

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

➤ **

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➤ Hearing Records ... HR

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➤ Miscellaneous ... Misc

➤ 93hrJC-Fi_Misc_pt31

➤ Record of Comm. Proceedings ... RCP

➤ **

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: Feb. 5, .993

To: Honorable Gary R. George, Co-Chair
Honorable Barbara J. Linton, Co-Chair

FEB 05 1993

From: James R. Klauser *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>1991-92</u>		<u>1992-93</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
D.H.S.S. 20.435(6)(jm)	Licensing & Support Svcs.			\$ 10,100	1.0

As provided in s. 16.515, this request will be approved on Feb. 26, 1993 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 4, 1993
To: James R. Klauser, Secretary
Department of Administration
From: Gretchen A. Fossum, Budget Analyst *SAF*
Division of Executive Budget and Policy
Subject: s.16.505/16.515 Request by the Department of Health and Social Services

REQUEST

The Department of Health and Social Services (DHSS) requests an increase in expenditure authority of \$10,100 PRO and an additional 1.0 FTE program assistant in FY93 in s.20.435(6)(jm), licensing and support services.

ANALYSIS

The Division of Community Services (DCS) licenses day care facilities, group homes, child placing agencies and community based residential facilities. Revenues generated support 12.0 FTE permanent licensing positions. In addition, DCS received a two year federal grant to improve licensing activities. The grant, which expires on February 28, 1993, funds a 1.0 FTE program assistant that provides administrative support for the central office staff. DCS requests that the federal project position be converted to a permanent position, funded by licensing fee revenues. The position would continue to provide administrative support to the central office staff and and be responsible for implementing a new computer system for automating licensing activities.

1991 Act 39 increased licensing fees and projected revenues are sufficient to support an additional program assistant as shown in the following table:

	FY93 Estimated	FY94 Projected	FY95 Projected
Opening Balance	\$101,000	\$124,700	\$124,900
Current 12.0 FTE	611,000	634,800	656,800
New 1.0 FTE (1)	10,100	31,500	32,500
Total Expenditures	621,100	666,300	689,300
Revenues	644,800	666,500	684,600
Closing Balance	124,700	124,900	120,200

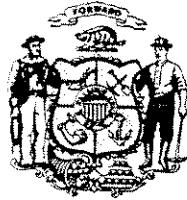
(1) Funding for 4 months in FY93

In its 1993-95 biennial budget request, the Department of Health and Social Services requested 3.0 FTE licensing specialists and 2.5 FTE clerical staff funded by increasing licensing fees and 2.0 FTE licensing specialists funded by the federal child care development block grant (CCDBG). The Governor's 1993-95 executive budget recommends 5.0 FTE licensing specialists funded by the CCDBG. While CCDBG funds were insufficient to support additional clerical staff in the Governor's budget, program revenue from current licensing fees is available to continue the federally funded program assistant position on a permanent basis after February 28, 1993.

RECOMMENDATION

Approve the request.

Tommy G. Thompson
Governor
Gerald Whitburn
Secretary

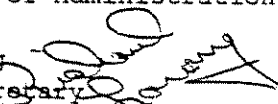


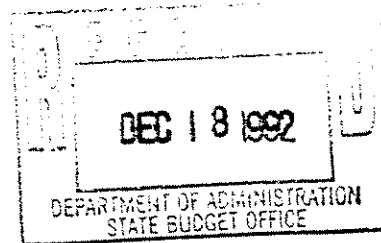
Mailing Address:
1 West Wilson Street
Post Office Box 7850
Madison, WI 53707-7850
Telephone (608) 266-3681

State of Wisconsin Department of Health and Social Services

DATE: December 4, 1992

TO: Rick Chandler
Executive Budget Office
Department of Administration

FROM: Dick Lorang 
Deputy Secretary



SUBJECT: s. 16.505/16.515 Request for Position Authority and Expenditure
Authority in DCS Appropriation 639

This request is for a 1.0 FTE additional program revenue (PRO) program assistant position in the Division of Community Services (DCS) to assist in the licensing of child day care centers, adult day care programs, community-based residential facilities (CBRFs), group foster homes, shelter care facilities, and child placing agencies. The increased expenditure authority needed to fund the position would be in Appropriation 639, Project 334, alpha (6)(jm), Licensing and Support Services in DCS. A \$10,100 increase would be needed in fiscal year (FY) 1992-93.

Background

The Bureau of Program Quality Assurance (BPQA) earns program revenues by licensing child day care centers, CBRFs, group foster homes, and child placing agencies, which must be licensed in order to legally operate in Wisconsin. The Department does not now charge fees for licensing adult day care programs and child shelter programs. Adult day care programs must be licensed in order to serve persons under the Community Options Medical Assistance (MA) Waiver Program and the Community Integration MA Waiver Program. Child shelter programs must be licensed in order to legally operate in Wisconsin. Appropriation 639, Project 334 currently funds 12.0 FTE licensing positions. The attached tables show the salary, fringe, supplies and services, and rent costs of these positions.

FED Project Program Assistant Position

In addition to the 12.0 FTE permanent licensing position, BPQA has a 1.0 FTE project program assistant position that is funded by a federal day care licensing improvement grant in DCS Appropriation 641, Project 314. The Department received a two-year federal grant to improve day care licensing, and funding ends on February 28, 1993. There is no possibility of continued federal funding. As a result of the licensing fee increases approved in Act 39 for the 1991-93 biennium, program revenues are now sufficient to support a permanent PRO program assistant position. (See attached tables.)

The program assistant position is the only position that provides administrative support to 5.0 FTE BPQA central office staff, who supervise 49.0 FTE regional licensing positions. For example, the program assistant position prepares quarterly licensing reports and coordinates the licensing computer system with the 5 regional offices. The program assistant position also provides program support to BPQA central office staff and responds to written and telephone inquiries, providing information about programs, facilities, and regulations. (A position description is attached.)

The program assistant position will also be responsible for implementing a new licensing computer system which the Department is planning to develop for licensing activities. The computer system would centralize licensing information that could be accessed by both central office staff and regional licensing staff. Licensing staff would thus have immediate, on-line access to the most recent information. In addition, the computer system would automate some licensing activities. Licensing specialists could simply type in the information necessary to generate a standard license. The computer system would automatically generate letters informing facilities that their license needed to be renewed within the next 30 days. Finally, the computer system would help licensing staff better monitor facilities which have been experiencing problems. The computer system would prompt licensing staff to follow-up on complaints or violations every 30 days, even after the problems have been formally resolved, and licensing specialists would have more time to follow-up on these complaints or violations since they would spend less time generating routine paper work.

The Department requests that a permanent PRO program assistant position be created to replace the project position effective March 1, 1993. If a permanent program assistant position is not approved, the Department will not be able to maintain its current level of oversight of licensing activities or to develop a licensing computer system.

Position Changes

A full-time program assistant 2 position in the BPQA central office would be created by adding 1.0 PRO FTE to Appropriation 639, Project 334. The Department has included the permanent position in its PRO re-estimate for the 1993-95 biennium.

Expenditure Authority

The additional position authority would require an increase of \$10,100 in the expenditure authority for Appropriation 639 in FY 1992-93. Attached is a summary of how these increased costs are calculated. The attached tables show that the PRO revenues are sufficient to support the cost of this position.

Please call Suzanne Peterson at 266-9469 if you have any questions.

cc: Tilli de Boor, OPB
Bill Fiss, DCS
Gretchen Fossum, DOA
Marj Kelly, DCS
Suzanne Peterson, OPB
Ken Tuhus, DMS
John Tuohy, OPB

PROGRAM ASSISTANT 2

Under general supervision, this position provides administrative and program support for the Office of Regulation and Licensing and the Bureau of Program Quality Assurance (BPQA). Duties include the provision/coordination of support services to the Director of ORL, the Director of BPQA and BPQA staff. Contact with the public is extensive in providing general information to current and potential licensees, and responding to general inquiries. Knowledge of state regulation and licensing procedures is required. An increasing amount of computerized record-keeping and reporting processing has been included in this position.

- A. Provision of administrative support to the Director of Regulation and Licensing, the Director of the Bureau of Program Quality Assurance, and other BPQA staff located in central office.
 - A1. Coordinate licensing computer system with 5 regional offices identifying problems and leading statewide computer support group.
 - A2. Prepare quarterly licensing reports based on data from the regions on number of licensed facilities, new facilities, new facilities, complaints and enforcement actions.
 - A3. Prepare licensing directories and label sets requests, including special requests.
 - A4. Handle collection of fees for directories and labels, following Department procedures for fee collection.
 - A5. Develop and implement computerized files on complaints, investigations, personnel, legal actions, and others as needed.
 - A6. Plan and implement regular BPQA state staff meeting arrangements, arranging sites, meals and overnights, and developing necessary purchase orders.
 - A7. Prepare reports and complete word processing assignments for the Bureau Director and PCA Director.
- B. Provision of program support to the Office of Regulation and Licensing and the Bureau of Program Quality Assurance.
 - B1. Independently respond to written and telephone inquiries, giving information about programs, facilities, and regulations. Make referrals to licensing and other staff as appropriate; and maintain logs, records and receipts.
 - B2. Communicate with other agencies including counties, licensed facilities, clients and applicants, and make referrals for technical assistance for a licensed facility (e.g., start-up info, budgeting or training of staff).

- B3. Screen incoming complaint calls with discretion and diplomacy. Gather pertinent information and resolve complaint directly or refer to appropriate BPQA staff.
 - B4. Maintain various files for counties, licensed facilities, complaints, personnel, investigations, budgets, and bureau planning including purging the files pursuant to regional, state and federal guidelines and coordinating Bureau filing with DCS central files operations.
 - B5. Maintain a working knowledge of programs/projects administered by the Bureau and current policies and procedures which apply.
 - B6. Input information and prepare special reports including work load of staff, complaints, affirmative action statistics and outcomes and other reports when requested.
- C. Miscellaneous support duties.
- C1. Maintain a variety of directories indexed in multiple ways on the computer.
 - C2. Independently design, develop and program data base of file for statistical information output using personal computer. Set up primary and secondary data files to enable conversion of data from software program to another, and merge data to produce various reports, directories and mail/merge projects.
 - C3. Order and maintain and adequate supply of printed materials (e.g., program guidelines, resource documents, forms and directories); mail to the public upon request.
 - C4. Attend staff meetings involving Bureau staff. Provide input on workload, problem areas, procedural issues.
 - C5. Provide telephone reception for Bureau of Program Quality Assurance and occasional backup to the office manager coordinator for the Bureau.
 - C6. Perform various office tasks such as photocopying, distribution of mail, office message system, supplies, etc.
 - C7. Other duties or special projects as assigned by supervisor.

Cost of 12.0 FTE PRO Licensing Positions

	FY 93	FY 94	FY 95
Salary	\$397,600	\$413,500	\$430,000
Fringe	\$130,300	\$138,200	\$143,700
Supplies & Services	\$50,700	\$50,700	\$50,700
Rent	\$32,400	\$32,400	\$32,400
TOTAL	\$611,000	\$634,800	\$656,800

Notes: It is assumed that salary costs will increase by 4% in FY 94 and FY 95. In these years, fringe costs are 33.41% of salary costs.

LICPRO.WK1

01-Dec-92

Cost of New Program Assistant 2 Position

	FY 93 (4 months)	FY 94	FY 95
Wage	\$9,478	\$9,857	\$10,251
Salary	\$6,571	\$20,503	\$21,323
Fringe	\$2,153	\$6,850	\$7,124
Supplies & Services	\$467	\$1,400	\$1,400
Rent	\$900	\$2,700	\$2,700
TOTAL	\$10,091	\$31,453	\$32,547

Note: Assumes 4% increase in salary and fringe costs in FY 94 and FY 95.

LICPA2.WK1

01-Dec-92

Revenues and Costs of PRO Licensing Positions

	FY 93	FY 94	FY 95
Starting Balance	\$101,000	\$124,700	\$124,900
Revenues	\$644,800	\$666,500	\$684,600
Costs*	(\$621,100)	(\$666,300)	(\$689,400)
Ending Balance	\$124,700	\$124,900	\$120,100

* Includes cost of 12.0 FTE PRO positions and project program assistant position, which will be converted to a permanent PRO position in March 1993.

probal.wk1

01-Dec-92

Day Care & CBRF Licensing Fees - New Fee Schedule with Fee Paid Biennially Except CBRFs

Facilities	Average Capacity	July 89 # Facil.	July 90 # Facil.	July 91 # Facil.	July 92 # Facil.	July 93 # Facil.	(Estimated)	FY 92 Renewals	New Licenses	FY 93 Am
Daycare										
4-8	8	1,158	1,369	1,677	1,930	2,178		628	540	1
9-20	17	377	438	485	520	546		223	68	25
21-50	34	673	779	877	908	933		395	118	
51-100	71	277	333	358	394	419		175	51	
101-150	127	82	94	104	112	118		47	15	
151-200	170	19	21	24	27	29		10	4	
200+	245	13	13	14	14	15		6	1	
CBRFs		2,599	3,047	3,539	3,905	4,238		1,485	796	
3-8	7	630	682	737	801	851	98%	697	104	75
9-20	15	267	286	313	336	358	98%	292	44	
21-50	31	45	48	54	61	66	98%	53	8	
51-100	69	15	18	22	24	26	98%	21	3	
101-150	128	5	5	7	8	8	98%	7	1	
151-200	165	3	3	3	3	3	98%	3	0	
200+	217	2	3	3	3	3	98%	3	0	
Residential Care		967	1,045	1,139	1,236	1,315		1,075	161	
1-8	5	108	109	109	110	111		50	11	75
9-20	14	22	22	23	23	23		10	2	
21-50	34	14	14	14	14	14		7	0	
51-100	70	7	7	7	7	7		4	0	
100+	125	2	2	2	2	2		1	0	
Child Placing Agencies		153	154	155	156	157		71	13	
Total, All Facilities		3,780	4,308	4,895	5,359	5,772		2,657	975	2

* FY 1991-92 day care revenues are reduced by 14.6 percent because new day care licensing fees did not go into effect until FY 1991-92 CBRF revenues are reduced by 14.6 percent because the Department changed the fee schedule so that CBRFs did

Note: 50% of all facilities except CBRFs assumed to pay in FY 92, the other 50% pay in FY 93. CBRFs would continue to be licensed and pay a fee on the current annual basis. Renewal and new license rates are based on prior years' experience.

Licensing Revenues for 1993-95 Biennium Based on Current Fee Schedule

Facilities	Average Capacity	July 91 # Facilit.	July 92 # Facilit.	July 93 # Facilit.	July 94 # Facilit.	July 95 # Facilit.	(Estimated)	FY 94 Renewals	New Licenses	FY 94 Amount
Daycare										
4-8	8	1,677	1,930	2,178	2,393	2,580		899	550	50
9-20	17	485	520	546	568	587		256	51	25 +
21-50	34	877	908	933	954	972		430	86	
51-100	71	358	394	419	439	455		199	40	
101-150	127	104	112	118	122	124		55	11	
151-200	170	24	27	29	30	30		14	3	
200+	245	14	14	15	15	15		7	0	
CRRFs		3,539	3,905	4,238	4,521	4,763		1,859	741	
3-8	7	737	801	851	893	929	98%	813	80	75 + 1
9-20	15	313	336	358	376	392	98%	342	34	
21-50	31	54	61	66	70	73	98%	64	6	
51-100	69	22	24	26	27	28	98%	25	2	
101-150	128	7	8	8	8	8	98%	7	1	
151-200	165	3	3	3	3	3	98%	3	0	
200+	217	3	3	3	3	3	98%	3	0	
Residential Care		1,139	1,236	1,315	1,380	1,436		1,256	124	
1-8	5	109	110	111	112	113		51	9	75 + 1
9-20	14	23	23	23	23	23		11	2	
21-50	34	14	14	14	14	14		7	0	
51-100	70	7	7	7	7	7		4	0	
100+	125	2	2	2	2	2		1	0	
Child Placing Agencies		155	156	157	158	159		73	11	
62	62	62	62	62	62	62		27	4	200
Adult Day Care		8	8	8	8	8		25	4	
1-20	8	31	31	30	30	29		18	3	
20+	25	22	21	21	20	20		43	7	
Child Shelter		53	52	51	50	49		10	4	
1-8	5	17	17	17	17	17		7	3	
9-20	14	4	4	4	4	4		1	1	
21-50	34	2	2	2	2	2		1	0	
51-100	70	1	1	1	1	1		0	0	
100+	125	0	0	0	0	0		0	0	
Total, All Facilities		4,972	5,435	5,847	6,195	6,493		3,269	890	

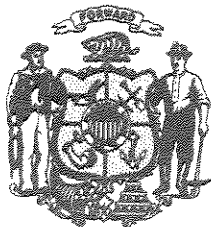
Notes: 50% of all facilities except CRRFs assumed to pay in FY 92, the other 50% pay in FY 93. CRRFs Renewal and new license rates are based on prior years' experience. Adult day care programs: Child shelter programs are licensed biennially but do not pay a fee.

State of Wisconsin

SENATE CHAIR

GARY R. GEORGE

Room 119 South
State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-2500



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 9, 1993

TO: JOINT COMMITTEE ON FINANCE MEMBERS

FROM: Senator Gary R. George
Representative Barbara Linton
Co-Chair, Joint Committee on Finance

Attached are copies of requests from the Department of Administration dated, February 5, 1993, under s. 16.515/16.505(2) of the statutes.

Please review these items and notify our offices not later than Friday, February 19, 1993, 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.

GRG:BJL:kjb

Attachments

State of Wisconsin

SENATE CHAIR

GARY R. GEORGE

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State Capitol
P.O. Box 7882
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ASSEMBLY CHAIR

BARBARA J. LINTON

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JOINT COMMITTEE ON FINANCE

February 26, 1993

Secretary James R. Klauser
Department of Administration
110 East Wilson Street
Madison, WI 53702

Dear Secretary Klauser:

On February 5, 1993, a ss. 16.505/16.515 request relating to the Department of Health and Social Services, as approved by your Department, was forwarded to the Joint Committee on Finance. The request included an increase in expenditure authority of \$10,100 PR in 1992-93 and conversion of 1.0 project position, currently supported by expiring federal grant funds, to a permanent position supported by licensing fee revenues.

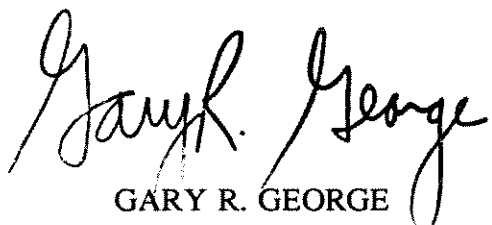
With respect to the request to convert the fund source for the position from FED to program revenue from licensing fees, there are no objections and it is, therefore, approved.

With respect to the conversion of the position from project to permanent, we note that the Governor has included ongoing PR funding for this position as part of the 1993-95 biennial budget request. In addition, changes to the Department's licensing functions, including additional positions, have also been recommended by the Governor in the biennial budget. Because a number of provisions relating to the Department's licensing activities will be considered in the budget, we believe the conversion of this position from project to permanent should also be made in the context of the biennial budget process when a more thorough analysis of the Department's licensing activities will be considered.

Because of these factors, the Committee wishes to continue the position as a project position for the remainder of the 1992-93 fiscal year. With our approval of PR funding for

Secretary James R. Klauser
February 26, 1993
Page 2

the position, the activities currently performed by this position may be continued during the 1992-93 fiscal year. Unless we are notified by March 12, 1993, that you object to this modification, we will assume that the request is approved with the change described in this letter.



GARY R. GEORGE
Senate Chair

Sincerely,



BARBARA J. LINTON
Assembly Chair

GRG/BJL/lmr

cc: Members
Joint Committee on Finance