

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_pt59

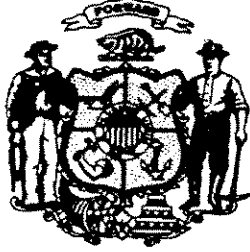
➤ Record of Comm. Proceedings ... RCP

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State of Wisconsin

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JOE LEEAN

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JOINT COMMITTEE ON FINANCE

November 11, 1993

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 October 22, 1993 under s. 16.515 and 16.505(2) pertaining to the Educational Communications Board.

Please be advised that we have found no objections to this request and accordingly it has been approved.

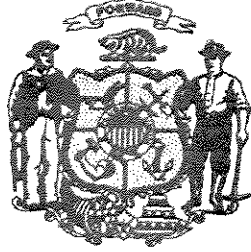
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cc: Roger Grossman
Bob Lang

State of Wisconsin

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JOINT COMMITTEE ON FINANCE

October 22, 1993

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 22, 1993 pertaining to a request from the Educational Communications Board.

Please review this item and notify Senator Leean's office not later than Monday, November 8, 1993 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

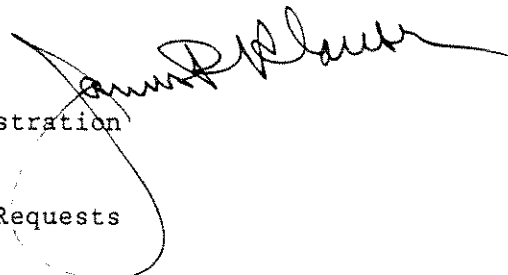
STATE OF WISCONSIN
Department of Administration

Date: Oct. 22, 1993

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)	DPI Curricula Evaluation		0.5*		0.5*

* Two year project position.

As provided in s. 16.515, this request will be approved on Nov. 12, 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 MEMORANDUMSTATE OF WISCONSIN
Department of Administration

Date: October 18, 1993

To: James R. Klauser

From: Orlando Canto 

Subject: S. 16.505 Request for the Educational Communications Board

Request:

Under the provisions of s. 16.505 (2) the Educational Communications Board (ECB) is requesting the creation of 0.5 PR project position for two years. The appropriation that will fund this project, s. 20.225 (g) is a continuing PRS appropriation and increased expenditure authority from the JFC is not necessary.

Analysis:

The Department of Public Instruction (DPI) recently received a two year grant from the federal Department of Education to prepare pilot programs in selected school districts revising alcohol and other drug abuse curricula. DPI has contracted with ECB for the evaluation component of this project.

Because of ECB's ongoing work in developing instructional programming for schools and regular surveys of teachers to determine program priorities, it is uniquely qualified to perform the evaluation component of this project. Dr. Marge Wilsman, a noted expert in curriculum development and an ECB employee, will supervise the project and the 0.5 FTE project position. The evaluation plan will include teacher and student surveys, interviews and annual reports.

Recommendation:

Approve the requested 0.5 FTE project position for the evaluation of the DPI curricula project. Provide ECB a two year 0.5 PR project position ending on September 30, 1995.



MEMORANDUM

DATE: September 9, 1993
TO: Orlando Canto
FROM: Ted Tobie *AT*
SUBJECT: Project Position Request

The Educational Communications Board (ECB) is requesting a half time project position to perform research and evaluation work for the "Drug Free Schools Personnel Training Grant". This position would be funded in appropriation 131 through a contractual agreement between the Department of Public Instruction (DPI) and the ECB.

DPI recently received a two year grant of \$400,000 from the U.S. Department of Education to prepare pilot programs in selected school districts to revise alcohol and other drug abuse curricula. Because of her expertise in the area of curriculum development and evaluation, Dr. Marge Wilsman, of our staff, was named as the project evaluator in DPI's grant application. Dr. Wilsman will supervise the activities of this project position. DPI will contract with the ECB for the evaluation of this program at a rate of \$19,000 per year for two years.

This grant begins October 1, 1993 and expires September 30, 1995. There is no chance that the grant will be extended beyond that date. Therefore, we are asking for the project position for only two years.

Attached for your information is a draft position description and the budget summary for the grant identifying the contract between DPI and the ECB. If you should have any questions regarding this matter, please contact me at 264-9667.

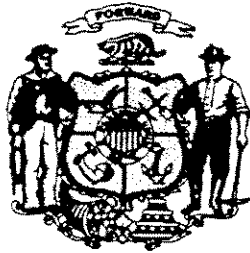
Attachments

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State of Wisconsin

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JOINT COMMITTEE ON FINANCE

November 19, 1993

Secretary James R. Klauser
Department of Administration
101 East Wilson Street
Madison, WI 53703

Dear Secretary Klauser:

On November 1, 1993, requests under ss. 16.505/16.515 of the Wisconsin Statutes related to the Department of Regulation and Licensing and under s. 46.49 of the statutes related to the Department of Health and Social Services -- as approved by your Department -- were forwarded to the Joint Committee on Finance for review.

With respect to the proposed increase of \$67,200 PR in 1993-94 and \$86,700 PR in 1994-95 and 2.0 PR project positions for the Department of Regulation and Licensing, the Committee approves the request with the understanding that the Administrative Assistant 4 project position will expire on September 30, 1995.

With respect to the proposed increase in federal funding for low-income child care, the Committee approves the request with one modification. Since the request to expend additional federal monies was submitted, the Department has been notified that an additional \$298,700, or \$199,100 less than the original H&SS request of \$497,800, is available from the Child Care and Development Block Grant. As a result, the Committee approves the distribution of additional federal funding for low-income child care of \$298,700 from the block grant and \$137,200 from the at-risk child care program.

Handwritten signature of Barbara J. Linton in cursive script.

BARBARA J. LINTON
Assembly Chair

Sincerely,

Handwritten signature of Joe Leean in cursive script.

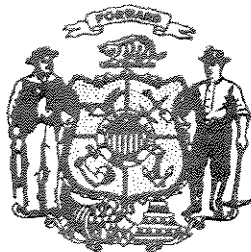
JOE LEEAN
Senate Chair

BJL/JL/ns

State of Wisconsin

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JOINT COMMITTEE ON FINANCE

November 1, 1993

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 November 1, 1993 pertaining to a request from the Department of Regulation and Licensing and the Department of Health and Social Services.

Please review these items and notify Senator Leean's office not later than Wednesday, November 17, 1993 if you have any concerns about the requests or would like the Committee to meet formally to consider it.

Also, please contact us if you need additional information.

JL:BJL:ns

Attachments

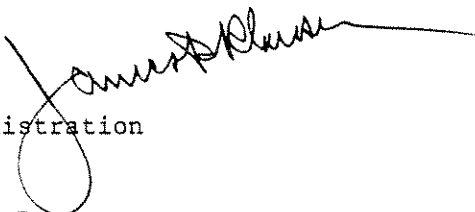
CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: Nov. 1, 1993

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>
R. & L. 20.165(1)(g)	Additional Staff for Act 160	\$ 67,200	2.0	\$ 86,700*	2.0
D.H.S.S.	Community Aids	635,000**			

* Also recommends \$6,200 for 1995-96 which should be handled either through biennial budget or another 16.505 request.

** Not a true 16.505 request but rather approval under s. 46.49.

As provided in s. 16.515, this request will be approved on Nov. 22, 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/MEMORANDUMSTATE OF WISCONSIN
Department of Administration*Date:* 25 October, 1993*To:* James R. Klauser, Secretary
Department of Administration*From:* Steven C. Little, Executive Policy Analyst
Division of Executive Budget & Planning*Subject:* ss. 16.505/515 Request by the Department of Regulation and LicensingREQUEST

The Department of Regulation and Licensing (R&L) requests 3.0 positions (2.0 permanent and 1.0 project position) and additional expenditure authority of \$83,400 PRO in its General Operations appropriation, s.20.165 (1)(g), in FY94 to provide additional staff support associated with the regulatory responsibilities of 1991 Wisconsin Act 160. Act 160 provides R&L the authority to license the professions of social workers, marriage and family therapists, and professional counselors.

Funding for the requested positions is as follows:

	FY94	FY95
PERMANENT FTE SALARIES	\$21,540	\$51,595
PROJECT POSITION SALARY	12,673	21,966
LTE SALARY	10,036	0
FRINGE BENEFITS	12,427	25,070
SUPPLIES & SERVICES	4,743	12,149
ONE-TIME FUNDING	13,545	0
UNALLOTTED RESERVE - SPACE	8,414	14,857
GRAND TOTAL	\$83,378	\$125,637

R&L also requests an increase of \$103,700 PRO to its base budget authority in FY95 to fund the requested 2.0 permanent positions.

R&L indicates that it has sufficient revenues to fund the requested increase in expenditure authority.

BACKGROUND

In May 1992, R&L made a request under s. 16.505/515 for \$288,800 PRO and 3.50 FTEs to provide support for the administrative responsibilities associated with the regulation of social workers, marriage and family therapists, and professional counselors. Per Joint Committee on Finance approval, R&L received \$125,000 PRO and 2.0 FTEs for the enforcement of Act 160. R&L received 1.50 FTEs in its General Operations appropriation and a 0.50 FTE in the Examinations appropriation to support administrative duties associated with Act 160.

Approval for additional staff was provided based on departmental workload estimates that a total of 9,500 social workers, marriage and family therapists and professional counselors would apply for credentials during the grandfather period which is to sunset on May 31, 1995. Based on revised workload projections, R&L now estimates that a total of 17,700 credential holders will be regulated by the Examining Board of Social Workers, Marriage and Family Therapists, and Professional Counselors (Board). These revised projections represent an 86% increase or an additional 8,200 credential holders to be licensed by the department. Due to this increase, R&L is requesting additional staff.

ANALYSIS

BUREAU OF HEALTH SERVICE PROFESSIONS POSITIONS

R&L requests a 1.0 Program Assistant-3 (PA-3) 18 month project position and \$10,000 PRO for LTE funding to address the increased workload projected by the department. The 1.0 PA-3 approved for the Bureau of Health Service Professions in R&L's May 1992, s. 16.505/515 request is responsible for preparing materials as well as providing follow-up for the Board meetings. The department indicates that the current level of staffing is insufficient to adequately staff the Board and process the credential applications for the professions associated with Act 160. R&L indicates that it currently employs 4 LTEs who work a total of 75 hours per week to process credential applications.

Because information on the number of social workers, marriage and family therapists, and professional counselors who would apply for licensure was not available to the department when the bill was passed, R&L based its projections on actual social worker certification experience in Minnesota. Compared to actual application and credential experience, the original projections made by the department are too low. In addition, R&L did not expect Department of Public Instruction certified social workers and counselors to also apply for the new social worker and professional counselor certification. To date, R&L has credentialed approximately 4,000 social workers, professional counselors, and marriage and family

therapists, is currently processing another 4,200 credential applications, and is mailing out 75 to 100 credential applications per week. R&L now estimates that there will be 17,700 credential holders regulated by the Board by the end of the grandfather period.

Based on the increased workload experienced by the bureau, the current staffing levels, and given the fact that the amount of time devoted to processing credentials will significantly decrease after May 31, 1995, the request for additional project staff and LTE support is appropriate.

DIVISION OF ENFORCEMENT POSITIONS

R&L also expects to experience an increase in the number of complaints filed against social worker, marriage and family therapist, and professional counselor credential holders based on its revised workload estimates. To address this potential workload increase, the department requests a 1.0 FTE Administrative Assistant-4 (AA4) and 1.0 FTE Legal Assistant-2 (LA2) to perform intake functions and prepare materials for investigations and potential prosecution of credential holders. As of October 20, 1993, the Division of Enforcement (DOE) has begun to process 15 complaints against credential holders to determine whether further enforcement actions are appropriate.

Based on the revised workload projections, the department estimates that it will process 200 social worker, marriage and family therapist, and family counselor cases during the 1993-95 biennium. Currently, DOE has 17 (including a supervisor) investigators who handle an average of 85 cases at any given time on an annual basis. The projected workload for DOE will result in a 14% increase in the number of cases processed by the division. The projected increase in cases will increase the caseload for DOE staff by 12 cases per position annually. DOE indicates that the additional caseload will decrease the amount of time staff can devote to investigations and turnaround time on investigations will result in a complaint backlog in the division.

While it appears that the increase in credentialed social workers, marriage and family therapists, and professional counselors will result in an increase in the workload for DOE, the extent of the increase cannot be determined with any great certainty. This uncertainty is due to the lack of historical trend data available because of the relatively short amount of time these professions have been licensed by the department. An appropriate alternative to funding 2.0 FTEs to address the potential workload increase would be to recommend a 1.0 AA4 project position for DOE to expire September 30, 1995. This will allow the department to assess the workload increases for DOE as a result of Act 160 and take appropriate action during the 1995-97 biennial budget. The requested LA2 should be denied at this time.

RECOMMENDATION

Approve the request for a 1.0 Program Assistant-3 project position through June 30, 1995, and \$10,000 LTE funding to provide staff support for the Bureau of Health Service Professions. Approve a 1.0 Administrative Assistant-4 project position through September 30, 1995 for the Division of Enforcement. Reduce the requested unallotted reserve funding to reflect the recommendation to approve 2.0 positions instead of 3.0 positions. Deny the

request for a 1.0 FTE Legal Assistant-2 and the request for an increase in the department's base budget authority.

A breakdown of recommended funding for this request is as follows:

	FY94	FY95	FY96
PROJECT POSITION SALARY	\$29,000	\$49,800	\$ 4,600
LTE SALARY	10,000	0	0
FRINGE BENEFITS	9,900	17,000	1,600
SUPPLIES & SERVICES	3,700	10,000	0
ONE-TIME FUNDING	9,000	0	0
UNALLOTTED RESERVE -- SPACE	5,600	9,900	0
GRAND TOTAL	\$ 67,200	\$ 86,700	\$ 6,200



State of Wisconsin \ DEPARTMENT OF REGULATION & LICENSING

Tommy G. Thompson
Governor

Marlene A. Cummings
Secretary

1400 E. WASHINGTON AVENUE
P.O. BOX 8935
MADISON, WISCONSIN 53708
608 266-2112

Date: October 4, 1993
To: James R. Klauser, Secretary
Department of Administration
From: Marlene A. Cummings, Secretary *Marlene A. Cummings*
Department of Regulation and Licensing
Subject: SS. 16.505 and 16.515 Request

This is a request under s. 16.505 and s. 16.515, Wis. Stats. for a supplement to the Department of Regulation and Licensing's position authority and s. 20.165 (1) (g) appropriation. The need for this request results from 1991 Wisconsin Act 160 that provides for the licensure of social workers, marriage and family therapists and professional counselors.

The requested supplement is as follows:

	FY94	FY95
Funding	\$83,400	\$125,600
FTE Permanent Positions	2.0	0.0
FTE Project Positions	1.0	0.0

The department also requests that a portion of this request be added to the department's base budget authority for the 1995-97 biennium. That portion requested as an addition to the base is shown below.

	Addition to FY95 Adjusted Base
Funding	\$103,700
FTE Permanent Positions	2.0
FTE Project Positions	0.0

Act 160 created a new examining board of social workers, marriage and family therapists and professional counselors ("the board"). The Act divides the board into three sections: a social worker, marriage and family therapist and a professional counselor section. Each section would decide matters pertaining to granting, denying, limiting, suspending or revoking licenses and all other matters of interest to that profession, while the full examining board would decide matters of joint interest to the professions.

Regulatory Boards

Accounting; Architects, Professional Engineers, Designers and Land Surveyors; Barbering and Cosmetology; Chiropractic; Dentistry; Funeral Directors; Hearing and Speech; Medical; Nursing; Nursing Home Administrator; Optometry; Pharmacy; Psychology; Real Estate; Real Estate Appraisers; Social Workers, Marriage and Family Therapists and Professional Counselors; and Veterinary.

Committed to Equal Opportunity in Employment and Licensing

Positions Requested

<u>FTE Requested</u>	<u>Classification</u>	<u>Position Type</u>	<u>Requested Effective Date</u>
1.00	Program Assistant 3	Project	12/1/93 -- 6/30/95
1.00	Administrative Assistant 4	Permanent	12/1/93
1.00	Legal Assistant 2	Permanent	4/4/94

Bureau of Health Service Professions Positions

In May 1992 the department made a s. 16.505/515 request to the Department of Administration for positions and funding to implement Act 160. Ultimately, the department's s. 20.165 (1) (g) base budget was increased by \$94,700 and 1.50 FTE permanent positions to implement this Act. The 1.00 FTE Program Assistant 3 (PA3) and the 0.50 FTE Word Processing Operator 1 (WPO1) were authorized to process the applications and to staff the new board and its three sections.

The 1.50 FTE positions granted to the department were based on a projection that 500 marriage and family therapists, 500 professional counselors and 8,500 social workers (total = 9,500) would apply for the new credentials. Experience now shows that these were underestimates of the workload.

As of September 1993, the department

- has credentialed 3,007 social workers, 784 professional counselors and 140 marriage and family therapists (total = 3,940),
- is processing 3,231 social worker, 807 professional counselor and 190 marriage and family therapist applications (total = 4,228),
- has mailed a total of 22,000 (social worker, professional counselor, and marriage and family therapist) applications,
- has printed an additional 3,000 professional counselor applications, 10,000 social worker applications and 1,000 marriage and family therapist applications and
- continues to receive approximately 75--100 requests for applications each week.

The department now has better information on the administrative workload associated with implementing Act 160 and projects that there will be 17,700 credential holders regulated by this board by May 31, 1995. After 1995, the department estimates an additional 600 social workers, professional counselors and marriage and family therapists will be credentialed annually. There are several reasons for the difference between the earlier projections and the actual workload. The department did not anticipate that Department of Public Instruction certified school counselors and school social workers would seek the new professional counselor and social worker certification, respectively. The department based its estimates of the number of social worker certifications on the actual experience in Minnesota. Minnesota had fewer social worker applicants than the department is now recording.

To cope with this workload the department has hired 4 LTEs who work a total of 75 hours per week. These LTEs work in the Bureau of Health Services Professions, the bureau that provides staff support to the board.

These LTEs and the staff of the bureau must:

- sort, alphabetize and file these (125 per week) applications and supporting documents;
- answer phone inquiries (approximately 5-7 hours a day are needed to simply list the messages received on the voice mail system and 2-3 hours per day are needed to return these calls);
- review application materials for certification or for presentation to the board;
- notify applicants of items needed to complete their applications;
- prepare files for issuance of certificates; and stuff and mail certificates granted.

These duties are in addition to the on-going administrative support (e.g., board and section correspondence, meeting minutes, preparation of documents for board or section review, etc.) the bureau must provide to the board and its 3 sections. Because each section generates a workload equal to that of a "regular" examining board, the board produces a workload equal to four "regular" examining boards.

The department notes that it is uncertain when this Act 160 workload will peak. Even when the workload does peak and stabilize, the department will need to continue allocating increased staff time to implementation of the Act. Current staff resources (including the 1.50 FTE authorized under the original May 1992 s. 16.505/515 request) will not be adequate to meet this workload. Also, the department's LTE budget is not sufficient to continue funding LTEs in this bureau for the entire duration of the increased workload.

The 1.0 FTE PA3 (project) and LTE funds for a Clerical Assistant 2 (CA2) are requested to meet the workload demands of credentialing these professions. The department requests the CA2 LTE funds only for FY94.

Division of Enforcement Positions

In its May 1992 s. 16.505/515 request, the department sought, but did not receive a 0.50 Consumer Specialist to provide intake, mediation, limited investigation and public information services for the public, credential holders and the board. In this request, the department noted that it later would request, "at least 2.0 FTE additional permanent positions for the Division of Enforcement (DOE) to meet the workload demands of the board." The department presumes that the 0.50 FTE Consumer Specialist request was denied because at that time the department did not have any actual complaints filed against credential holders regulated by the board. Now, the department is processing 14 complaints against these credential holders.

The department will need a 1.0 FTE Administrative Assistant 4 (AA4) and a 1.0 FTE Legal Assistant 2 (LA2) to assist with the administration, investigation and prosecution of complaints filed against the professionals regulated by the board. The AA4 will have some expertise in mental health issues and will also serve in the capacity of an intake worker. The AA4 position is needed immediately to handle complaints the department is now processing. The LA2 will handle the more routine legal work of preparing cases for prosecution. The department requests that the LA2 position be authorized April 1994 so that this position can assist with the growing workload. The department also intends to reallocate the workload among the investigators and attorneys on the Health Professions teams in DOE. An attorney, an investigator and the staff requested here will be assigned cases involving mental health professionals (viz., psychologists, psychiatrists, social workers, professional counselors, marriage and family therapists and other health professionals named in sexual misconduct complaints). The department believes that this assignment of cases will allow this staff to develop and refine their expertise in the area of mental health complaints.

The complaints from these social worker, professional counselor, marriage and family therapist professions that the department has and will receive are similar to complaints received about psychologists and psychiatrists. These complaints often consist of bitter family disputes where the parties involved are extremely angry. These cases also involve a disproportionate number of situations of alleged inappropriate

sexual contact with patients. These cases can be very difficult to process: informal resolution or mediation does not work well. The laws related to mental health cases are complex and the factual issues are often emotionally charged and difficult to investigate. These cases are among the most difficult and time-intensive to pursue. A comparison of the DOE workload for the Psychology Board and the board is in appendix A. This comparison shows that the department may eventually need more than the 2.0 FTE positions requested to process the enforcement workload of the board.

The method and detail of estimating the expense of these positions and the LTE is shown in appendix B.

Supplies and Services Request

The following amounts are requested for annual supplies and services costs.

	FY94 Projected Cost	FY95 Projected Cost
Travel	1,542	3,298
Experts	891	2,673
Postage & Mailing	311	934
Copying and Printing	703	2,109
Sheriff & Witness Fees	17	50
Transcripts	400	1,200
Supplies	295	634
Telephone Expenses	<u>583</u>	<u>1,251</u>
TOTAL	4,743	12,149

With the exception of "supplies" and "telephone expenses," these costs are for DOE enforcement activities of the board. "Travel expenses" are incurred by DOE staff who must travel to meet with witnesses, complainants or to obtain records, evidence and depositions. "Experts" is the cost of experts needed in the prosecution of these mental health cases. Expert costs are a major expense for the DOE. "Postage & Mailing" costs are incurred in efforts to obtain evidence and records and to notify all parties to a complaint of procedural requirements, meetings and board or department actions. "Copying and Printing" costs are a part of obtaining evidence, duplicating files for experts and the board members and staff. "Sheriff & Witness Fees" are necessary to serve legal notices and to reimburse witnesses for their expenses. "Transcripts" costs are a major expense for the DOE and are incurred for the production of deposition transcripts. "Supplies" is general stores expenses for the 3.0 FTE positions requested and "Telephone Expenses" is the cost of providing the 3.0 FTE positions with phone service.

The department does not have any space for the requested 3.0 FTEs. Thus, the department also requests \$8,414 in FY94 and \$14,857 in FY95 for space rental costs. The department is housed in private leased space and does not know the square footage of rooms in that space that may be available for leases. The funds requested for the additional space are requested in the unallotted reserve budget line until the department completes work with the lessor and the Department of Administration Bureau of Space and Management Services to procure the additional space.

All FY94 supplies and services expenses (including space rental) are prorated to correspond to the 7 months of the requested position. The method and detail of estimating these expenses are shown in appendix C.

1-Time First-Year Costs

The department requires the following funds only for the first year.

	FY94 Units	Per Unit Cost	FY94 Cost
Telephone	3	40	120
Desk	3	350	1,050
Data Station	3	150	450
Chair	3	250	750
Filing Cabinet	3	200	600
Telephone line installation	3	125	375
Personal Computer (Hardware, Software, Peripherals)	3	3,400	<u>10,200</u>
TOTAL			13,545

These are the one-time costs of preparing a workplace for the 3.0 FTEs.

Budget Line Summary of the Request and Financial Projections

The following table summarizes the department's request.

	FY94	FY95
Permanent Salaries	21,540	51,595
Project Salary	12,673	21,966
LTE	10,036	0
Fringe Benefits	12,427	25,070
Supplies & Services	4,743	12,149
1-Time	13,545	0
Unallotted Reserve (Space)	<u>8,414</u>	<u>14,857</u>
TOTAL	83,378	125,637
FTE Positions	3.0	0.0

The department will have the revenue to fund this increase in expenditure authority. The following table projects the department's s. 20.165 (1) (g) revenue, expenditures and cash balance in FY94 and FY95. (The projected expenditures assume and incorporate the expenses of this request, and the projected revenues include the initial credential fees that the social workers, professional counselors and marriage and family therapists will pay in each year.)

	FY94	FY95
Carryover	\$422,000	\$1,744,800
Revenue	\$8,053,500	\$5,977,900
Amount Available	<u>\$8,475,500</u>	<u>\$7,722,700</u>
Expenditures	<u>(\$6,730,700)</u>	<u>(\$7,340,900)</u>
Balance	\$1,744,800	\$381,800

Appendix A Workload Comparisons

Psychology Board Workload Data

Year	Cases Received	Cases Opened	Credential Holders	DOE FTEs	DOE FTEs Per Case Recd.	DOE FTEs Per Credential Holders	Cases Recd. as % of Licensees
1993	57	43	1,287	0.70	0.012	0.0005	4.4%
1992	48	36	1,246	0.60	0.013	0.0005	3.9%
1991	52	40	1,265	0.50	0.010	0.0004	4.1%
1990	43	40	1,190	0.50	0.012	0.0004	3.6%
1989	41	34	1,153	0.50	0.012	0.0004	3.6%
AVERAGE					0.012	0.0005	3.9%

Act 160 Credentialing Workload Data

	Credential Holders 9/30/93	Applicants 9/30/93	TOTAL 9/30/93	Projected Credential Holders in FY94	Projected Credential Holders in FY95	TOTAL Credential Holders 6/30/95
Social Worker	3,007	3,231	6,238	7,066	7,134	14,200
Professional Counselor	784	807	1,591	1,842	1,158	3,000
Marriage, Family Therapist	140	190	330	329	171	500
TOTAL	3,931	4,228	8,159	9,238	8,462	17,700

Act 160 DOE Workload Data Projections

	Cases Expected in FY94	Cases Expected in FY95	Annual Cases Recd. Expected After 6/30/95
Social Worker	38	115	556
Professional Counselor	10	29	117
Marriage, Family Therapist	2	6	20
TOTAL	50	150	693

The FY94 and FY95 caseload projections are based on the DOE administrators' experience with new professions. The "annual cases recd. expected after..." is projected by multiplying the number of credential holders expected as of 6/30/95 times the average of "Cases Recd. as % of Licensees" in the table at the top of the page.

Two Methods of Projecting DOE Staff Needs for Act 160 Workload

Projection Method	Needed as of 9/30/93	Needed as of EOFY94	Needed as of EOFY95
DOE FTE Per Cases Recd.	0.16	0.58	1.75
DOE FTE Per Credential Holder	1.79	4.20	3.85
Average	0.98	2.39	2.80

The "per cases recd." method projects DOE staff needs by multiplying the number of cases expected times the "DOE FTEs Per Case Recd" average in the first table of appendix A, "Psychology Board Workload Data." The "per credential holder" method projects these needs by multiplying the number of credential holders times the "DOE FTEs Per Credential Holders" average in the first table of appendix A, "Psychology Board Workload Data."

The department has based its request for DOE positions on the assumption that the Act 160 DOE workload will be greater than the minimum projection, but lower than the maximum projection.

**Appendix B
Positions and Fringe Benefit Detail**

Classification	FTE	FY94 Pay Periods	Hourly Salary	FY94 Annual Salary	FY95 Annual Salary
<i>Permanent Salaries</i>					
AA4	1.00	15	\$13.380	16,056	27,830
Legal Assistant 2	1.00	6	\$11.426	<u>5,484</u>	<u>23,766</u>
TOTAL				21,540	51,595

Project Salaries

PA3	1.00	15	\$10.561	12,673	21,966
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LTE

Classification	Hours Per Payperiod	FY94 Pay Periods	Hourly Salary	FY94 Annual Salary	FY95 Annual Salary
CA2	80	15	\$8.364	10,036	0

Fringe Benefit Calculations

	Fringe Benefit Rate	FY94 Fringe Benefits	FY95 Fringe Benefits
Permanent Positions	34.08%	7,341	17,584
Project Positions	34.08%	4,319	7,486
LTEs	7.65%	768	0
TOTAL		12,427	25,070

Appendix C Supplies and Services Estimate Detail

Item	Affected Bureau or Division	Actual FY93 Expenses	Allocation Unit	Unit Value	Cost Per Unit	Allocation Units					FY94 Projected Cost	FY95 Projected Cost
						FY94 New	FY95 New	FY94	FY95	FY94		
Travel: In-State Staff	DOE	25,297	ENF	27.30	926.63	0.8	2.0	754	1,853			
Training: Fees & Reg. - Staff	DOE	2,435	ENF	27.30	89.19	0.8	2.0	73	178			
Travel: Out-of State	DOE	912	Case	1,800	0.51	50.0	150.0	25	76			
Travel: Fleet Vehicles	DOE	19,010	INVEST	16.20	1,173.46	0.6	1.0	685	1,173			
Travel: Non-State Employees	DOE	199	Case	1,800	0.11	50.0	150.0	6	17			
Experts	DOE	32,081	Case	1,800	17.82	50.0	150.0	891	2,673			
Postage	DOE	8,579	Case	1,800	4.77	50.0	150.0	238	715			
Mailing Serv./Metering/Freight	DOE	2,627	Case	1,800	1.46	50.0	150.0	73	219			
Photocopies	DOE	19,503	Case	1,800	10.84	50.0	150.0	542	1,625			
Witness Fees	DOE	370	Case	1,800	0.21	50.0	150.0	10	31			
Reporters: Transcripts	DOE	14,405	Case	1,800	8.00	50.0	150.0	400	1,200			
Sheriff Fees	DOE	229	Case	1,800	0.13	50.0	150.0	6	19			
PTG:Copy CTR/DOA/BSI/Wiscomp	DOE	5,712	Case	1,800	3.17	50.0	150.0	159	476			
Printing: Forms & Stationary	DOE	98	Case	1,800	0.05	50.0	150.0	3	8			
Supplies/Stores	ALL	23,661	ALL	112.00	211.26	1.4	3.0	295	634			
Telephones	ALL	46,705	ALL	112.00	417.01	1.4	3.0	583	1,251			
TOTAL								4,743	12,149			

The entries in the "New Units" column refer to the number of new enforcement FTEs (ENF), new investigative FTEs (INVEST) or the new cases (CASES) related to this request. FTEs in these columns correspond to the number of payperiods for which the department requests they be authorized.

CORRESPONDENCE MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: October 27, 1993
To: James R. Klauser, Secretary
Department of Administration
From: Gretchen A. Fossum, Budget Analyst ^{GAZ}
Division of Executive Budget and Policy
Subject: s.46.49 Request by the Department of Health and Social Services

REQUEST

The Department of Health and Social Services (DHSS) requests approval under 46.49 to distribute \$635,000 unanticipated federal day care funds to counties in excess of the statutory allocation for the Community Aids child care services.

ANALYSIS

Under s.46.49 as amended by 1993 Act 16, if DHSS receives unanticipated federal funds from the Child Care Development Block Grant (CCDBG) and the At-Risk Child Care (ARCC) program and wishes to allocate the funds to the Community Aids program, the department is required to submit an allocation plan to the Secretary of Administration. If the Secretary of Administration approves the plan, he must submit the plan to the Joint Committee on Finance for a 14 day review.

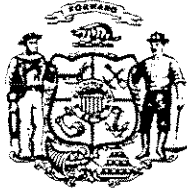
DHSS will be receiving federal day care funds in excess of the amounts budgeted in Act 16 for FY94 of \$497,000 from the CCDBG and \$137,200 from the ARCC program. DHSS proposes to distribute the funds to counties using the Community Aids low income day care formula. Federal law requires that ARCC funding be used for day care services for clients at risk of going on AFDC. CCDBG funding may be used for startup and quality grants as well as day care services. However, funds have been allocated for those purposes, and it is reasonable to use the new funds for day care services for low income working individuals, as this is a state priority.

In addition, DHSS anticipates receiving \$323,000 increased federal reimbursement for community aids child care services for AFDC clients under Title IV-A. DHSS is required by s. 46.40(4)(d) to distribute the IV-A reimbursement to counties for additional day care services. Coupled with approval of the request to distribute the ARCC and CCDBG funds, these funds would yield a \$958,000 increase in the Community Aids Child Care Services allocation, from \$28,048,600 to \$29,006,600.

RECOMMENDATION

Approve the request to distribute the \$635,000 FED to counties for Community Aids child care services.

Tommy G. Thompson
Governor
Gerald Whitburn
Secretary



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

State of Wisconsin Department of Health and Social Services

October 20, 1993

Mr. James R. Klauser, Secretary
Department of Administration
101 E. Wilson Street
Madison, Wisconsin 53707

Dear Secretary Klauser:

This letter is to request that the Joint Committee on Finance be notified under s. 46.49 of the Department's plan to increase child care allocations under the Community Aids program using unanticipated federal funds. A total of \$958,000 of additional funds will be distributed to counties and other local agencies in calendar year (CY) 1994 to serve low income families who need assistance with their child care expenses.

Section 46.49, as amended by 1993 Wis. Act 16, specifies that the Department may allocate unanticipated federal funds from the Child Care and Development Block Grant (CCDBG) and the At-Risk Child Care (ARCC) program for child care services under the Community Aids program if the allocation plan is approved by the Secretary of Administration and subsequently by the Joint Committee on Finance. The Department has received \$497,800 of CCDBG and \$137,200 of ARCC funds in excess of the amounts budgeted in the 1993-95 budget bill and we propose to provide local agencies with an increased allocation for child care services in CY 1994. The additional federal funds are attributable to the CCDBG and At-Risk grant awards for Federal Fiscal Year 1994 being higher than anticipated.

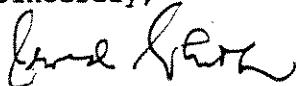
In addition, s. 46.40(4)(d), as amended by 1993 Wis. Act 16, provides that if the Department receives any additional federal reimbursement for child care services to AFDC recipients paid for with Community Aids funds, the Department must distribute the additional federal reimbursement to local agencies for child care services under the Community Aids program. Child care expenditures for AFDC clients are eligible for federal funding under Title IV-A at a rate of approximately 40% state funds and 60% federal funds. The Department has received \$323,000 of additional IV-A reimbursement for child care services provided during CY 1992 related to Community Aids funds. We propose to provide local agencies with an increased child care allocation for CY 1994.

Secretary James R. Klauser
October 20, 1993
Page 2

The additional CCDBG and At-Risk funds will be distributed to counties using the same formula used to allocate the child care funds provided for CY 1994 in Act 16, the 1993-95 budget bill. The additional IV-A funds will also be distributed using the same formula, consistent with the distribution of additional IV-A funds in previous years. The Community Aids child care program was revised in Act 16 to provide local agencies with a single low income child care allocation instead of separate allocations for CCDBG, At-Risk and state GPR funds. The \$958,000 of additional funds for CY 1994 will be added to this single allocation. As provided under the revised child care program, local agencies must use the additional funds for child care services to low income families in accordance with the statutory priorities for service, although local agencies will have the option to transfer up to 15% of the additional funds to the separate Community Aids allocation established by Act 16 for crisis/respice child care services.

Thank you for your consideration of this request.

Sincerely,



Gerald Whitburn
Secretary