operations	031	0	Standard Inflation	Essential Packages
001-00-00-00000	Operations	032	0	Above Standard Inflation	Essential Packages
001-00-00-00000	Operations	033	0	Exceptional Inflation	Essential Packages
001-00-00-00000	Operations	040	0	Mandated Caseload	Essential Packages
001-00-00-00000	Operations	050	0	Fundshifts	Essential Packages
001-00-00-00000	Operations	060	0	Technical Adjustments	Essential Packages
001-00-00-00000	Operations	070	0	Revenue Shortfalls	Policy Packages
001-00-00-00000	Operations	081	0	May 2024 Emergency Board	Policy Packages
001-00-00-00000	Operations	082	0	September 2024 Emergency Board	Policy Packages
001-00-00-00000	Operations	090	0	Analyst Adjustments	Policy Packages
001-00-00-00000	Operations	092	0	Statewide AG Adjustment	Policy Packages
001-00-00-00000	Operations	093	0	Statewide Adjustment DAS Chgs	Policy Packages
001-00-00-00000	Operations	100	1	Fee ratification	Policy Packages
001-00-00-00000	Operations	550	2	BH - Full time Office Specialist 2	Policy Packages
001-00-00-00000	Operations	551	3	BH - Licensing system upgrade	Policy Packages

# POLICY OPTION PACKAGE 100 - NARRATIVE

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Policy Option Package 100 – Fee ratification

Other fund                \$392,977

## **Background**

The Oregon Board of Licensed Social Workers is completely funded by fee revenue generated from board-issued licenses for the practice of professional social work.

This package increases limitation to allow for a fee increase. This will also fund additional revenue needed to account for inflation, the 25-27 DOJ increase, and reserves to fund an IT solution. This package increases Other Fund expenditure limitation by \$392,977. BLSW last raised fees in the 2015-2017 biennium.

# POLICY OPTION PACKAGE 550 - NARRATIVE

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Policy Option Package 550 – BH - Full time Office Specialist 2

Personal Services      \$168,927

## **Background**

The Oregon Board of Licensed Social Workers is completely funded by fee revenue generated from board-issued licenses for the practice of professional social work.

This package increases Other Funds expenditure limitation on a one-time basis to extend a full-time limited duration Office Specialist position for the 2025-27 biennium to meet current demand and increased demand from SB1552. This package has been modified as the original request was for a permanent position.

# POLICY OPTION PACKAGE 551 - NARRATIVE

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Policy Option Package 551 – BH - Licensing system upgrade

General Fund            \$625,000

## **Background**

The Oregon Board of Licensed Social Workers is completely funded by fee revenue generated from board-issued licenses for the practice of professional social work.

This package will increase General Fund one-time to implement a new licensing system for BLSW. The current platform is not meeting the agency's needs and a new system will increase license processing speeds. This package was modified to reflect the potential for shared planning costs. The licensing system upgrade will result in reduction of other fund expenditures for salaries and wages.

**Licensed Social Workers, Board of**

**Policy Package List by Priority  
2025-27 Biennium**

**Agency Number: 12400**

**BAM Analyst: Vellaipandian, Harikrishnan**

**Budget Coordinator: Kay, Irina - (971)900-7668**

<b>Priority</b>	<b>Policy Pkg Number</b>	<b>Policy Pkg Description</b>	<b>Summary Cross Reference Number</b>	<b>Cross Reference Description</b>
0	070	Revenue Shortfalls	001-00-00-00000	Operations
	081	May 2024 Emergency Board	001-00-00-00000	Operations
	082	September 2024 Emergency Board	001-00-00-00000	Operations
	090	Analyst Adjustments	001-00-00-00000	Operations
	092	Statewide AG Adjustment	001-00-00-00000	Operations
	093	Statewide Adjustment DAS Chgs	001-00-00-00000	Operations
1	100	Fee ratification	001-00-00-00000	Operations
2	550	BH - Full time Office Specialist 2	001-00-00-00000	Operations
3	551	BH - Licensing system upgrade	001-00-00-00000	Operations



**Licensed Social Workers, Board of**

**Agency Number: 12400**

**Budget Support - Detail Revenues and Expenditures**

**Cross Reference Number: 12400-000-00-00-00000**

**2025-27 Biennium**

**Clinical Social Workers, Board of**

<i>Description</i>	<i>2021-23 Actuals</i>	<i>2023-25 Leg Adopted Budget</i>	<i>2023-25 Leg Approved Budget</i>	<i>2025-27 Agency Request Budget</i>	<i>2025-27 Governor's Budget</i>	<i>2025-27 Leg. Adopted Budget</i>
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	639,740	555,842	555,842	560,791	560,791	-
<b>0030 Beginning Balance Adjustment</b>						
3400 Other Funds Ltd	-	-	-	-	119,153	-
<b>BEGINNING BALANCE</b>						
3400 Other Funds Ltd	639,740	555,842	555,842	560,791	679,944	-
<b>TOTAL BEGINNING BALANCE</b>	<b>\$639,740</b>	<b>\$555,842</b>	<b>\$555,842</b>	<b>\$560,791</b>	<b>\$679,944</b>	<b>-</b>
<b>REVENUE CATEGORIES</b>						
<b>GENERAL FUND APPROPRIATION</b>						
<b>0050 General Fund Appropriation</b>						
8000 General Fund	-	-	-	750,000	625,000	-
<b>LICENSES AND FEES</b>						
<b>0205 Business Lic and Fees</b>						
3400 Other Funds Ltd	2,291,580	2,687,016	2,687,016	2,949,857	2,949,857	-
<b>0210 Non-business Lic. and Fees</b>						
3400 Other Funds Ltd	103,425	124,350	124,350	63,360	63,360	-
<b>LICENSES AND FEES</b>						
3400 Other Funds Ltd	2,395,005	2,811,366	2,811,366	3,013,217	3,013,217	-
<b>TOTAL LICENSES AND FEES</b>	<b>\$2,395,005</b>	<b>\$2,811,366</b>	<b>\$2,811,366</b>	<b>\$3,013,217</b>	<b>\$3,013,217</b>	<b>-</b>
<b>FINES, RENTS AND ROYALTIES</b>						
<b>0505 Fines and Forfeitures</b>						
3400 Other Funds Ltd	-	25,000	25,000	-	-	-

Description	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
<b>INTEREST EARNINGS</b>						
<b>0605 Interest Income</b>						
3400 Other Funds Ltd	24,020	5,000	5,000	61,232	61,232	-
<b>SALES INCOME</b>						
<b>0705 Sales Income</b>						
3400 Other Funds Ltd	9,965	2,000	2,000	10,450	10,450	-
<b>REVENUE CATEGORIES</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	2,428,990	2,843,366	2,843,366	3,084,899	3,084,899	-
<b>TOTAL REVENUE CATEGORIES</b>	<b>\$2,428,990</b>	<b>\$2,843,366</b>	<b>\$2,843,366</b>	<b>\$3,834,899</b>	<b>\$3,709,899</b>	<b>-</b>
<b>TRANSFERS OUT</b>						
<b>2443 Tsfr To Oregon Health Authority</b>						
3400 Other Funds Ltd	(20,146)	(22,000)	(22,000)	(24,000)	(24,000)	-
<b>AVAILABLE REVENUES</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	3,048,584	3,377,208	3,377,208	3,621,690	3,740,843	-
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$3,048,584</b>	<b>\$3,377,208</b>	<b>\$3,377,208</b>	<b>\$4,371,690</b>	<b>\$4,365,843</b>	<b>-</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
3400 Other Funds Ltd	979,994	1,082,220	1,289,954	1,372,992	1,372,992	-
<b>3170 Overtime Payments</b>						

Description	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
3400 Other Funds Ltd	12,342	-	-	-	-	-
<b>3180 Shift Differential</b>						
3400 Other Funds Ltd	27	-	-	-	-	-
<b>3190 All Other Differential</b>						
3400 Other Funds Ltd	11,608	-	-	-	-	-
<b>SALARIES &amp; WAGES</b>						
3400 Other Funds Ltd	1,003,971	1,082,220	1,289,954	1,372,992	1,372,992	-
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$1,003,971</b>	<b>\$1,082,220</b>	<b>\$1,289,954</b>	<b>\$1,372,992</b>	<b>\$1,372,992</b>	-
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
3400 Other Funds Ltd	336	397	450	612	612	-
<b>3220 Public Employees' Retire Cont</b>						
3400 Other Funds Ltd	192,002	193,031	207,761	287,818	287,818	-
<b>3221 Pension Obligation Bond</b>						
3400 Other Funds Ltd	55,070	47,678	53,636	50,408	50,408	-
<b>3230 Social Security Taxes</b>						
3400 Other Funds Ltd	75,737	82,790	89,078	105,034	105,034	-
<b>3240 Unemployment Assessments</b>						
3400 Other Funds Ltd	105	-	-	-	-	-
<b>3241 Paid Family Medical Leave Insurance</b>						
3400 Other Funds Ltd	1,078	4,308	4,637	5,470	5,470	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
3400 Other Funds Ltd	273	345	391	357	357	-

**Licensed Social Workers, Board of**

**Agency Number: 12400**

**Budget Support - Detail Revenues and Expenditures**

**Cross Reference Number: 12400-000-00-00-00000**

**2025-27 Biennium**

**Clinical Social Workers, Board of**

<i>Description</i>	<i>2021-23 Actuals</i>	<i>2023-25 Leg Adopted Budget</i>	<i>2023-25 Leg Approved Budget</i>	<i>2025-27 Agency Request Budget</i>	<i>2025-27 Governor's Budget</i>	<i>2025-27 Leg. Adopted Budget</i>
<b>3260 Mass Transit Tax</b>						
3400 Other Funds Ltd	6,033	6,493	6,493	8,237	8,237	-
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	294,511	297,000	336,600	360,468	360,468	-
<b>OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	625,145	632,042	699,046	818,404	818,404	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$625,145</b>	<b>\$632,042</b>	<b>\$699,046</b>	<b>\$818,404</b>	<b>\$818,404</b>	-
<b>PERSONAL SERVICES</b>						
3400 Other Funds Ltd	1,629,116	1,714,262	1,989,000	2,191,396	2,191,396	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,629,116</b>	<b>\$1,714,262</b>	<b>\$1,989,000</b>	<b>\$2,191,396</b>	<b>\$2,191,396</b>	-
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	1,658	9,569	9,569	10,471	10,471	-
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	-	3,672	3,672	3,826	3,826	-
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	640	8,015	8,015	9,954	9,954	-
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	7,718	24,603	24,603	15,966	15,966	-
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	14,424	33,854	33,854	24,856	24,856	-
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	94,693	90,785	90,785	117,120	118,816	-

**Licensed Social Workers, Board of**

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**2025-27 Biennium**

**Clinical Social Workers, Board of**

<i>Description</i>	<i>2021-23 Actuals</i>	<i>2023-25 Leg Adopted Budget</i>	<i>2023-25 Leg Approved Budget</i>	<i>2025-27 Agency Request Budget</i>	<i>2025-27 Governor's Budget</i>	<i>2025-27 Leg. Adopted Budget</i>
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	40,902	48,872	48,872	50,925	47,456	-
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	759	478	478	498	498	-
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	26,669	45,650	45,650	48,754	48,754	-
<b>4315 IT Professional Services</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	31,517	60,638	60,638	64,761	64,761	-
All Funds	31,517	60,638	60,638	814,761	689,761	-
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	34,678	141,868	141,868	174,866	161,804	-
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	-	1,172	1,172	1,221	1,221	-
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	500	4,705	4,705	4,903	4,903	-
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	103,022	108,263	108,263	112,810	112,810	-
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	125,373	72,603	72,603	112,122	112,122	-
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	147,974	162,584	162,584	157,759	168,636	-
<b>4700 Expendable Prop 250 - 5000</b>						

**Licensed Social Workers, Board of**

**Agency Number: 12400**

**Budget Support - Detail Revenues and Expenditures**

**Cross Reference Number: 12400-000-00-00-00000**

**2025-27 Biennium**

**Clinical Social Workers, Board of**

<i>Description</i>	<i>2021-23 Actuals</i>	<i>2023-25 Leg Adopted Budget</i>	<i>2023-25 Leg Approved Budget</i>	<i>2025-27 Agency Request Budget</i>	<i>2025-27 Governor's Budget</i>	<i>2025-27 Leg. Adopted Budget</i>
3400 Other Funds Ltd	-	6,785	6,785	8,570	8,570	-
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	2,309	6,566	6,566	11,342	11,342	-
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	632,836	830,682	830,682	930,724	926,766	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$632,836</b>	<b>\$830,682</b>	<b>\$830,682</b>	<b>\$1,680,724</b>	<b>\$1,551,766</b>	<b>-</b>
<b>EXPENDITURES</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	2,261,952	2,544,944	2,819,682	3,122,120	3,118,162	-
<b>TOTAL EXPENDITURES</b>	<b>\$2,261,952</b>	<b>\$2,544,944</b>	<b>\$2,819,682</b>	<b>\$3,872,120</b>	<b>\$3,743,162</b>	<b>-</b>
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	786,632	832,264	557,526	499,570	622,681	-
<b>TOTAL ENDING BALANCE</b>	<b>\$786,632</b>	<b>\$832,264</b>	<b>\$557,526</b>	<b>\$499,570</b>	<b>\$622,681</b>	<b>-</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	7	8	10	9	9	-
<b>TOTAL AUTHORIZED POSITIONS</b>	<b>7</b>	<b>8</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>-</b>
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	7.00	7.50	8.50	8.50	8.50	-
<b>TOTAL AUTHORIZED FTE</b>	<b>7.00</b>	<b>7.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>-</b>

Budget Support - Detail Revenues and Expenditures  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000

Description	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	639,740	555,842	555,842	560,791	560,791	-
<b>0030 Beginning Balance Adjustment</b>						
3400 Other Funds Ltd	-	-	-	-	119,153	-
<b>BEGINNING BALANCE</b>						
3400 Other Funds Ltd	639,740	555,842	555,842	560,791	679,944	-
<b>TOTAL BEGINNING BALANCE</b>	<b>\$639,740</b>	<b>\$555,842</b>	<b>\$555,842</b>	<b>\$560,791</b>	<b>\$679,944</b>	<b>-</b>
<b>REVENUE CATEGORIES</b>						
<b>GENERAL FUND APPROPRIATION</b>						
<b>0050 General Fund Appropriation</b>						
8000 General Fund	-	-	-	750,000	625,000	-
<b>LICENSES AND FEES</b>						
<b>0205 Business Lic and Fees</b>						
3400 Other Funds Ltd	2,291,580	2,687,016	2,687,016	2,949,857	2,949,857	-
<b>0210 Non-business Lic. and Fees</b>						
3400 Other Funds Ltd	103,425	124,350	124,350	63,360	63,360	-
<b>LICENSES AND FEES</b>						
3400 Other Funds Ltd	2,395,005	2,811,366	2,811,366	3,013,217	3,013,217	-
<b>TOTAL LICENSES AND FEES</b>	<b>\$2,395,005</b>	<b>\$2,811,366</b>	<b>\$2,811,366</b>	<b>\$3,013,217</b>	<b>\$3,013,217</b>	<b>-</b>
<b>FINES, RENTS AND ROYALTIES</b>						
<b>0505 Fines and Forfeitures</b>						
3400 Other Funds Ltd	-	25,000	25,000	-	-	-

Budget Support - Detail Revenues and Expenditures  
 2025-27 Biennium  
 Operations

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Description	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
<b>INTEREST EARNINGS</b>						
<b>0605 Interest Income</b>						
3400 Other Funds Ltd	24,020	5,000	5,000	61,232	61,232	-
<b>SALES INCOME</b>						
<b>0705 Sales Income</b>						
3400 Other Funds Ltd	9,965	2,000	2,000	10,450	10,450	-
<b>REVENUE CATEGORIES</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	2,428,990	2,843,366	2,843,366	3,084,899	3,084,899	-
<b>TOTAL REVENUE CATEGORIES</b>	<b>\$2,428,990</b>	<b>\$2,843,366</b>	<b>\$2,843,366</b>	<b>\$3,834,899</b>	<b>\$3,709,899</b>	<b>-</b>
<b>TRANSFERS OUT</b>						
<b>2443 Tsfr To Oregon Health Authority</b>						
3400 Other Funds Ltd	(20,146)	(22,000)	(22,000)	(24,000)	(24,000)	-
<b>AVAILABLE REVENUES</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	3,048,584	3,377,208	3,377,208	3,621,690	3,740,843	-
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$3,048,584</b>	<b>\$3,377,208</b>	<b>\$3,377,208</b>	<b>\$4,371,690</b>	<b>\$4,365,843</b>	<b>-</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
3400 Other Funds Ltd	979,994	1,082,220	1,289,954	1,372,992	1,372,992	-
<b>3170 Overtime Payments</b>						



Budget Support - Detail Revenues and Expenditures  
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Cross Reference Number: 12400-001-00-00-00000

Description	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
3400 Other Funds Ltd	12,342	-	-	-	-	-
<b>3180 Shift Differential</b>						
3400 Other Funds Ltd	27	-	-	-	-	-
<b>3190 All Other Differential</b>						
3400 Other Funds Ltd	11,608	-	-	-	-	-
<b>SALARIES &amp; WAGES</b>						
3400 Other Funds Ltd	1,003,971	1,082,220	1,289,954	1,372,992	1,372,992	-
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$1,003,971</b>	<b>\$1,082,220</b>	<b>\$1,289,954</b>	<b>\$1,372,992</b>	<b>\$1,372,992</b>	-
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
3400 Other Funds Ltd	336	397	450	612	612	-
<b>3220 Public Employees' Retire Cont</b>						
3400 Other Funds Ltd	192,002	193,031	207,761	287,818	287,818	-
<b>3221 Pension Obligation Bond</b>						
3400 Other Funds Ltd	55,070	47,678	53,636	50,408	50,408	-
<b>3230 Social Security Taxes</b>						
3400 Other Funds Ltd	75,737	82,790	89,078	105,034	105,034	-
<b>3240 Unemployment Assessments</b>						
3400 Other Funds Ltd	105	-	-	-	-	-
<b>3241 Paid Family Medical Leave Insurance</b>						
3400 Other Funds Ltd	1,078	4,308	4,637	5,470	5,470	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
3400 Other Funds Ltd	273	345	391	357	357	-

Budget Support - Detail Revenues and Expenditures  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000

Description	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
<b>3260 Mass Transit Tax</b>						
3400 Other Funds Ltd	6,033	6,493	6,493	8,237	8,237	-
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	294,511	297,000	336,600	360,468	360,468	-
<b>OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	625,145	632,042	699,046	818,404	818,404	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$625,145</b>	<b>\$632,042</b>	<b>\$699,046</b>	<b>\$818,404</b>	<b>\$818,404</b>	-
<b>PERSONAL SERVICES</b>						
3400 Other Funds Ltd	1,629,116	1,714,262	1,989,000	2,191,396	2,191,396	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,629,116</b>	<b>\$1,714,262</b>	<b>\$1,989,000</b>	<b>\$2,191,396</b>	<b>\$2,191,396</b>	-
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	1,658	9,569	9,569	10,471	10,471	-
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	-	3,672	3,672	3,826	3,826	-
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	640	8,015	8,015	9,954	9,954	-
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	7,718	24,603	24,603	15,966	15,966	-
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	14,424	33,854	33,854	24,856	24,856	-
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	94,693	90,785	90,785	117,120	118,816	-

Budget Support - Detail Revenues and Expenditures  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000

Description	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	40,902	48,872	48,872	50,925	47,456	-
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	759	478	478	498	498	-
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	26,669	45,650	45,650	48,754	48,754	-
<b>4315 IT Professional Services</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	31,517	60,638	60,638	64,761	64,761	-
All Funds	31,517	60,638	60,638	814,761	689,761	-
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	34,678	141,868	141,868	174,866	161,804	-
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	-	1,172	1,172	1,221	1,221	-
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	500	4,705	4,705	4,903	4,903	-
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	103,022	108,263	108,263	112,810	112,810	-
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	125,373	72,603	72,603	112,122	112,122	-
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	147,974	162,584	162,584	157,759	168,636	-
<b>4700 Expendable Prop 250 - 5000</b>						

Budget Support - Detail Revenues and Expenditures  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000

Description	2021-23 Actuals	2023-25 Leg Adopted Budget	2023-25 Leg Approved Budget	2025-27 Agency Request Budget	2025-27 Governor's Budget	2025-27 Leg. Adopted Budget
3400 Other Funds Ltd	-	6,785	6,785	8,570	8,570	-
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	2,309	6,566	6,566	11,342	11,342	-
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	632,836	830,682	830,682	930,724	926,766	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$632,836</b>	<b>\$830,682</b>	<b>\$830,682</b>	<b>\$1,680,724</b>	<b>\$1,551,766</b>	-
<b>EXPENDITURES</b>						
8000 General Fund	-	-	-	750,000	625,000	-
3400 Other Funds Ltd	2,261,952	2,544,944	2,819,682	3,122,120	3,118,162	-
<b>TOTAL EXPENDITURES</b>	<b>\$2,261,952</b>	<b>\$2,544,944</b>	<b>\$2,819,682</b>	<b>\$3,872,120</b>	<b>\$3,743,162</b>	-
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	786,632	832,264	557,526	499,570	622,681	-
<b>TOTAL ENDING BALANCE</b>	<b>\$786,632</b>	<b>\$832,264</b>	<b>\$557,526</b>	<b>\$499,570</b>	<b>\$622,681</b>	-
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	7	8	10	9	9	-
<b>TOTAL AUTHORIZED POSITIONS</b>	<b>7</b>	<b>8</b>	<b>10</b>	<b>9</b>	<b>9</b>	-
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	7.00	7.50	8.50	8.50	8.50	-
<b>TOTAL AUTHORIZED FTE</b>	<b>7.00</b>	<b>7.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	-

Description	Agency Request Budget (V-01) 2025-27 Base Budget	Governor's Budget (Y-01) 2025-27 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>BEGINNING BALANCE</b>				
<b>0025 Beginning Balance</b>				
3400 Other Funds Ltd	560,791	560,791	0	-
<b>0030 Beginning Balance Adjustment</b>				
3400 Other Funds Ltd	-	119,153	119,153	100.00%
<b>TOTAL BEGINNING BALANCE</b>				
3400 Other Funds Ltd	560,791	679,944	119,153	21.25%
<b>REVENUE CATEGORIES</b>				
<b>LICENSES AND FEES</b>				
<b>0205 Business Lic and Fees</b>				
3400 Other Funds Ltd	2,556,880	2,556,880	0	-
<b>0210 Non-business Lic. and Fees</b>				
3400 Other Funds Ltd	63,360	63,360	0	-
<b>TOTAL LICENSES AND FEES</b>				
3400 Other Funds Ltd	2,620,240	2,620,240	0	-
<b>INTEREST EARNINGS</b>				
<b>0605 Interest Income</b>				
3400 Other Funds Ltd	61,232	61,232	0	-
<b>SALES INCOME</b>				
<b>0705 Sales Income</b>				
3400 Other Funds Ltd	10,450	10,450	0	-
<b>TOTAL REVENUES</b>				
3400 Other Funds Ltd	2,691,922	2,691,922	0	-
<b>TRANSFERS OUT</b>				

Description	Agency Request Budget (V-01) 2025-27 Base Budget	Governor's Budget (Y-01) 2025-27 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>2443 Tsfr To Oregon Health Authority</b>				
3400 Other Funds Ltd	(24,000)	(24,000)	0	-
<b>AVAILABLE REVENUES</b>				
3400 Other Funds Ltd	3,228,713	3,347,866	119,153	3.69%
<b>EXPENDITURES</b>				
<b>PERSONAL SERVICES</b>				
<b>SALARIES &amp; WAGES</b>				
<b>3110 Class/Unclass Sal. and Per Diem</b>				
3400 Other Funds Ltd	1,285,416	1,285,416	0	-
<b>OTHER PAYROLL EXPENSES</b>				
<b>3210 Empl. Rel. Bd. Assessments</b>				
3400 Other Funds Ltd	540	540	0	-
<b>3220 Public Employees' Retire Cont</b>				
3400 Other Funds Ltd	269,392	269,392	0	-
<b>3221 Pension Obligation Bond</b>				
3400 Other Funds Ltd	53,636	53,636	0	-
<b>3230 Social Security Taxes</b>				
3400 Other Funds Ltd	98,334	98,334	0	-
<b>3241 Paid Family Medical Leave Insurance</b>				
3400 Other Funds Ltd	5,120	5,120	0	-
<b>3250 Worker's Comp. Assess. (WCD)</b>				
3400 Other Funds Ltd	315	315	0	-
<b>3260 Mass Transit Tax</b>				
3400 Other Funds Ltd	6,493	6,493	0	-

Description	Agency Request Budget (V-01) 2025-27 Base Budget	Governor's Budget (Y-01) 2025-27 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>3270 Flexible Benefits</b>				
3400 Other Funds Ltd	318,060	318,060	0	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>				
3400 Other Funds Ltd	751,890	751,890	0	-
<b>TOTAL PERSONAL SERVICES</b>				
3400 Other Funds Ltd	2,037,306	2,037,306	0	-
<b>SERVICES &amp; SUPPLIES</b>				
<b>4100 Instate Travel</b>				
3400 Other Funds Ltd	9,569	9,569	0	-
<b>4125 Out of State Travel</b>				
3400 Other Funds Ltd	3,672	3,672	0	-
<b>4150 Employee Training</b>				
3400 Other Funds Ltd	8,015	8,015	0	-
<b>4175 Office Expenses</b>				
3400 Other Funds Ltd	14,603	14,603	0	-
<b>4200 Telecommunications</b>				
3400 Other Funds Ltd	23,854	23,854	0	-
<b>4225 State Gov. Service Charges</b>				
3400 Other Funds Ltd	90,785	90,785	0	-
<b>4250 Data Processing</b>				
3400 Other Funds Ltd	48,872	48,872	0	-
<b>4275 Publicity and Publications</b>				
3400 Other Funds Ltd	478	478	0	-
<b>4300 Professional Services</b>				

Description	Agency Request Budget (V-01) 2025-27 Base Budget	Governor's Budget (Y-01) 2025-27 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3400 Other Funds Ltd	45,650	45,650	0	-
<b>4315 IT Professional Services</b>				
3400 Other Funds Ltd	60,638	60,638	0	-
<b>4325 Attorney General</b>				
3400 Other Funds Ltd	141,868	141,868	0	-
<b>4375 Employee Recruitment and Develop</b>				
3400 Other Funds Ltd	1,172	1,172	0	-
<b>4400 Dues and Subscriptions</b>				
3400 Other Funds Ltd	4,705	4,705	0	-
<b>4425 Facilities Rental and Taxes</b>				
3400 Other Funds Ltd	108,263	108,263	0	-
<b>4575 Agency Program Related S and S</b>				
3400 Other Funds Ltd	107,603	107,603	0	-
<b>4650 Other Services and Supplies</b>				
3400 Other Funds Ltd	147,584	147,584	0	-
<b>4700 Expendable Prop 250 - 5000</b>				
3400 Other Funds Ltd	6,785	6,785	0	-
<b>4715 IT Expendable Property</b>				
3400 Other Funds Ltd	6,566	6,566	0	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>				
3400 Other Funds Ltd	830,682	830,682	0	-
<b>TOTAL EXPENDITURES</b>				
3400 Other Funds Ltd	2,867,988	2,867,988	0	-
<b>ENDING BALANCE</b>				



Description	Agency Request Budget (V-01) 2025-27 Base Budget	Governor's Budget (Y-01) 2025-27 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3400 Other Funds Ltd	360,725	479,878	119,153	33.03%
<b>AUTHORIZED POSITIONS</b>				
8150 Class/Unclass Positions	8	8	0	-
<b>AUTHORIZED FTE</b>				
8250 Class/Unclass FTE Positions	7.50	7.50	0	-

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000  
 Package: Vacancy Factor and Non-ORPICS Personal Services  
 Pkg Group: ESS Pkg Type: 010 Pkg Number: 010

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>EXPENDITURES</b>				
<b>PERSONAL SERVICES</b>				
<b>OTHER PAYROLL EXPENSES</b>				
<b>3221 Pension Obligation Bond</b>				
3400 Other Funds Ltd	(3,228)	(3,228)	0	0.00%
<b>3260 Mass Transit Tax</b>				
3400 Other Funds Ltd	1,219	1,219	0	0.00%
<b>OTHER PAYROLL EXPENSES</b>				
3400 Other Funds Ltd	(2,009)	(2,009)	0	0.00%
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>(\$2,009)</b>	<b>(\$2,009)</b>	<b>\$0</b>	<b>0.00%</b>
<b>PERSONAL SERVICES</b>				
3400 Other Funds Ltd	(2,009)	(2,009)	0	0.00%
<b>TOTAL PERSONAL SERVICES</b>	<b>(\$2,009)</b>	<b>(\$2,009)</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>				
3400 Other Funds Ltd	(2,009)	(2,009)	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>(\$2,009)</b>	<b>(\$2,009)</b>	<b>\$0</b>	<b>0.00%</b>
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	2,009	2,009	0	0.00%
<b>TOTAL ENDING BALANCE</b>	<b>\$2,009</b>	<b>\$2,009</b>	<b>\$0</b>	<b>0.00%</b>

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000

Package: Standard Inflation

Pkg Group: ESS Pkg Type: 030 Pkg Number: 031

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

**EXPENDITURES**

**SERVICES & SUPPLIES**

**4100 Instate Travel**

3400 Other Funds Ltd 402 402 0 0.00%

**4125 Out of State Travel**

3400 Other Funds Ltd 154 154 0 0.00%

**4150 Employee Training**

3400 Other Funds Ltd 337 337 0 0.00%

**4175 Office Expenses**

3400 Other Funds Ltd 613 613 0 0.00%

**4200 Telecommunications**

3400 Other Funds Ltd 1,002 1,002 0 0.00%

**4225 State Gov. Service Charges**

3400 Other Funds Ltd 26,335 26,335 0 0.00%

**4250 Data Processing**

3400 Other Funds Ltd 2,053 2,053 0 0.00%

**4275 Publicity and Publications**

3400 Other Funds Ltd 20 20 0 0.00%

**4300 Professional Services**

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000  
 Package: Standard Inflation  
 Pkg Group: ESS Pkg Type: 030 Pkg Number: 031

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3400 Other Funds Ltd	3,104	3,104	0	0.00%
<b>4315 IT Professional Services</b>				
3400 Other Funds Ltd	4,123	4,123	0	0.00%
<b>4325 Attorney General</b>				
3400 Other Funds Ltd	32,998	32,998	0	0.00%
<b>4375 Employee Recruitment and Develop</b>				
3400 Other Funds Ltd	49	49	0	0.00%
<b>4400 Dues and Subscriptions</b>				
3400 Other Funds Ltd	198	198	0	0.00%
<b>4425 Facilities Rental and Taxes</b>				
3400 Other Funds Ltd	4,547	4,547	0	0.00%
<b>4575 Agency Program Related S and S</b>				
3400 Other Funds Ltd	4,519	4,519	0	0.00%
<b>4650 Other Services and Supplies</b>				
3400 Other Funds Ltd	6,199	6,199	0	0.00%
<b>4700 Expendable Prop 250 - 5000</b>				
3400 Other Funds Ltd	285	285	0	0.00%
<b>4715 IT Expendable Property</b>				
3400 Other Funds Ltd	276	276	0	0.00%

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000

Package: Standard Inflation

Pkg Group: ESS Pkg Type: 030 Pkg Number: 031

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>SERVICES &amp; SUPPLIES</b>				
3400 Other Funds Ltd	87,214	87,214	0	0.00%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$87,214</b>	<b>\$87,214</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>				
3400 Other Funds Ltd	87,214	87,214	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$87,214</b>	<b>\$87,214</b>	<b>\$0</b>	<b>0.00%</b>
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	(87,214)	(87,214)	0	0.00%
<b>TOTAL ENDING BALANCE</b>	<b>(\$87,214)</b>	<b>(\$87,214)</b>	<b>\$0</b>	<b>0.00%</b>

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000  
 Package: Statewide AG Adjustment  
 Pkg Group: POL Pkg Type: 090 Pkg Number: 092

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>EXPENDITURES</b>				
<b>SERVICES &amp; SUPPLIES</b>				
<b>4325 Attorney General</b>				
3400 Other Funds Ltd	-	(13,062)	(13,062)	100.00%
<b>SERVICES &amp; SUPPLIES</b>				
3400 Other Funds Ltd	-	(13,062)	(13,062)	100.00%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	-	<b>(\$13,062)</b>	<b>(\$13,062)</b>	<b>100.00%</b>
<b>EXPENDITURES</b>				
3400 Other Funds Ltd	-	(13,062)	(13,062)	100.00%
<b>TOTAL EXPENDITURES</b>	-	<b>(\$13,062)</b>	<b>(\$13,062)</b>	<b>100.00%</b>
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	-	13,062	13,062	100.00%
<b>TOTAL ENDING BALANCE</b>	-	<b>\$13,062</b>	<b>\$13,062</b>	<b>100.00%</b>

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000  
 Package: Statewide Adjustment DAS Chgs  
 Pkg Group: POL Pkg Type: 090 Pkg Number: 093

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>EXPENDITURES</b>				
<b>SERVICES &amp; SUPPLIES</b>				
<b>4225 State Gov. Service Charges</b>				
3400 Other Funds Ltd	-	1,696	1,696	100.00%
<b>4250 Data Processing</b>				
3400 Other Funds Ltd	-	(3,469)	(3,469)	100.00%
<b>4650 Other Services and Supplies</b>				
3400 Other Funds Ltd	-	10,877	10,877	100.00%
<b>SERVICES &amp; SUPPLIES</b>				
3400 Other Funds Ltd	-	9,104	9,104	100.00%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	-	<b>\$9,104</b>	<b>\$9,104</b>	<b>100.00%</b>
<b>EXPENDITURES</b>				
3400 Other Funds Ltd	-	9,104	9,104	100.00%
<b>TOTAL EXPENDITURES</b>	-	<b>\$9,104</b>	<b>\$9,104</b>	<b>100.00%</b>
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	-	(9,104)	(9,104)	100.00%
<b>TOTAL ENDING BALANCE</b>	-	<b>(\$9,104)</b>	<b>(\$9,104)</b>	<b>100.00%</b>

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000

Package: Fee ratification

Pkg Group: POL Pkg Type: POL Pkg Number: 100

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>REVENUE CATEGORIES</b>				
<b>LICENSES AND FEES</b>				
<b>0205 Business Lic and Fees</b>				
3400 Other Funds Ltd	392,977	392,977	0	0.00%
<b>REVENUE CATEGORIES</b>				
3400 Other Funds Ltd	392,977	392,977	0	0.00%
<b>TOTAL REVENUE CATEGORIES</b>	<b>\$392,977</b>	<b>\$392,977</b>	<b>\$0</b>	<b>0.00%</b>
<b>AVAILABLE REVENUES</b>				
3400 Other Funds Ltd	392,977	392,977	0	0.00%
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$392,977</b>	<b>\$392,977</b>	<b>\$0</b>	<b>0.00%</b>
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	392,977	392,977	0	0.00%
<b>TOTAL ENDING BALANCE</b>	<b>\$392,977</b>	<b>\$392,977</b>	<b>\$0</b>	<b>0.00%</b>



Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000  
 Package: BH - Full time Office Specialist 2  
 Pkg Group: POL Pkg Type: POL Pkg Number: 550

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

**EXPENDITURES**

**PERSONAL SERVICES**

**SALARIES & WAGES**

**3110 Class/Unclass Sal. and Per Diem**

3400 Other Funds Ltd	87,576	87,576	0	0.00%
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**OTHER PAYROLL EXPENSES**

**3210 Empl. Rel. Bd. Assessments**

3400 Other Funds Ltd	72	72	0	0.00%
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**3220 Public Employees Retire Cont**

3400 Other Funds Ltd	18,426	18,426	0	0.00%
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**3230 Social Security Taxes**

3400 Other Funds Ltd	6,700	6,700	0	0.00%
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**3241 Paid Family Medical Leave Insurance**

3400 Other Funds Ltd	350	350	0	0.00%
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**3250 Workers Comp. Assess. (WCD)**

3400 Other Funds Ltd	42	42	0	0.00%
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**3260 Mass Transit Tax**

3400 Other Funds Ltd	525	525	0	0.00%
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**3270 Flexible Benefits**

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000  
 Package: BH - Full time Office Specialist 2  
 Pkg Group: POL Pkg Type: POL Pkg Number: 550

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3400 Other Funds Ltd	42,408	42,408	0	0.00%
<b>OTHER PAYROLL EXPENSES</b>				
3400 Other Funds Ltd	68,523	68,523	0	0.00%
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$68,523</b>	<b>\$68,523</b>	<b>\$0</b>	<b>0.00%</b>
<b>PERSONAL SERVICES</b>				
3400 Other Funds Ltd	156,099	156,099	0	0.00%
<b>TOTAL PERSONAL SERVICES</b>	<b>\$156,099</b>	<b>\$156,099</b>	<b>\$0</b>	<b>0.00%</b>
<b>SERVICES &amp; SUPPLIES</b>				
<b>4100 Instate Travel</b>				
3400 Other Funds Ltd	500	500	0	0.00%
<b>4150 Employee Training</b>				
3400 Other Funds Ltd	1,602	1,602	0	0.00%
<b>4175 Office Expenses</b>				
3400 Other Funds Ltd	750	750	0	0.00%
<b>4650 Other Services and Supplies</b>				
3400 Other Funds Ltd	3,976	3,976	0	0.00%
<b>4700 Expendable Prop 250 - 5000</b>				
3400 Other Funds Ltd	1,500	1,500	0	0.00%
<b>4715 IT Expendable Property</b>				

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000  
 Package: BH - Full time Office Specialist 2  
 Pkg Group: POL Pkg Type: POL Pkg Number: 550

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3400 Other Funds Ltd	4,500	4,500	0	0.00%
<b>SERVICES &amp; SUPPLIES</b>				
3400 Other Funds Ltd	12,828	12,828	0	0.00%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$12,828</b>	<b>\$12,828</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>				
3400 Other Funds Ltd	168,927	168,927	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$168,927</b>	<b>\$168,927</b>	<b>\$0</b>	<b>0.00%</b>
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	(168,927)	(168,927)	0	0.00%
<b>TOTAL ENDING BALANCE</b>	<b>(\$168,927)</b>	<b>(\$168,927)</b>	<b>\$0</b>	<b>0.00%</b>
<b>AUTHORIZED POSITIONS</b>				
8150 Class/Unclass Positions	1	1	0	0.00%
<b>AUTHORIZED FTE</b>				
8250 Class/Unclass FTE Positions	1.00	1.00	0.00	0.00%

Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000  
 Package: BH - Licensing system upgrade  
 Pkg Group: POL Pkg Type: POL Pkg Number: 551

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	750,000	625,000	(125,000)	(16.67%)
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REVENUE CATEGORIES

8000 General Fund	750,000	625,000	(125,000)	(16.67%)
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<b>TOTAL REVENUE CATEGORIES</b>	<b>\$750,000</b>	<b>\$625,000</b>	<b>(\$125,000)</b>	<b>(16.67%)</b>
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AVAILABLE REVENUES

8000 General Fund	750,000	625,000	(125,000)	(16.67%)
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$750,000</b>	<b>\$625,000</b>	<b>(\$125,000)</b>	<b>(16.67%)</b>
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EXPENDITURES

SERVICES & SUPPLIES

4315 IT Professional Services

8000 General Fund	750,000	625,000	(125,000)	(16.67%)
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SERVICES & SUPPLIES

8000 General Fund	750,000	625,000	(125,000)	(16.67%)
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<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$750,000</b>	<b>\$625,000</b>	<b>(\$125,000)</b>	<b>(16.67%)</b>
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EXPENDITURES

8000 General Fund	750,000	625,000	(125,000)	(16.67%)
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Package Comparison Report - Detail  
 2025-27 Biennium  
 Operations

Cross Reference Number: 12400-001-00-00-00000  
 Package: BH - Licensing system upgrade  
 Pkg Group: POL Pkg Type: POL Pkg Number: 551

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>TOTAL EXPENDITURES</b>	<b>\$750,000</b>	<b>\$625,000</b>	<b>(\$125,000)</b>	<b>(16.67%)</b>
<b>ENDING BALANCE</b>				
8000 General Fund	-	-	0	0.00%
<b>TOTAL ENDING BALANCE</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>0.00%</b>

**PIC100 - Position Budget Report**

**Clinical Social Workers, Board of**

2025-27 Biennium  
Budget Preparation

Cross Reference Number: 12400-000-00-00-00000  
Governors Budget

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE						
											GF	LF	OF	FF	AF		
<b>Total Salary</b>											-	-	1,372,992	-	1,372,992		
<b>Total OPE</b>											-	-	759,759	-	759,759		
<b>Total Personal Services</b>						9	8.50						-	-	2,132,751	-	2,132,751

**PIC100 - Position Budget Report**

**Operations**

**2025-27 Biennium  
Budget Preparation**

**Cross Reference Number: 12400-001-01-00-00000  
Governors Budget**

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE				
											GF	LF	OF	FF	AF
0000834	MEAH Z7589 HF	AGENCY HEAD 9	32X	PF	1	1.00	24	10	12342	SAL	-	-	296,208	-	296,208
										OPE	-	-	128,689	-	128,689
0000835	UA C5246 AP	COMPLIANCE SPECIALIST 1	21	PF	1	1.00	24	8	5960	SAL	-	-	143,040	-	143,040
										OPE	-	-	84,133	-	84,133
0000836	UA C0860 AP	PROGRAM ANALYST 1	23	PF	1	1.00	24	8	6545	SAL	-	-	157,080	-	157,080
										OPE	-	-	88,217	-	88,217
0000837	UA C0104 AP	OFFICE SPECIALIST 2	15	PF	1	1.00	24	7	4294	SAL	-	-	103,056	-	103,056
										OPE	-	-	72,501	-	72,501
0000839	UA C5247 AP	COMPLIANCE SPECIALIST 2	25	PF	1	1.00	24	10	7918	SAL	-	-	190,032	-	190,032
										OPE	-	-	97,802	-	97,802
0000841	UA E5232 AP	INVESTIGATOR 2	23	PF	1	1.00	24	10	7200	SAL	-	-	172,800	-	172,800
										OPE	-	-	92,789	-	92,789
0000843	UA E5232 AP	INVESTIGATOR 2	23	PF	1	1.00	24	10	7200	SAL	-	-	172,800	-	172,800
										OPE	-	-	92,789	-	92,789
0000844	UA C0104 AP	OFFICE SPECIALIST 2	15	PP	1	0.50	12	4	3780	SAL	-	-	45,360	-	45,360
										OPE	-	-	34,456	-	34,456
0000847	UA C0104 AP	OFFICE SPECIALIST 2	15	LF	1	1.00	24	3	3649	SAL	-	-	87,576	-	87,576
										OPE	-	-	67,998	-	67,998
0006801	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0006802	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0006803	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0006804	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0006805	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0006806	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0006807	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720

**PIC100 - Position Budget Report**

**Operations**

2025-27 Biennium  
Budget Preparation

Cross Reference Number: 12400-001-01-00-00000  
Governors Budget

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE									
											GF	LF	OF	FF	AF					
										OPE	-	-	55	-	55					
<b>Total Salary</b>											-	-	1,372,992	-	1,372,992					
<b>Total OPE</b>											-	-	759,759	-	759,759					
<b>Total Personal Services</b>														<b>9</b>	<b>8.50</b>	-	-	<b>2,132,751</b>	-	<b>2,132,751</b>



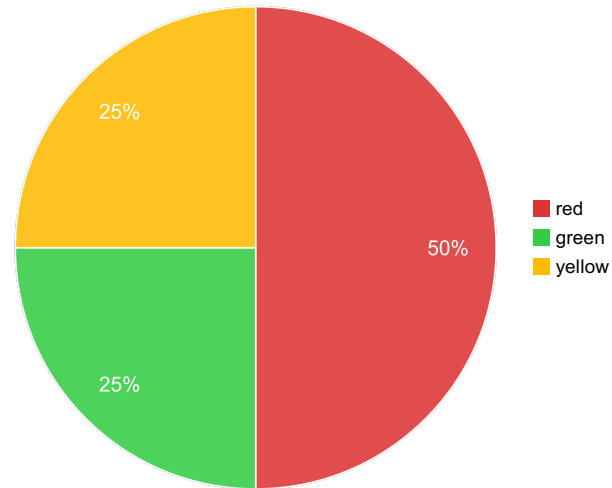
# Board of Licensed Social Workers

Annual Performance Progress Report

Reporting Year 2024

Published: 11/1/2024 1:00:31 PM

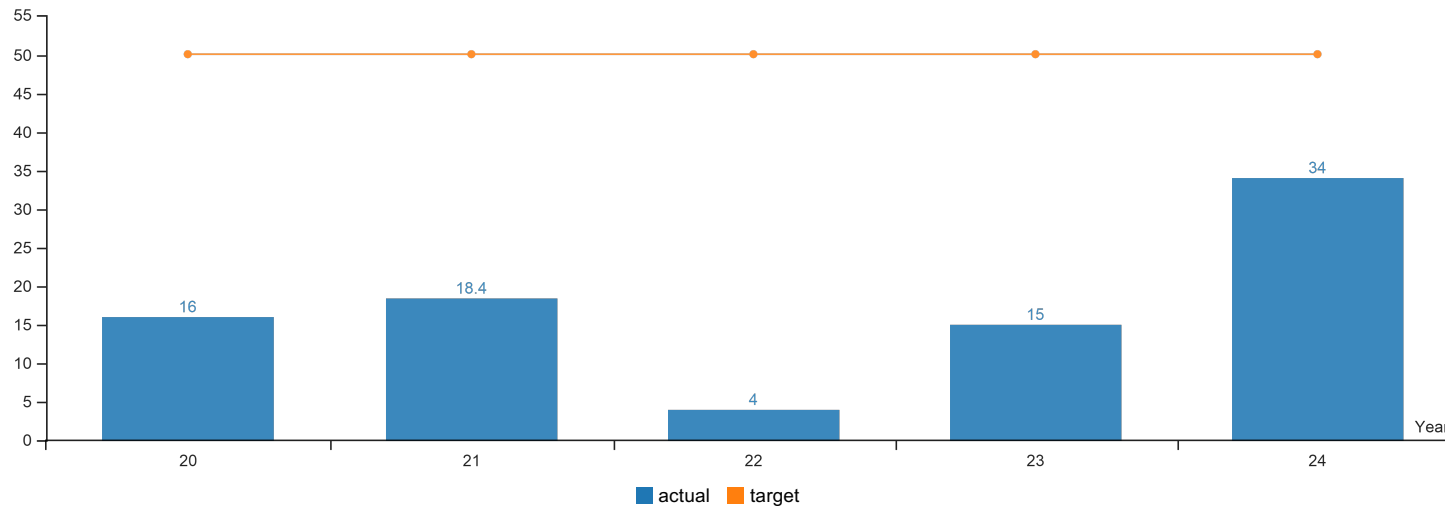
KPM #	Approved Key Performance Measures (KPMs)
1	TIMELY COMPLAINT RESOLUTION - Percent of complaints upon which the Board makes a decision within six months of when the complaint is received in the Board office.
2	CE AUDITS - Percent of license renewal Continuing Education audits that meet the requirement for accredited coursework.
4	CUSTOMER SATISFACTION WITH AGENCY SERVICES - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise, and availability of information.
5	BOARD BEST PRACTICES - Percent of total best practices met by the Board.



Performance Summary	Green	Yellow	Red
	= Target to -5%	= Target -5% to -15%	= Target > -15%
Summary Stats:	25%	25%	50%

KPM #1	TIMELY COMPLAINT RESOLUTION - Percent of complaints upon which the Board makes a decision within six months of when the complaint is received in the Board office.
	Data Collection Period: Jul 01 - Jun 30

\* Upward Trend = positive result



Report Year	2020	2021	2022	2023	2024
<b>Percent of Complaints Resolved within six months of Receipt</b>					
Actual	16%	18.40%	4%	15%	34%
Target	50%	50%	50%	50%	50%

#### How Are We Doing

For reporting year 2024, the board has resolved 34% of cases within six months of when the complaint is received in the board office. This is a significant increase from the prior year, but is still not up to the target.

July 1, 2023 to December 31, 2023 = 23 cases opened with 6 cases closed within 180 days

January 1, 2024 to June 30, 2024 = 27 cases opened with 11 cases closed within 180 days

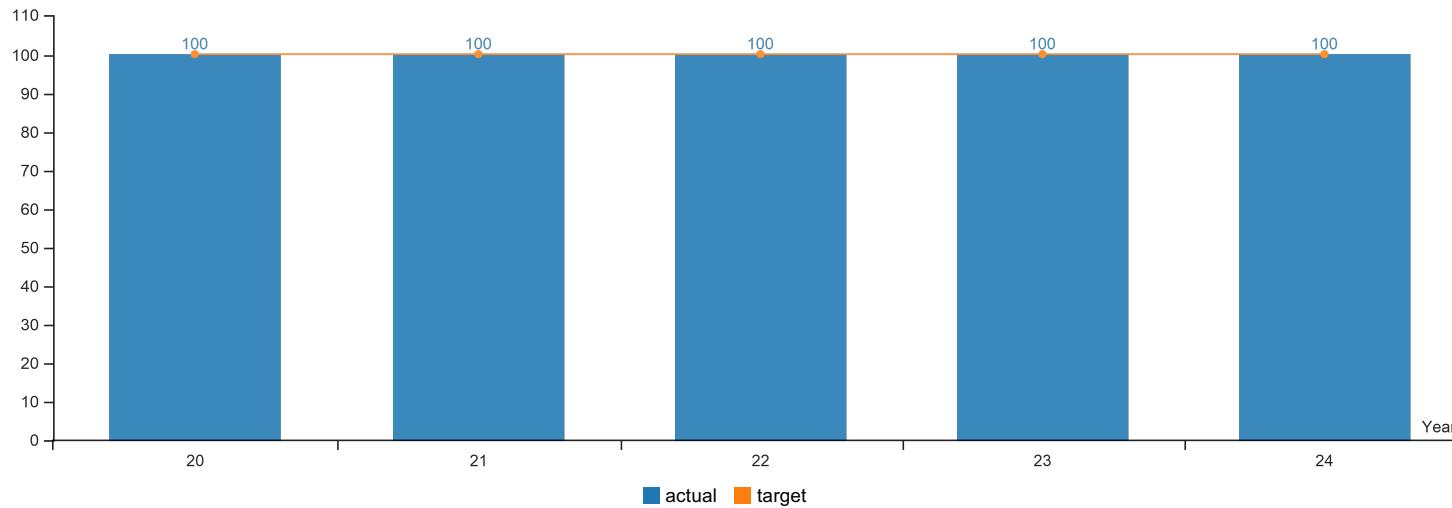
Totals: 50 cases opened with 17 cases closed = 34%

#### Factors Affecting Results

The number of complaints that the board can resolve within 180 days is affected by a number of factors. First, the complexity of the cases received by the board. Second, during the reporting period the board had two vacant positions, which increased the likelihood that meetings would have to be cancelled for lack of a quorum. Three board positions will need to be filled in the upcoming year. It is critical to the board's ability to resolve cases that these positions are filled. Third, the board has modified its protocol for addressing cases to allow, where appropriate, for earlier action. In addition, the Board's executive director left the agency in early 2023 and a permanent executive director was hired in November 2023. Finally, there were a number of extremely old cases that the Board resolved which brought down the percentage completed within the six-month period. As these older cases continue to be resolved, the Board will be able to move closer to its six-month goal.

KPM #2	CE AUDITS - Percent of license renewal Continuing Education audits that meet the requirement for accredited coursework.
	Data Collection Period: Jul 01 - Jun 30

\* Upward Trend = positive result



Report Year	2020	2021	2022	2023	2024
<b>Metric Value</b>					
Actual	100%	100%	100%	100%	100%
Target	100%	100%	100%	100%	100%

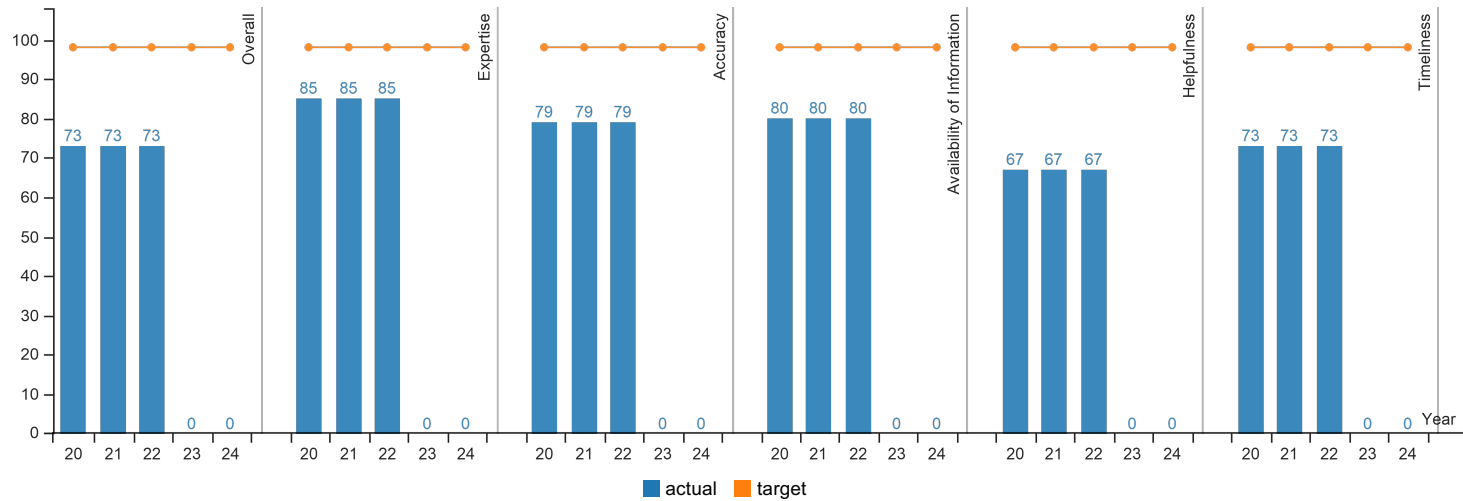
#### How Are We Doing

All licensees are required to complete continuing education as a prerequisite for renewal. The renewal process occurs during the licensee's birth month and requires licensees to indicate the hours of continuing education they have completed. Licensees who have not completed continuing education are not allowed to renew.

#### Factors Affecting Results

Each monthly renewal cycle, 20% of renewing licensees are randomly selected for audit of the continuing education hours they have submitted. These renewing licensees must submit to our office evidence demonstrating completion of all required continuing education. Licenses are not renewed until licensees have completed and submitted evidence of having completed the required continuing education.

KPM #4 CUSTOMER SATISFACTION WITH AGENCY SERVICES - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise, and availability of information.  
 Data Collection Period: Jul 01 - Jun 30



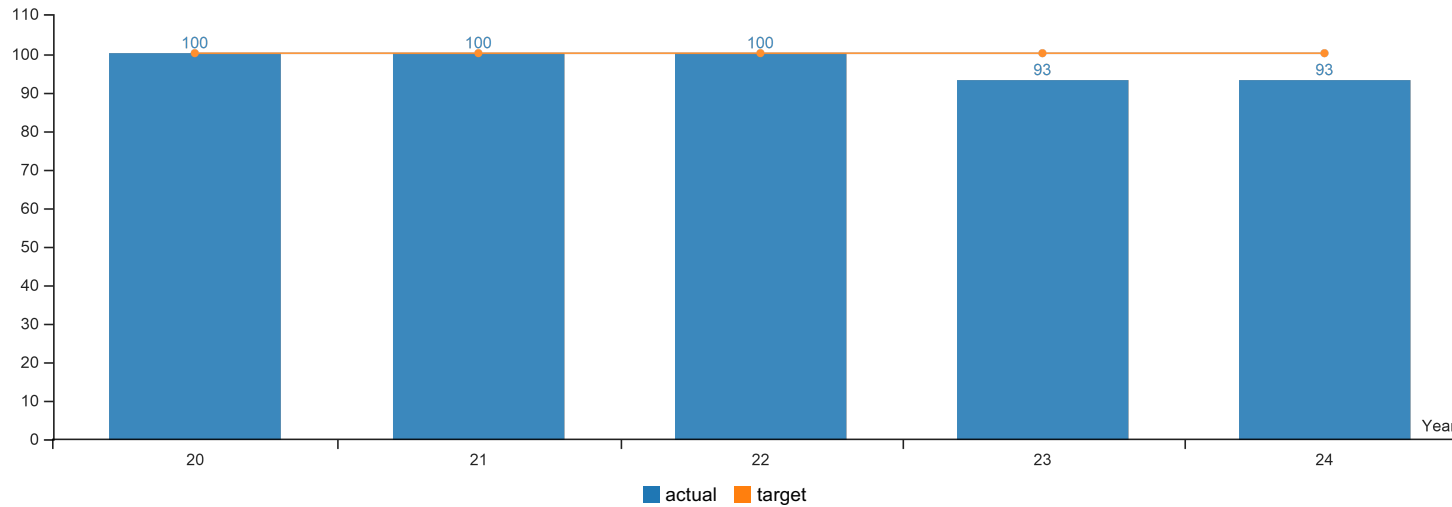
Report Year	2020	2021	2022	2023	2024
<b>Overall</b>					
Actual	73%	73%	73%		
Target	98%	98%	98%	98%	98%
<b>Expertise</b>					
Actual	85%	85%	85%		
Target	98%	98%	98%	98%	98%
<b>Accuracy</b>					
Actual	79%	79%	79%		
Target	98%	98%	98%	98%	98%
<b>Availability of Information</b>					
Actual	80%	80%	80%		
Target	98%	98%	98%	98%	98%
<b>Helpfulness</b>					
Actual	67%	67%	67%		
Target	98%	98%	98%	98%	98%
<b>Timeliness</b>					
Actual	73%	73%	73%		
Target	98%	98%	98%	98%	98%

The data shown for 2024 has not been updated. The customer satisfaction survey is part of the board's legacy database and online licensing system. The customer service survey function of that database is not functioning to collect relevant data. The board contracted Thentia for a new licensing system and database in July 2020. Due to current needs not being met, the board is exploring contracting with different vendor in the near future, and plan to have updated results as a part of the 2025 report.

**Factors Affecting Results**

KPM #5	BOARD BEST PRACTICES - Percent of total best practices met by the Board.
	Data Collection Period: Jul 01 - Jun 30

\* Upward Trend = positive result



Report Year	2020	2021	2022	2023	2024
<b>Metric Value</b>					
Actual	100%	100%	100%	93%	93%
Target	100%	100%	100%	100%	100%

**How Are We Doing**

1. Executive Director's performance expectations are current. YES
2. Executive Director receives annual performance feedback. NO
3. The agency's mission and high-level goals are current and applicable. YES
4. The board reviews the Annual Performance Progress Report. YES
5. The board is appropriately involved in review of agency's key communications. YES
6. The board is appropriately involved in policy-making activities. YES
7. The agency's policy option packages are aligned with their mission and goals. YES
8. The board reviews all proposed budgets (likely occurs every other year). YES
9. The board periodically reviews key financial information and audit findings. YES
10. The board is appropriately accounting for resources. YES
11. The agency adheres to accounting rules and other relevant financial controls. YES
12. Board members act in accordance with their roles as public representatives. YES
13. The board coordinates with others where responsibilities and interests overlap. YES
14. The board members identify and attend appropriate training sessions. YES
15. The board reviews its management practices to ensure best practices are utilized. YES

**Factors Affecting Results**

The current Executive Director was hired in November 2023 and has not received a formal performance review yet.