



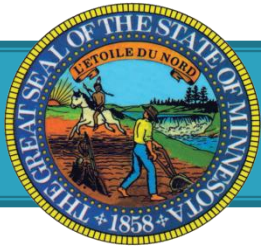
Minnesota Health-Related Licensing Boards: Administrative Services Unit: Presentation to Sunset Advisory Commission – 12/8/2011

▶ Administrative Services Unit – ASU

Established in Minnesota Statutes, Chapter 214.107

Mission

- To provide:
 - centralized administrative and business services
 - high quality services
- To allow the boards to focus on core business policies while ASU focuses on providing administrative support.
- To assist matters of common interest.
- To register individuals and organizations for the volunteer health care provider program.



Minnesota Health-Related Licensing Boards: Administrative Services Unit – 12/08/2011

▶ Administrative Services Unit – ASU

Goals

- To ensure that internal controls are in place
- To provide excellent customer service
- To provide centralized administrative and budget management support



Minnesota Health-Related Licensing Boards: Administrative Services Unit – 12/8/2011

▶ General Information

- In 1993, was informally created
- In 1995, began providing services to all the health related licensing boards
- In 1996, the Emergency Medical Services Regulatory Board requested administrative services from ASU. Moving from MN Dept. of Health
- In 2005, the Board of Barbers and Cosmetology requested administrative services from ASU. Moving from MN Dept. of Commerce
- We jointly purchase and share equipment
 - network servers, printers and copiers, audiovisual equipment, recording systems, an electronic public notice board that is located in the lobby of the building and other IT equipment and services.
- The collaboration greatly increases the efficiency of all the boards and results in significant cost savings to all boards.

We are small, efficient, self supporting and a model for small agencies and boards.



Minnesota Health-Related Licensing Boards: Current Boards

Chapter 214 Boards

Behavioral Health and Therapy
Chiropractic Examiners
Dentistry
Dietetics and Nutrition Practice
Marriage and Family Therapy
Medical Practice
Nursing
Nursing Home Administrators
Optometry
Pharmacy
Physical Therapy
Podiatric Medicine
Psychology
Social Work
Veterinary Medicine

General Fund Boards

Barber Examiners
Cosmetologist Examiners
Emergency Medical Services Regulatory Board





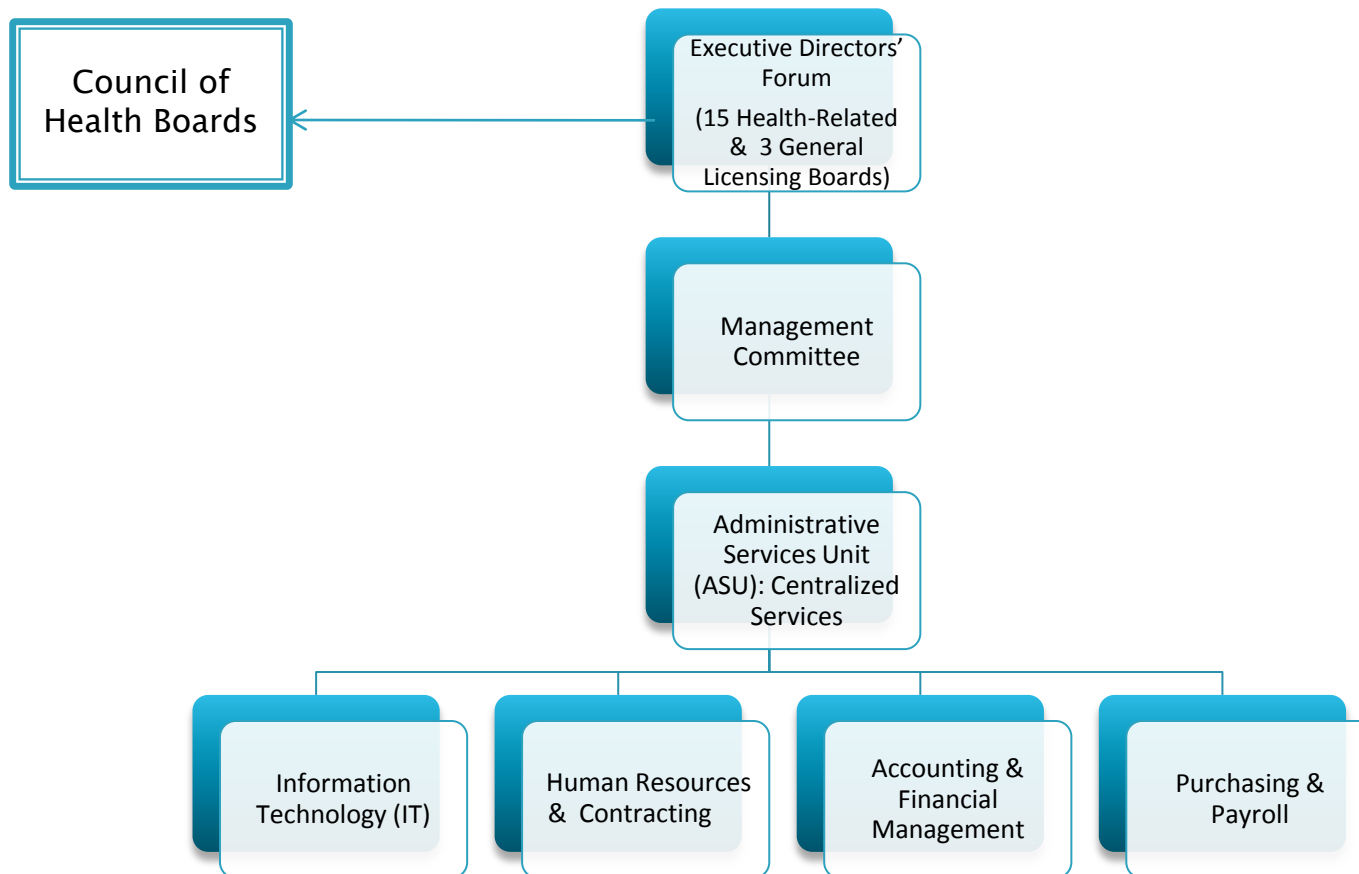
Minnesota Health-Related Licensing Boards: Overview

▶ Overview of Administrative Services Unit

- HLRBs work cooperatively to achieve efficiencies
 - Co-located in the same office building
 - Share in back office common functions
 - Response to previous Administration reviews
 - 1999 OLA Report, Bonelli Report
 - Work with the Health and Human Services Committees
 - Jointly fund the Administrative Services Unit (ASU)
- For all Current Sunset Health Boards – not funded by tax revenue –NO General Fund dollars
 - Funded exclusively through fees deposited in the Special Revenue Fund



Minnesota Health-Related Licensing Boards: Nationally Recognized Model for Occupational Governance





Minnesota Health-Related Licensing Boards: Collaboration

▶ Collaboration and Efficiency

- Voluntary Health Care Provider Program
- Council of Health Boards
- Centralized Retirement Funds
- Centralized legal fees for contested cases Centralized back office and IT staff
- Centralized Prescription Monitoring
- National model for decentralized sole collaborative regulatory model
- Highly regarded by previous Administration presented model to other like agencies
- States mirroring Minnesota Model
- Pew Commission
- Boards (non-health related) moved out of larger agencies to ASU
- Final Report: Any recommendations will be reviewed by the individual board, or ASU if staff only or the Council of Health Boards if you desire revisions being driven by the board members



Minnesota Health-Related Licensing Boards: Administrative Services Unit – Services Provided

- Annual/Biennial Budgets
- Fiscal Notes
- Accounts Payable
- Vendor Maintenance
- Reimbursements
- Accounts Receivable
- Banking
- Purchasing
- Bidding
- Contracts / Grants / RFP's
- Assets Management
- Payroll
- Human Resources
- DDIR
- Workers Comp, Unemployment
- Labor Relations
- Reporting
- Cost Projections/Allocations
- Federal Grants
- Auditing
- Training
- State Car
- Policy Development
- Maintain Shared Conference Rooms
- Maintain Shared Copiers
- Mailroom Services
- Lease Administration
- Security
- Information Technology
 - Network administration
 - Website administration
 - Help Ticket Support
 - System Development
 - Project Management
 - On-Line Services



Minnesota Health-Related Licensing Boards: Administrative Services Unit – Staff

ASU Staff

- Account Clerk Senior – 1 FTE
- Administrative Management Director – 1 FTE
- Buyer – 1 FTE
- Information Technology Specialist 4 – 1 FTE
- Information Technology Specialist 5 – 1 FTE
- Office & Administrative Specialist – Temp – .52 FTE
- Office & Administrative Specialist Int - .6 FTE
- Personal Officer Principal – 1 FTE

- Total of 7.12 FTE's



Minnesota Health-Related Licensing Boards: Administrative Services Unit – Programs

- Volunteer Health Care Provider Program (Minnesota Statute 214.40)
 - Provide malpractice insurance coverage to physicians, physician assistants, dentists, dental hygienist, and nurses
 - Register non-profit organizations/clinics in the program
 - This program is funded by a direct appropriation from the state government special revenue fund. Directly from fees collected by the Board of Medical Practice, Board of Nursing and Board of Dentistry
- Council of Health Boards (Minnesota Statute 214.025)
 - Legislatively created
 - Common issues involving board members and citizens
 - Expert Occupational Review of proposed licensing boards
- Health Professionals Services Program (Minnesota Statute 214.31)
 - ASU provides all financial and business office processes
 - This program is funded by a direct appropriation from the state government special revenue fund. Directly from fees collected by all of the health-related licensing boards, EMSRB, Cosmetology, Barbers and the Dept. of Health
- Biennial Reports (Minnesota Statute 214.07)
 - ASU compiles all the boards reports into a single report to legislature