

North Carolina Board of Barber Examiners

Summary of Executive Director's Report

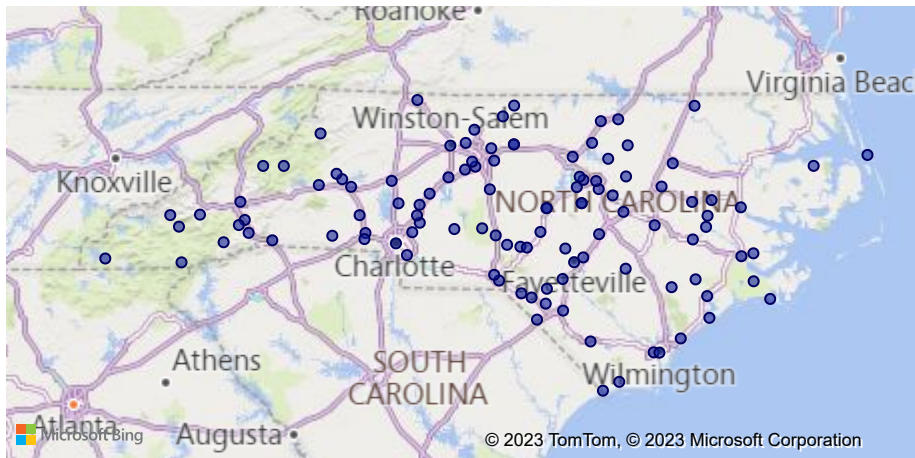
August 22, 2023 Board Meeting

Routine Inspections in Fiscal Year 2023 (July 2022 - June 2023)

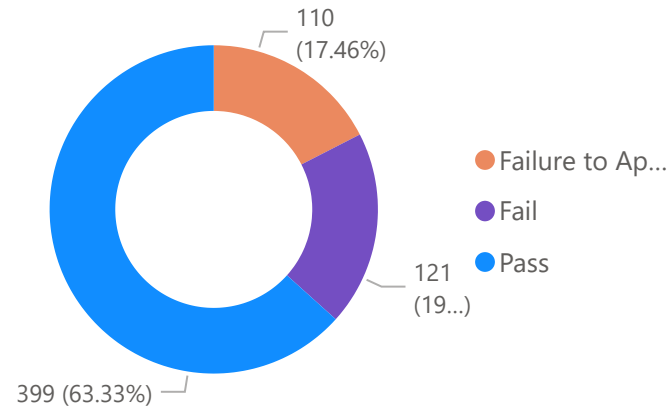
97.98

Average Sanitation Score

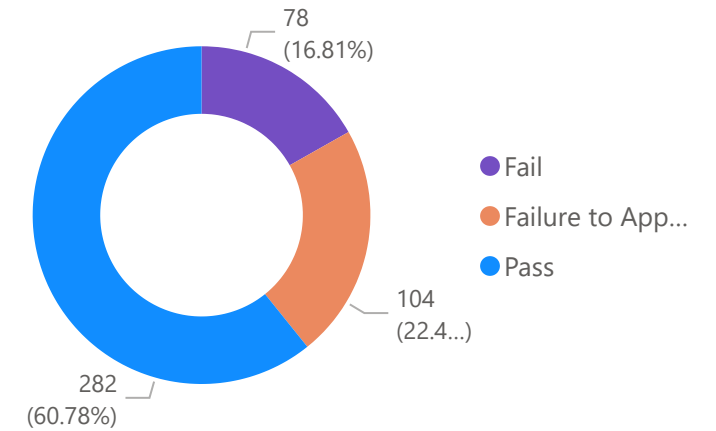
Complaint locations



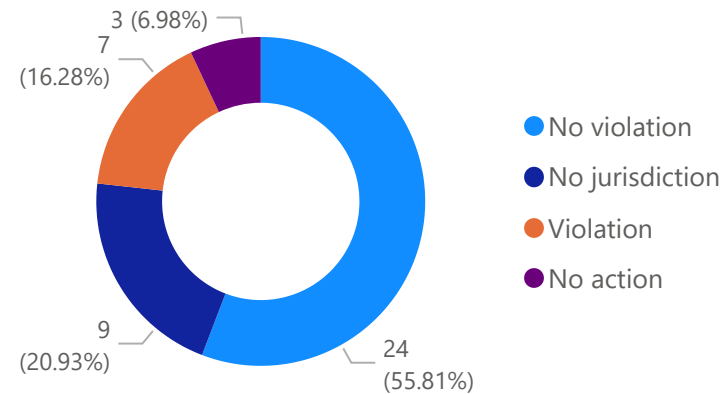
Apprentice Results - Written Exam (CY 2023)



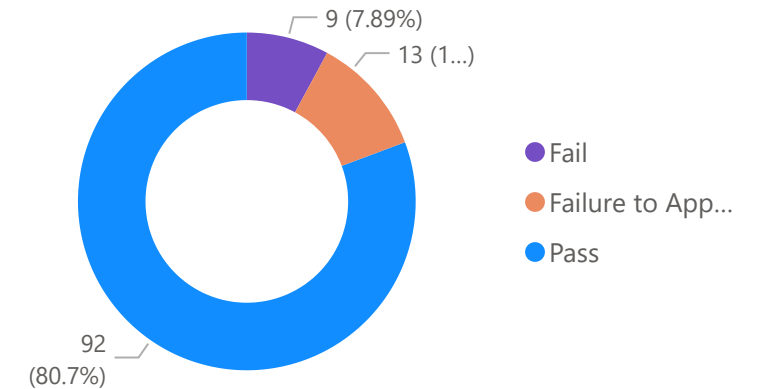
Apprentice Results - Practical Exam (CY 2023)



Complaint outcome (FY 2023)



Registered Results - Practical Exam (CY 2023)





NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: August 14, 2023

SUBJECT: Executive director's report

Below is the executive director's report for the board's August 22, 2023 meeting. If there are other areas of finances or operations that the board is interested in, or if board members have questions about this report, please feel free to contact me.

Board members should refer to the summary dashboard that precedes this memo and discusses various aspects of board operations.

BUDGET REPORT

Attachment A shows the board's expenditures and revenues for fiscal year (FY) 2023 on an accrual basis through June 2023. Expenditures were \$14,773.45 under budget, or about 98% of the budget. Although revenues were higher than expected, almost \$70,000 of that amount was a one-time transfer of the fund balance held by the former Board of Electrolysis Examiners.

Attachment B shows the board's fund balance over the past few years. Perhaps for the first time in its history, the board's fund balance exceeded one million dollars, though again this was partially attributable to the transfer of the Electrolysis Board fund balance.

EXAMS

This section of the report gives an overview of the activity and changes related to exams for the licenses under the board's jurisdiction.

Electrolysis

The board has held and will be holding various practical exams for individuals applying to become electrologists. Board member Margaret Wingate has been generous in

allowing the board to use her facility for exams. I'm also grateful to board member Stacy Miller and former board member Charlene Poole for helping to administer the exams.

The board's ad hoc committee has made significant progress toward developing a North Carolina written exam and will report back to the board once its work is finished.

Barbers

As the pandemic has abated, the pass rate for written exams has jumped back up, as reflected in the summary dashboard that precedes this memo. The board has rightly been concerned for the past few years about the number of people failing the written exam. But the board also had reason to believe that the pandemic was driving the poor performance. As the pandemic has abated, we've also seen a significant increase in the pass rate. The board should continue to monitor the pass rate.

IT PROJECTS

This section of the memo discusses the status of IT-related projects designed to improve the board's business processes and customer service.

Website

The board launched a newly designed website earlier this month. The new URL is bbee.nc.gov, and I encourage all board members to review the site (if they haven't already). The benefits of the new site include:

- Above all, the new design will merge the two websites of the former boards (ncbee.com and barbers.nc.gov).
- The new site should be easier to use and more aesthetically appealing.
- It will improve compliance with best practices for making sites accessible to people with disabilities.
- There will be greater security, since updates can only be made by authorized personnel who are on the state network at the time they make the updates (or accessing the state network with VPN).
- Websites need redesigns from time to time to reflect current practices, even if those practices are more aesthetic and functional than urgent

The old websites, barbers.nc.gov and ncbee.com, either will redirect to the new site or will have a message notifying users about the new site.

Student hours reporting

The board deployed a new system that allows barber schools to report student hours online rather than submit paper reports. As discussed in a recent email, this will be one of the most significant time-saving projects for both staff and schools and is a long overdue improvement.

By law, schools must report to the board any hours accrued by students during the previous month, along with a list of currently enrolled students. The report and roster are due by the 15th of each month. The board uses these data to determine whether the students have completed the 1528-hour curriculum required for a barber license. Under the new process, schools will sign into the same Dashboard Page they already use for renewals and student permit applications. They will then have an easy-to-use system to report hours, which will make data entry faster and reduce the regulatory burden on schools. The system also helps identify errors and notifies schools when their reports are overdue.

Applicants will also see a benefit because the turn-around time between submission of an application or a request for temporary permit will decrease over time. That's because the staff won't have to catch up on manual entries or pull paper records that haven't yet been electronically filed.

Upcoming projects

The board has several projects underway or planned, including the following (which are not necessarily listed in order of importance):

- Backend setup for mobile barber shops;
- Website for reporting locations for mobile barber shops;
- Various web processes related to mobile barber shops, such as renewals and applications;
- A change needed to update the interface between our payment processor and the vendor-hosted websites;
- Backend changes for electrology and laser hair practice; and
- Web processes for electrology and laser hair practice, including renewals and applications.

Attachment A
Fiscal Year 2022 Budget vs. Actuals
July 2022 - June 2023

	Total			
	Actual	Budget	Over budget	Perc. of budget & over/under budget
Income				
433 - investment income				
433121 - STIF interest income	\$ 15,116.82	\$ 4,200.00	\$ 10,916.82	359.92% ▲
Total 433 - investment income	\$ 15,116.82	\$ 4,200.00	\$ 10,916.82	359.92% ▲
434 - sales, service, and rentals				
434320 - sale of surplus property	\$ 63.48		\$ 63.48	
Total 434 - sales, service, and rentals	\$ 63.48	\$ -	\$ 63.48	
435 - fees, licenses, and fines				
435100 - business license fees		\$ 825.00	\$ (825.00)	0.00% ▼
435100059 - duplicate license	\$ 1,465.00	\$ 727.00	\$ 738.00	201.51% ▲
435100060 - individual license	\$ 290,720.81	\$ 294,571.00	\$ (3,850.19)	98.69% ▼
435100061 - school permit	\$ 6,760.00	\$ 5,077.00	\$ 1,683.00	133.15% ▲
435100062 - bus/shop permit	\$ 118,620.00	\$ 126,939.00	\$ (8,319.00)	93.45% ▼
435100063 - student permit	\$ 27,650.00	\$ 23,476.00	\$ 4,174.00	117.78% ▲
435100064 - renewal-individual	\$ 83,735.00	\$ 60,437.00	\$ 23,298.00	138.55% ▲
Total 435100 - business license fees	\$ 528,950.81	\$ 516,552.00	\$ 12,398.81	102.40% ▲
435300 - certification fees		\$ 130.00	\$ (130.00)	0.00% ▼
435300015 - reexamination	\$ 150.00		\$ 150.00	
435300016 - instructor exam fee	\$ 5,940.00	\$ 7,642.00	\$ (1,702.00)	77.73% ▼
435300017 - registered exam fee	\$ 20,705.00	\$ 35,109.00	\$ (14,404.00)	58.97% ▼
435300018 - apprentice exam fee	\$ 141,265.00	\$ 119,898.00	\$ 21,367.00	117.82% ▲
435300019 - apprentice certific	\$ 42,950.00	\$ 36,249.00	\$ 6,701.00	118.49% ▲
435300020 - instructor certific	\$ 14,515.00	\$ 13,586.00	\$ 929.00	106.84% ▲
Total 435300 - certification fees	\$ 225,525.00	\$ 212,614.00	\$ 12,911.00	106.07% ▲
435400 - inspection/exam fees	\$ 32,620.00	\$ 41,202.00	\$ (8,582.00)	79.17% ▼
435500 - fines, pen, assess fee	\$ 9,928.80	\$ 9,701.00	\$ 227.80	102.35% ▲
435800 - tuition and fees				
435830 - other fees	\$ 700.00	\$ 790.00	\$ (90.00)	88.61% ▼
Total 435800 - tuition and fees	\$ 700.00	\$ 790.00	\$ (90.00)	88.61% ▼
Total 435 - fees, licenses, and fines	\$ 797,724.61	\$ 781,684.00	\$ 16,040.61	102.05% ▲
437 - miscellaneous				
437127 - procuremnt card rebate	\$ 891.97	\$ 250.00	\$ 641.97	356.79% ▲
437990 - other misc revenue	\$ (768.73)	\$ 647.00	\$ (1,415.73)	-118.81% ▼
Total 437 - miscellaneous	\$ 123.24	\$ 897.00	\$ (773.76)	13.74% ▼
438 - intergovernmental transactions				
4384AA - agency nonroutine transfer	\$ 69,838.55		\$ 69,838.55	
Total 438 - intergovernmental transactions	\$ 69,838.55	\$ -	\$ 69,838.55	
Total Income	\$ 882,866.70	\$ 786,781.00	\$ 96,085.70	112.21% ▲
Gross Profit	\$ 882,866.70	\$ 786,781.00	\$ 96,085.70	112.21% ▲
Expenses				
531 - personal services				
531112 - EPA regular salaries	\$ 306,384.31	\$ 309,446.48	\$ (3,062.17)	99.01% ▼
531462 - longevity - receipts	\$ 5,010.00	\$ 4,900.87	\$ 109.13	102.23% ▲
531512 - Social Security	\$ 22,328.54	\$ 22,947.36	\$ (618.82)	97.30% ▼
531522 - regular retirement	\$ 76,291.61	\$ 75,443.36	\$ 848.25	101.12% ▲
531562 - medical insurance	\$ 33,934.00	\$ 39,610.16	\$ (5,676.16)	85.67% ▼
531576 - flexible spending acct	\$ 586.93	\$ 780.00	\$ (193.07)	75.25% ▼
531651 - comp to board members	\$ 1,400.00	\$ 2,400.00	\$ (1,000.00)	58.33% ▼
Total 531 - personal services	\$ 445,935.39	\$ 455,528.23	\$ (9,592.84)	97.89% ▼
532 - purchased services				
532110 - legal services	\$ 27,962.68	\$ 20,082.50	\$ 7,880.18	139.24% ▲
532120 - financial/audit svcs	\$ 14,500.00	\$ 14,559.00	\$ (59.00)	99.59% ▼
532145 - managed server support	\$ 48,858.50	\$ 48,763.58	\$ 94.92	100.19% ▲
532170001 - prof testing serv	\$ 21,861.00	\$ 16,000.00	\$ 5,861.00	136.63% ▲
532184 - janitorial services	\$ 4,200.00	\$ 4,200.00	\$ -	100.00% ▼

532199 - misc contract services	\$	17,016.36	\$	27,969.00	\$	(10,952.64)	60.84%	▼
532430 - maint agrmnt - equip	\$	1,974.78	\$	1,917.00	\$	57.78	103.01%	▲
532512 - rental of bldg/prop	\$	24,881.28	\$	26,681.28	\$	(1,800.00)	93.25%	▼
532714 - ground trans in-state	\$	31,866.76	\$	24,455.00	\$	7,411.76	130.31%	▲
532721 - lodging in-state	\$	18,642.80	\$	18,000.00	\$	642.80	103.57%	▲
532724 - meals in-state	\$	8,792.40	\$	9,000.00	\$	(207.60)	97.69%	▼
532731 - board/non-emp transpor	\$	478.85	\$	1,000.00	\$	(521.15)	47.89%	▼
532732 - board/non-emp subsist	\$	563.06	\$	1,200.00	\$	(636.94)	46.92%	▼
532811 - telephone service	\$	1,925.19	\$	2,948.00	\$	(1,022.81)	65.30%	▼
532814 - cellular phone service	\$	5,444.82	\$	6,180.00	\$	(735.18)	88.10%	▼
532815 - email and calendaring	\$	130.60	\$	360.00	\$	(229.40)	36.28%	▼
532822 - managed LAN svc charge	\$	2,750.20	\$	3,978.72	\$	(1,228.52)	69.12%	▼
532825 - managed WAN service	\$	14,558.16	\$	14,217.60	\$	340.56	102.40%	▲
532826 - software subscriptions	\$	7,735.01	\$	4,150.00	\$	3,585.01	186.39%	▲
532828 - managed desktop svcs	\$	5,903.39	\$	9,096.00	\$	(3,192.61)	64.90%	▼
532840 - postage & delivery	\$	3,442.96	\$	1,800.00	\$	1,642.96	191.28%	▲
532840003 - postage/postal meter charges	\$	12,098.95	\$	13,000.00	\$	(901.05)	93.07%	▼
532850 - printing, binding, dup	\$	4,255.82	\$	7,000.00	\$	(2,744.18)	60.80%	▼
532911 - insurance - property	\$	22,186.93	\$	26,000.00	\$	(3,813.07)	85.33%	▼
532942 - other emp trng expense	\$		\$	100.00	\$	(100.00)	0.00%	▼
Total 532 - purchased services	\$	302,030.50	\$	302,657.68	\$	(627.18)	99.79%	▼
533 - Supplies								
533110 - general office supply	\$	6,001.13	\$	6,355.00	\$	(353.87)	94.43%	▼
Total 533 - Supplies	\$	6,001.13	\$	6,355.00	\$	(353.87)	94.43%	▼
534 - property, plant, & equip								
534511 - office equipment	\$	504.08	\$	370.00	\$	134.08	136.24%	▲
534534 - PC and printer purch	\$	1,185.55	\$	1,647.99	\$	(462.44)	71.94%	▼
Total 534 - property, plant, & equip	\$	1,689.63	\$	2,017.99	\$	(328.36)	83.73%	▼
535 - other expenses and adjust								
535830 - member dues & subcript	\$	394.27	\$	630.00	\$	(235.73)	62.58%	▼
535840 - service & other awards	\$	251.20	\$		\$	251.20		
535900 - other expenses	\$	5,816.07	\$	6,632.00	\$	(815.93)	87.70%	▼
Total 535 - other expenses and adjust	\$	6,461.54	\$	7,262.00	\$	(800.46)	88.98%	▼
538 - intragovernmental transac								
538030 - fine/penalty transfer	\$	9,929.26	\$	13,000.00	\$	(3,070.74)	76.38%	▼
Total 538 - intragovernmental transac	\$	9,929.26	\$	13,000.00	\$	(3,070.74)	76.38%	▼
Total Expenses	\$	772,047.45	\$	786,820.90	\$	(14,773.45)	98.12%	▼
Net Operating Income	\$	110,819.25	\$	(39.90)	\$	110,859.15		
Net Income	\$	110,819.25	\$	(39.90)	\$	110,859.15		

Attachment B. Fund balance

