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[mn.gov/boards/optometry/](http://mn.gov/boards/optometry/)

**AT A GLANCE**

**Credentialing Services**

- 1,108 renewed licenses
- 42 new licenses

**Education Services**

- 1,085 reviews of reported continuing education
- 108 audits of reported continuing education
- 37 continuing education program approvals

**Complaint Resolution**

- Investigated 16 complaints
- Formal action for 5 complaints

Source: Annual Board Report FYE 06/30/2016

**PURPOSE**

The Minnesota Board of Optometry is responsible for protection of the public through the regulation of optometrists in the state of Minnesota. The Board was established in 1915 under the authority of Minnesota Statutes, Chapter 148. Regulation is accomplished through licensure examination, annual license renewal, continuing education requirements, as well as investigation and resolution of complaints against licensees. Approximately 75% of Minnesotans use some sort of vision correction.

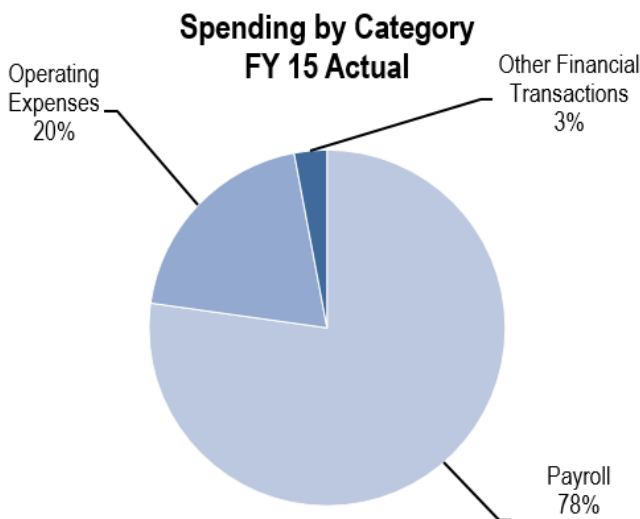
The Board's mission is to:

- Protect the public through effective licensure and enforcement of the statutes and rules governing the practice of optometry
- Ensure a standard of competent and ethical care

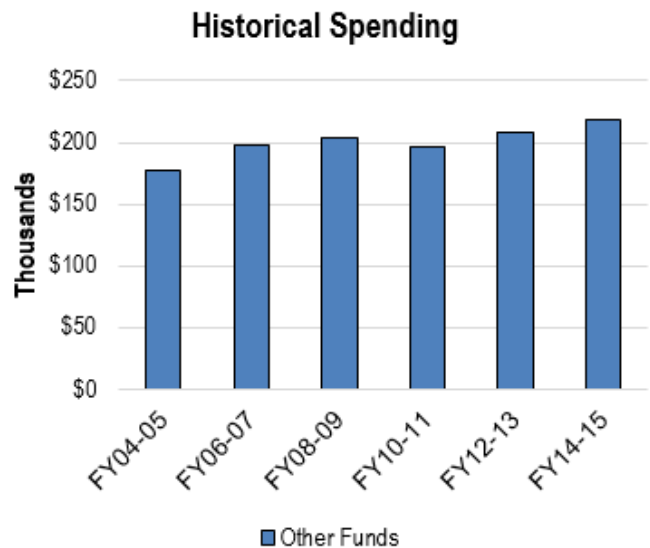
The Board contributes to the statewide outcomes of:

- People in Minnesota are safe
- Efficient and accountable government services

**BUDGET**



Source: BPAS



Source: Consolidated Fund Statement

The Board is funded by licensure fees. Minnesota Statutes section 214.06, subdivision 1(a) compels the Board to collect fees in the amount sufficient to cover direct and indirect expenditures. Funds are deposited as non-dedicated revenue into the state government special revenue fund. From this fund, the Board receives a direct appropriation to pay for agency expenses such as salaries, rent, costs associated with disciplinary/contested cases and operating expenditures. It also pays statewide indirect costs through an open appropriation. The Board receives no general fund dollars.

In addition to Board operations, licensure fees fund activities that support multiple boards and/or other agencies. Some of these are: the Administrative Services Unit (inter-board), Health Professionals Services Program (inter-board), Prescription Monitoring Program (Pharmacy Board), Office of the Attorney General for legal services, and the Criminal Background Check Program (inter-board).

Board members communicate openly with licensees to ensure fees are used prudently. The Minnesota Board of Optometry renewal of license fees are in the lowest quartile in the 2016 annual survey conducted by the national board, the Association of Regulatory Boards (ARBO).

## STRATEGIES

The Board of Optometry regulates the profession by:

- Setting educational standards for initial licensure.
- Reviewing applicant's education and training to determine compliance with the board's licensure requirements.
- Reasonably ensuring that only applicants who meet licensure requirements are granted a license.
- Issuing initial and renew licensure for qualified professionals.
- Setting continuing education requirements for maintenance of licensure.
- Setting standards of practice and taking disciplinary or corrective action against misconduct for licensees.
- Responding to public and agency inquiries, complaints, and reports regarding licensure and conduct of applicants and licensees.
- Providing information about licensure requirements and standards of practice to citizens and other interested persons or agencies.

The Board's strategic plan is focused on electronic advancements that support efficient and effective licensure, public transparency and ease of use.

We provide services to 1,108 licensed optometrists in Minnesota and work collaboratively with continuing education and provider associations. The current board chair and one other Minnesota board member serve on the national Association of Regulatory Boards of Optometry.

Quarterly board meetings are driven by seven governor-appointed board members with other stakeholders in attendance. The agenda reflects quality improvement activities with key statistics tracked and shared with the attendees. Board discussion leads to action steps and directives to staff which is listed in the minutes of each board meeting. Those minutes are posted on the website.

## RESULTS

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Percent of license renewals completed online	88%	93%	FY 2014 & FY 2015
Quality	Percent of initial applications completed online	65%	88%	FY 2014 & FY 2015
Quality	Average number of days it takes for an applicant to be granted their initial license	5 days	3 days	FY 2014 & FY 2015

The statutory authority for the Minnesota Board of Optometry is located in Chapter 148:

<https://www.revisor.mn.gov/statutes?id=148.52>

The rules are located in MN Rules Chapter 6500. <https://www.revisor.mn.gov/rules?id=6500>

Additional statutes pertaining to all health licensing boards are found in Chapters 13, 16, and 214.

**Expenditures By Fund**

	Actual	Actual	Actual	Estimate	Forecasted Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
1201 - Health Related Boards	106	112	133	165	146	146	176	177
2000 - Restrict Misc Special Revenue	0	0	0	0	2	2	2	2
<b>Total</b>	<b>106</b>	<b>112</b>	<b>133</b>	<b>165</b>	<b>148</b>	<b>148</b>	<b>178</b>	<b>179</b>
<i>Biennial Change</i>				79		(2)		59
<i>Biennial % Change</i>				36		(1)		20
<i>Governor's Change from Base</i>								61
<i>Governor's % Change from Base</i>								21

**Expenditures by Program**

Program: Optometry Board of	106	112	133	165	148	148	178	179
<b>Total</b>	<b>106</b>	<b>112</b>	<b>133</b>	<b>165</b>	<b>148</b>	<b>148</b>	<b>178</b>	<b>179</b>

**Expenditures by Category**

Compensation	80	87	93	95	95	96	97	99
Operating Expenses	26	25	40	70	53	52	81	80
<b>Total</b>	<b>106</b>	<b>112</b>	<b>133</b>	<b>165</b>	<b>148</b>	<b>148</b>	<b>178</b>	<b>179</b>

**Full-Time Equivalents**

	<b>0.9</b>	<b>0.9</b>	<b>0.9</b>	<b>0.9</b>	<b>0.9</b>	<b>0.9</b>	<b>0.9</b>	<b>0.9</b>
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**1201 - Health Related Boards**

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
Balance Forward In	0	1	0	21	0	0	0	0
Direct Appropriation	107	118	138	143	143	143	173	174
Open Appropriation	0	0	16	0	3	3	3	3
Cancellations	0	7	0	0	0	0	0	0
<b>Expenditures</b>	<b>106</b>	<b>112</b>	<b>133</b>	<b>165</b>	<b>146</b>	<b>146</b>	<b>176</b>	<b>177</b>
Balance Forward Out	1	0	21	0	0	0	0	0
<i>Biennial Change in Expenditures</i>				79		(5)		56
<i>Biennial % Change in Expenditures</i>				36		(2)		19
<i>Gov's Exp Change from Base</i>								61
<i>Gov's Exp % Change from Base</i>								21
Full-Time Equivalents	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9

**2000 - Restrict Misc Special Revenue**

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY14	FY15	FY16	FY17	FY18	FY19	FY18	FY19
Receipts	0	0	0	0	2	2	2	2
<b>Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<i>Biennial Change in Expenditures</i>				0		3		3
<i>Biennial % Change in Expenditures</i>				0				
<i>Gov's Exp Change from Base</i>								0
<i>Gov's Exp % Change from Base</i>								0

# Optometry, Board of

## FY18-19 Biennial Budget Change Item

### Change Item Title: Small Agency Operating Increase

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	6	7	7	7
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	6	7	7	7
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Recommendation:

The Governor recommends \$13,000 in FY 2018-19 and \$14,000 in FY 2020-21 from the state government special revenue fund to support increasing operating and salary costs. This recommendation will allow the board to maintain current administrative support and service levels to the public. The amount recommended in FY 2018-19 represents a 4.5% increase to the board's base funding.

### Rationale/Background:

The Board requires a small agency increase to reflect increasing rent, salary and postage increases. A small equipment budget for label makers, printers, and scanners is also included.

The Board is entirely fee supported and receives no General Fund dollars to provide all services. Fees must be collected to cover direct and indirect expenditures, deposited as non-dedicated revenue into the State Government Special Revenue Fund (SGSRF). The Board is granted authority to use these fees by the Minnesota Legislature to pay for all expenses incurred by the Board.

Each year, employer-paid health care contributions, pension contributions, FICA and Medicare, along with other salary and compensation-related costs increase. Other operating costs, like rent and lease, fuel and utilities, and IT and legal services also grow. This cost growth puts pressure on agency operating budgets that remain flat from year to year.

Agencies face challenging decisions to manage these costs within existing budgets, while maintaining the services Minnesotans expect. From year to year, agencies find ways to become more efficient with existing resources. However, cost growth typically outstrips efficiencies, and without additional resources added to agency budgets, service delivery erodes.

### Proposal:

Small Agency Increase:	FY2018	FY2019	FY2020	FY2021
Salary Increases (current staff increases)	\$2,000	\$3,000	\$3,000	\$3,000
Rent Increase (reflects small inflationary increases over seven year lease)	\$2,000	\$2,000	\$2,000	\$2,000
Postage Increases (CBC Implementation)	\$1,000	\$1,000	\$1,000	\$1,000
Equipment replacement	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total</b>	<b>\$6,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>

**Results:**

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Percent of license renewals completed online	88%	93%	FY 2017
Quality	Percent of initial applications completed online	65%	88%	FY 2017

**Statutory Change(s):**

NA

# Optometry, Board of

## FY18-19 Biennial Budget Change Item

### Change Item Title: Information Technology Services and Database Maintenance

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	7	7	7	7
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	7	7	7	7
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Recommendation:

The Governor recommends \$14,000 biennially from the state government special revenue fund to establish base funding at the Minnesota Board of Optometry for information technology costs. The board has not previously developed a base budget for information technology. Funding in this proposal will support:

- Annual Maintenance Contract of Data Base and online services (ALIMNS) \$5,000.00
- MNIT ‘switches’ equipment annual expense: \$500
- Anticipated increased in annual Service Level Agreements expense \$1,000

The amount recommended in represents a 4.9% increase to the board’s base biennial appropriation.

### Rationale/Background:

The Board of Optometry has not previously funded an IT operations budget. The board must identify new fees/revenue and create this spending authority to meet anticipated information technology expenses and new IT delivery models.

This proposal allows the board to provide ongoing maintenance and upgrades with technology and to increase the efficiency of online licensing applications, renewals, complaint resolution and continuing education monitoring. The new data base will be used by 13 of 18 other health-related licensing boards. This would allow the board to share ongoing maintenance costs with the other health related-licensing boards.

The Board is entirely fee supported and receives no General Fund dollars to provide all services. Fees must be collected to cover direct and indirect expenditures, deposited as non-dedicated revenue into the State Government Special Revenue Fund (SGSRF).

### Proposal:

MNIT Small Agency Increase:	FY2018	FY2019	FY2020	FY2021
• Annual Maintenance Contract of Data Base and online services (ALIMNS)	\$5,000	\$5,000	\$5,100	\$5,100
• MNIT ‘switches’ equipment annual expense:	\$500	\$500	\$500	\$500
• Service Level Agreement Rate Increase	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$6,600</b>	<b>\$6,600</b>



**Results:**

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Percent of license renewals completed online	88%	93%	FY 2017
Quality	Percent of initial applications completed online	65%	88%	FY 2017

**Statutory Change(s):**

NA

# Optometry, Board of

## FY18-19 Biennial Budget Change Item

### Change Item Title: Fee Increase

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	0	0	0	0
Revenues	43	43	43	43
Net Fiscal Impact = (Expenditures – Revenues)	(43)	(43)	(43)	(43)
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Recommendation:

The Governor recommends fee increases at the Minnesota Board of Optometry to maintain core functions at the board. These new fee levels are expected to raise approximately \$86,000 in new revenue biennially and will be deposited in the state government special revenue fund to support current and proposed appropriations at the board. The board last increased fees in 1984 and in 2014. These fee proposals will be accompanied with a 'not to exceed' amount in statute language to manage future biennial budgets but to also potentially lower fees.

### Fees:

Fees	Units per year	Current Fee	Not to exceed Proposed Fee	Total Revenue FY 18	Total Revenue FY 19
Annual License Renewal (increase)	1094	\$135.00	\$170.00	\$39,000	\$39,000
State Jurisprudence Examination (new)	48	0	\$75.00	\$3,600	\$3,600
Miscellaneous to Labels/Data Retrieval	48	\$50.00	\$50.00	\$0	\$0
Total Revenue Increase				\$42,600	\$42,600

- Increase the license renewal fee by \$35.00.
- Establish a new fee for the state jurisprudence examination of \$75.00
- Creation of a new fee for preparing data for public data requests. The fee is currently embedded within the miscellaneous account but this proposal will establish a separate fee so the board can track this item. The fee will remain the same.

### Rationale/Background:

- A fee increase is recommended to cover higher expenses specific to initiating the Criminal Background Check Unit (CBC). It requires a fee adjustment to fund CBC and also increased utilization of the Health Professional Services Program and the Administrative Services Unit. This fee increase would also cover the costs of the small agency increase or a reduction in staffing would occur and the costs of IT services and data base maintenance. Board members carefully monitor both fees and expenses, ending the current year with a modest \$5,823.00 surplus. Statutorily, it is required to maintain a year reserve and cannot deficit spend.
- The Board of Optometry, like the other health-related license boards, is a fee-supported agency that receives no general fund dollars. While the legislature approves the Board's biennial spending plan, fees must be collected to fully fund all expenditures. The proposed fee increase will be a "not to exceed" amount and each year the board will approve their fee schedule so as not to build up a large surplus, but to operate within state guidelines of minimum balances.

- The national average for the annual Optometry license renewal is \$212.00 per year. Minnesota's current fee is \$135.00, with the proposed increase fees of not to exceed \$170.00. The annual license renewal fee comprises 85% of the revenue budget. This increased fee would still be 20% below the national average.

**Proposal:**

This proposal funds partnerships with other state agencies which focus on specific administrative tasks. The Criminal Background Check Unit, the Health Professional Services Program, and the Administrative Services Unit are all partners in working with the Optometry board to maximize public safety with efficient and focused services, not achievable by an independent board. The Optometry board partners with seventeen similar health related licensing boards. The current fee schedule would not allow interagency agreements to exist with these partners as revenue does not support the proposed expense. The effective implementation date would be July 1, 2017.

	Total Revenue	Total Expenses	Year End Surplus/(Shortfall)	Accumulated Surplus/(Shortfall)	If Increase Revenue by \$43,000	If change items and Indirect cost items are Approved by \$39,383 Adjusted Accumulated Surplus/(shortfall)
FY 2015	\$129,090	\$145,542	(\$16,452)	\$71,910		
FY 2016	\$160,056	\$154,812	\$5,244	\$77,154		
FY 2017	\$154,551	\$195,306	(\$40,755)	\$36,399		
FY 2018	\$155,491	\$179,254	(\$23,763)	\$12,636	\$55,236	\$35,082
FY 2019	\$154,551	\$179,254	(\$24,703)	(\$12,068)	\$73,132	\$30,596
FY 2020	\$154,551	\$179,254	(\$24,703)	(\$36,771)	\$91,029	\$26,110
FY 2021	\$154,551	\$179,254	(\$24,703)	(\$61,474)	\$108,926	\$21,623
FY 2022	\$154,551	\$179,254	(\$24,703)	(\$86,178)	\$126,822	\$17,137
FY 2023	\$154,551	\$179,254	(\$24,703)	(\$110,881)	\$144,719	\$12,650
FY 2024	\$154,551	\$179,254	(\$24,703)	(\$135,854)	\$162,616	\$8,164

**Results:**

Type of Measure	Name of Measure	Previous	Current	Dates
Quantity	Percent of license renewals completed online	88%	93%	FY 2017
Quality	Percent of initial applications completed online	65%	88%	FY 2017

**Statutory Change(s):**

Fees are identified in Minnesota Statutes 148.59.

# Optometry, Board of

## FY18-19 Biennial Budget Change Item

### Change Item Title: OE Tracker (Optometry Education) Continuing Education System

Fiscal Impact (\$000s)	FY 2018	FY 2019	FY 2020	FY 2021
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	17	17	17	17
Revenues	17	17	17	17
Net Fiscal Impact = (Expenditures – Revenues)	0	0	0	0
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Recommendation:

The Governor recommends establishing a new fee at the Minnesota Board of Optometry to pay for licensee’s use of the the national optometric board’s (COPE) continuing education data base. Currently, 68% of all Minnesota Optometrists self-enroll in the national continuing education database and pay an individual fee of \$20 per year. With this proposal, board would collect and pay the annual fee on behalf of licensees at a discounted rate of \$15. Fee revenue is expected to raise approximately \$17,000 in revenue annually, which will be deposited in the state government special revenue fund and will support a \$17,000 annual increase to the board’s base appropriation. This proposal is expected to be budget neutral.

#### Rationale/Background:

Similar to the current North Dakota model, the Minnesota Board of Optometry would collect a fee for the online continuing education data base which automates continuing education for license renewal. The fee would be collected by the board as part of the annual license renewal and paid to COPE.

COPE collects all approved continuing education attended by Optometric Doctors (OD’s) throughout the nation and provides an electronic distribution of that data to the Minnesota Board of Optometry. In 2015, OD’s using OE Tracker completed the electronic renewal of license averaging less than five minutes.

The Board is entirely fee supported and receives no General Fund dollars to provide all services. Fees must be collected to cover direct and indirect expenditures, deposited as non-dedicated revenue into the State Government Special Revenue Fund (SGSRF).

#### Proposal:

#### Fees:

Fees	Units per year	Current Fee	Not to exceed Proposed Fee	FY 18-19 Anticipated fee	Total Revenue FY 18	Total Revenue FY 19
Annual OE Tracker Subscription	1094	\$0.00	\$20.00	\$15.00	\$17,000	\$17,000

This proposal would set the fee to not exceed \$20, but the board will only charge that actual cost as requested by COPE. The current fee is \$15.00. The not to exceed fee provides the board flexibility if the COPE fee increase. This is a pass through fee that will save licensees in Minnesota because the board can purchase this service from COPE at a discounted rate.

**Expense:**

<b>Small Agency Increase:</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
OE Tracker Expense:	\$17,000	\$17,000	\$17,000	\$17,000
<b>Total</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$17,000</b>

**Results:**

<b><i>Type of Measure</i></b>	<b><i>Name of Measure</i></b>	<b><i>Previous</i></b>	<b><i>Current</i></b>	<b><i>Dates</i></b>
Quantity	Percent of license renewals completed online	88%	93%	FY 2017
Quality	Percent of initial applications completed online	65%	88%	FY 2017

**Statutory Change(s):**

NA