



NORTH CAROLINA STATE BOARD OF BARBER EXAMINERS

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Minutes for Public Meeting

Held April 13, 2015, at 8:00 a.m.
5809 Departure Drive, Suite 102
Raleigh, North Carolina

Board Members

David Hood, Chair
Don Beal, Vice Chair
Lance Crumley
Steffon Sharpless
Valerie Willis

Executive Director

Dennis Seavers

Counsel to the Board

W. Bain Jones, Jr.

The meeting of the North Carolina State Board of Barber Examiners was called to order at 8:00 a.m., on April 13, 2015 at the board's office at 5809 Departure Drive, Suite 102, Raleigh, North Carolina.

The following board members were present during the meeting: David Hood, Don Beal, Lance Crumley, and Valerie Willis. The following board member was absent: Steffon Sharpless.

Also in attendance were Dennis Seavers, Executive Director, and W. Bain Jones, Jr., Counsel to the Board.

Ethics awareness and conflict of interest

Mr. Hood read the statement on ethics awareness conflicts of interest required by N.C.G.S. § 138A-15(e). No board members indicated that they had any potential or actual conflicts.

Minutes from February 16, 2015 meeting

A motion was made by Mr. Beal and seconded by Mr. Crumley to approve the draft minutes of the February 16, 2015 meeting. The motion passed, 4-0.

OPEN SESSION (PART 1)

Board website

Mr. Seavers indicated that he had made some changes to the board's website at the request of some board members. He said that the website was not user friendly and was due for a new design, which he planned to work on later in the year. Mr. Seavers answered questions from board members.

Board license format

Mr. Hood referred board members to Mr. Seavers's April 9, 2015 memo on the license format (see Attachment 1). Mr. Seavers answered questions from the board members.

Ms. Willis made a motion to add board members' names to the license using a task under the current contract rather than waiting for the software upgrade under the new contract. Mr. Beal seconded the motion, which passed, 4-0.

Executive director's report

Mr. Hood referred board members to Mr. Seavers's April 9, 2015 report (see Attachment 2). Mr. Seavers answered questions from the board members.

Ms. Willis made a motion to accept the executive director's report, and Mr. Crumley seconded. The motion passed 4-0.

Mr. Beal made a motion to modify the board's budget by \$4,042 to include the cost of a replacement server. Ms. Willis seconded the motion, which passed, 4-0.

Legal report

Mr. Jones updated the board on recent court cases affecting the regulation of barbering. He also noted that some schools are offering extended-education programs to full-time students who have already completed the required 1,528 hours of instruction. He

provided examples of these programs, including barber-instruction preparation. He answered questions from the board.

Legislative report

Mr. Jones updated the board on legislative activities that would affect the board or barbering profession, including legislation to allow the board to increase its fees, among other provisions.

Following Mr. Jones's report, Mr. Hood made a motion to recess, and Mr. Beal seconded. The motion passed, 4–0. The board recessed at 9:02 a.m. and reconvened at 9:11 a.m.

Administrative hearings—show cause

The following individuals were served with a notice of hearing to appear before the board to show cause for failing to pay past-due civil penalties and attorney costs.

- a. Bryon T. Morris appeared in person. Mr. Jones, the board's counsel, presented evidence to the board and answered questions by the board members. Mr. Morris made remarks to the board, and the board questioned Mr. Morris.
- b. Randy Ray appeared in person before the board. Mr. Jones, the board's counsel, presented evidence to the board and answered questions by the board members. Mr. Ray indicated that he was prepared to pay the civil penalty that day. Mr. Beal made a motion to accept the payment as timely so that Mr. Ray would not be charged for attorney fees. Ms. Willis seconded the motion, which passed 4–0.

The following individuals were served with a notice of hearing to appear before the board to show cause for failing to pay past-due civil penalties and attorney costs. None of the individuals listed below made the required appearance. Mr. Jones presented evidence to the board of the violations and answered questions by the board members.

- a. Travis Bratcher
- b. Melvin D. Castro
- c. Jerrelle Q. Inman
- d. James E. Jeffers
- e. Bernard Jones
- f. Juan J. Sutton
- g. Brian Wade

Kenneth Moore was served with a notice of hearing to appear before the board to show cause for failing to pay past-due civil penalties and attorney costs. However, before the board meeting, he paid his outstanding obligation and thus no longer needed to appear.

CLOSED SESSION (PART 1)

Mr. Hood made a motion to go into closed session under N.C.G. S. § 143–318.11(a)(1), (3), and (6) and under N.C.G.S. § 143–318.11(c), and Ms. Willis seconded. The motion passed, 4–0. The board went into closed session at 9:12 a.m.

Mr. Beal made a motion to come out of closed session, and Mr. Hood seconded. The motion passed, 4–0.

OPEN SESSION (PART 2)

Felony petitions

The North Carolina Division of Prisons appeared in support of the following individuals.

- a. *Martize Blue*. Mr. Jones presented information about Mr. Blue's criminal history and recommended that the board issue a standard consent order with five years of probation that would allow Mr. Blue to become a registered barber.
- b. *Antonio Daniels*. Mr. Jones presented information about Mr. Daniels's criminal history and recommended that the board issue a standard consent order with five years of probation that would allow Mr. Daniels to become a registered barber.
- c. *Marcus Green*. Mr. Jones presented information about Mr. Green's criminal history and recommended that the board issue a standard consent order with five years of probation that would allow Mr. Green to become a registered barber.
- d. *Ron Houser*. Mr. Jones presented information about Mr. Houser's criminal history and recommended that the board issue a standard consent order with five years of probation that would allow Mr. Houser to become a registered barber.
- e. *Christopher Morris*. Mr. Jones presented information about Mr. Morris's criminal history and recommended that the board issue a standard consent order with five years of probation that would allow Mr. Morris to become a registered barber.
- f. *James Starling*. Mr. Jones presented information about Mr. Starling's criminal history and recommended that the board issue a standard consent order with five years of probation that would allow Mr. Starling to become a registered barber.
- g. *Jahrod Wren*. Mr. Jones presented information about Mr. Wren's criminal history and recommended that the board issue a standard consent order with five years of probation that would allow Mr. Wren to become a registered barber.

Joe Carney-Bey had applied to take the apprentice barber exam. He appeared and was sworn in. Mr. Jones presented evidence to the board and asked Mr. Carney-Bey questions. Mr. Carney-Bey answered questions from the board.

Clifton Farrington had applied to take the apprentice barber exam. He appeared and was sworn in. Mr. Jones presented evidence to the board and asked Mr. Farrington questions.

Lenor Lilly wished to maintain his registered barber license. He appeared and was sworn in. Mr. Lilly presented evidence that his charge had been dismissed, so the board took no further action.

Stephen Little had applied to take the apprentice barber exam. He appeared and was sworn in. Mr. Jones presented evidence to the board and asked Mr. Little questions. Mr. Little answered questions from the board.

Cedric McIlwain had applied to take the apprentice barber exam. He appeared and was sworn in. Mr. Jones presented evidence to the board and asked Mr. McIlwain questions. Mr. McIlwain answered questions from the board.

Jared Singleton had applied to take the apprentice barber exam. He appeared and was sworn in. Mr. Jones presented evidence to the board and asked Mr. Singleton questions. Mr. Singleton answered questions from the board.

The following individuals were served with a notice of hearing to appear before the board but failed to appear. Therefore the board took no action on their cases.

- a. Nikie J Harris
- b. Nathaniel McFarlan

Mr. Beal made a motion to adjourn for lunch, and Mr. Hood seconded. The motion passed, 4-0. The board adjourned at 12:05 p.m.

CLOSED SESSION (PART 2)

The board reconvened at 1:00 p.m. Mr. Hood made a motion to go into closed session under N.C.G. S. § 143-318.11(a)(1), (3), and (6) and under N.C.G.S. § 143-318.11(c), and Ms. Willis seconded. The motion passed, 4-0. The board went into closed session at 1:01 p.m.

Mr. Beal made a motion to come out of closed session, and Mr. Hood seconded. The motion passed, 4-0.

DETERMINATIONS FROM ADMINISTRATIVE HEARINGS AND OTHER MATTERS

The board suspended the license of (or prevented future issuance of a license to) each of the respondents listed below in the show-cause administrative hearings for the respondents' failure to pay past-due civil penalties and attorney costs as ordered. The board also ordered that the licenses remain suspended (or no license be issued) until all civil penalties and attorney costs, including \$165 for attorney fees and costs for the show-cause hearing, were paid in full.

- a. Travis Bratcher
- b. Melvin D. Castro
- c. Jerrelle Q. Inman
- d. James E. Jeffers
- e. Bernard Jones
- f. Juan J. Sutton
- g. Brian Wade

The board permitted Byron T. Morris seven days to pay his outstanding civil penalties and attorney fees, without having to pay additional attorney fees for the April 13, 2015 hearing. If Mr. Morris failed to pay the obligations within seven days, he would be assessed an additional \$165 for attorney fees.

The board agreed to issue consent orders to the following petitioners. The consent orders would approve their applications to be licensed as registered barbers and require the petitioners to be on five years probation with the board.

- a. Martize Blue
- b. Antonio Daniels
- c. Marcus Green
- d. Ron Houser
- e. Christopher Morris
- f. James Starling
- g. Jahrod Wren

The board agreed to issue consent orders to the following petitioners. The consent order would approve their requests to take apprentice-barber exams and require the petitioners to be on five years probation with the board and participate in a 30-day mental-health program.

- a. Joe Carney-Bey
- b. Stephen Little
- c. Cedric McIlwain
- d. Jared Singleton

The board agreed to issue a consent order to Clifton Farrington. The consent order would approve his request to take the apprentice-barber exam and require him to: (1)

be on five years probation with the board, (2) participate in a 30-day mental-health program, and (3) provide two correspondences by May 31 and then December 31 from treating physicians indicating that he was complying with medical treatment.

BUSINESS DETERMINATIONS

Mr. Beal made a motion to invite the schools listed below, as well as Wake Tech Community College, to discuss extended-education programs that barber schools provide to full-time students who have already completed the required 1,528 hours of instruction (such as barber-instruction programs). Mr. Crumley seconded the motion, which passed, 4–0.

- a. Park West Barber School
- b. Prestige Barber College
- c. Sherrill’s University of Barbering

Mr. Hood read Executive Order 34 (Ethics and Attendance Standards for Gubernatorial Appointees to Boards). Mr. Hood also referred board members to the agency’s bylaws and gave an overview of its provisions.

Mr. Beal made a motion to hold the next meeting on June 23, 2015, at 8:00 a.m. Ms. Willis seconded the motion, which passed, 4–0. Mr. Hood made a motion to adjourn the meeting, and Mr. Beal seconded. The motion passed, 4–0.

Minutes approved on _____

David Hood

Not present at 4/13/2015 meeting

Steffon Sharpless

Don Beal

Valerie Willis

Lance Crumley



NORTH CAROLINA BOARD OF BARBER EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: April 9, 2015

SUBJECT: Board license format

At its April 13, 2015 meeting, the board will be discussing the format of its licenses—specifically, whether board members' names should be on the licenses (see agenda item 6 on the agenda posted at ncbarbers.com). This memo provides background on why this practice was previously discontinued and what options the board has if it chooses to resume the practice.

BACKGROUND

Before June 2014, the board members' names would appear on licenses. At the June 14, 2014 meeting, the staff reported to the board that changing names on licenses cost approximately \$800 each time the board membership would change. The executive director at that time recommended having only the name of the chairman or executive director. (In practice, it's actually the executive director's signature that appears on the license, without his name.)

By a unanimous vote, the board determined that board member names would be removed from the license and leave only the executive director's name, since the executive director would be the least likely to change over time.

CONTRACT WITH GL SOLUTIONS

The contract with GL Solutions, which provides our database software, has two aspects as part of the annual cost: tasks and projects. Projects are large-scale upgrades or additions to the software, while tasks are relatively minor enhancements or fixes to the existing structure. As part of the contract with GL Solutions, the board receives two projects and 24 tasks; any projects or tasks beyond those numbers will require additional payments.

Altering an existing license requires the use of a task. If there are no tasks left, then the cost will be \$863. Considering the potential cost, the board previously determined that it would save tasks or money by not having board members' names on the licenses.

GL Solutions has upgraded its software to a new version, which we currently don't use. The upgraded software would allow users to modify licenses and other printouts without having to use tasks. However, upgrading would require the use of one of the two projects.

OPTIONS TO ADD NAMES TO LICENSES

I had planned to use one of the two projects to upgrade to the new software because we have to devote several tasks each year to license modifications, and we sometimes have to wait weeks for those modifications to occur. If the board determines that it would like members' names on the licenses, the concern in June 2014 about costs and the use of tasks would no longer be applicable.

Board members should keep in mind that it may take a few months for the project to be completed, so the change in the license format wouldn't appear any earlier than late summer or early fall. The board could also use a task to add current the members until the upgrade project is completed. However, I'd ask the board to weigh the fact that each task represents an opportunity to improve the business process, and tasks at the end of the plan period may cost \$863.



NORTH CAROLINA BOARD OF BARBER EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: April 9, 2015

SUBJECT: Executive director's report

Below is the executive director report for the board's April 13, 2015 meeting. Board members may contact me at dseavers@ncbarbers.com or (919) 981-5210 x22 if they have questions before the board meeting that would require additional background information.

FISCAL YEAR 2015 BUDGET REPORT

Attachment 1 shows a detailed summary of the board's expenditures and revenues through March 31, 2015—the first three quarters of fiscal year (FY) 2015.¹ It also shows how the revenues and expenditures fit within the board's FY 2015 certified budget. Below is a summary of the board's financial picture.

Fund balance

At the end of March 2015, the board's fund balance was \$184,822.53. This balance is the lowest it has been since at least July 2013, although revenues are increasing as the license-renewal deadline approaches.

Attachment 2 shows the board's fund balance by month for the past two FYs. As the board knows, it will be crucial to pass a bill to increase fees; otherwise, the board will need to make substantial spending cuts to end its deficit spending. (Counsel to the board will present a legislative update in a separate memo.)

¹ The Office of the State Controller inadvertently provided me with some incorrect data before I had access to the financial systems in February, so the FY 2014 data may not match in every case what was in the board's February 16, 2015 report. The numbers in the attachment have been reconciled to the state accounting system.

Revenues

Revenue collections are lower than in the corresponding months in calendar year (CY) 2014, although they aren't low enough to cause concern at this point in the renewal cycle. For January through March 2015, the board has collected \$142,733.49, compared to \$147,198.05 for the same period last CY.

Attachment 3 compares the first three months of collections for certain fees (the chart doesn't include all types of revenues, some of which occur regularly throughout the year rather than peaking shortly after the May 31 deadline for some licenses).

Expenditures

The board's expenditures are within budget. With 75% of the year elapsed, the board has spent about 78% of what it planned to spend. (The additional 3% can be attributed to unbudgeted expenses for worker compensation, as well as the fact that spending percentages won't always correspond exactly to the percent of the year that has passed.) However, as indicated above the board's budget assumed higher spending than revenues.

REPLACEMENT SERVER

The operating system of the board's network server is Windows Server 2003. This operating system will no longer be supported, as of July 14, 2015. In order to avoid the certainty of network security failures, the board must replace this hardware in May or June. The replacement will cost about \$4,042. If necessary, I can fit this expenditure within the certified budget, but I would ask the board to explicitly approve the expense to purchase and install a replacement.

COMPLAINT AND INSPECTION SOFTWARE

As reported in previous months, the board's database software, which is provided by GL Suites, is being developed to allow for two components:

- Mobile inspections: this component would expand and improve the electronic inspection and reporting process
- Complaints: this component would allow for complaint tracking within the GL Suites software

Although GL Suites offers numerous advantages over software alternatives, the company's management of these two components has been seriously deficient. The company has made significant improvements since late December and early January, but their management problems have caused delays, with the most recent—a three-week delay—occurring in March. I've been working closely with GL Suites to reduce these delays and improve management of the project.

SCHOOL WORKSHOP

The board's lead inspector, Brenda Aldrich, has been organizing a workshop for barber schools to begin the audit year. The workshop will take place on Sunday, April 19, with a meet-and-greet the previous evening. It will include a guest speaker, a recap of the previous year's audits, and an overview of expectations for 2015 audits.

Attachment 1. FY15 Budget Report

	FY14 Actual	FY15 Actual	FY15 Budget	Difference	Percent of Budget
OPERATING REVENUES					
Prior FY Carryover (not totaled in op rev)	\$ 546,722.38	\$ 405,083.59	\$ 405,083.59		
Sales of services					
434134 - Print, bind & duplic svc	\$ 25.00	\$ -	\$ 355.00	\$ (355.00)	0.00%
434190 - Other sales & services	\$ 44.16	\$ -	\$ -	\$ -	0.00%
Total sales of services	\$ 69.16	\$ -	\$ 355.00	\$ (355.00)	0.00%
Business license fees					
435100 - Business license fees	\$ -	\$ -	\$ (264,254.00)	\$ 264,254.00	0.00%
435100059 - Duplicate license	\$ 880.00	\$ 680.00	\$ 1,413.00	\$ (733.00)	48.12%
435100060 - Individual license	\$ 276,712.00	\$ 130,260.00	\$ 367,458.00	\$ (237,198.00)	35.45%
435100061 - School permit	\$ 3,770.00	\$ 3,090.00	\$ 4,050.00	\$ (960.00)	76.30%
435100062 - Bus/shop/salon permit	\$ 121,700.00	\$ 60,730.00	\$ 194,333.00	\$ (133,603.00)	31.25%
435100063 - Student permit	\$ 27,000.00	\$ 25,150.00	\$ 33,000.00	\$ (7,850.00)	76.21%
435100064 - Renewal-individual	\$ 77,985.00	\$ 74,385.00	\$ 145,569.00	\$ (71,184.00)	51.10%
435100065 - Renewal-bus/shp/salon permit	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%
Total business license fees	\$ 508,047.00	\$ 294,295.00	\$ 482,569.00	\$ (188,274.00)	60.99%
Certification fees					
435300 - Certification fees	\$ -	\$ -	\$ (78,865.00)	\$ 78,865.00	0.00%
435300016 - Instructors exam fees	\$ 10,890.00	\$ 5,280.00	\$ 5,800.00	\$ (520.00)	91.03%
435300017 - Registered exam fees	\$ 32,240.00	\$ 16,885.00	\$ 59,833.00	\$ (42,948.00)	28.22%
435300018 - Apprentice exam fees	\$ 66,035.00	\$ 44,540.00	\$ 73,832.00	\$ (29,292.00)	60.33%
435300019 - Apprentice certificates	\$ 40,350.00	\$ 22,775.00	\$ 53,286.00	\$ (30,511.00)	42.74%
435300020 - Instructors certificate	\$ 7,395.00	\$ 7,650.00	\$ 8,100.00	\$ (450.00)	94.44%
Total certification fees	\$ 156,910.00	\$ 97,130.00	\$ 121,986.00	\$ (24,856.00)	79.62%
Inspection/examination fees					
435400 - Inspection/exam fees	\$ 28,700.00	\$ 22,120.00	\$ 93,751.00	\$ (71,631.00)	23.59%
Total inspection/examination fees	\$ 28,700.00	\$ 22,120.00	\$ 93,751.00	\$ (71,631.00)	23.59%
Fines, penalties, and assessment fees					
435500 - Fines, penal, assess fee	\$ 15,280.00	\$ 14,103.00	\$ 40,000.00	\$ (25,897.00)	35.26%
Total fines, penalties, and assessment fees	\$ 15,280.00	\$ 14,103.00	\$ 40,000.00	\$ (25,897.00)	35.26%
Tuition and fees					
435830 - Other fees	\$ 640.00	\$ 559.54	\$ 500.00	\$ 59.54	111.91%
Total tuition and fees	\$ 640.00	\$ 559.54	\$ 500.00	\$ 59.54	111.91%
Miscellaneous					
437990 - Other misc rev-program	\$ 12,531.01	\$ 8,925.73	\$ 8,467.00	\$ 458.73	105.42%
Total miscellaneous	\$ 12,531.01	\$ 8,925.73	\$ 8,467.00	\$ 458.73	105.42%
TOTAL OPERATING REVENUES	\$ 722,177.17	\$ 437,133.27	\$ 747,628.00	\$ (310,494.73)	58.47%
NON OPERATING REVENUES					
Investment earnings, net					
433121 - Stif int inc-nonop-progrm	\$ 1,793.50	\$ 1,138.80	\$ 4,000.00	\$ (2,861.20)	28.47%
Total sales and services, net	\$ 1,793.50	\$ 1,138.80	\$ 4,000.00	\$ (2,861.20)	28.47%
TOTAL NON OPERATING REVENUES	\$ 1,793.50	\$ 1,138.80	\$ 4,000.00	\$ (2,861.20)	28.47%
OPERATING EXPENDITURES					
PERSONAL SERVICES					
EPA salaries and wages					
531112 - EPA-Reg Salaries-recpt	\$ 382,377.95	\$ 287,727.87	\$ 458,280.00	\$ (170,552.13)	62.78%
Total EPA salaries and wages	\$ 382,377.95	\$ 287,727.87	\$ 458,280.00	\$ (170,552.13)	62.78%
Supplements to regular wages					
531462 - EPA&SPA-longvty pay-rec	\$ 5,296.00	\$ 2,681.00	\$ 5,000.00	\$ (2,319.00)	53.62%
Total supplements to regular wages	\$ 5,296.00	\$ 2,681.00	\$ 5,000.00	\$ (2,319.00)	53.62%
Employee benefit costs					
531512 - Social sec contrib-recpts	\$ 28,963.49	\$ 21,447.81	\$ 35,147.00	\$ (13,699.19)	61.02%
531522 - Reg retire contrib-recpts	\$ 56,949.17	\$ 44,171.15	\$ 41,621.00	\$ 2,550.15	106.13%
531562 - Med ins contrib-recpts	\$ 42,710.10	\$ 31,816.52	\$ 38,808.00	\$ (6,991.48)	81.98%
531576 - Flexible spendng svg acct	\$ 268.62	\$ 287.78	\$ 125.00	\$ 162.78	230.22%
Total employee benefit costs	\$ 128,891.38	\$ 97,723.26	\$ 115,701.00	\$ (17,977.74)	84.46%
Other personal service payments					
531651 - Compensation to board members	\$ 3,800.00	\$ 3,400.00	\$ 10,100.00	\$ (6,700.00)	33.66%
Total other personal service payments	\$ 3,800.00	\$ 3,400.00	\$ 10,100.00	\$ (6,700.00)	33.66%
TOTAL PERSONAL SERVICES	\$ 520,365.33	\$ 391,532.13	\$ 589,081.00	\$ (197,548.87)	66.46%

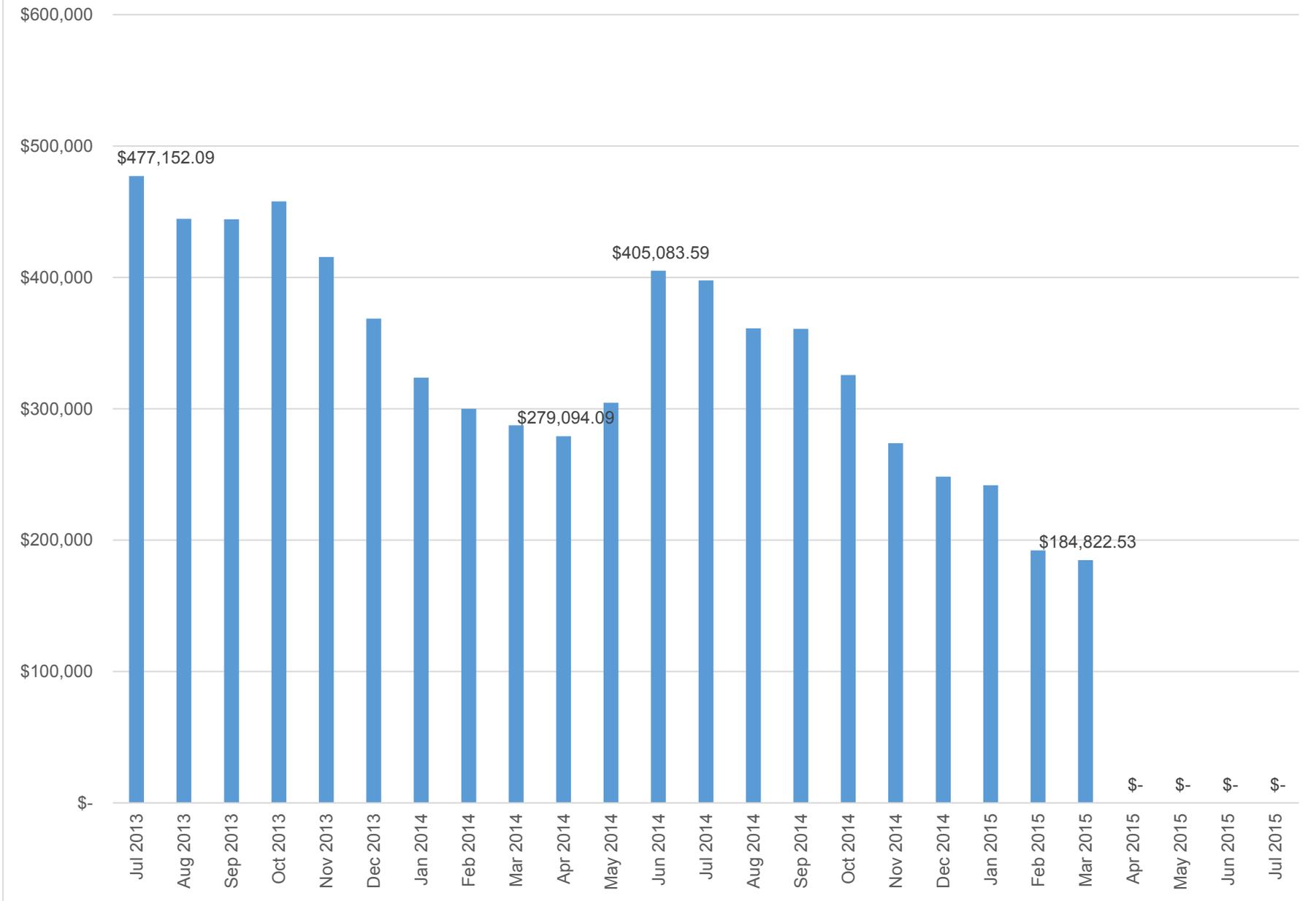
Attachment 1. FY15 Budget Report

	FY14 Actual	FY15 Actual	FY15 Budget	Difference	Percent of Budget
PURCHASED SERVICES					
Purchased contractual services					
532110 - Legal services	\$ (4,674.13)	\$ (18,557.94)	\$ 6,036.00	\$ (24,593.94)	-307.45%
532120 - Finan/audit services	\$ 6,700.00	\$ 6,900.00	\$ 7,500.00	\$ (600.00)	92.00%
532140 - Other information tech scvs	\$ 6,415.19	\$ -	\$ 2,300.00	\$ (2,300.00)	0.00%
532143 - LAN support services	\$ -	\$ -	\$ 300.00	\$ (300.00)	0.00%
532145 - Server support svc	\$ 30,428.44	\$ 21,426.27	\$ 8,000.00	\$ 13,426.27	267.83%
532170 - Admin services	\$ -	\$ -	\$ 2,242.00	\$ (2,242.00)	0.00%
532170001 - Admin svc-prof test svc	\$ 9,828.00	\$ 8,262.00	\$ 6,258.00	\$ 2,004.00	132.02%
532184 - Janitorial ser agreement	\$ 4,550.00	\$ 3,150.00	\$ 4,500.00	\$ (1,350.00)	70.00%
532199 - Misc contractual services	\$ 32,742.88	\$ 15,194.66	\$ 1,000.00	\$ 14,194.66	1519.47%
Total purchases contractual services	\$ 85,990.38	\$ 36,374.99	\$ 38,136.00	\$ (1,761.01)	95.38%
Operational services and expenses					
532210 - Enrg ser-electrical	\$ 7,441.49	\$ 5,130.27	\$ 6,302.00	\$ (1,171.73)	81.41%
532220 - Enrg ser-nat.gas/propane	\$ 1,008.90	\$ 798.69	\$ 700.00	\$ 98.69	114.10%
532430 - Maint agreement-equip	\$ -	\$ 736.58	\$ 200.00	\$ 536.58	368.29%
532490 - Maint agreement-other	\$ 3,560.08	\$ 2,551.28	\$ 3,000.00	\$ (448.72)	85.04%
532512 - Rent/lease-bldings/office	\$ 56,626.96	\$ 47,802.82	\$ 56,000.00	\$ (8,197.18)	85.36%
532524 - Rent/lease-gen off equip	\$ 10,833.59	\$ 10,046.41	\$ 5,200.00	\$ 4,846.41	193.20%
Total operational servies and expenses	\$ 79,471.02	\$ 67,066.05	\$ 71,402.00	\$ (4,335.95)	93.93%
Other purchased services					
532714 - Transp-grnd-in state	\$ 29,202.24	\$ 25,366.52	\$ 36,000.00	\$ (10,633.48)	70.46%
532715 - Trans grnd-out sta,in US	\$ 317.80	\$ -	\$ 1,300.00	\$ (1,300.00)	0.00%
532721 - Lodging-in state	\$ 17,115.57	\$ 18,722.98	\$ 17,000.00	\$ 1,722.98	110.14%
532722 - Lodging-out state, in US	\$ 368.96	\$ -	\$ 1,200.00	\$ (1,200.00)	0.00%
532724 - Meals-in state	\$ 9,694.20	\$ 11,829.98	\$ 10,000.00	\$ 1,829.98	118.30%
532725 - Meals-out of state, in US	\$ 155.00	\$ -	\$ 300.00	\$ (300.00)	0.00%
532731 - Bd/non-employee transp	\$ 2,180.99	\$ 1,533.00	\$ 4,100.00	\$ (2,567.00)	37.39%
532732 - Bd/non-employee subsis	\$ 1,394.83	\$ 1,784.00	\$ 2,000.00	\$ (216.00)	89.20%
532811 - Telephone service	\$ 8,728.38	\$ 7,465.17	\$ 3,594.00	\$ 3,871.17	207.71%
532812 - Telecommun data chrg	\$ -	\$ -	\$ 2,000.00	\$ (2,000.00)	0.00%
532814 - Cellular phone services	\$ -	\$ 117.95	\$ 6,000.00	\$ (5,882.05)	1.97%
532815 - Email and calendaring	\$ 1,489.80	\$ 45.60	\$ 2,000.00	\$ (1,954.40)	2.28%
532817 - Internet serv prov charge	\$ 1,334.04	\$ 935.60	\$ 2,000.00	\$ (1,064.40)	46.78%
532819 - Telephone wiring svc chrg	\$ -	\$ 905.65	\$ 1,000.00	\$ (94.35)	90.57%
532821 - Computer/data process svc	\$ 1,013.55	\$ -	\$ 10,000.00	\$ (10,000.00)	0.00%
532840 - Postage, freight, & deliv	\$ 8,624.54	\$ 10,409.81	\$ 16,000.00	\$ (5,590.19)	65.06%
532850 - Print,bind,duplicate	\$ 6,068.99	\$ 6,538.37	\$ 7,000.00	\$ (461.63)	93.41%
Total other purchased services	\$ 87,688.89	\$ 85,654.63	\$ 121,494.00	\$ (35,839.37)	70.50%
Other services					
532911 - Property-insurance	\$ 7,436.00	\$ 8,946.00	\$ 233.00	\$ 8,713.00	3839.48%
532930 - Registration fees	\$ 150.00	\$ -	\$ 190.00	\$ (190.00)	0.00%
532942 - Other emp training expenses	\$ 3,360.00	\$ 1,710.00	\$ 1,000.00	\$ 710.00	171.00%
Total other services	\$ 10,946.00	\$ 10,656.00	\$ 1,423.00	\$ 9,233.00	748.84%
TOTAL PURCHASED SERVICES	\$ 264,096.29	\$ 199,751.67	\$ 232,455.00	\$ (32,703.33)	85.93%
SUPPLIES					
General administrative supplies					
533110 - General office supplies	\$ 11,949.00	\$ 4,206.78	\$ 6,000.00	\$ (1,793.22)	70.11%
533120 - Data processing supplies	\$ 11,667.00	\$ 5,900.00	\$ 2,300.00	\$ 3,600.00	256.52%
533150 - Security & safety supp	\$ 4,835.25	\$ 3,848.00	\$ 3,100.00	\$ 748.00	124.13%
533190 - Other admin supplies	\$ 375.30	\$ -	\$ 500.00	\$ (500.00)	0.00%
Total general administrative supplies	\$ 28,826.55	\$ 13,954.78	\$ 11,900.00	\$ 2,054.78	117.27%
TOTAL SUPPLIES	\$ 28,826.55	\$ 13,954.78	\$ 11,900.00	\$ 2,054.78	117.27%
PROPERTY, PLANT AND EQUIPMENT					
Equipment					
534521 - Office equipment	\$ 1,267.01	\$ -	\$ -	\$ -	N/A
534530 - Other DP equipment	\$ 22,230.00	\$ -	\$ -	\$ -	N/A
534534 - PC/printer equipment	\$ -	\$ 555.09	\$ 3,000.00	\$ (2,444.91)	18.50%
Total equipment	\$ 23,497.01	\$ 555.09	\$ 3,000.00	\$ (2,444.91)	18.50%
Intangible assets					
534521 - PC software	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%
Total intangible assets	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%
TOTAL PROPERTY, PLANT AND EQUIPMENT	\$ 23,497.01	\$ 555.09	\$ 4,000.00	\$ (3,444.91)	13.88%
OTHER EXPENSES AND ADJUSTMENTS					

Attachment 1. FY15 Budget Report

	FY14 Actual	FY15 Actual	FY15 Budget	Difference	Percent of Budget
Other administrative expenses				\$ -	
535830 - Membership dues&subscript	\$ 1,356.52	\$ 1,570.00	\$ 516.00	\$ 1,054.00	304.26%
535840 - Service & other awards	\$ -	\$ -	\$ 240.00	\$ (240.00)	0.00%
Total other administrative expenses	\$ 1,356.52	\$ 1,570.00	\$ 756.00	\$ 814.00	207.67%
Other expenses					
535900 - Other expenses	\$ 16,525.76	\$ 36,000.46	\$ 4,000.00	\$ 32,000.46	900.01%
Total other expenses	\$ 16,525.76	\$ 36,000.46	\$ 4,000.00	\$ 32,000.46	900.01%
Intergovernmental transactions					
538030 - Fine/penalty/forfeit-tran	\$ 10,942.00	\$ 15,169.00	\$ -	\$ 15,169.00	N/A
Total intergovernmental transactions	\$ 10,942.00	\$ 15,169.00	\$ -	\$ 15,169.00	N/A
TOTAL OTHER EXPENSES AND ADJUSTMENTS	\$ 28,824.28	\$ 52,739.46	\$ 4,756.00	\$ 47,983.46	1108.90%
TOTAL OPERATING EXPENDITURES	\$ 865,609.46	\$ 658,533.13	\$ 842,192.00	\$ (183,658.87)	78.19%
NET INCOME	\$ (141,638.79)	\$ (220,261.06)			
CASH BALANCE AT PERIOD END	\$ 405,083.59	\$ 184,822.53			

Attachment 2. Fund balance



Attachment 3. License & inspection fees for January-March of FYs 2014 and 2015

	FY 2014		FY 2015		Difference
Duplicate license	\$	140.00	\$	180.00	\$ 40.00
January	\$	10.00	\$	50.00	\$ 40.00
February	\$	30.00	\$	50.00	\$ 20.00
March	\$	100.00	\$	80.00	\$ (20.00)
Registered license	\$	51,457.00	\$	56,440.00	\$ 4,983.00
January	\$	16,110.00	\$	21,460.00	\$ 5,350.00
February	\$	18,800.00	\$	11,820.00	\$ (6,980.00)
March	\$	16,547.00	\$	23,160.00	\$ 6,613.00
School permit	\$	650.00	\$	780.00	\$ 130.00
January	\$	130.00	\$	390.00	\$ 260.00
February	\$	130.00	\$	260.00	\$ 130.00
March	\$	390.00	\$	130.00	\$ (260.00)
Shop permit	\$	24,700.00	\$	26,905.00	\$ 2,205.00
January	\$	7,600.00	\$	10,605.00	\$ 3,005.00
February	\$	9,450.00	\$	5,945.00	\$ (3,505.00)
March	\$	7,650.00	\$	10,355.00	\$ 2,705.00
Student permit	\$	6,625.00	\$	7,575.00	\$ 950.00
January	\$	1,725.00	\$	3,650.00	\$ 1,925.00
February	\$	1,750.00	\$	1,825.00	\$ 75.00
March	\$	3,150.00	\$	2,100.00	\$ (1,050.00)
Late fees	\$	15,640.00	\$	12,863.00	\$ (2,777.00)
January	\$	2,840.00	\$	4,693.00	\$ 1,853.00
February	\$	6,010.00	\$	2,335.00	\$ (3,675.00)
March	\$	6,790.00	\$	5,835.00	\$ (955.00)
Instructor exam	\$	2,475.00	\$	1,815.00	\$ (660.00)
January	\$	660.00	\$	990.00	\$ 330.00
February	\$	660.00	\$	-	\$ (660.00)
March	\$	1,155.00	\$	825.00	\$ (330.00)
Registered exam	\$	8,210.00	\$	3,400.00	\$ (4,810.00)
January	\$	2,380.00	\$	1,105.00	\$ (1,275.00)
February	\$	1,835.00	\$	1,445.00	\$ (390.00)
March	\$	3,995.00	\$	850.00	\$ (3,145.00)
Apprentice exam	\$	15,215.00	\$	13,175.00	\$ (2,040.00)
January	\$	5,355.00	\$	5,100.00	\$ (255.00)
February	\$	3,910.00	\$	2,125.00	\$ (1,785.00)
March	\$	5,950.00	\$	5,950.00	\$ -
Apprentice license	\$	8,450.00	\$	6,475.00	\$ (1,975.00)
January	\$	2,800.00	\$	2,270.00	\$ (530.00)
February	\$	1,700.00	\$	1,800.00	\$ 100.00
March	\$	3,950.00	\$	2,405.00	\$ (1,545.00)
Instructor certificate	\$	1,700.00	\$	1,190.00	\$ (510.00)
January	\$	425.00	\$	255.00	\$ (170.00)
February	\$	595.00	\$	340.00	\$ (255.00)
March	\$	680.00	\$	595.00	\$ (85.00)
Inspection/exam fees	\$	7,380.00	\$	6,100.00	\$ (1,280.00)

January	\$	1,440.00	\$	720.00	\$	(720.00)
February	\$	3,300.00	\$	1,780.00	\$	(1,520.00)
March	\$	2,640.00	\$	3,600.00	\$	960.00
Total	\$	142,642.00	\$	136,898.00	\$	(5,744.00)