

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_pt28

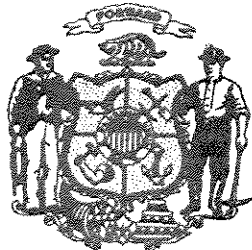
➤ Record of Comm. Proceedings ... RCP

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State of Wisconsin

SENATE CHAIR
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ASSEMBLY CHAIR
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JOINT COMMITTEE ON FINANCE

March 4, 1994

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

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

We have reviewed the request from the Department of Administration dated February 11, 1994 under s. 16.515 and 16.505(2) pertaining to requests from the Department of Public Instruction, UW System and the Department of Health and Social Services.

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

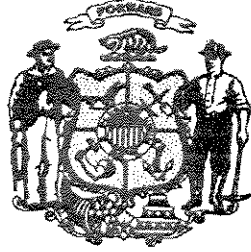
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cc: Roger Grossman
Bob Lang

State of Wisconsin

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JOINT COMMITTEE ON FINANCE

February 11, 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 11, 1994 pertaining to requests from the Department of Public Instruction, 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, February 28, 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

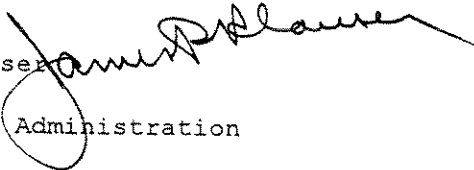
Attachments

CORRESPONDENCE/MEMORANDUM

**STATE OF WISCONSIN
Department of Administration**

Date: Feb. 11, 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.P.I. 20.255(1) (hg)	Teacher Licensing	\$ 116,200			
U.W.S. 20.285(5) (h)	Auxiliary Enterprises	5,076,000		4,703,000	
U.W.S. 20.285(5) (iw)	Indoor Practice Facility	52,300		52,300	
D.H.S.S 20.435(8) (k)	Administrative & Support Services		22.5*		22.5*

* Extend 12.5 project positions and create 10.0 FTE.

As provided in s. 16.515, this request will be approved on Mar. 4, 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 9, 1994
To: James R. Klauser, Secretary
From: Robert G. Cramer, Policy and Budget Analyst *RGC*
Subject: s. 16.515 request by the Department of Public Instruction

Request

The Department of Public Instruction (DPI) requests that the program revenue appropriation under s. 20.255 (1) (hg), personnel licensure, supply, information and improvement and license revocation proceedings, be increased by \$116,200 (2.6%) in fiscal years 1993-94 and 1994-95 to support personnel certification, teacher supply, information and analysis and teacher improvement activities in the Department of Public Instruction.

Background

The appropriation under 20.255 (1) (hg) was set at \$1,749,300 for fiscal years 1993-94 and 1994-95 in 1993 Act 16. This reduced the appropriation from actual 1992-93 expenditures of \$1,819,000. The expenditure authority was reduced in Act 16 because estimates indicated that the revenues available for the appropriation would decrease in the 1993-95 biennium.

Teacher applications are the primary source of program revenues for this appropriation. Licensed individuals pay a \$75 fee once every five years for issuance or renewal of a license. An additional \$343,300 is available in 1993-94 from carry-over funds and teacher improvement program funds (revenues from charges to school districts for the placement of teaching interns).

The department has taken steps to reduce expenditures under this appropriation by \$142,000. Spending on permanent property has been reduced by \$12,400, supplies and services has been reduced by \$27,900, and 2.0 FTE have been transferred to other funding sources to save another \$101,700.

A portion of these savings are offset by DPI's commencement of teacher background checks. Superintendent Benson initiated checks in response to concerns that persons with criminal records were receiving licenses to teach in Wisconsin. These checks are being conducted under current statutory authority. The estimated cost of these checks is \$16,200 in 1993-94.

The department is also considering an increase in the fees it charges for license applications. In-state applicants are now charged \$75 for a 5 year license; out-of-state applicants are charged \$100. These were set in 1986. Fees for both in-state and out-of-state applicants may be increased in late 1993-94 or early 1994-95. A decision is expected late in fiscal year 1993-94.

Analysis

The department's request is for additional expenditure authority to meet the program needs of teacher licensing, certification, and revocation. Many of the ongoing activities in this program are related to providing services to applicants. Because the state requires licensure, efforts should be made to provide quick and efficient turn-around on applications. Currently a backlog of applications exists because of higher than normal December applications and technical problems with a portion of the department's information system.

Expenditures under this appropriation are also used to fund activities to revise the administrative rules for Wisconsin's teacher preparation program. Wisconsin Administrative Code, under PI 4, requires that these rules be revised every 5 years. The department is now in the process of reviewing the rules, which requires staff support for the committees of educators working on the revisions.

The department is projecting that it will receive at least 20,000 applications in 1993-94. Staff believe that this is a conservative estimate and that the actual number will be closer to 21,000. The department had 10,305 applications at the end of January, 105 more than projected. At \$75 per application, projected applications will generate revenues between \$1,500,000 (20,000 applications) and \$1,575,000 (21,000). To generate revenue equal to the requested total expenditure authority of \$1,865,500, the department needs to receive 20,296 applications. This revenue (\$1,522,200), combined with the other \$343,300 in funds, equals the \$1,865,500. If the license fee is increased in 1993-94, revenues may exceed this level.

This program may also be affected in 1993-94 or 1994-95 by Senate Bill 542 (Senator Buettner). This bill would require DPI to conduct background checks on applicants for teacher licenses and renewals and conduct background checks on all persons holding life licenses. The bill provides, in fiscal years 1993-94 and 1994-95, \$120,000 in additional expenditure authority under 20.255 (1) (hg) for these activities and \$40,000 in general purpose revenue.

The request for increasing the 1994-95 appropriation by \$116,200 appears premature at this time. A number of factors that determine the revenue available and expenditure authority needed during that year are not yet settled. Given current fees and application rates, \$1,500,000 in revenue will be available in 1994-95, assuming no carryover funds. If the department increases the fee it charges for applications, revenues will increase in 1994-95. FY 95 expenditures are also likely to increase if SB 542 passes, and the department must pay for additional background checks. It is not clear that the expenditure authority in SB 542 will be adequate for conducting these checks.

Recommendation

Approve the requested increase of \$116,200 for 1993-94 only. Because of the uncertainty of the passage of SB 542, and the probable increase in licensing fees, it is not possible to estimate with any accuracy the level of additional expenditure authority needed in 1994-95. The department should submit a s. 16.515 request in 1994-95 for any additional expenditure authority needed in that fiscal year.

CORRESPONDENCE/MEMORANDUM

State of Wisconsin
Department of Public Instruction

DATE: January 12, 1994

TO: Richard G. Chandler
State Budget Director

JAN 13 1994

FROM:  John T. Benson
State SuperintendentSUBJECT: Request for Increased Program Revenue Expenditure
Authority--s. 20.255 (1)(hg)

This is a request for \$116,200 in increased program revenue expenditure authority under s. 20.255 (1)(hg) to support personnel certification, teacher supply, information and analysis and teacher improvement activities in the department. We request this increase in expenditure authority for both 1993-94 and 1994-95.

The increase needed is as follows:

1993-94 estimated expenditures	\$ 1,865,500
S. 20.255 (hg) appropriation	1,749,300
Increase needed	\$ 116,200

The 1993-94 estimated expenditure total of \$1,865,500 represents a 2.6% increase over 1992-93 expenditures.

When the 1993-95 biennial budget request was prepared, it was assumed that licensing revenues could support a budget of only \$1,749,300, an amount which was lower than the previous year's budget. However, licensing revenue is now projected to be higher than anticipated and adequate to support the continuation of nearly all ongoing activities funded by the fund source through 1993-94. Please note that because licensing revenues have fluctuated and because new demands on this fund source, such as costs for school personnel background checks, are anticipated in the near future, a licensing fee increase is now under consideration. At this time it is unknown whether the increase will become necessary in late 1993-94 or early 1994-95.

Steps have been taken to reduce expenditures under this appropriation. We have already requested the transfer of 1.75 FTE positions formerly supported by this revenue source to another revenue source and have reduced permanent property and data processing purchases in order to ensure expenditures will not exceed revenues and to make funds available to pay for Department of Justice background checks begun in November, 1993. It should be noted, though, that costs associated with license revocation activities, including hearings, have increased. In addition, the fund source has recently had to absorb the costs resulting from the transfer in Wisconsin Act 39 of positions from GPR to program revenue and the creation in Wisconsin Act 16 of a program revenue-supported attorney position. Both actions were proposed by the Governor and approved by the Legislature.

Failure to obtain approval of the additional expenditure authority will result in significantly reduced program activities, such as curtailment of staff travel required for university program reviews and beginning teacher workshops

Page 2

or the freezing of vacant positions which will potentially result in increased turnaround time in license processing.

We believe that this request meets statutory criteria for program revenue supplements under s. 16.515 and have available, for your review, detailed revenue and expenditure projections and descriptions of activities supported by this fund source.

If you need additional information or have questions, please contact Faye Stark, Director, Bureau for Policy and Budget @ 266-1966.

cc: Rob Cramer
State Budget Office

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: February 9, 1994

To: James R. Klauser
Secretary

From: Marty Olle *MO*

Subject: s.16.515 Request for the University of Wisconsin System -- Intercollegiate Athletics

REQUEST

The UW System requests approval of \$5,076,000 additional expenditure authority for the appropriation under s.20.285 (5)(h), Intercollegiate Athletics Auxiliary Enterprises and \$52,300 for the appropriation under s.20.285(5)(iw), Indoor Practice Facility.

BACKGROUND/ANALYSIS

The request includes \$3,326,400 ongoing base budget increases necessitated by changes in accounting procedure, \$177,400 ongoing FY94 pay plan costs, \$1,251,500 ongoing program-related cost increases and \$373,000 in one-time expenditure increases for 1993-94 only.

Accounting Changes

The Athletics division made accounting changes in the following areas in 1993-94, phasing out the use of refunds of expenditures and receipts. More transactions are now processed through the UW accounting system. This change necessitates increased expenditure authority although expenditures themselves will not actually increase:

Guarantees for visiting teams ---	\$529,100
Clinics and special events -----	\$537,000
University Ridge Golf Course --	\$1,187,800
Post-season play budget -----	<u>\$1,072,500</u>
TOTAL -----	\$3,326,400

Athletics accounting procedures in general have shown continuous improvement over the past few years. Accounting for clinics and special events, in particular, is more refined this year. The University Ridge Golf Course is now entirely accounted for within the Athletics division budget, whereas previously the portion managed by the outside contractor (Resource Management of America--\$1,187,800) was not.

Pay Plan

The 1993-94 pay plan costs are \$177,400 based on actual payroll and approved compensation increases for the fiscal year. It is consistent with current DOA policy to include program revenue pay plan increases as part of s.16.515 requests.

Program-Related Cost Increases

The request includes \$1,251,500 in program-related cost increases, made up of \$1,199,200 from Auxiliary Enterprises and \$52,300 for the Indoor Practice Facility. All items in this category were approved by the Athletics Board and Board of Regents prior to the start of the fiscal year. The major components of the increases are:

- Camps, Clinics and Special Events [\$398,100] -- Attendance and the number of events [NCAA volleyball tournament, WIAA sports events, etc.] have increased significantly over the prior year. Revenues are expected to meet or exceed the \$398,100 requested.
- Facilities and Deferred Maintenance [\$225,900] -- Includes stadium west stands construction [GPR will pay 80% of project costs; \$136,000 will come from this appropriation], routine repairs, maintenance and supplies.
- Contingency Account [\$150,000] -- For unanticipated equipment replacement, travel costs related to schedule changes and shortfalls in office contracts for players equipment [i.e. promotional contracts not renewed by vendors or renewed at less favorable rates]. A contingency account is not essential to the division's operations, but is prudent considering the size of the budget [\$18.6 million]. The \$150,000 could be held in unallotted reserve pending receipt of justification and a plan for any necessary expenditures.
- Budget and Finance Office [\$136,600] -- Includes reallocated Athletics division positions for the new functions of Accounting Manager, Senior Accountant and Financial Specialist. In late FY93 the Athletics Board Finance Committee requested the division to create the positions in order to expand overall financial management and reporting and to improve accountability and regular fiscal feedback throughout the Athletics division. Note that this request now involves approval of spending authority ex post facto, because it came too late to be factored into the biennial budget process. It is not, however, inconsistent with previous athletics requests which have generally been submitted annually at mid-fiscal year. Additional spending authority is needed because the Athletics division reallocates all unused budget authority each year. Therefore, for budget purposes, the positions are considered as "new" for FY94.
- Event Management [\$132,800] -- Costs related to increased attendance at events including security, medical services, maintenance, portable sanitation facilities, cleanup and miscellaneous game expenses.

- Ticket Office [\$69,300] -- The vacant Assistant Ticket Director position was filled and additional LTE/student salary costs were necessitated by increased ticket demand, implementation of the new ticketing system and financial reporting requirements.
- Academic Advising [\$52,000] -- Two part-time advisors were increased to full time to meet increased academic advising needs.
- Other Program Changes [\$34,500] -- Medical payments, salary adjustments, inflationary increases.
- Indoor Practice Facility [\$52,300] -- Increase ongoing expenditure authority to the routine operating level of \$58,400.

One-Time Expenditures

One-time expenditures for 1993-94 only total \$373,000 including initial planning funds for a convocation center facility for basketball and other UW events [\$100,000] and previously unbudgeted post-season travel and other costs associated with Rose Bowl participation [\$273,000]. The UW-Madison has offered to hold the expenditure authority in unallotted reserve pending Board of Regent approval of planning funds for the convocation center and until reimbursed Rose Bowl expenses exceed the originally budgeted amount for post-season play. Given the magnitude of a potential convocation center project, it may be desirable for DOA to hold the \$100,000 planning funds in unallotted reserve until more details are known as to the scope and source of funding of work to be initiated.

Revenues

The division's latest FY94 revenue projection for athletics auxiliaries and the indoor practice facility is \$19,053,000 which is a 40% increase over the previous year. This is partly due to the accounting changes mentioned previously, so making prior year comparisons would be misleading. The requested increase in expenditure authority would bring the FY94 total to \$18,617,000 which is \$436,000 less than projected receipts. As of 12/31/93 auxiliaries revenues were \$8,082,000 for FY94 plus \$4,170,000 carried over from FY93 for advance ticket sales, etc. Given the positive fiscal condition within the Athletics division this year, it is reasonable to conclude that the division will meet or exceed its FY94 revenue projections.

Accumulated Deficit/Reserve Fund Status

The division's accumulated operating deficit, which reached \$2.1 million in FY89, was eliminated earlier this fiscal year. Current plans are to build up a reserve fund of at least \$1 million as soon as possible. As mentioned above, there should be a surplus of revenue over expenditures of at least \$436,000 this fiscal year.

RECOMMENDATION

Approve the request, but hold in unallotted reserve: a) \$150,000 for the contingency account pending receipt of justification and a plan for any necessary expenditures, and b) the \$100,000 one-time expenditure authority for convocation center planning until more details are known as to the scope and source of funding of the work.



The University of Wisconsin System

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

Marty
JAN 1 1994

December 17, 1993

To: James R. Klauser
Secretary, Department of Administration

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

Re: S. 16.515 Request for Intercollegiate Athletics

The University of Wisconsin System requests increased expenditure authority of \$5,076,000 for the appropriation under s.20.285(5)(h), and \$52,300 for the appropriation under s.20.285(5)(iw) for the UW-Madison Division of Intercollegiate Athletics.

The request has two components:

- A) To increase base expenditure authority to the spending levels approved by the Board of Regents in the 1993-94 Redbook budget, and
- B) To increase expenditure authority in 1993-94 for three one-time items that were approved by the Board of Regents on December 10, 1993.

	20.285(5)(iw) <u>Appn. 526</u>	20.285(5)(h) <u>Appn. 528</u>
Current 1993-94 Allotment Authority (1)	\$ 6,100	\$13,483,000
Requested under s.16.515:		
A. Ongoing Base increase:		
Pay Plan		\$ 177,404
Included in FY94 Redbook Operating Budget	\$ 52,300	\$ 4,310,596
Camps and Clinics		\$ 215,000
B. One-time increase in 1993-94:		
Convocation Center Planning Funds		\$ 100,000
Additional Football Bowl Game Exps		\$ 273,000
	-----	-----
Total 1993-94 Increase under s.16.515	\$ 52,300	\$ 5,076,000
Requested 1993-94 allotment authority in Appropriation 526 and 528	<u>\$ 58,400</u>	<u>\$18,559,000</u>

Approval of this request will result in a total 1993-94 Intercollegiate Athletics budget of \$23,345,958; an increase of \$6,224,448 over the 1992-93 spending level.

As noted in Ray Marnocha's memo of November 30, FY94 Convocation Center planning funds will be placed in unallocated reserve until the Regent Physical Planning and Development Committee approves planning funds for the project. The \$273,000 for Rose Bowl expenses will also be held in unallocated reserve to be released only if (reimbursed) game expenses exceed the \$827,000 currently budgeted for bowl participation.

Detailed 1993-94 budget information supporting the requested level of expenditure authority for the UW-Madison Division of Intercollegiate Athletics is attached.

cc: Chancellor David Ward
John Torphy
Pat Richter
Nancy Seifert
Ray Marnocha
Marty Olle
Kathi Sell
Megan Christiansen

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: February 3, 1994
To: James Klauser, Secretary
From: Susan Jablonsky, Budget Analyst
Subject: S. 16.505 for the Bureau of Information Systems

Request

The Department of Health and Social Services (DHSS) requests the creation of 33.0 PRS four-year project positions starting in FY94 in the Bureau of Information Systems (BIS) within the Division of Management Services. These positions, in appropriation 20.435(8)(k), Administrative and Support Services, will allow BIS to perform applications development programming for the program divisions within DHSS. Further, DHSS requests the extension of 12.5 PRS project positions to their four-year end date of August 30, 1996.

Analysis

Carry-Over Positions

BIS contracts with the program divisions to provide data processing and applications development services. Projects which will be funded are incorporated into the Information Systems Plan (ISP) for the Department. However, due to new program mandates, changes in federal/state program requirements, etc., BIS is always in the process of reprioritizing its workload to accommodate the most critical programming need. For example, in recent years, BIS has had to shift its focus from scheduled programming projects to meet the stringent federal timelines attached to the implementation of the new Kids Information Data System and the CARES eligibility determination system. As a result, projects originally planned for may not get completed until the following fiscal year. BIS indicates that due to shifts in priorities during FY93, projects equivalent to approximately a 23.0 FTE workload did not get completed. Incomplete projects range from 0.3 FTE for work on a licensing program to 6.9 FTE to continue to implement the settlement of the Dottie Moore court case.

While it is certain that some amount of carry-over work will always occur as new priorities arise, BIS should have foreseen the need for some level of staffing for these projects, even though they may not have known the exact number of FTE required and requested that a reestimate of staffing needs be included in the January Budget Adjustment Bill. In the future, when DHSS prepares its biennial budget request, BIS should make a rough estimate of the number of staff that will be required to address carry-over work.

Federal Grants

Program divisions within the Department apply for, and receive, federal grants. As part of the application process, the grants are subject to Department of Administration (DOA) review and approval. The applications identify the number of program staff needed to implement the grant and also usually show a supplies and services contractual cost which will be used to pay BIS for data processing and/or systems development programming. While DOA can subsequently create new federal positions for the program divisions, BIS, which in a sense is a subgrantee, must request under s.16.505 creation of PRS position authority in order to fulfill its part of the grant agreement. In the past, rather than requesting the PRS authority to perform the grant-related work, staff working on applications development work have been reassigned when new grants began. This practice only worsens the workload backlog.

A recent request to the Joint Committee on Finance raised a similar issue. Funds were awarded to DOA for a lead-abatement program funded by the federal Department of Housing and Urban Development. In turn, a subgrant was made to DHSS for staff to provide technical assistance in the field on abatement activities. However, the positions had to be created in DHSS as PRS FTEs under the s.16.505 process. BIS is in a similar situation, except that it is a subgrantee within the same agency but yet must also receive PRS position authority. Since this is a reasonable request in light of the way state government accounts for funds which are subgranted, the 10.0 PRS positions for work on federal grants should be approved. To avoid frequent future requests for PRS position authority, BIS should also attempt to include estimated FTE needed for federal grant work in its biennial budget request.

Position Extensions

In September, 1992 12.5 PRS FTE positions were created to perform systems development work associated with implementing the court-ordered settlement of the Dottie Moore case, which had to do with child support repayments. The positions are scheduled to expire on February 28, 1994. However, DHSS requested that these positions be extended through the end of the biennium in its 1993/95 budget request. The way in which positions authorized under s.16.505 are handled with respect to the biennial budget is to add them to the base through the 30-day report following passage of the biennial budget. However, it was later learned that technically, the end date could not be extended, as originally requested, through this process.

The extension of these positions was included in the reestimate of the total BIS workload for the biennium and would have been approved as part of the biennial budget if not for the procedural technicalities of adding the positions under a different process. Since it is clear that a substantial workload still exists, the extension of the 12.5 positions should be approved through August 30, 1996.

Funding

No increase in expenditure authority is necessary to fund these positions and program divisions have already budgeted funds for the scheduled ISP

projects so revenue is sufficient. Instead, only line transfers will be necessary to reflect the expenses for the approved number of positions. This results from the fact that before the biennial budget, DHSS believed that once the Wilson Street Regional Computing Center (WSRCC) was incorporated into the new computer utility established in DOA, BIS would continue to be billed for data processing costs by the new utility and that BIS in turn would bill the program divisions for service. However, after the budget bill passage, it was determined that the utility would bill program divisions directly rather than through BIS. As a result, BIS has an excess of \$15 million in expenditure authority which is more than sufficient to cover the costs of new positions.

Recommendation

Approve the request to extend the 12.5 FTE PRS project positions to their four-year end date. Also approve 10.0 PRS FTE positions associated with federal grants. Deny the request for 23.0 PRS FTE positions for carry-over projects. Require DHSS to estimate the need for staff to accomplish carry-over projects and federal grant-related work in its biennial budget request.

cc: Rick Chandler

Tommy G. Thompson
Governor
Gerald Whitburn
Secretary



Mailing Address:
1 West Wilson Street
Post Office Box 7850
Madison, WI 53707-7850
Telephone (608) 266-3681

State of Wisconsin Department of Health and Social Services

DATE: January 12, 1994

TO: - Richard G. Chandler
Director, State Budget Office
Department of Administration

JAN 14 1994
ST

FROM: Richard Lorang
Deputy Secretary

A handwritten signature in black ink, appearing to read "Richard Lorang", written over the typed name "Richard Lorang" and "Deputy Secretary".

SUBJECT: s. 16.505 Request for Positions in the Bureau of Information Systems

Request

Under the provisions of s. 16.505, the Department requests an increase of 33.0 PRS four-year project positions and the extension of 12.5 PRS project positions to their four-year end dates. These positions would be located in the Division of Management Services, Bureau of Information Systems, s. 20.435(8)(k), appropriation 832.

Background

The Applications Development Section provides programming services to the entire Department of Health and Social Services (DHSS) as well as several smaller agencies. Users of these services are billed at rates intended to pay for individual programmer time spent on a project, as well as a portion of the Bureau of Information Systems (BIS) overhead which includes management, rent and training. These program revenue positions would be used for computer application development work which is necessary for the successful operation of Departmental programs. This request supports initiatives identified below.

Priority Workload Funded by Carry-Over

A portion of the FY93 demand for BIS Applications Development was not completed in FY93. Carry-over purchase orders were processed to have this work completed in this fiscal year. Because of the timing related to carry over being approved, there were no FTE generated for this applications development work. Carry-over work is currently being done by FTE which were allocated through the ISP process for the 1993-95 biennium. Carry-over work typically receives priority due to funding lapses.

The following table identifies the carry-over purchase orders. Using the same formula for the creation of FTE as used in the ISP process, the carry-over total amount of \$1,467,994 should generate 23 FTE.

<u>Division</u>	<u>System</u>	<u>Amount</u>	<u>FTE</u>
DCS	Licensing (200)	\$ 1,800	.03
DCS	Adoptions & Foster Care	58,677	.93
DCS	Adoptions & Foster Care	132,400	2.10
DCS	Licensing (199--Misc)	15,000	.24
DCS	Adoptions Assistance (200)	2,600	.04
DOH	Small Systems (520)	14,170	.23
DES	Inventory	2,000	.03
DES	Dottie Moore/Interim Systems	435,107	6.90
DES	CARS Feasibility	122,290	1.94
DES	Ln 2,3 CSRS	158,250	2.51
DES	Child Support Statistics Package	7,500	.12
DES	CARS Analysis	84,500	1.34
DMS	BACAS	100,000	1.59
DMS	BPER, PIVS	110,000	1.75
DMS	WISMART	223,700	3.56
		<u>\$1,467,994</u>	<u>23.31</u>

Federal Grants

Several Divisions within the Department of Health and Social Services are eligible for numerous federal and private grants. These grants provide funding for initiatives such as immunization, breast and cervical cancer screening, nutrition for pregnant women, and other critical health needs. The implementation of these grants requires information technology resources to provide the tools necessary to administer the operation of the programs funded by these grants.

With their approval, grants generally carry a high priority and short implementation time frame. The result of this is that either BIS FTE assigned to ISP work are reassigned to work on the grant, or staff within the program division do the information technology work themselves. This second option leads to many separate and distinct systems which do not communicate or share information with each other and which have a much higher support cost.

While grants provide funding for specific programs, they do not generate the program revenue position authority needed within BIS to complete the work. This leaves BIS with a significant position authority shortfall.

The following table enumerates the grants and identifies the need for 10.0 PRS FTE to provide the technical expertise and systems development for programs that are created through federal and private grants that were not identified in the ISP.

<u>GRANT #</u>	<u>DESCRIPTION</u>	<u>IT AMOUNT</u>	<u>FTE</u>
DCS-956	Mental Health Data Needs	\$ 32,000	.51
DCS-939	AODA Demand & Needs Assessment	100,000	1.59
DOH-661	Maternal & Child Health	114,400	1.82
DOH-653	Pregnancy Nutrition Surveillance	16,250	.26
DOH-680	Immunization	232,000	3.69
DOH	Robert Wood Johnson Grant	110,830	1.76
		<u>\$605,840</u>	<u>9.63</u>

Miscellaneous Projects

In the biennial budget, the Department requested the extension of 12.5 PRS project positions, which currently expire at the end of February 1994. Because of a technical error in the budget, these positions were not extended. The need for extending these positions was identified in the budget and since that time various other applications development projects have been identified and are listed below.

-- The Wisconsin Land Information Program was created by the State Legislature in 1990. This program places a high priority on the modernization of land records and requires the Wisconsin Land Information Board to develop compatible land information systems across the state. Many state agencies, including the Department of Health and Social Services are mandated to develop a Geographic Information System (GIS) plan. DHSS can make a significant contribution and derive great benefit from the development of a statewide GIS. The information derived from this system would allow the Department and its various divisions to analyze data and present findings to management in ways that would improve the efficiency of the management decision support techniques. Analysis of such things as cancer incident from hospital discharges, child support collections by case location, Human Services caseload by small or large geographic location could be done in combination with local information such as school attendance statistics. The effort to develop a GIS plan and to provide technical assistance to the divisions in the use of GIS was not included in the ISP. Since this effort is mandated by statute for this agency, other work that was identified in the ISP will be deferred to complete this effort.

-- A statewide study of information technology (IT), funded by the 1989-91 biennial budget, recommended ongoing strategic planning for IT in each state agency. The 1991-93 biennium funded consultation assistance for pilot agencies, including one bureau in DHSS. DOA is requiring all agencies to complete comprehensive IT planning by the end of the 1993-95 biennium. In addition to new strategic planning requirements, operational planning requirements continue to increase as DOA and the Department increase control over IT expenditures. Whereas the program budgeting burden is traditionally recognized in agency budgeting units, resources for IT planning and budgeting must be reassigned from other activities. Since the completion of the biennial budget, DOA requirements for strategic IT planning have firmed.

Position and Funding Adjustments

The Department requests the creation of 33.0 PRS four-year project positions to begin on February 1, 1994, and also that the existing 12.5 PRS project positions in BIS be extended to their four-year statutory end date of August 30, 1996. The Department is requesting the new positions as four-year project positions to aid in our recruitment effort. Staff for these positions can be recruited with permanent status and then can be moved to permanent positions when a vacancy occurs.

No increase in expenditure authority is needed at this time but line transfers in appropriation 832 will need to occur. The reasons no expenditure authority increase is needed is due to the fact that when WSRCC was combined with BIS, the remaining expenditure authority in WSRCC (approximately \$15 million) was combined with BIS' expenditure authority. At the time of the biennial budget preparation,

it was assumed that BIS would continue to pay DOA Info-Tech bills which would require the costs being passed through to the divisions. Subsequent to the budget process, DOA made the decision to directly bill the divisions therefore bypassing BIS.

The Department requests the transfer of expenditure authority in FY94 and FY95 as identified below.

FY94

- transfer \$ 570,100 from permanent property line to project salary line
- transfer \$ 190,500 from permanent property line to fringe line
- transfer \$ 45,500 from permanent property line to rent line

FY95

- transfer \$1,505,000 from permanent property line to project salary line
- transfer \$ 502,900 from permanent property line to fringe line
- transfer \$ 45,500 from permanent property line to the rent line

Summary

This request will not increase the expenditure of funds in the Department of Health and Social Services since program divisions within the Department have already identified the funds needed for BIS to develop computer applications systems that they need developed in order to efficiently manage their programs. This request is for position authority in the Division of Management Services to complete work requested by these program divisions.

BIS has addressed some of these needs with contractors. The use of contractors is limited, however, because their cost is up to three times that of BIS staff, and knowledge needed in the long-term maintenance of critical systems is not retained. If the Division of Management Services is unable to obtain the required position authority, the program divisions will likely purchase the applications programming services from outside sources at an increased cost, resulting in a very inefficient, costly, decentralized approach to applications development.

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