

# **State of Alaska FY2003 Governor's Operating Budget**

## **Department of Health and Social Services Bureau of Vital Statistics Component Budget Summary**

## **Component: Bureau of Vital Statistics**

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### **Component Mission**

To register and safeguard records of vital events for Alaska.

### **Component Services Provided**

The Bureau registers all vital events for the State of Alaska. In addition, the Bureau maintains a statewide training program to train magistrates to act as local registrars, hospitals to properly complete birth and death certificates, funeral directors to properly complete death certificates, and court clerks to properly process and complete divorce certificates. The Bureau maintains a complete record of entry that includes a checking, editing and correcting process to ensure that the information contained in each record accurately reflects the true facts surrounding the vital event. The Bureau also provides a certification and issue process to provide the public with certified copies of records of vital events as needed for estate, passport, and innumerable other legal grounds.

The Bureau has now implemented both Heirloom Birth and Marriage Certificate programs that collect funds, a portion of which is dedicated to the Alaska Children's Trust. Finally, the Bureau maintains the state's Medical Marijuana Registry.

### **Component Goals and Strategies**

The Bureau of Vital Statistics is responsible for:

providing complete registration of all births, deaths, marriages, divorces and adoptions for residents, and, when appropriate, visitors to the State of Alaska;

the issuance of marriage licenses for residents and visitors;

ensuring that all facts and information entered on records of vital events are accurate;

providing policy makers, planners and health professionals with accurate and timely data, information and analysis of the health status of the population.

### **Key Component Issues for FY2002 – 2003**

Retain qualified staff.

Once the new information system has been implemented, begin the transfer of vital statistics data and train Bureau staff, court employees, hospital personnel, medical examiners and funeral directors in the use of the new system.

Retain ordering information to aid in the discovery, prosecution and prevention of fraudulent claims for vital records.

Move Juneau office personnel and records to facilities that provide more storage and better public access.

### **Major Component Accomplishments in 2001**

Implementation of Heirloom Marriage Certificate program that dedicates a portion of its proceeds to the Alaska Children's Trust.

The Bureau moved its Fairbanks Office into leased space. The new facility provides better public access as well as secure storage for the state's assets.

Renewal of Hallmark Immunization greeting card program.

Automation of the statewide marijuana registry.

Implementation of newborn metabolic and infant hearing screening reporting programs.

### **Statutory and Regulatory Authority**

AS 18.05.010 - 070	Administration of Public Health and Related Laws
AS 18..50.010 - 990	Vital Statistics Act
AS 25.05.071 - 391	Alaska Marriage Code
AS 25.20.050(b)	Parent and Child
AS 25.20..055	Parent and Child
AS 25.23.160 - 170	Adoption
AS 44.29.020	Department of Health & Social Services
AS 09.55.060	Special Actions and Proceedings
AS 17.37.030	Medical Use of Marijuana
7 AAC 05.110 - 990	Vital Records
7 AAC 05.976	Heirloom Marriage Certificates

**Bureau of Vital Statistics**  
**Component Financial Summary**

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	1,207.4	1,285.1	1,374.6
72000 Travel	22.4	26.5	26.5
73000 Contractual	200.1	436.5	436.5
74000 Supplies	84.0	76.4	76.4
75000 Equipment	12.4	21.3	21.3
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>1,526.3</b>	<b>1,845.8</b>	<b>1,935.3</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	276.4	253.8	297.8
1004 General Fund Receipts	46.7	218.0	224.8
1007 Inter-Agency Receipts	156.7	288.9	288.9
1053 Investment Loss Trust Fund	20.3	0.0	0.0
1108 Statutory Designated Program Receipts	2.7	0.0	0.0
1156 Receipt Supported Services	1,023.5	1,085.1	1,123.8
<b>Funding Totals</b>	<b>1,526.3</b>	<b>1,845.8</b>	<b>1,935.3</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Federal Receipts	51010	276.4	253.8	297.8	297.8	297.8
Interagency Receipts	51015	156.7	288.9	288.9	288.9	288.9
Statutory Designated Program Receipts	51063	2.7	0.0	0.0	0.0	0.0
Receipt Supported Services	51073	1,023.5	1,085.1	1,123.8	1,123.8	1,123.8
Investment Loss Trust Fund	51393	20.3	0.0	0.0	0.0	0.0
<b>Restricted Total</b>		<b>1,479.6</b>	<b>1,627.8</b>	<b>1,710.5</b>	<b>1,710.5</b>	<b>1,710.5</b>
<b>Total Estimated Revenues</b>		<b>1,479.6</b>	<b>1,627.8</b>	<b>1,710.5</b>	<b>1,710.5</b>	<b>1,710.5</b>

## Bureau of Vital Statistics

### Proposed Changes in Levels of Service for FY2003

The Bureau is developing a new web-based vital statistics entry and information system for statewide implementation.

Collection and retention of vital record requests to aid in the discovery and prevention of fraudulent use of registered records.

### Summary of Component Budget Changes

#### From FY2002 Authorized to FY2003 Governor

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2002 Authorized</b>	<b>218.0</b>	<b>253.8</b>	<b>1,374.0</b>	<b>1,845.8</b>
<b>Adjustments which will continue current level of service:</b>				
-Year 3 Labor Costs - Net Change from FY2002	6.8	7.4	31.3	45.5
-Correct Funding Source for Salary Adjustments due to Unrealized Receipts	0.0	-7.4	7.4	0.0
-Federal authority in from Community Health/Emergency Medical Services ADN 0620002	0.0	44.0	0.0	44.0
<b>FY2003 Governor</b>	<b>224.8</b>	<b>297.8</b>	<b>1,412.7</b>	<b>1,935.3</b>

## Bureau of Vital Statistics

## Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2002</u> <u>Authorized</u>	<u>FY2003</u> <u>Governor</u>		
Full-time	27	29	Annual Salaries	998,678
Part-time	1	0	COLA	23,158
Nonpermanent	0	0	Premium Pay	6,269
			Annual Benefits	416,661
			<i>Less 4.86% Vacancy Factor</i>	(70,166)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>28</b>	<b>29</b>	<b>Total Personal Services</b>	<b>1,374,600</b>

## Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant	0	0	1	0	1
Administrative Clerk II	0	0	5	0	5
Administrative Clerk III	3	2	7	0	12
Administrative Supervisor	1	0	2	0	3
Analyst/Programmer IV	0	0	1	0	1
Chf Health Res & Vital Stat	0	0	1	0	1
Micro/Network Spec I	0	0	1	0	1
Project Asst	0	0	1	0	1
Research Analyst II	0	0	2	0	2
Research Analyst III	0	0	1	0	1
Research Analyst IV	0	0	1	0	1
<b>Totals</b>	<b>4</b>	<b>2</b>	<b>23</b>	<b>0</b>	<b>29</b>