

1993-94 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

➤ 93hrJC-Fi\_Misc\_pt19

➤ Record of Comm. Proceedings ... RCP

➤ \*\*

# STATE OF WISCONSIN

SENATE CHAIR  
JOE LEEAN

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BEN BRANCEL

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## JOINT COMMITTEE ON FINANCE

January 24, 1995

TO: Mr. James R. Klauser, Secretary  
Department of Administration

FROM: Senator Joe Leean  
Representative Ben Brancel  
Co-Chair, Joint Committee on Finance

We have reviewed the request from the Department of Administration dated December 30, 1994 under s. 16.515 and s. 16.505(2) pertaining to requests from the Department of Health and Social Services and the Office of the Commissioner of Credit Unions.

There were no objections to these requests and accordingly they have been approved.

JL:BB:ns

cc: Roger Grossman  
Bob Lang

# State of Wisconsin



## JOINT COMMITTEE ON FINANCE

January 3, 1995

MEMO TO: MEMBERS, JOINT COMMITTEE ON FINANCE

FROM: Senator Joe Leraan  
Representative Ben Brancel  
Co-Chairs, Joint Committee on Finance

Attached is a copy of a request from the Department of Administration dated December 30, 1994 pursuant to s. 16.515 and s. 16.505(2) pertaining to requests from the Department of Health and Social Services and the Office of the Commissioner of Credit Unions.

Please review these items and notify Senator Leraan's office not later than Thursday, January 19, 1995 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:BB:ns

Attachments

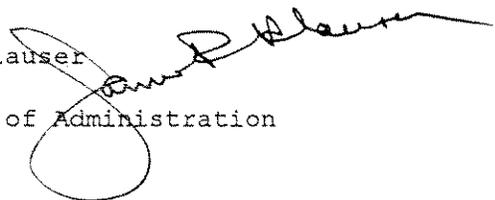
**CORRESPONDENCE/MEMORANDUM**

**STATE OF WISCONSIN  
Department of Administration**

*Date:* Dec. 30, 1994

*To:* Honorable Joseph LEEAN, 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:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>1993-94</u>		<u>1994-95</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
D.H.S.S. 20.435(1) (gm)	Bureau of Public Health				1.0
O.C.C.U. 20.141(1) (g)	Computer Network Equipment			\$ 26,700	

As provided in s. 16.515, this request will be approved on Jan. 24, 1995, 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:* December 21, 1994

*To:* James R. Klauser  
Secretary

*From:* <sup>TJB</sup>  
Tilli de Boor  
Human Resources Team Leader

*Subject:* S. 16.505 for the Division of Health  
Request

The Department of Health and Social Services requests an increase of 1.0 FTE (Microbiologist Advanced) in appropriation s.20.435 (1)(gm) in the Bureau of Public Health.

Analysis

The Bureau of Public Health has received a mandate from the federal Food and Drug Administration (FDA) to screen the Wisconsin milk supply for drug residues under the Grade A Pasteurized Milk Ordinance (PMO). If these tests are not performed, other states can refuse to accept milk from Wisconsin. This will require increased testing for two reasons. First the number of drugs for which milk must be screened will be expanded to include 16 additional drugs. Second, the Department estimates that up to 200 facilities that have not previously wanted certification will now want it, due to the ability of other states to refuse the milk. The FDA further requires that this testing be done by a state Laboratory Evaluation Officer. This authority is provided to the Department in section 252.22 of the statutes.

The numeric appropriation which contains current testing staff has 1.5 FTE, a 1.0 Microbiologist Advanced and a 0.5 Program Assistant. Revenue to pay for this staff comes from fees paid by the facilities that want certification. These fees are currently \$97 and are scheduled to increase by 8% annually during the next biennium. Since the number of tests are expected to increase from a total of 1,031 in FY 95 to a total of 1,786 in FY 97, it is not possible to reallocate existing staff to this workload.

The anticipated costs for this position are \$21,500 PRO for the last 3 months of FY 95 and \$59,200 PRO annually for FY 96 and FY 97. Annual revenues are expected to be \$100,000 in FY 95, \$150,000 in FY 96 and \$200,000 in FY 97, and there is a carryover amount in the current year of \$20,100. Anticipated total expenditures with this position are \$97,200 in FY 95, \$149,700 in FY 96 and \$152,500 in FY 97. Therefore it appears that there is sufficient revenue to support the additional position. As the expenditure authority for this numeric appropriation is \$187,500 PRO, no increased expenditure authority is required.

The laboratories and transfer stations that are certified in this program are extremely anxious that this increase be approved, as they need the certification. The Department is the only vehicle to provide the certification they need to continue their business.

Recommendation

Approve the request

cc: Rick Chandler  
John Montgomery

CC: R  
R

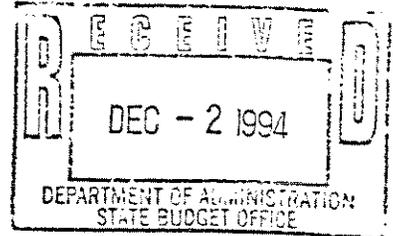


State of Wisconsin  
Department of Health and Social Services

Tommy G. Thompson, Governor  
Gerald Whitburn, Secretary

December 1, 1994

Rick Chandler, Administrator  
Division of State Executive  
Budget and Planning  
101 East Wilson Street, 10th Floor  
Madison, WI 53702



Dear Mr. Chandler:

The Department of Health and Social Services (DHSS) requests 1.00 FTE permanent Microbiologist-Advanced position under s. 16.505, Stats. The position will be located in the Bureau of Public Health within the Division of Health and will be funded under appropriation s. 20.435(1)(gm), Lab Certification, numeric 130, responsibility area 772. There is sufficient budget authority available to fund the additional position.

The Bureau of Public Health received a mandate from the Food and Drug Administration (FDA), to screen the Wisconsin milk supply for drug residues under the Grade A Pasteurized Milk Ordinance (PMO). Because of this mandate, the number of required facility certifications will increase. The PMO mandates that screening expand to identify 16 additional drugs in milk. This will require certification of an additional 200 locations where milk will be tested by the Department, as well as the additional certifications at the facility locations currently certified.

The FDA requires that a State Laboratory Evaluation Officer certify the facility and the person(s) conducting the drug screening tests. Wis. Stat. 252.22 provides the Department with the authority to certify each facility. The new FDA requirement means that dairy plant staff must be certified to test for the presence of 16 drugs in milk that they are not currently certified to test for. If these tests are not performed, other states can refuse to accept shipment of processed milk products from Wisconsin. An additional position is needed to handle the additional workload. The Department is currently authorized to charge fees for certifications.

Please have your staff contact Jonathan Watson at 267-0356 if there are any questions or additional information is needed.

Sincerely,

Richard W. Lorens  
Deputy Secretary

cc. Tilli de Boor

**CORRESPONDENCE/MEMORANDUM**STATE OF WISCONSIN  
Department of Administration

*Date:* December 20, 1994

*To:* James R. Klauser  
Secretary

*From:* Sherrie Gates-Hendrix *SGH*  
State Budget Office

*Subject:* s. 16.515 request of the Office of the Commissioner of Credit Unions

Request

The Office of the Commissioner of Credit Unions requests an increase of \$24,200 PRO in one-time expenditure authority in FY95 and \$2,500 PRO in on-going expenditure authority in its appropriation s. 20.141(1)(g), General Program Operations. The requested spending authority will fund computer equipment and related enhancement of the agency's computer network.

Background

The Office of the commissioner of Credit Unions (OCCU) regulates credit unions chartered to do business in Wisconsin. It charters new credit unions, examines credit union records and assets, consents to consolidation of credit unions within the state and approves interstate mergers.

Eighteen of OCCU's 23 employes are examiners who conduct on-site examinations of state-chartered credit unions for financial safety and soundness. These examiners use laptop computers to perform financial audits of Wisconsin's 296 credit unions. The Wisconsin OCCU submits its examination reports to the National Credit Union Association, which insures the deposits of credit union members through the National Credit Union Share Insurance Fund.

Analysis

As part of a new examination program recently developed by the National Credit Union Association, OCCU examiners will be able to, while working on-site at a credit union, download the credit union's financial records on to a portable laptop computer. Because the laptop computers currently in use by OCCU do not have the storage space or processing capabilities to accommodate

this type of download, the National Credit Union Association has agreed to purchase new laptop computers for the OCCU's entire examination staff. This will save OCCU approximately \$198,000 PRO. (18 laptop computers @ \$11,000 each)

However, OCCU is responsible for providing the additional computer equipment and software necessary to utilize these computers. This equipment includes a specialized printer, carrying cases, computer "mouse" accessories, numeric keypad and two fax modems. This equipment will cost OCCU \$13,900 in FY95.

In addition, OCCU requests \$9,200 for enhancements to its computer network, including a new laser printer, e-mail for its field staff to communicate with the central office, and software compatible with the new National Credit Union Association examination program.

Finally, OCCU requests on-going expenditure authority of \$2,500 for the phone line charges it expects to incur from transmission of documents to and from its field examiners. (\$208 per month)

#### Recommendation

Approve the request. OCCU is expected to begin using the new national examination program by April 1, 1995 and will need the requested equipment and software to successfully make this transition.

STATE OF WISCONSIN

MEMORANDUM / OFFICE OF THE COMMISSIONER OF CREDIT UNIONS

DATE: 2 December, 1994

TO: James R. Klauser, Secretary  
Department of Administration

FROM: Ralph W. Brunner, Deputy Commissioner  
Office of the Commissioner of Credit Unions



SUBJECT: s. 16.515 REQUEST FOR THE OFFICE OF THE COMMISSIONER OF CREDIT UNIONS

REQUEST:

The Office of the Commissioner of Credit Unions (OCCU) requests an increase of \$24,170 PRO in FY95 and \$2,500 PRO ongoing expenditure authority in appropriation s. 20.141 (1)(g) (General Program Operations). The OCCU has sufficient funds to purchase the requested items.

BACKGROUND:

The majority of OCCU's employees are field examiners who conduct on-site examinations of state-chartered credit unions for financial safety and soundness. The examiners rely on laptop computers to perform financial analyses and produce examination reports to meet the statutorily mandated examination schedule.

In 1987, the OCCU purchased laptop computers in conjunction with a national program initiated by the National Credit Union Association (NCUA). In addition to being our federal counterpart, the NCUA also insures the deposits of credit union members through the National Credit Union Share Insurance Fund. The NCUA accepts the examination reports prepared by the OCCU in lieu of performing their own.

ANALYSIS:

The OCCU requests \$24,170 PRO in FY95 and \$2,500 PRO as an ongoing expense to purchase the following:

- ⊙ \$13,906 PRO for laptop computer peripherals. Of the requested amount, \$11,554 to be placed on the supplies and services line;
- ⊙ \$9,224 PRO for computer network enhancement. \$5,854 to be placed on the supplies and services line with the remainder to be placed on the capital line; and
- ⊙ \$1,040 for the remainder of FY 95 is needed to fund the estimated increase in phone line costs needed to establish electronic mail between the field examiners and office staff. The \$2,500 PRO requested ongoing cost is needed to fund the estimated increase in phone line costs needed to establish electronic mail between the field examiners and office staff.

The attached appendix provides a detailed list of the requested purchases.

#### *LAPTOP COMPUTER PERIPHERALS*

The NCUA has just developed a new examination program which will allow examiners to download the credit union's financial records onto the examiner's laptop. This new technology will increase the examiners efficiency and accuracy. Because the downloading technology requires disk storage space and processing capabilities beyond the capability of the laptop computers currently used by the OCCU, the NCUA has agreed to purchase new laptop computers for the entire examination staff. The NCUA is providing these computers to our office provided we purchase the additional peripherals and software needed to run the new examination program.

A substantial portion of the request will allow our agency to replace the printers currently used by our agency. The existing printers are seven years old and are no longer supported under the maintenance contract. Moreover, our existing printers will not be compatible with the new examination program.

If our agency chooses not to use the new examination program, the NCUA will then do the examinations for credit unions chartered in Wisconsin. This will result in increased operating expenses due to the higher examination fee charged by NCUA. This could also result in the credit unions switching from state to federal charters.

By allowing the NCUA to provide the laptop computers for our agency, we creating an expenditure authority savings of \$198,000 PRO.<sup>1</sup>

The utilization of this savings results in a request of \$24,170 PRO (one-time increase) instead of \$222,170 if our agency was required to purchase the computers. The NCUA just recently completed the procurement process for the computers. Our office expects to receive the computers by mid-February 1995. Requesting expenditure authority through the 1995-97 biennial budget would not have been appropriate due to the timing of receiving the computers. These purchases could not be budgeted for because our agency did not know the exact type of computers which were to be purchased by the NCUA. The software and peripherals will allow the OCCU to take full advantage of the new examination program created by the NCUA.

#### *ENHANCEMENT OF THE OCCU NETWORK*

The purchase of new computers will necessitate the further enhancement of our computer network. Our office has just completed the skeleton for the OCCU network and has purposely waited until the purchase of the new computers for the field examiners before purchasing the necessary network enhancements. These enhancements will allow the office staff to communicate more effectively with field examiners, NCUA, as well as other state agencies. Furthermore, the initial capital investment will result in future efficiencies by allowing our agency to take full advantage of the network capabilities which are not currently being utilized. For example, these enhancements will ultimately allow credit unions to communicate with our office "on-line" through the use of "computer bulletin boards."

An example of how the purchase of the computer peripherals and software in concert with the network enhancements will have an immediate impact on the operations of this office is that it will allow our office to move towards a "paperless" office environment. This will allow the examiners to send examination reports to

---

<sup>1</sup> The NCUA is providing 18 IBM ThinkPad 755 laptop computers complete with CD-ROM capability, fax modems, and basic Windows software. The cost of one IBM ThinkPad is \$11,000. The total cost of \$198,000 is derived by multiplying \$11,000 times 18 computers (the number of field and supervisory examiners on staff).

our office to be reviewed via modem instead of through the mail. This will result in quicker turnaround time in the review of the examinations by the examination supervisors and the chief examiner.

**CONCLUSION:**

Due to the reasons presented in the analysis portion of this request, the OCCU has requested this expenditure authority increase. This increase represents an emergency situation because our office is expected to commence the new examination program by April 1, 1995. The network enhancements are needed to allow the office staff to fully utilize the capabilities of our existing network.

While the OCCU has unallotted expenditure authority of \$6,500 PRO, the expenditure authority traditionally has been used to make up supplies and services shortfalls. This year the expenditure authority is being tentatively earmarked to reconfigure our office to provide adequate space for the newly created advanced-examiner position which has been on staff since mid-July of 1994. Furthermore, our office is in the process of filling its vacant examiner positions, which eliminates the possibility of transferring expenditure authority from the permanent salary line to the supplies and services and capital lines.

The OCCU feels that the additional expenditure authority requested is imperative if our office is to maintain its stature as one of the premiere financial regulatory agencies in the country. This reputation has been gained through effective management and by taking advantage of technology when appropriate. Since 1987, the year in which our agency computerized the examination program, the asset size of Wisconsin's credit unions has increased from \$3.2 billion to \$5.7 billion. In addition to the increase in asset size, there has also been a significant increase in the level of complexity of the credit unions regulated by our department. The OCCU's examination program has been able to meet these challenges without increasing the size of the examination staff by making prudent use of computer technology. By approving additional expenditure authority, our agency will be able to purchase needed computer peripherals and software which will enable the OCCU to make needed improvement to the examination program.

If you, or the staff of the State Budget Office, should have any questions while analyzing this request, please do not hesitate to contact either Tom Ezdon at 267-2607 or Steven Little at 266-8892.

cc: Sherrie Gates-Hendrix, State Budget Office

## APPENDIX

### REQUESTED ITEM DETAIL

REQUESTED PERIPHERALS	# REQUESTED	\$ PER ITEM	TOTAL
Hewlett-Packard 320 Printer w/sheet feeder	18	\$341	\$6,138
HP 320 Printer Carrying Cases	18	\$64	\$1,152
Notebook Carrying Cases <sup>2</sup>	20	\$68	\$1,360
NEC 15" Monitors	4	\$588	\$2,352
ThinkPad Accessory – Mouse	18	\$59	\$1,062
ThinkPad Accessory – Numeric Keypad	18	\$77	\$1,386
ThinkPad Accessory – 14.4 Data/FAX Modem	2	\$228	\$456
			<b>\$13,906</b>
REQUEST NETWORK ENHANCEMENTS	# REQUESTED	\$ PER ITEM	TOTAL
HP Laserjet 4SI Duplex	1	\$3,370	\$3,370
Novell Personal Network 1.0 – 3.5" Media	4	\$69	\$276
Xircom PCMCIA (10BT) RJ – 45 Card	3	\$235	\$705
Schedule + for Windows (10 User Pack) <sup>3</sup>	1	\$799	\$799
MS Windows 3.11	5	\$47	\$235
MS DOS 6.2	4	\$46	\$184
MS Mail Remote Server (10 User Pack)	2	\$430	\$860
MS Mail Remote Client (Single User License) <sup>4</sup>	20	\$117	\$2,340
Madge 16/4 Network Card	1	\$455	\$455
			<b>\$9,224</b>
FY95 Requested Amount for Phone Expense			\$1040
			<b>\$24,170</b>

<sup>2</sup> ThinkPad Carrying Cases are being purchased for both field examiners and management team.

<sup>3</sup> The cost of purchasing a 10 pack of this software package is less than buying individual software packages for the management team.

<sup>4</sup> Software package is being purchased for both field examiners and management team.

# STATE OF WISCONSIN

SENATE CHAIR  
JOE LEEAN



ASSEMBLY CHAIR  
BEN BRANCEL

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## JOINT COMMITTEE ON FINANCE

January 9, 1995

TO: Mr. James R. Klauser, Secretary  
Department of Administration

FROM: Senator Joe Leean  
Representative Ben Brancel  
Co-Chair, Joint Committee on Finance

We have reviewed the request from the Department of Administration dated December 16, 1994 under s. 16.515 and s. 16.505(2) pertaining to request from the Department of Development.

There were no objections to this request and accordingly it has been approved.

JL:BB:ns

cc: Roger Grossman  
Bob Lang

# State of Wisconsin

SENATE CHAIR  
JOE LEEAN

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ASSEMBLY CHAIR  
BARBARA J. LINTON

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Phone: 266-7690

## JOINT COMMITTEE ON FINANCE

December 19, 1994

MEMO TO: MEMBERS, JOINT COMMITTEE ON FINANCE

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

Attached is a copy of a request from the Department of Administration dated December 16, 1994 pursuant to s. 16.515 and s. 16.505(2) pertaining to requests from the Department of Development

Please review this item and notify Senator Leean's office not later than Wednesday, January 4, 1995 if you have any concerns about the request or would like the Committee to meet formally to consider it.

Also, please contact us if you need additional information.

JL:BJL:ns

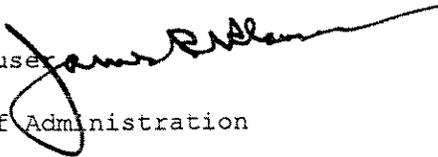
Attachments

**CORRESPONDENCE/MEMORANDUM**

**STATE OF WISCONSIN**  
**Department of Administration**

*Date:* Dec. 16, 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:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>1993-94</u>		<u>1994-95</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
D.O.D. 20.143(4)(k)	Sales of Materials or Services				1.0*

\* 18 month project position.

As provided in s. 16.515, this request will be approved on Jan. 10, 1995, 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:* December 8, 1994  
*To:* James R. Klauser, Secretary  
Department of Administration  
*From:* Laura K. Koskinen, Policy & Budget Analyst   
*Subject:* Department of Development 16.505 Request for 1.0 FTE 18 Month Project Position.

**REQUEST**

DOD is requesting the creation of a 1.0 FTE PRS project position for an 18 month period beginning January 1, 1995 in appropriation 20.143 (4) (k) (Sale of Materials or Services). The position would be a Financial Specialist 1 and would be located in the Bureau of Fiscal and Information Management in the Division of Administrative Services.

**BACKGROUND**

Excess accounting and financial work in the Bureau of Fiscal and Information Management is now being handled through LTE employment. Since this workload is on-going, a new LTE must be recruited and trained every 6 months. This results in loss of experienced employees and much time lost in constantly training new employees. DOD contends it takes at least 3 months for new employees to become familiar with the state's new and more complex accounting system.

The department is now requesting a 1.0 FTE PRS 18 month project position to fulfill these duties because it now has sufficient funding to support such a position. The funding source is indirect revenue generated from DOD's Clean Air Assistance contract with DNR and the recently renewed Supported Employment Contract with the Department of Health and Social Services.

**RECOMMENDATION**

Approve the request. The position performs necessary services for the Bureau of Fiscal and Information Management. If the project position is not approved the department will have to continue to hire new LTE's for this position every 6 months. This project position will allow DOD to minimize turnover and retain experienced personnel. The department has adequately documented the funding which would support this position.



123 West Washington Avenue  
P.O. Box 7970  
Madison, Wisconsin 53707  
(608) 266-1018

Tommy G. Thompson, Governor  
Robert N. Trunzo, Secretary

November 22, 1994

NOV 23 1994

Mr. James Klauser, Secretary  
Department of Administration  
101 E Wilson St. 10th Floor  
Madison, Wisconsin

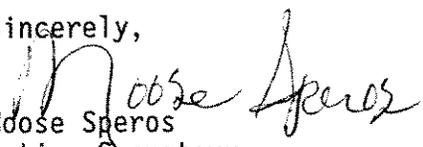
Dear Secretary Klauser:

The Department of Development is requesting authorization for a 1.0 FTE 18 month Project Financial Specialist 1 position funded out of program revenue service effective January 1, 1995. The project position would be located in the Bureau of Fiscal and Information Management Services in the Division of Administrative Services.

Prior to FY3, the Department had been able to address the workload requirements in the Fiscal Services area through the use of a .5 FTE LTE funded out of GPR. As the workload continued to grow (See attachments A and B), the complexity increased and with additional responsibilities delegated to the Department with the conversion to WiSMART; it was necessary to expand the LTE position from 1/2 time to full time. This has resulted in a situation where a new LTE has to be recruited and trained every six months. This is not a desirable situation because it takes the LTE up to three months to become familiar and proficient with the Department's fiscal processes and with the State's new accounting system. In another three months, the LTE process has to be repeated.

The 18 month project position is being requested because the Department is now in a position to fund the higher costs of a project position out of indirect being generated from the Clean Air Assistance contract with DNR and the recently renewed Supported Employment Contract with the Division of Vocational Rehabilitation in the Department of Health and Social Services. Attached are the most recent financial projections for the program revenue service account where the funding would come from.

Sincerely,

  
Moose Speros  
Acting Secretary

cc: Helen McCain, Barry Wanner, Jill Thomas, Laura Koskinen

PROJECT POSITION FUNDING REVIEW  
 APPROPRIATION 421

PROPOSAL: CONVERT THE LTE FIN. SPEC. 1 POSITION CURRENTLY FUNDED OUT OF GPR TO A 18 MONTH PROJECT POSITION FUNDED OUT OF PROGRAM REVENUE SERVICE.

NEED: FISCAL SERVICES HAS A CONTINUING NEED FOR A FIN. SPEC. 1 POSITION DUE TO THE INCREASE VOLUME OF TRANSACTIONS BEING HANDLED AND WORKLOAD INCREASES ASSOCIATED WITH THE CONVERSION TO WISMART.

FINANCIAL REVIEW:

EXPENSE	PERIOD		
	1/1/95-6/30/95	7/1/95-12/30/95	1/1/96-6/30/96
SALARY	9,396	9,631	9,631
FRINGE	3,185	3,265	3,265
SUPPLIES	5,000	5,000	5,000
PERM PROP	5,000		
TOTAL	22,581	17,896	17,896

REVENUES

BEGIN BAL	35,825	54,269	51,793
EST to 12/30	12,500		
CLEAN AIR	8,776	8,996	8,996
DZ Contract	6,899		
SEP	12,850	6,425	
AVAILABLE	76,850	69,689	60,789
EST BAL	54,269	51,793	42,893

ASSUMPTIONS:

1. THE LTE POSITION WOULD BE CONVERTED TO PROJECT ON JAN 1
2. THE BEGINING RATE OF PAY WOULD BE APPROXIMAELY \$9 PER HOUR
3. A PAY INCREASE OF 2.5% WOULD OCCUR ON JULY 1, 95
4. THE CLEAN AIR POSITIONS WOULD BE FILLED ON THE FOLLOWING BASIS

COMMUNITY SERV. NOV 27, 1994  
 ADMN ASSIST 3 DEC. 1 ,1994

5. THE NEW SEP CONTRACT RUNS FROM OCT.1, 1994 TO SEPT. 30, 1995.  
 AFTER SEPT 30, 1995; IT IS UNCLEAR AS TO WHAT WILL HAPPEN
6. SOME FUNDS WILL BE REQUIRED TO COVER EXPENSES RELATED TO THE COMPUTER UPGRADE IN FY5

## PROJECT POSITION DESCRIPTION

### Duties and Responsibilities:

- 25% 1. Prepare program revenue/expenditure and GPR/SEG financial summary reports for distribution to the program areas.
- Review the WISMART monthly reports and extract necessary information.
  - Access on-line expenditure information in WISMART.
  - Provide the Bureau Director with the draft of the report for review.
  - After approval, print and distribute the report.
2. Prepare LTE report on a payroll basis and distribute to the program areas.
- 10% a. Retrieve information from payroll documents regarding hours worked by LTE employee and the amount of weekend, holiday and overtime pay.
- b. Calculate the \$ amount of overtime that would be above the normal hourly rate. [ $\text{overtime} - (\text{regularly hourly rate} * \text{overtime hours})$ ]
- c. Verify the total hours into the spreadsheet match with the LTE payroll summary information.
- d. Add LTE's as approved and delete/place in inactive status as appropriate.
- e. Provide a draft copy of the report to the Bureau Director for review and approval.
- f. Print and distribute report.
- 10% 3. Under the guidance of the Advanced/entry accountant, prepare JR (correction transfers) to reallocate telephone expenditures to the proper subunits and grants from the Division level.
- From the telephone bill, enter information on the number of local calls, long distance charges, charges for phone line, etc into the telephone cost reallocation spreadsheet.
  - Utilizing the spreadsheet formulas, calculate the correct dollar amounts to charges, allocate the telephone charges to the proper organizational units, appropriations, and grants.
  - Verify the total dollar amount to be charged to individual units to the invoice total and make adjustments where required.

e. Prepare the JR transaction for reallocation of the expenditures, quick edit, identify and correct any coding problems identified, place on hold and provide senior accountant with the document number and supporting documentation for approval.

f. Modify the telephone numbers account coding as position funding sources are changed.

4. Analyze and reallocate expenditures for the General Services bill to ensure expenditures are charged to the correct funding source and unit.

a. Receive general services billing from DOA which includes charges for STS long distance, central fleet, printing, postage, state stores, WisComp, and building maintenance.

b. Verify the invoices by matching service requisitions document with invoice to identify proper account codes and subunits.

c. Retrieve necessary backup documents from requisition file to support the payment.

d. Summarize expenditures by subunits and grants and combine by sub-organization.

e. For payment purposes, breakdown and reorganize the invoice into several transactions.

f. Enter payment information into WiSMART, quick edit, make corrections where necessary, inform Senior Accountant of any coding errors or budget problems identified, and assemble backup documents, voucher jacket, etc. and route to Senior Accountant for approval.

10% 5. Prepare the cash/checks receipts transaction for the depositing of all cash and checks received by the Department.

a. Obtain from the unit's program assistant the cash and checks received. The program assistant will have verified the dollar amount received and enter into a control log.

b. Based on the information provided by the program areas, enter the individual check information into a spreadsheet including the revenue coding to be used.

c. Verify that the total cash receipts dollar amount entered in the CR/CK spreadsheet matches the total amount of cash/checks received.

d. Enter the summary information by account code and unit into the JR document, verify the calculated document totals with the total for the receipts and the spreadsheet, quick edit, correct coding errors identified, and place the document on hold.

e. Provide the Senior Account with the transaction ID and the supporting documentation for final review and approval.

30% 6. Enter payment voucher and encumbrance transactions into WiSMART from invoice and purchase requisition information provided.

a. Upon receipt of payment requests from the program area or approved invoices; enter payment information into WiSMART, quick edit, and place on hold.

b. Enter contract encumbrance information into WiSMART after contract coding has been provided by the Senior Accountant or Advanced Entry Accountant.

c. Inform the Senior Accountant or Advanced Entry Accountant of any coding errors or budget problems identified.

d. Assemble the backup documentation, prepare the voucher jackets, and submit to Senior Accountant.

5% 7. Maintain an alpha vendor log on Quattro Pro which captures all payments by vendor, dollar amount, description, date of payment, and voucher number. On a semi-weekly basis print out the new log and make available to all unit staff.

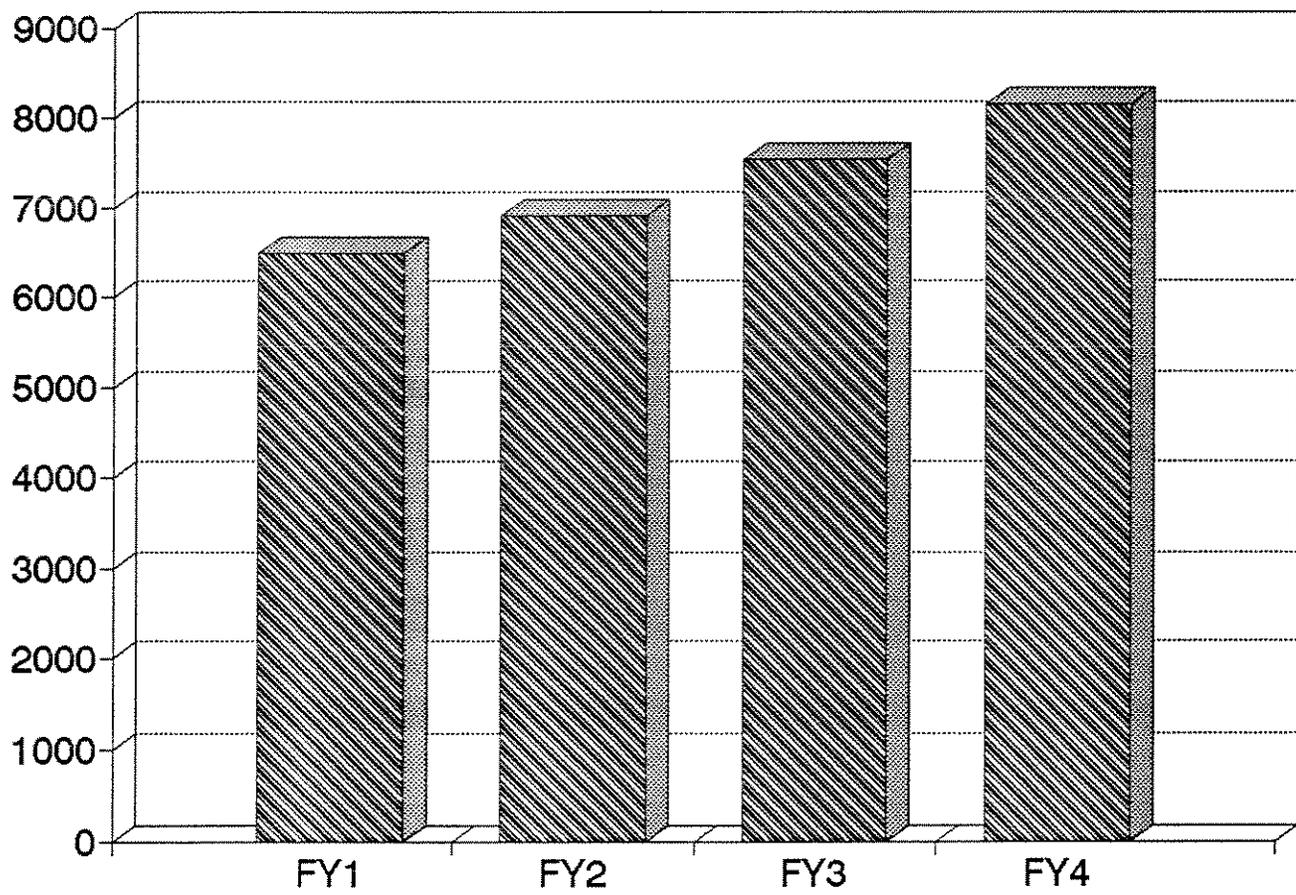
5% 3. Prepare cost allocation for copy machine costs.

A. From the information provided by the Department's printing liaison, add the total number of copies for each accounting code for the copiers on 8th and 9th floor.

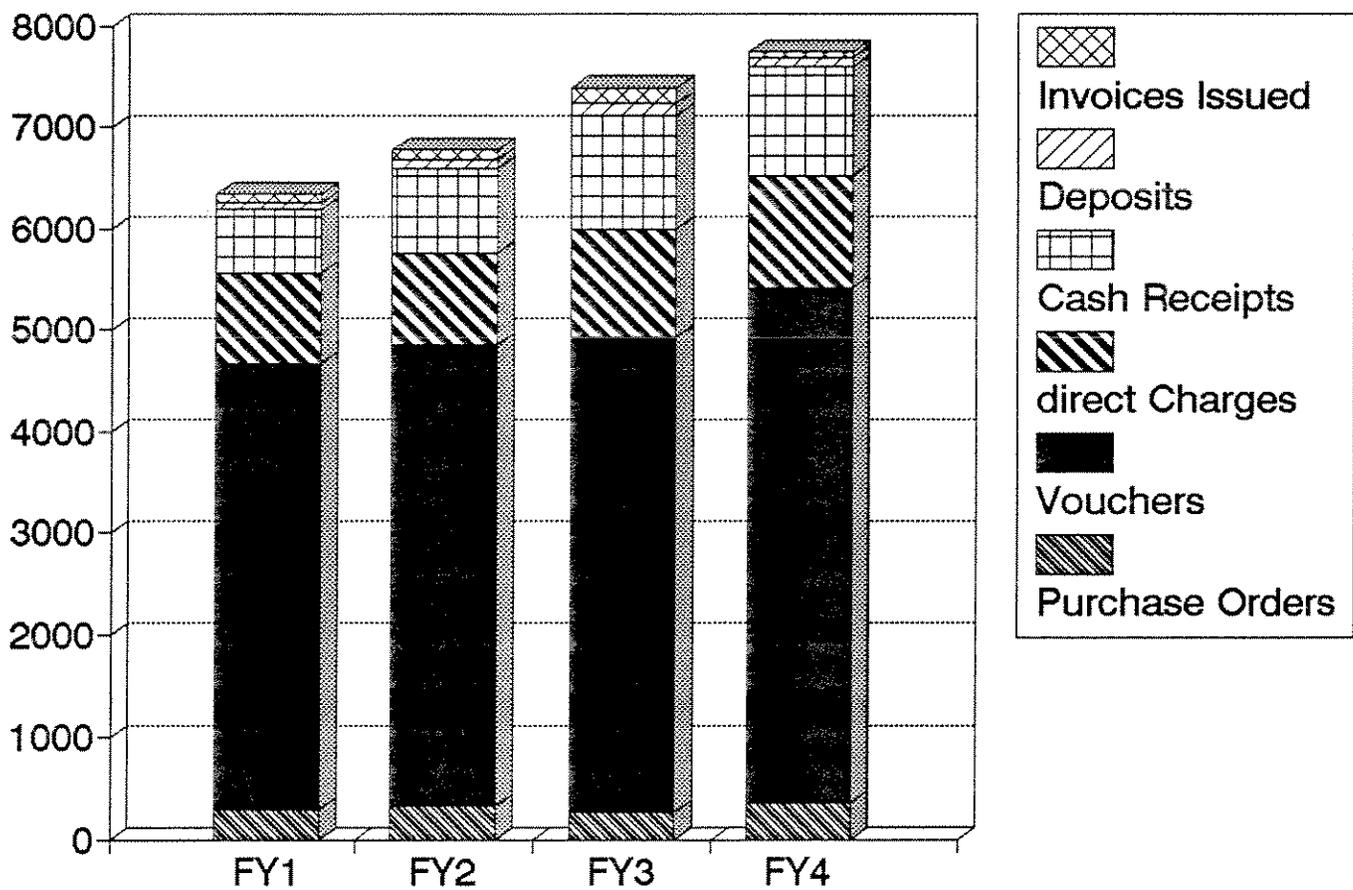
b. Enter by accountant code the number of copies into Quattro spreadsheet. Compare total number to the totals provided by the Printing Liaison. Print the spreadsheet to provide backup documentation for the entries into WiSMART.

c. Enter cost allocation information into WiSMART utilizing a JR transaction, quick edit, and provide supporting documentation and document ID to Senior Accountant for review and approval.

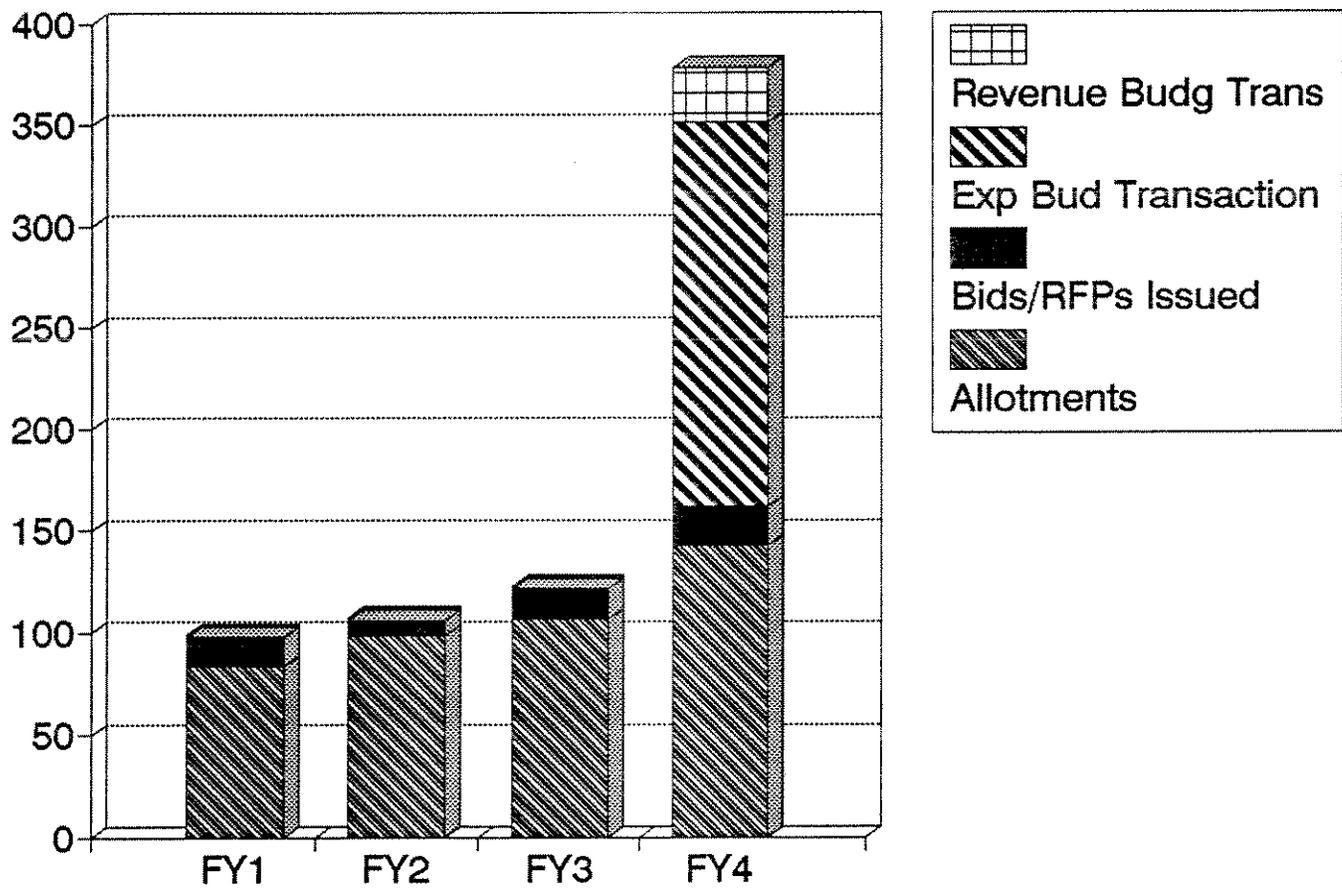
# Workload Comparison Summary



# Workload Comparison



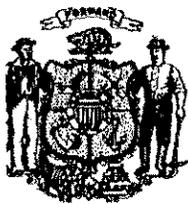
# Workload Comparison



# STATE OF WISCONSIN

SENATE CHAIR  
**JOE LEEAN**

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P.O. Box 7882  
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Phone: 266-0751



ASSEMBLY CHAIR  
**BEN BRANCEL**

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Phone: 266-7746

## JOINT COMMITTEE ON FINANCE

January 10, 1995

Secretary James R. Klauser  
Department of Administration  
101 E. Wilson Street  
Madison, Wisconsin 53702

Dear Secretary Klauser:

On October 21, 1994, a s. 16.515 request, as approved by your Department, relating to the creation of 0.5 FTE project position, funded by private gifts and grants to serve as the primary staff for the PBS video project at the Educational Communications Board, was forwarded to the Joint Committee on Finance for its approval. In a letter to you, dated November 10, 1994, it was indicated that this item needed further review by the Committee.

Upon further review, it has been decided that this item should be approved. Therefore, a meeting on this item will not be scheduled.

Sincerely,

A handwritten signature in cursive script that reads "Ben Brancel".

BEN BRANCEL  
Assembly Chair

A handwritten signature in cursive script that reads "Joe Leean".

JOE LEEAN  
Senate Chair

cc. Members, Joint Committee on Finance  
Dan Caucutt, DOA

# State of Wisconsin

SENATE CHAIR  
JOE LEEAN

Room 119 South, State Capitol  
P.O. Bo 7882  
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ASSEMBLY CHAIR  
BARBARA J. LINTON

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

## JOINT COMMITTEE ON FINANCE

November 10, 1994

Secretary James R. Klauser  
Department of Administration  
101 E. Wilson Street  
Madison, WI 53702

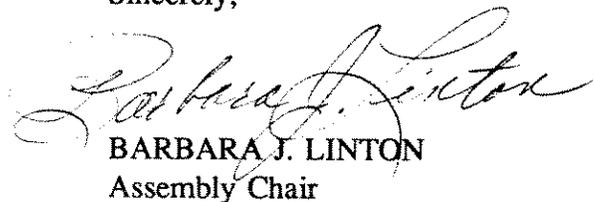
Dear Secretary Klauser:

On October 21, 1994, a s. 16.515 request, as approved by your Department, relating to the Educational Communications Board was forwarded to the Joint Committee on Finance for its approval.

It has been decided that this item should receive further review by the Committee and therefore, we will schedule a meeting of the Committee to consider this request.

  
JOE LEEAN  
Senate Chair

Sincerely,

  
BARBARA J. LINTON  
Assembly Chair

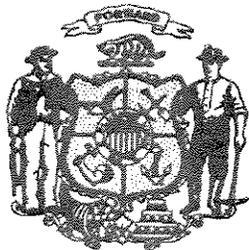
JL/BJL/ns

cc: Members, Joint Committee on Finance

# State of Wisconsin

SENATE CHAIR  
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## JOINT COMMITTEE ON FINANCE

October 21, 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 October 21, 1994 pursuant to s.16.515 and s.16.505(2) pertaining to requests from the Educational Communications Board.

Please review this item and notify Senator Leean's office not later than Monday, November 7, 1994 if you have any concerns about the request or would like the Committee to meet formally to consider it.

Also, please contact us if you need additional information.

JL:BJL:ns

Attachments

**CORRESPONDENCE/MEMORANDUM**

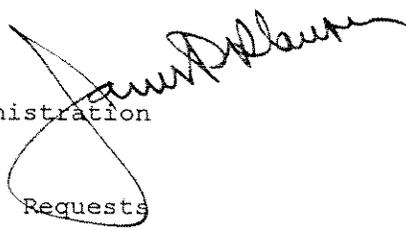
**STATE OF WISCONSIN  
Department of Administration**

*Date:* Oct. 21, 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:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>1993-94</u>		<u>1994-95</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
E.C.B. 20.225(1)(g)	Gifts, Grants and Leases				0.5*

\* Eight month project position.

As provided in s. 16.515, this request will be approved on Nov. 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:** October 12, 1994

**To:** James R. Klauser, Secretary

**From:** Brian Pahnke, State Budget Office  
Education Team

**Subject:** S. 16.505 Request for the Educational Communications Board

Request:

Under the statutory provisions of s. 16.505, the Educational Communications Board (ECB) is requesting additional position authority for a one-year, half-time program revenue (PR) position to serve as the primary staff for a "Public Broadcasting Service (PBS) Video" project. This position would be funded from appropriation 131.

Analysis:

Since 1991, PBS has provided local affiliates, including Wisconsin Public Television, with the opportunity to directly sell videotapes of its programs to schools, libraries, and individuals as a means of generating funds for licensees. This PBS program provides a 10% discount to purchasers of tapes directly from local affiliates (in this case ECB). The ECB in turn receives a commission of 10% on the sale of each tape.

For the past 18 months, ECB had allocated 10 hours per week from an unrelated half-time federally-funded (Department of Education) project position to develop and implement a local marketing plan to sell the PBS tapes. However, funding for the federally-funded position and its associated duties expired on September 30, 1994. ECB believes that continuation of the PBS project could generate additional funds for ECB. To maintain this effort, ECB is currently using LTE moneys to pay the incumbent, but would like to restore the individual to project position status.

ECB's proposed revenue source to fund a half-time PR project position will come from the commissions earned by ECB with the sale of each tape. In FY94, ECB earned \$22,000 in commissions on the PBS project to help fund some of the costs associated with the previous position. ECB also estimates there will be sufficient demand in FY95 to generate the revenues necessary to fund this position. In addition, the state's accounting system indicates there are sufficient surplus PR funds available in appropriation 131 (\$290,055) to cover the costs of the position if necessary.

If approved, ECB plans to reevaluate this project position next year to determine the cost-effectiveness of the PBS project. At that time, ECB intends to either commit an existing vacant half-time permanent position to replace the project position, or to terminate the position if the project is unsuccessful. ECB staff indicated they will not seek additional funding or position authority if sufficient moneys are not generated to fund this request, and have provided assurance that this project position's sole responsibility will be dedicated to performing duties related to the PBS project.

Recommendation:

Approve the project position, but limit it to eight months. Given ECB's plans to evaluate this project next spring, a eight month time-line on the project position seems reasonable. It can be expected that dedicating a half-time position entirely to the PBS project will provide staff with more time to expand the client base, which will in turn generate additional sales of PBS tapes and provide the funding necessary for this position. In addition, appropriation 131 will have the cash balance necessary to absorb any costs associated with this position if needed.



WISCONSIN EDUCATIONAL  
COMMUNICATIONS BOARD

SERVING WISCONSIN THROUGH EDUCATIONAL TELECOMMUNICATIONS

GLENN A. DAVISON, EXECUTIVE DIRECTOR

Date: September 22, 1994

To: Mary Hartzheim

From: Glenn Davison

Subject: 16.505 Request

The Educational Communications Board is requesting the approval of a .50 FTE project position through the 16.505 process to be funded through Appropriation 131 Gifts and Grants. This position would serve as the primary staff for the "PBS Video" project. Enclosed is a catalog of PBS video offerings for your information.

The Public Broadcasting Service(PBS) sells video tapes of its programs to schools, libraries and individuals nationally on request. Approximately three years ago, PBS offered each of its local affiliates, including Wisconsin Public Television, the opportunity to serve as a direct distributor of these programs in their broadcast areas. as a means of generating funds for the licensees. Through this program all of the entities identified above can purchase video tapes through the ECB rather than buying them directly from PBS at a savings of 10%. The ECB in turn receives a commission on each sale.

The duties relating to the development and implementation of a local marketing plan has been assigned to a half time project position. This position worked 10 hours per week on PBS Video and 10 hours per week on federal grant related activities. The grant expires on September 30, 1994. The ECB is requesting this new half time project position to continue and expand the PBS Video activities. **Note that we are not proposing picking up any of the Federally funded activities through this request.**

While the ECB began distributing video tapes locally approximately three years ago, we have only invested ten hours per week in the development of the program. We believe that there is sufficient demand to generate significant revenues that we can reinvest in educational programming and are proposing expanding this to a full half time position to more fully realize the potential of this program.

We are requesting a one year project position . We intend to reevaluate this project after nine months to determine if this program is cost effective. At that time, we will either terminate the project or , if the project is successful, commit an existing permanent half time vacancy to replace this project position.

If you should have any questions regarding this matter, please contact Ted Tobie at 264-9667.

Enclosure

94cor01/40