

1995-96 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance (JC-Fi)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR_RCP_pt01a
- 05hrAC-EdR_RCP_pt01b
- 05hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... CRule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ 95hrJC-Fi_Misc_pt23

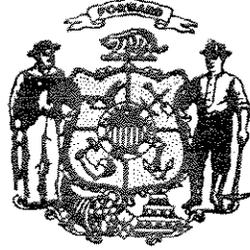
➤ Record of Comm. Proceedings ... RCP

➤ **

State of Wisconsin

SENATE CHAIR
JOE LEEAN

Room 119 South, State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-0751



ASSEMBLY CHAIR
BARBARA J. LINTON

Room 127 South, State Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: 266-7690

JOINT COMMITTEE ON FINANCE

February 18, 1994

TO: JOINT COMMITTEE ON FINANCE MEMBERS

FROM: Senator Joe Leean
Representative Barbara J. Linton
Co-Chair, Joint Committee on Finance

Attached is a copy of a request from the Department of Administration dated February 18, 1994 pertaining to requests from the Department of Justice, the Board on Aging and Long-Term Care, the University of Wisconsin System and the Department of Health and Social Services.

Please review these items and notify Senator Leean's office not later than Monday, March 7, 1994 if you have any concerns about the requests or would like the Committee to meet formally to consider them.

Also, please contact us if you need additional information.

JL:BJL:ns

Attachments

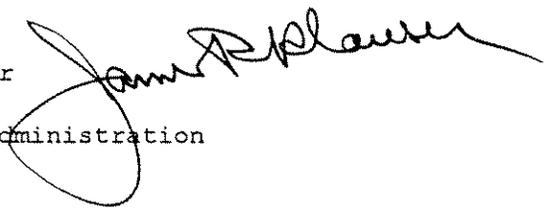
CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: Feb. 18, 1994

To: Honorable Joseph Leraan, Co-Chair
Honorable Barbara J. Linton, Co-Chair

From: James R. Klauser
Secretary
Department of Administration



Subject: s. 16.515/16.505(2) Requests

Enclosed are requests which have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

AGENCY	DESCRIPTION	1993-94		1994-95	
		AMOUNT	FTE	AMOUNT	FTE
D.O.J. 20.455(2) (k)	Crim. History Rec. Imp. Psns.		2.0*		4.0*
B.O.A.L.T.C. 20.432(1) (k)	Contracts With State Agencies	\$ 48,000		\$ 6,000	
U.W.S. 20.285(1) (h)	Auxiliary Enterprises	1,561,403	4.91	1,561,403	4.91
D.H.S.S. 20.435(2) (gk)	Inst. Operations and Charges	635,300		799,800	

* Four year project positions.

As provided in s. 16.515, this request will be approved on Mar. 11, 1994, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about this request.

Please contact Roger Grossman at 266-1072, or the analyst who approved the request in the Division of State Executive Budget and Planning, if you have any additional questions.

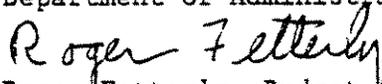
Attachments:

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: February 17, 1994

To: James R. Klauser, Secretary
Department of Administration

From: 
Roger Fetterly, Budget Analyst
Division of State Executive Budget and Planning

Subject: S. 16.515 Request from the Department of Health and Social Services

REQUEST

The Department of Health and Social Services (DHSS) is requesting an increase in expenditure authority of \$730,500 PR in FY94 and \$1,017,200 PR in FY95 in appropriation 20.435(2)(gk)--numeric appropriation 228, DD Center Operations; \$85,200 PR in FY94 and \$57,800 PR in FY95 in appropriation 20.435(2)(gk)--numeric appropriation 229, Institute Operations, and \$184,400 PR in FY94 and \$184,400 PR in FY95 in appropriation 20.435(2)(gk)--numeric appropriation 237, Institutional Services, to cover the cost of changes in services at the DD centers and mental health institutes.

ANALYSIS

Therapy Services

DHSS requests an increase in expenditure authority of \$631,600 PR in FY94 and \$901,800 PR in FY95 in numeric appropriation (NA) 228 to provide for billing of therapy services at Northern (NWC) and Southern (SWC) Wisconsin Centers for the Developmentally Disabled. NWC and SWC recently contracted with therapy service providers who require direct payment for services, rather than the provider billing Medical Assistance (MA) directly. Accordingly, the centers are now required to bill MA for reimbursement.

Since these additional expenditures were not budgeted in Act 16, additional expenditure authority may be needed to maintain an adequate level of services. However, since populations are 53 below budget at DD centers as of November 30, and only 36 of those are community integration program (CIP) placements, there should be adequate savings as a result of reduced expenditures for food and variable non-food for non-CIP placements to partially offset the need for additional expenditure authority.

Centrex Telephone Service

DHSS requests an increase in expenditure authority of \$85,200 PR in FY94 and \$57,800 PR in FY95 in NA 229 at Mendota Mental Health Institute (MMHI) and \$50,400 PR in FY94 and \$30,300 PR in FY95 in NA 228 at CWC to cover the cost of one-time installation charges, equipment and increased monthly billing for a new centrex telephone system. Although originally included in the department's 1993-95 biennial budget request, it was deleted by the Department of Administration because cost estimates and timing of installation were uncertain and the availability of possible reallocations from the base were not identified.

As already noted, DD Center populations are lower than budgeted and specifically CWC's current population is 39 below budget with only 9 of those identified as CIP reductions. Likewise, the population at MMHI is currently about 36 below budget. These lower than budgeted populations and the efficiencies gained through new communication technologies should allow both CWC and MMHI to cover the additional cost of the centrex system from existing expenditure authority.

Additionally, the centrex system serves both GPR and PR programs and the population trends are down in both areas. Accordingly, the centrex system costs should be prorated between GPR and PR funding sources.

Laboratory Services

DHSS requests an increase in expenditure authority of \$48,500 PR in FY94 and \$85,100 in FY95 in NA 228 to provide for billing laboratory services at SWC which were previously billed directly to MA by the vendor. SWC recently awarded the bid for laboratory services to a provider who gave a discount from the maximum reimbursement rate if SWC agreed to pay the provider directly and then bill MA for reimbursement. These additional expenditures were not budgeted in Act 16. However, because of the lower than budgeted population, part of this request could be offset by existing expenditure authority.

Orthotics Lab

DHSS requests an increase in expenditure authority of \$184,400 PR in FY94 and \$184,400 PR in FY95 in NA 237 to provide specialized medical equipment and orthopedic devices for CWC residents. CWC was recently licensed as a Durable Medical Equipment Dealer under the MA program and is authorized to bill MA directly for the devices provided. The volume of services provided is higher than projected in the biennial budget, some of which was diverted from an outside provider who billed MA directly. There may be some short term increases in MA cost due to efforts to reduce a backlog of orders, but there should be no long term increase in MA costs. These additional expenditures were not budgeted in Act 16, but could be partially offset by savings from lower than budgeted populations.

Declining Populations

The mental health institutes and the DD centers have been experiencing lower than budgeted populations throughout the first 6 months of FY94, in addition to planned CIP reductions. The July 1993 through December 1993 average daily population funded by PR for the MHIs was 77.9 less than budgeted. For the DD centers the ADP was 17 less for the same period in addition to the CIP reductions projected in the budget.

Assuming the reductions in cost as a result of reduced food and variable nonfood costs related to reduced population and annualized for FY94 and FY95, the following savings would be realized.

For FY94

	Reduced ADP	Average annual food cost	Average annual non food cost	Total
MHIs	77.9	\$1,059	\$4,118	\$403,288
DD Centers	17.0	1,059	2,177	55,012
Total				\$458,300

For FY95

MHIs	77.9	1,097	4,509	\$436,707
DD Centers	17.0	1,097	2,353	58,650
Total				\$495,357

To allow flexibility for population changes for the remainder of FY94 and FY95, DHSS could be expected to use 50% of the projected savings in FY94 and 75% in FY95 from reduced variable costs to offset the expenditure increases requested. This would offset the increase in additional expenditure authority by \$229,200 in FY94 and \$371,500 in FY95.

Financial Condition of Appropriation 20.435(2)(gk)

<u>Revenue:</u>	<u>FY94</u>	<u>FY95</u>
Opening Balance	-\$6,691,358	-\$6,190,077
Revenue Year-to-date 12/31/93	47,125,452	0
Revenue projected to June 30	<u>97,233,292</u>	<u>149,526,390</u>
Total revenue	137,667,386	143,336,313
<u>Less Expenditures:</u>		
Expenditures year-to-date 12/31/93	60,948,655	0
Expenditures projected to June 30	<u>84,094,541</u>	<u>152,678,029</u>
Total expenditures	145,043,196	152,678,029
Projected CIP lapse	-1,185,733	-4,099,663
Program revenue balance, June 30	-\$6,190,077	-\$5,242,053

Expenditure Authority:

Chapter 20	\$142,676,700	\$149,691,700
Pay plan/supplements	<u>1,731,196</u>	<u>2,186,529</u>
Expenditure authority available	144,407,896	151,878,229
Total expenditure authority needed	145,043,196	152,678,029
Expend authority increase recommended	\$635,300	\$799,800

Summary

This request for increased expenditures in the amount of \$864,500 PR in FY94 and \$1,171,300 PR in FY95 for therapy and laboratory services and orthotics lab can be reduced to \$635,300 PR in FY94 and \$799,800 PR in FY95 by reallocating spending authority from savings due to lower than budgeted populations.

In addition, these expenditure increases can be accommodated without increasing the overall expenditure authority by allowing an offset in the spending authority reduction required under s.49.45(6b) due to CIP lapse savings which are expected to be \$1,185,733 in FY94 and \$4,099,663 in FY95.

RECOMMENDATION

Approve an increase in spending of \$635,300 PR in FY94 and \$799,800 PR in FY95 for therapy and laboratory services and orthotics lab and reduce the required CIP lapses by a corresponding amount each year.

Tommy G. Thompson
Governor
Gerald Whitburn
Secretary



Mailing Address
1 West Wilson Street
Post Office Box 7850
Madison, WI 53707-7850
Telephone (608) 266-9622

State of Wisconsin Department of Health and Social Services

DATE: November 8, 1993

TO: Richard Chandler
State Budget Office

FROM: Richard W. Lorang
Deputy Secretary 

SUBJECT: s.16.515 Request for s.20.435(2)(gk) Institutional Operations and Charges - Developmentally Disabled Center Operations, Numeric Appropriation 228; Institute Operations, Numeric Appropriation 229; and, Institutional Services, Numeric Appropriation 237

The Department is requesting increased expenditure authority in the amount of \$1,205,500 PR in FY 94 and \$1,313,600 PR in FY 95. This request includes \$881,700 PR in FY 94 and \$1,017,200 PR in FY 95 in 20.435(2)(gk) - numeric appropriation 228 (WISMART HE); \$85,200 PR in FY 94 and \$57,800 PR in FY 95 in 20.435(2)(gk) - numeric appropriation 229 (WISMART HF); and \$238,600 PR each year in 20.435(2)(gk) - numeric appropriation 237 (WISMART HQ).

Therapy Services

The Department requests an increase in the expenditure authority of \$616,200 PR in FY 94 and FY 95 at the Southern Wisconsin Center for the Developmentally Disabled (SWC), and \$166,600 PR in FY 94 and \$285,600 in FY 95 at the Northern Wisconsin Center (NWC). The availability of therapy services is a requirement for certification as an Intermediate Care Facility for the Mentally Retarded (ICF-MR) under the Medical Assistance program.

This increase is related to a recent change in contracting for therapy services (Physical, Occupational and Speech therapy) since submission of the biennial budget. The previous contractors at both Southern and Northern Centers directly billed Medical Assistance for therapy services, while the new contract requires both Southern and Northern Centers to pay the contractor. Both Centers will be reimbursed by Medical Assistance through their daily rate thereby requiring additional budget authority. There will be no additional cost to the Medical Assistance program as the provider was previously billing directly for payment of covered therapy services.

Centrex Telephone Service

The Department requests an increase in expenditure authority of \$85,200 PR in FY 94 and \$57,800 PR in FY 95 at the Mendota Mental Health Institute (MMHI), and \$50,400 PR in FY 94 and \$30,300 PR in FY 95 at Central Wisconsin Center (CWC). This increase is related to one-time installation charges, equipment

costs and increased monthly billing for the new Centrex telephone system. Although originally included in the department's 1993-95 biennial budget request, it was later deleted in the budget process as estimated costs could not be finalized. The Department of Administration has signed a contract with Ameritech for installation of the new system and onsite inspections were recently completed by Ameritech to assess actual equipment needs and operational costs.

MMHI and CWC presently each have their own telephone systems. Both the MMHI and Central Center systems are approximately ten years old and the cabling has caused numerous service outages and is insufficient to many buildings. The average life span of this type of equipment is seven years. For safety and security reasons, MMHI and CWC require a fully operational telephone system at all times. MMHI, in particular, is utilizing all available extensions. Staff required to call out must often wait up to 15 minutes to get an outside line. Completion of the Centrex system is anticipated by December 1, 1993.

There is no possibility of position reductions with the installation of this system. Although the institutions will no longer require a 24-hour switchboard and a specific switchboard operator, the general incoming Mendota and CWC phone lines will require staff coverage during normal business hours. There will also need to be back-up phone coverage for the Centrex lines in each building or unit. Calls for staff not available will be forwarded to clerical positions on those units. This increase in workload will require additional staff who will be reallocated from the existing switchboard operators.

The total cost of the Centrex request will be partially offset by savings in monthly service charges in the new Centrex system as compared to the existing system.

Laboratory Services

The Department requests an increase in expenditure authority of \$48,500 PR in FY 94 and \$85,100 PR in FY 95 at Southern Wisconsin Center (SWC). This increase is related to a change in contracting for laboratory services for SWC residents. Currently, the vendor provides lab services and then directly bills the Medical Assistance program. During a recent bid for lab services, a vendor indicated it would be willing to give SWC a discount off the maximum reimbursement rate if SWC would pay the vendor directly rather than requiring the vendor to do its own billing. There will be no additional cost to the Medical Assistance program as the provider was previously billing directly for payment of covered therapy services. Rather, with the discounted rate, the Medical Assistance program will save approximately \$85,600 (All Funds) on an annual basis for the provision of lab services.

Orthotics Lab

The Department requests an increase in expenditure authority of \$238,600 PR in FY 94 and \$238,600 PR in FY 95 at Central Wisconsin Center to fabricate adaptive braces and seating systems for CWC residents. Such devices allow staff to better meet the active treatment needs of the residents and promote the maximum degree of positioning and mobility given their deformities.

After unsuccessfully trying to contract some of the work to private vendors, CWC applied for, and was granted, a provider number as a Durable Medical Equipment Dealer under the Medical Assistance program. 1993 Wisconsin Act 16 authorized funding for reallocating an existing position from another Center to help reduce a backlog of requests for specialized medical equipment and orthopedic devices for Center residents. There may be some short-term cost increase to the Medical Assistance program specifically related to the costs incurred for reducing the backlog of work orders. However, there will be little, if any, long term cost as the previous providers billed the Medical Assistance program directly for payment of orthotic lab services now provided by CWC.

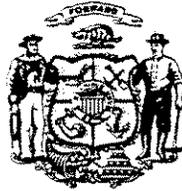
Summary

	<u>App. 228</u>		<u>App. 229</u>		<u>App. 237</u>	
	<u>1993-94</u>	<u>1994-95</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1993-94</u>	<u>1994-95</u>
<u>Therapy</u>						
SWC	465,000 \$616,200	\$616,200	--	--	--	--
NWC	\$166,600	\$285,600	--	--	--	--
<u>Centrex</u>						
CWC	\$ 50,400	\$ 30,300	--	--	--	--
MMHI	--	--	\$85,200	\$57,800	--	--
<u>Lab Services</u>						
SWC	\$ 48,500	\$ 85,100				
<u>Orthotics</u>						
CWC	--	--	--	--	184,400 \$238,600	184,400 \$238,600
TOTAL	730,500 \$881,700	\$1,017,200	\$85,200	\$57,800	184,400 \$238,600	184,400 \$238,600

If you have any questions regarding this request, please contact Rich Kreklow (266-7684) within the Office of Policy and Budget.

cc Tilli de Boor
 Roger Fetterly
 Don Pahnke
 Sherwood Seigel
 Don Warnke
 Chuck Wilhelm

Tommy G. Thompson
Governor
Gerald Whitburn
Secretary



R
M
C.D. FXD
RF
RG
Mailing Address
1 West Wilson Street
Post Office Box 7850
Madison, WI 53707-7850
Telephone (608) 266-9622

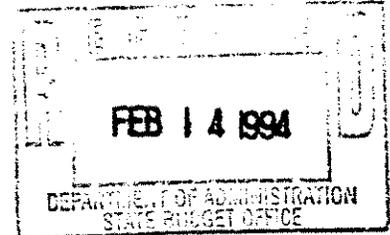
State of Wisconsin Department of Health and Social Services

DATE: February 10, 1994

TO: Richard G. Chandler
Administrator
Division of State Executive Policy and Budget

FROM: Richard W. Lorang
Deputy Secretary 

SUBJECT: S.16.515 Request from DHSS for Care and Treatment Facilities



A meeting was held on February 9 with Roger Fetterly of your staff to discuss DOA's request for additional information related to increased expenditure authority for care and treatment facilities. The following information was provided based on further review of both existing and potentially unused expenditure authority:

- Therapy Services - due to delays in start-up for contracted therapy services at Southern Wisconsin Center, the 1993-94 request of \$616,200 PR at Southern Center can be reduced by \$151,200 PR;
- Orthotics Lab - the requested amount of \$238,600 PR in 1993-94 and 1994-95 can be reduced by previously existing expenditure authority in the amount of \$54,200 PR in both years;
- Lower than projected populations - fiscal estimates for 1993-94 indicate that while populations have been below projections, anticipated non-salary savings such as food and variable non-food are necessary to cover salary deficits and are not available to be reallocated under this request;
- CIP Lapse - the Department estimates CIP lapse in the amount of \$1,185,700 PR currently available through January 31, 1994. This amount is sufficient to cover the Department's request by using existing rather than new expenditure authority. Additional CIP placements will generate additional lapse for the remainder of this fiscal year.

The Department has taken a detailed look at expenditure authority and fiscal projections affecting this request. Based upon that review, the Department believes the request can be reduced by \$205,400 PR in 1993-94 and \$54,200 PR in 1994-95. Worksheets providing background and expenditure/revenue projections by appropriation are attached.

2(gk) SUMMARY - SFY 94

REVENUE

Prior Year Cash Carryover	(\$6,691,358)
Revenue YTD - 12/31/93	\$47,125,452
Revenue Projected to 6/30/94	\$97,233,292

TOTAL REVENUE	\$137,667,386

LESS EXPENDITURES

Expenditures YTD - 12/31/94	\$60,948,655
Expend Projected to 6/30/94	\$84,374,141

TOTAL EXPENDITURES	\$145,322,796

CASH BALANCE (\$7,655,410)

B2 Expenditure Authority	\$142,676,700
Fringe supplement	\$1,766,190
Carryover	\$703,000
S.16.515	\$1,000,100
Interest to GPR Earned	\$362,539
	=====

Gross Authority	\$146,508,529
Projected CIP Lapse	(\$1,185,733)
	=====

\$145,322,796

2(gk) SUMMARY - SFY 95

REVENUE

Prior Year Cash Carryover	(\$7,655,410)
Revenue Projected thru 6/30/95	\$149,526,390
	=====
TOTAL REVENUE	\$141,870,980

LESS EXPENDITURES

Expenditures Projected thru 6/30/95	\$148,980,166
	=====
TOTAL EXPENDITURES	\$148,980,166

CASH BALANCE (\$7,109,186)

B2 Expenditure Authority	\$149,691,700
Fringe supplement	\$1,766,190

S.16.515	\$1,259,400
Interest to GPR Earned	\$362,539
	=====

Gross Authority	\$153,079,829
Projected CIP Lapse	(\$4,099,663)
	=====

\$148,980,166

16-Feb-94

CORRESPONDENCE MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: February 10, 1994

To: James R. Klauser, Secretary
Department of Administration

From: Gretchen A. Fossum, Budget Analyst
Division of Executive Budget and Policy *SAZ*

Subject: s.16.505/16.515 Request by the Board on Aging and Long-Term Care

REQUEST

The Board on Aging and Long-Term Care (BOALTC) requests an increase of \$48,000 PRS in expenditure authority in s.20.432(1)(k), contracts with state agencies.

ANALYSIS

The BOALTC receives an annual sub-grant of federal Older Americans Act funding from Department of Health and Social Services (DHSS), which partially funds the state's ombudsman program. In addition, the Board receives the DHSS funding from a two-year federal Health Care Financing Administration insurance information grant for the Medigap hotline. For FY94, an additional \$48,000 is available from these two federal sources. The Board is requesting a permanent increase of \$6,000 in supplies and services to fully fund the operations of the ombudsman program and \$42,000 one-time funding for purchase of a computer network system and fax machines.

Historically, the Older Americans Act funding supported the salaries and fringe of 1.5 FTE ombudsmen with other associated operating costs being financed with GPR. As costs have risen in recent years, a sufficient amount of GPR has not been available to fund all operating costs. Because of a long-term vacancy, the Board was able to use Older Americans Act funding to support these costs in FY93. With the filling of the vacant position, \$6,000 of increased funding from DHSS is needed to fully fund the operating costs of the 1.5 FTE ombudsmen. Using available federal funds eliminates the need for additional GPR for program operations.

Current Board operations are very paper intensive, resulting in reduced efficiency of the ombudsmen and Medigap counselors. The Board proposes installation of a computer network system, lap-top computers for ombudsmen located in rural districts, and the purchase of 4 fax machines. The new system would enhance the agency's communication capabilities, allow the agency to receive needed information from other agencies in machine readable form and allow the Board to automate the required federal reporting for the ombudsman program. Use of one-time federal funding for a new computer system will increase the ability of the ombudsmen to investigate more nursing home complaints and enable the Medigap counselors to respond to information requests in a more timely manner.

RECOMMENDATION

Approve the request.

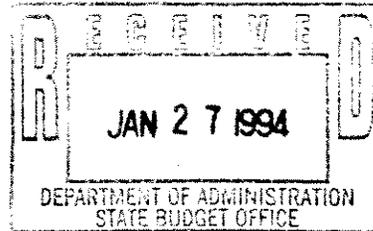


State of Wisconsin

Board on Aging and Long Term Care

George F. Potaracke
Executive Director
608-266-8944

January 25, 1994



**TOLL FREE
NUMBER**
1-800-242-1060

To: Gretchen A. Fossum, Budget Analyst
From: George F. Potaracke Executive Director *[Signature]*
Re: S. 16.515 Request

Central
214 N. Hamilton St.
Madison, WI
53703-2118
608-266-8944

The Board on Aging and Long Term Care requests an increase in expenditure authority of \$48,000 in 20.432(1)(k) pursuant to S. 16.515.

BOALTC operates both the long-term care ombudsmen program and the Medigap Hotline. This request would provide funding of an integrated computer system and other technologies to achieve certain efficiencies within the programs. A portion of this request (\$6,000) would fully fund current program operations. Resources for this request are available from existing contracts which BOALTC has with the Department of Health and Social Services, Bureau on Aging.

Northcentral
South Hall
1319 Fremont Ave.
Stevens Point, WI
54481-3899
715-345-6208

FULL FUNDING OF PROGRAM OPERATIONS

While several positions are funded by this appropriation, most of their support costs (supplies/services) have been funded by the GPR appropriation. With inflationary increases in costs of operating the programs and no increases in GPR revenue to support these ongoing costs, this request would fund most support costs for the 1.5 FTE ombudsmen. Specifically these costs include:

Northeastern
Building C
850 Lombardi Ave.
Green Bay, WI
54304-3768
414-432-9235

Travel (Fleet, expense)	2,400
Telecommunications	600
Space	1,900
Postage	400
Supplies	200
Miscellaneous (Ins, Dues, Printing, etc.)	500

Northwestern
Room 208
505 S. Dewey St.
Eau Claire, WI
54701-3781
715-836-3627

In FY 93 these costs were absorbed by this appropriation through a reallocation of the appropriation. This request recognizes the ongoing costs and raises the appropriation.

PURCHASES OF TECHNOLOGIES

BOALTC undertook a management study of its operations in 1992. The final report issued by Boris Frank Associates, which conducted the study for the board, contained a series of recommendations related to resources and technology. Specifically, it is recommended the board install an interconnected computer and work processing system, purchase lap-top computers for ombudsmen who travel frequently, and install fax machines for all offices.

Southeastern
Room 619
819 N. 6th St.
Milwaukee, WI
53203-1664
414-227-4386

The agency has met several times with representatives of the Bureau of Information and Technology, Department of Administration to determine the specific needs of this small agency with multiple outlying offices.

The equipment and companion software will achieve the following:

A. Enhance agency communication capability.

1. Virtually instant communication of instructions, requests for information, etc., much of which must be handled by mail or by phone (Madison to staff). This is particularly important for messages for ombudsmen received over the agency's 800 number.
2. Communication among ombudsmen regarding specific cases, issues of mutual interest, policy interpretations, and may provide consultation. Currently there is little of this type of activity since it is difficult to reach each other by phone with fluctuating schedules.
3. Elimination of paper case files, entering and storing all necessary case documentation on disk. In some offices, file storage space will eventually be freed up in otherwise extremely tight quarters.
4. Creation of numerous informational items, not on paper, to be accessible on disk (i.e. list of licensed NHs, CBRFs, home health agencies, etc.) used daily. Makes updating of this information easier.
5. Increased security for client-specific data requiring record confidentiality.
6. Enhancement of case writing and documentation, written reports to complainants and regulatory agencies and other correspondence. Allows streamlining of each person's paper flow.
7. More efficient transfer of required information to Madison.

B. Reporting System Enhancement

The Ombudsman Program is implementing a new reporting system which will be federally required October 1, 1994. Our updated capability will:

1. Eliminate monthly paper flow now required by each person in reporting her cases, information requests and presentation activity.
2. Allow each ombudsman to collect and retrieve those statistics she determines useful, such as individual facility survey experience over time, types of complaints she's received by complaint category, etc. to review for trends in her area.
3. Allow agency enhanced statistical abilities necessary to monitor regulatory effectiveness and consistency.
4. Ease the burden of increased reporting requirements under the new system.
5. Provide capability for statistical analysis of populations served and the needs of those consumers.
6. Anticipated increase data capability allow for more efficient budgeting and monitoring of agency workload trends.
7. Enhance ability to track effectiveness of program enhancements such as increased outreach, program satisfaction surveys, family council support, etc.

EQUIPMENT LIST AND COSTS

LAN EQUIPMENT AND INSTALLATION

FILE SERVER (1)	5,318.00	
NETWORK SOFTWARE (1)	2,415.00	
WORKSTATION PCs (6)	9,215.00	
NOTEBOOK COMPUTERS (3)	7,272.00	
WORKSTATION PCs (Field Office) MODEM (5)	770.00	
BACKUP POWER SUPPLY	909.00	
NETWORK CONCENTRATOR (1)	795.00	
CABLING, PC, AND NETWORK INSTALLATION	3,850.00	
CD-ROM DRIVES (3)	1,059.00	
	TOTAL	31,354.00

SOFTWARE

MICROSOFT OFFICE FOR WINDOWS (5)		
ADDITIONAL LICENSE PACK (8)		
SYMANTEC PC ANYWHERE WINDOWS (2)		
	TOTAL	5,529.00

PRINTERS

HEWLETT PACKARD DISKJET (1) (MILWAUKEE)	379.00	
HEWLETT PACKARD LAZERJET 4 (1) (MADISON)	1,268.00	
PRINT DIRECTOR (1) MILWAUKEE)	170.00	
	TOTAL	1,817.00

FAX MACHINES

MADISON OFFICE	1,295.95	
EAU CLAIRE-STEVENS POINT-GREEN BAY (3 @ 494.95)	1,484.85	
TELEPHONE SWITCHES (3 @ 150.00)	450.00	
	TOTAL	<u>3,230.80</u>

GRAND TOTAL **41,930.80**

AVAILABLE REVENUE

The Board projects adequate revenues to fund the one-time costs of the equipment and the on-going increase in costs of supplies/services. This is possible through a seven (7) month vacancy in an attorney position and higher than anticipated revenues available from continuing contracts.

Projected Revenues

Title III	142,400	
Title V	13,700	
HCFA	51,000	
Title III Carryover	<u>14,100</u>	
	221,200	221,200

Projected Expenditures

Act 16	133,900	
30 Day Report (16.515)	47,500	
Compensation Reserves	<u>6,100</u>	
	187,500	(187,500)

Anticipated Savings

*7 months attorney salary (14,900)	<u>14,900</u>
------------------------------------	---------------

FUNDS AVAILABLE **48,600**

*Act 16 Budgeted costs (12 months)	29,500
Actual Projected costs savings (5 months)	<u>14,600</u> 14,900

I appreciate your review and approval of this request.

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: February 16, 1994
To: James R. Klauser
Secretary, Department of Administration
From: Mary Hartzheim *mh*
State Budget Office
Subject: s. 16.505/515 Request for the University of Wisconsin System Administration

REQUEST

UW System requests \$1,561,403 PR additional spending authority and 4.91 FTE under s. 20.285 (1) (h), University of Wisconsin auxiliary enterprises appropriation.

BACKGROUND

The UW System requests 4.91 FTE and \$1,561,403 PR additional spending authority to fully fund and staff the Weidner Center for Performing Arts at the University of Wisconsin Green Bay. The Weidner Center is used for student music recitals, theatrical productions, dance class offerings, conferences, and community arts productions. The building contains a 2,000 seat auditorium, a 200 seat ensemble hall, a multi-purpose rehearsal room, and administrative space. UW estimates that usage of the facility is split evenly among community performances, academic use, and rental by corporations and musical groups.

The Weidner Center opened in January 1993, and was built at a cost of \$17.5 million. Community support for the project was strong as evidenced by the \$14 million that came from private gifts. The remaining \$3.5 million was provided by state supported borrowing. There is also private involvement in the ongoing operation of the center. A non-profit corporation named Weidner Center Presents, Inc. (WCP) collects revenues, contracts with performers and suppliers, and contracts with individuals to staff the center. WPC was created to allow flexibility in the staffing and operation of the center which would not be possible under full UW management. Staffing and funding for FY94 is shared between the UW and WCP as outlined below:

Positions:

	<u>UW</u>	<u>WCP</u>
	5.25 GPR	6.20
	.75 PR	
Total	<u>6.00</u>	<u>6.20</u>

Expenses:

	<u>UW</u>	<u>WCP</u>
	\$246,020 GPR	\$1,568,089
	\$472,038 PR	
Total	<u>\$718,058</u>	<u>\$1,568,089</u>

After one year of operation, the UW and WCP have found this arrangement unsuitable for two primary reasons:

1. Liability. UW owns the building and is therefore financially liable for the Weidner Center. Because of this financial responsibility, UW believes it should have more control over the operation of the building.
2. Administrative Problems. Both the UW and WCP are in favor of bringing the Weidner Center under the control of one operating entity. The existing arrangement creates obstacles to establishing accountability, leadership, and uniformity. Employee oversight and compensation are not uniform among all employees, and this, according to UW staff, creates tension in the workplace. Establishing strong leadership is difficult because it requires extensive effort to coordinate the resources of UW and WCP. Accounting and procurement are also problematic because of the lack of uniform management.

Therefore, the UW requests additional spending and position authority to bring operation of the Weidner Center under total UW control.

ANALYSIS:

The following positions are requested:

<u>Position</u>	<u>FTE</u>
Administrative Program Manager II	1.00
University Relations Specialist	0.60
University Relations Specialist	1.00
Program Assistant I	1.00
Administrative Specialist	1.00
Associate Artist	1.00
MIS	0.60
<hr/>	
TOTAL	6.20

WCP currently contracts with individuals to staff these positions. Of the 6.2 positions, UW plans to reallocate 1.29 PR FTE and requests 4.91 additional PR FTE. As of the January 24, 1993, PMIS report, there are no auxiliary enterprises vacancies, the PR vacancy rate is 1.4%, and the total system vacancy rate is 2.2%. According to UW staff, other than the 1.29 positions they want to reallocate, all PR vacancies are in recruitment.



The University of Wisconsin System

Financial Administration

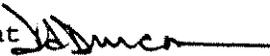
1568 Van Hise Hall, 1220 Linden Drive
Madison, Wisconsin 53706
(608) 262-5893 FAX: (608) 265-3175

JAN 5 1994

SECRETARY'S OFFICE
DEPT. OF ADMINISTRATION

Date: January 3, 1994

To: James R. Klauser, Secretary
Department of Administration

From: Deborah A. Durcan, Assistant Vice President 
for Financial Administration

Re: S. 16.505/515 Request for Weidner Center Operations

The University of Wisconsin System requests increased expenditure authority of \$1,561,403 in the appropriation under s.20.285(1)(h) and 4.91 FTE beginning in 1993-94 to consolidate operations of the Weidner Center for the Performing Arts.

The Weidner Center for the Performing Arts, at UW-Green Bay, opened in January 1993. The building contains a performing arts hall that seats more than 2,000 people, in addition to two smaller multi-purpose halls. This \$17.5 million building was constructed using \$3.5 million of State supported borrowing, with the balance coming from private gifts. In its first year, the Weidner Center has offered professional productions that were enjoyed by many in the Green Bay area.

When the Weidner Center opened, some existing GPR and Program Revenue expenditure authority was reallocated to operate it. Additional expenditure or position authority needed was not requested at that time, however. Instead, a separate 501(c)(3) corporation was established for that purpose. This non-profit corporation (Weidner Center Presents, Inc.) collected the revenues and contracted with performers and suppliers, and with individuals to staff the Center. Because operating a performing arts center of this size was uncharted territory for UW-Green Bay, establishing a separate corporation offered flexibility to react quickly to volume or demand based needs which were very difficult to predict without any experience on which to base them.

We do believe that it is more appropriate that the University operate the Weidner Center entirely through the state accounting structure, as is done with other University auxiliary operations. Currently, most of the Center staff are not employed by the University, which creates pay inequities and other management problems. To remedy this, we are requesting program revenue position and expenditure authority to fully fund the Weidner Center. If approved, 5.25 FTE positions would continue to be GPR funded, and 6.95 FTE will be PR funded. A summary of the PR (128) position request follows:

UW requests the following additional spending authority:

<u>Expenditure</u>	<u>Cost</u>
Permanent Salaries	\$178,700
Fringes	\$18,412 (see note at end of text)
LTE Salaries	\$18,962
LTE Fringes	\$5,814 (see note at end of text)
Supplies and Expense	\$1,339,515
<hr/>	
TOTAL	\$1,561,403

WCP currently provides funding for these expenditures, primarily from ticket sale revenues.

It should be noted that approval of the request would bring administration of the Weidner Center within the same budgeting and management structure used for similar UW auxiliary enterprises such as the University of Wisconsin Memorial Union and the Irvin L. Young Auditorium at UW-Whitewater.

ALTERNATIVES:

1. UW Control. Granting UW the requested positions and spending authority addresses the current problems regarding liability and administration of the center. If UW becomes fully responsible for operation of the center, WCP's involvement with the Weidner Center would be limited to raising funds and acting as an advisory body.
2. Status Quo. If the Weidner Center continues to operate under the management of both UW and WCP, it will be over the objections of both the members of the board of WCP and the UW. Because the UW and WCP believe the above mentioned administrative and liability problems created by dual management will continue under the existing arrangement, this is an unacceptable alternative to them. WCP no longer wants to be involved with management of the center and wants only to serve as a fund-raising and advisory body to the Weidner Center.
3. WCP Control. It is also possible to bring administrative and financial responsibility under the control of WCP. To do so would require WCP to purchase or lease the building from UW. In this case, UW would have to arrange for use of the center through rent or some other type of agreement. When presented this alternative, both UW and WCP were hesitant. Although neither opposed the idea outright, it is something they had not previously considered. WCP representatives said they would be willing to consider this alternative, but the UW would like to avoid WCP control. UW believes WCP control is undesirable because the UW faculty would lose input on decisions regarding the use and operation of the facility and because arriving at an agreeable leasing arrangement between the two parties could be difficult. UW would consider private control of the Weidner Center only if UW control proved to be ineffective.

WEIDNER CENTER BUDGET FOR 1993-94

	TOTAL	APPN.	APPN.	UNFUNDE	AUTH	AUTH	ADD'L
		102	128	128	102	128	128
					FTE	FTE	FTE
EXPENSES:							
Permanent Salaries:							
Executive Director	67,700	67,700			1.00		
Managing Director	52,100	34,900	17,200		0.67	0.33	
Box Office Manager	30,900	30,900			1.00		
Technical Director	31,200	31,200			1.00		
Asst. Technical Mgr - 9 mos	18,500	18,500			1.00		
Office Manager	24,500		24,500				1.00
House Manager - 9 mos	18,000		18,000				1.00
Director of Marketing & PR	32,000		32,000				1.00
Asst Dir for Spec Events	18,000		18,000				0.60
Director, Donor/Corp Relations	32,000		32,000				1.00
Computer/Support Svcs Manager	18,500		18,500				0.60
Assist Technical Mgr - 9 mos	18,500		18,500				1.00
Program Assistant	22,000	12,500	9,500		0.58	0.42	
Total Permanent Salaries/FTE	383,900	195,700	188,200		5.25	0.75	6.2
Currently Funded/Authorized		183,000	9,500		5.25	0.75	
Vacant Positions to Reallocate		175,700					1.29
128 Funding/Positions Requested				178,700	0.00	0.00	4.91
Fringes @ 32.1%	123,232	62,820	60,412				
Currently Funded Fringes	123,232	62,820	42,000				
128 Funding Requested				18,412			
LTEs: Office	5,000		5,000				
Technical Services	40,000		40,000				
Marketing	10,000		10,000				
Bldg. Maintenance	5,000		5,000				
Concessions	6,000		6,000				
ParkingOffice	5,000		5,000				
Ticket Office	5,000		5,000				
Total LTE Salaries	76,000	0	76,000				
Currently Funded LTE Salaries			57,038				
128 Funding Requested				18,962			
Fringes @ 7.65%			5,814				
Currently Funded Fringes			0				
128 Funding Requested				5,814			
Student Help: Office	5,000		5,000				
Technical Svcs	40,000		40,000				
Concessions	20,000		20,000				
Parking	37,500		37,500				
Ticket Office	41,000		41,000				
Total Student Help Wages	143,500	0	143,500				
Currently Funded Student Help			143,500				
128 Funding Requested				0			

	TOTAL	APPN. 102	APPN. 128	UNFUNDED 128
SUPPLIES & EXPENSE:				
Artist Fees (60 events)	1,018,200		1,018,200	
Marketing	168,000		168,000	
Hospitality	80,000		80,000	
Utilities	56,000		56,000	
Concessions	42,000		42,000	
Miscellaneous	25,000		25,000	
Postage	20,000		20,000	
Credit Card	20,000		20,000	
Administrative Assessment	19,515		19,515	
Development	14,000		14,000	
Technical Services	10,000		10,000	
Professional Development	10,000		10,000	
Gift Shop	10,000		10,000	
Maintenance Contracts	8,000		8,000	
Telephone	8,000		8,000	
Ticket Printing	6,800		6,800	
Insurance	6,200		6,200	
Printing & Duplicating	5,400		5,400	
Cleaning Supplies	5,000		5,000	
Office Supplies	5,000		5,000	
Piano Maintenance	2,400		2,400	
Total Supplies & Expense	1,539,515	0	1,539,515	
Currently Funded S & E			200,000	
128 Funding Requested				1,339,515
Capital (currently funded)	20,000		20,000	
Total 128 Funding Requested	2,286,147	258,520	2,033,441	1,561,403

REVENUES:

Ticket Sales	1,650,900
Corporate Sponsors	150,000
Concessions	78,000
Bldg Rental/Tech Svc/Misc Rental	60,000
Parking	27,500
Playbill Advertising	20,000
Credit Card	18,000
Just for Kids	16,000
Gift Shop	10,000
Coat Check	7,500
Special Events Income	7,000
Advertising (tickets)	6,800
Traveling Vendors	5,000
Catering Royalty	2,000

TOTAL REVENUES 2,058,700

Revenues in Excess of Expenditures 25,259

.33 FTE Managing Director
.42 FTE Program Assistant
1.00 FTE Administrative Program Manager II (Director of Marketing)
.60 FTE University Relations Specialist (Assistant Director of Marketing)
 1.00 FTE University Relations Specialist (Donor Relations)
1.00 FTE Program Assistant I (Box Office Manager)
1.00 FTE Administrative Specialist (Office Manager for Budget, Contractual
 Services)
1.00 FTE Associate Artist (Assistant Technical Manager for sound/lighting)
.60 FTE MIS:

6.95 FTE Total 128-funded positions
(.75) FTE Currently authorized for Weidner Center
(1.29) FTE to be internally reallocated for Weidner Center

4.91 FTE New Positions Requested.

In addition to \$197,112 needed to fully fund salaries and related fringe benefits for permanent staff, we request increased expenditure authority of \$1,339,515 for Supplies and Expenses and \$24,776 for LTEs and related fringes.

The Weidner Center's first (partial) season was very successful, with revenues exceeding expenditures by more than \$300,000. As indicated on the attached budget, projected revenues for the current season (September through May) will exceed projected PR expenditures by \$25,259.

cc: Raymond Marnocha
Kathleen Sell
Tom Sonnleitner
Megan Christiansen
Tom Maki
Bob Hanle
Mary Hartzheim
Marty Olle

It is important to note that the community members who donated to the Weidner Center believe they have already made a significant financial commitment to the center. It is unlikely that, after having already provided \$14 million to build the center, that these donors would be eager to provide additional funding to WCP to lease and/or purchase the building.

To ensure accountability and successful management of the Weidner Center for Performing Arts, it seems appropriate that financial and operational responsibility belong to the same entity. Successful management of the center also requires continued cooperation between UW and WCP. Because UW control brings operational and financial responsibility together and has the approval of both parties, it appears to be the best management arrangement for the center.

RECOMMENDATION:

Approve the request.

NOTE: The fringes requests for the permanent salaries and LTE salaries are not equal to the standard 32.1% and 7.65% of their respective salary request due a UW budgeting error— the UW had excess permanent salaries fringes spending authority and no LTE fringes spending authority in its Weidner Center budget. The request brings the spending authority in the fringes lines equal to the standard 32.1% for permanent salaries and 7.65% for LTE salaries.

CORRESPONDENCE MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: February 15, 1994

To: James R. Klauser, Secretary

From: Cynthia Archer, Policy and Budget Analyst

Subject : S. 16.505 Request for the Department of Justice relating to Criminal History Records Improvement Staff.

REQUEST:

The Department of Justice (DOJ) requests an additional 2.0 FTE permanent management information specialist positions effectively immediately and 2.0 FTE permanent training officer positions effective October 1, 1994 for developing and implementing improvements to the criminal history records program. Since the funding for these positions flows through the Office of Justice Assistance, the positions are requested under DOJ's Interagency and intra-agency PRS appropriation (s. 20.455 (2)(k)).

BACKGROUND:

The Department of Justice serves as the statewide repository of criminal history files containing fingerprints, photographs and other identifying information on persons arrested or taken into custody. The criminal history records database contains information on more than 560,000 persons.

DOJ's Crime Information Bureau (CIB) is responsible for maintaining and updating criminal history record files and providing information from those files to law enforcement, government agencies, nonprofit organizations and others upon request. The criminal history records database is used for a variety of law enforcement purposes including use by local law enforcement through on-line queries through the TIME system, record checks on prospective handgun purchasers and background checks on law enforcement job applicants. In addition, the criminal history records are used for purposes unrelated to law enforcement such as background checks on job applicants at Indian and other gaming establishments, background checks requested by various nonprofit organizations and background checks requested by for-profit enterprises and other public access requests. Revenues to support DOJ's functions in this area are derived from statutorily established fees for criminal history searches and from federal funds.

The criminal history records program is currently staffed by 10.0 FTE program revenue positions and 9.5 FTE federal project positions. The department is requesting an additional 2.0 FTE management information specialist program revenue positions effective immediately and 2.0 FTE program revenue training positions effective October 1, 1994. The positions would be used to make certain improvements to the current program as dictated by federal requirements. While the additional positions are considered program revenue-supported positions, they are actually funded with federal funds administered by the Office of Justice Assistance but accounted for as program revenue positions in DOJ's budget.

ANALYSIS:

Wisconsin receives approximately \$8 million annually from the U.S. Department of Justice, Bureau of Justice Assistance (BJA). The funds are administered by the Wisconsin Office of Justice Assistance and have been used for various anti-drug abuse programs administered by DOJ, the Department of Regulation and Licensing, the Department of Corrections and the Department of Health and Human Services. In addition, local governments receive a portion of the federal funds for items such as funding for local anti-drug abuse task forces and other legislative directives including funding for Milwaukee Drug Abatement, Milwaukee's drug courts and the state's new DNA testing program.

The federal Crime Control Act of 1990 required each state receiving the federal anti-drug abuse funds to set aside 5% of each states' allotment specifically for the development and implementation of improvements in state's criminal history records programs. The improvements are designed to enhance the completeness and accuracy of criminal history record databases throughout the country and to facilitate the sharing of crime information between states and federal law enforcement agencies as well as the sharing of information among states. The 5% set-aside for Wisconsin represents \$441,600 FED for the grant period ending September 30, 1994. DOJ intends to use the set-aside funds to begin implementing their federally-approved criminal history record improvement plan. The set-aside funding can only be used for this purpose.

The Department is requesting the staff necessary to begin implementing their criminal history records improvement plan. Federal funding for this purpose is committed through September 1997 with the possibility of an extension if funds are unspent. The Department has requested 4.0 permanent FTE positions. Given the uncertainty of funding beyond September 1997, it is appropriate at this stage to authorize the positions on a 4-year project basis. If funding continues beyond four years, the status of the positions can be re-evaluated.

Because the criminal history record check appropriation is a continuing appropriation, approval of the Joint Committee on Finance is required for the position authority only.

RECOMMENDATION:

Approve the positions on a 4-year project basis.

Date: January 13, 1994

To: Cindy Archer
Department of Administration

FEB 4 1994

From: Andrew Cohn
Department of Justice *Andy*

Subject: REQUEST UNDER S. 16.505 FOR POSITIONS TO IMPLEMENT A
CRIMINAL HISTORY RECORDS IMPROVEMENT PLAN

The Department of Justice requests 2.0 FTE permanent management information specialist positions and 2.0 FTE permanent training officer positions, to implement a federally approved criminal history records improvement plan. These positions will be funded from the appropriation under s. 20.455 (2)(k). Because this appropriation is a continuing appropriation, spending authority associated with these positions, as well as with the implementation of our multi-year plan, will be requested through the allotment process after the request has been forwarded to the Joint Committee on Finance.

As you know, the Bureau of Justice Assistance in the federal Department of Justice has recently imposed certain requirements in the area of criminal history records. Each state is now required to dedicate 5% of its BJA formula grant funds to the improvement of criminal history records. For Wisconsin, this represents approximately \$400,000 annually. We are required to follow a four-step planning process, and to secure BJA approvals, to satisfy requirements in this area and to access these moneys.

During 1992 the Wisconsin Department of Justice conducted a major assessment of Wisconsin's computerized criminal history system, as part of a nationwide assessment program under BJA guidance. The results of the assessment are to be used in defining an improvement program. The assessment which we have conducted now serves as the basis for the development of a six-year plan for improving our computerized criminal history system.

We have satisfied BJA's requirements, as described in detail in the attached plan. Specifically, we have established a task force, completed a comprehensive data quality assessment (including a user needs assessment), identified (many of) the reasons for incomplete or inaccurate records, and developed a criminal history records improvement plan with the assistance of the task force and a consultant. (As a point of information, the members of our task force are shown on page 4 of the attachment, and included Steve Grohmann of OJA and Stuart Morse from the Department of Administration.) Implementation of this plan will benefit district

attorneys, the Department of Corrections, the courts, and local criminal justice agencies.

The strategy contemplated under our plan can be summarized as follows:

- To construct an entirely new system software environment capable of supporting state and national (e.g. Interstate Identification Index, Immigration and Naturalization Service alien conviction, and BJS statistics) requirements currently known to us.
- To construct this software environment with modern software tools to ensure flexibility which will enable us to respond to future requirements.
- To create a prosecution case management system to support direct reporting of prosecutor dispositions and filings.
- To enhance existing corrections reporting directly from the Department of Corrections to our computerized criminal history system.
- To permit direct arrest reporting using live-scan or card-scan equipment in law enforcement booking agencies.
- To encourage modifications of the Circuit Court Automation Project system to support direct court reporting.

The attached plan has received OJA and BJA approval. The next steps in this multi-year process include submitting a related grant request to the Office of Justice Assistance, and securing position and expenditure authority to begin implementing the plan. Our grant application is due to OJA no later than February 1, 1994, although we anticipate submitting it before that date. Because OJA staff have been closely involved in our work in this area, including representation on our task force, we anticipate very quick approval of our application. For that reason, approval of the positions to actually begin the work associated with this significant project becomes the next major priority for the success of this effort.

The plan had initially anticipated that staff would be provided for the Bureau of Computing Services by January 1, 1994. We have already missed that target, but hope that priority attention can be given to this request, resulting in expeditious approvals. The positions are needed to enable us to accomplish federally-mandated improvements, in a manner which satisfies BJA requirements and enables us to (continue to) receive our full complement of block grant funding.

s. 16.505 Request
Criminal History Records Improvement Plan
Page 4

	<u>FY 1994</u>	<u>FY 1995</u>
Permanent Salaries	\$22,400	\$107,800
Fringe Benefits	7,400	35,500
Supplies and Services	7,600	63,500
Permanent Property	<u>5,600</u>	<u>5,600</u>
Total	\$43,000	\$212,400

Notes:

1. Permanent Salaries assumes the following hourly costs: MIS 6, \$16.711 in FY '94 and \$17.643 in FY '95; MIS 4, \$14.269 in FY '94 and \$15.065 in FY '95; Training Officer 1, \$12.491 for 6 months and \$12.866 for 3 months in FY '95. It is assumed that the MIS positions will work 720 hours in FY '94; and that the Training Officer positions will work 1,566 hours in FY '95.
2. Fringe Benefits are 32.9% of permanent salaries.
3. Supplies and services include one-time costs of \$2,000 per position for computer-related items. Also included are additional funds to cover approximately \$10,400 in travel costs for Training Officers.

Please note that these costs are only associated with the 4.0 FTE positions being requested here. This project will entail additional costs associated with a consultant contract and other aspects of implementing our criminal history records improvement plan, which we can discuss separately.

Please call Jack Benjamin or Terry DeWitt (266-7380) for additional information. Thank you for your prompt attention to this request.

s. 16.505 Request

Criminal History Records Improvement Plan

Page 3

Our specific request is for 1.0 FTE management information specialist 6 and 1.0 FTE management information specialist 4, effective as soon as possible; and 2.0 FTE training officer 1 positions, effective October 1, 1994. We must hire the management information specialists as soon as possible, to enable the many programming steps, which will be required for the success of this project, to begin. As an indication of the magnitude of the project, virtually everything now used by the Crime Information Bureau in the processing of criminal history records must be revised. New processes, forms, etc. will be needed, along with necessary reprogramming of current automated systems. So, it is vital that the work begin as soon as possible. (Note--One MIS 4 candidate is immediately available as the result of a separate federal grant reaching its termination date.)

The relationship between CIB and other criminal justice agencies will continue, although the changes required under this project will have an impact on those other parties, as well. Therefore, 2.0 FTE training officers will be needed approximately 9 months into the project, to ensure that the new processes are implemented effectively. Because these positions are vital to the success of the whole project, we are requesting their approval at this time, albeit effective October 1, 1994.

Further elaboration on the scope of our plan provides additional support for these training officer positions. The plan requires new paper source documents to be developed for criminal history reporting, including revised arrest fingerprint cards and final disposition report forms. The training officers to be hired will be responsible for developing a statewide program to train and provide technical assistance to local law enforcement agencies, district attorneys, and the courts regarding the proper completion of the revised source documents.

In addition, these training officers will be responsible for developing a statewide audit program and for conducting audits of law enforcement agencies, district attorneys, and the courts to insure that criminal history record information is reported in an accurate, complete and timely manner, in accordance with prescribed federal standards. As an example of the federal regulations which we must satisfy, we are required to maintain complete and accurate records, as the State's central repository, and these records must contain information on any arrest dispositions occurring within the State within 90 days after the disposition has occurred.

Our assumption is that spending authority can be authorized through the allotment process, and that approval under s. 16.515 is not necessary. For your information, the spending authority we anticipate needing for these 4 positions is as follows: