

1995-96 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance (JC-Fi)

Sample:

Record of Comm. Proceedings ... RCP

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

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... CRule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ 95hrJC-Fi_Misc_pt29

➤ Record of Comm. Proceedings ... RCP

➤ **

STATE OF WISCONSIN

SENATE CHAIR
TIM WEEDEN

119 Martin Luther King Blvd.
P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-2253



ASSEMBLY CHAIR
BEN BRANCEL

119 Martin Luther King Blvd.
P.O. Box 8952
Madison, WI 53708-8952
Phone: 266-7746

JOINT COMMITTEE ON FINANCE

May 8, 1996

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

Dear Secretary Klauser:

This is to inform you that the members of the Joint Committee on Finance have reviewed the April 1, 1996, request pursuant to s. 49.177(2m) pertaining to the approval of state supplemental payments to the federal Supplemental Security Income program.

No objections to this request have been raised. Accordingly, the request has been approved.

A handwritten signature in black ink, appearing to read "Ben Brancel", written in a cursive style.

BEN BRANCEL
Assembly Chair

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Weeden", written in a cursive style.

TIM WEEDEN
Senate Chair

BB/TW/kc

cc: Members, Joint Committee on Finance
Linda Nelson, DOA

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON
GOVERNOR
JAMES R. KLAUSER
SECRETARY



Mailing Address:
Post Office Box 7864
Madison, WI 53707-7864

April 1, 1996


Senator Tim Weeden, Co-Chair
Joint Committee on Finance
115 South, Capitol
Madison, Wisconsin 53707

Representative Ben Brancel, Co-Chair
Joint Committee on Finance
107 South, Capitol
Madison, Wisconsin 53707

Dear Joint Committee on Finance Co-Chairs:

Pursuant to Wisconsin Statutes 49.177(2m), the Department of Administration (DOA) has approved the Department of Health and Social Services' (DHSS) request to modify the amount of state supplemental payments to the federal Supplemental Security Income (SSI) program. DOA supports the plan to make one one-time payment in December 1996 to meet the federal maintenance of effort requirements. Prior to making this payment, DHSS will send both DOA and the Legislative Fiscal Bureau a final estimate of the CY96 maintenance of effort payment. Thank you for your consideration of this proposal.

Sincerely,

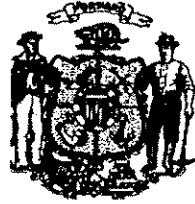


James R. Klauser
Secretary

STATE OF WISCONSIN

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JOINT COMMITTEE ON FINANCE

April 18, 1996

Secretary James R. Klauser
Department of Administration
101 East Wilson Street, 10th Floor
Madison, WI 53702

Dear Secretary Klauser:

On March 29, 1996, ss. 16.515\16.505(2) requests for the Departments of Regulation and Licensing and Industry, Labor and Human Relations were submitted in a memorandum from you to the Co-chairs for approval by the Joint Committee on Finance.

With respect to the request for increased expenditure and position authority for the Department of Regulation and Licensing, the Committee will approve the following: (1) providing increased expenditure authority of \$160,700 PR in 1995-96 for appropriation 20.165(1)(g); (2) providing increased expenditure authority of \$91,500 PR in 1996-97 for appropriation 20.165(1)(g) with the stipulation that this increase is a one-time increase, is not base-building and that any continued funding requirements for 1997-99 be addressed in the agency's 1997-99 biennial budget request; and (3) providing \$20,700 PR in 1996-97 for appropriation 20.165(1)(g) for a one-year extension of a half-time legal assistant position in the Division of Enforcement (this project position would then expire on June 30, 1997).

The Committee believes that the requested funding for 1996-97 for increased supplies and services costs as a result of increased applicant workload due to newly regulated occupations has not been sufficiently documented as a part of the current request. Further, while the Committee believes that the remaining requested areas of funding increase are warranted in terms of demonstrated increased costs in this biennium, it is unclear how much of these increased costs are on-going as opposed to being one-time in nature and this issue can be more appropriately reviewed in the context of the agency's 1997-99 biennial budget request. We will treat the request for the Department of Regulation and Licensing as being approved by the Committee as

Mr. James R. Klauser, Secretary

April 18, 1996

Page 2

outlined above unless you notify us by April 29, 1996 that you instead wish us to schedule a meeting of the Committee under s. 13.10 to consider the request.

With regard to the request from the Department of Industry, Labor and Human Relations, the Committee has reviewed the request for conversion of various permanent positions to project related to contracts for provision of employment and training services to welfare recipients. The Committee has no objections to the deletion of 11 FED permanent positions and the creation of 11 PR project positions. However, the DOA approval did not specify an end date for the project positions, while end dates of December 31, 1997, would be consistent with the anticipated contract end dates identified in the DILHR request. With this understanding, the recommendation of DOA relating to the 11 positions is approved.

Further, DOA did not forward to the Committee the portion of DILHR's request related to conversion of 14 PR permanent positions to project for the same contract purposes under appropriations s. 20.445 (1)(ka) and (gb). While DILHR requested approval of this conversion from DOA under s. 16.54(8), that process is only for FED positions. Conversion of permanent positions to project within a PR, GPR or SEG appropriation requires legislative approval by law or under s. 16.505 or s. 13.10. If DOA wishes to convert the 14 DILHR permanent PR positions to project, DOA must forward a request to the Committee.



TIM WEEDEN
Senate Chair

Sincerely,



BEN BRANCEL
Assembly Chair

TW/BB/kc

cc: Members, Joint Committee on Finance
Linda Nelson, DOA
Secretary Carol Skornicka, DILHR
Secretary Marlene Cummings, R&L

STATE OF WISCONSIN

SENATE CHAIR
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JOINT COMMITTEE ON FINANCE

TO: Members of Joint Committee on Finance

FROM: Senator Tim Weeden
Representative Ben Brancel
Co-Chairs, Joint Committee on Finance

DATE: March 29, 1996

RE: 16.515/.505(2) request
Regulation & Licensing - General Program Operations
DILHR - Interagency Agreements; Unemployment Administration, Federal
Moneys

Attached is a copy of a request from the Department of Administration dated March 29, 1996 pursuant to 16.515/.505(2) pertaining to requests from the Department of Regulation & Licensing and the Department of Industry, Labor & Human Relations.

Please review these items and notify Representative Ben Brancel's office not later than **Wednesday, April 17, 1996** 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 further information.

TW:BB:dr

3-29-96

CORRESPONDENCE MEMORANDUM

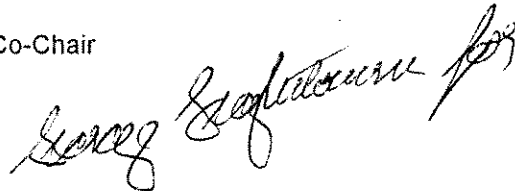
**STATE OF WISCONSIN
Department of Administration**

Date: March 29, 1996

To: The Honorable Tim Weeden, Co-Chair
Joint Committee on Finance

The Honorable Ben Brancel, Co-Chair
Joint Committee on Finance

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>1995-96</u> | | <u>1996-97</u> | |
|------------------------|---|----------------|------------|----------------|------------|
| | | <u>AMOUNT</u> | <u>FTE</u> | <u>AMOUNT</u> | <u>FTE</u> |
| R&L 20.165(1)(g) | General Program Operations | \$160,700 | | \$189,300 | 0.50* |
| DILHR 20.445(1)(ka) | Interagency Agreements | | 11.00** | | 11.00** |
| DILHR 20.445(1)(n) | Unemployment Administration; Federal Moneys | | -11.00** | | -11.00** |

* One-year extension of a project position.

** Converting 11.00 FTE permanent positions to project positions.

As provided in s. 16.515, this request will be approved on April 19, 1996, 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 Linda Nelson at 266-3330, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

CORRESPONDENCE/MEMORANDUMSTATE OF WISCONSIN
Department of Administration**Date:** March 26, 1996**To:** James R. Klauser, Secretary
Department of Administration**From:** Michael Heifetz, Executive Policy Analyst
Division of State Executive Budget and Finance**Subject:** Request under s. 16.505/515 from the Department of Regulation and Licensing for resources to administer the new tax delinquency program and new regulations related to the following professions: auctioneers, landscape architects, geologists, advanced nurse practitioners and social workers, and to manage consumer complaints related to the health professions.**REQUEST:**

The Department of Regulation and Licensing requests increased PRO expenditure authority of \$160,400 in FY96 and \$189,300 in FY97 under s. 20.165(1)(g), General Program Operations, and a one-year extension of .5 FTE project PRO legal assistant position. This request is necessary in order to administer the new tax delinquency program, various regulation and licensing requirements and to continue to address consumer complaints related to the health professions. Funding for the request is as follows:

| | FY96 General Operations | FY97 General Operations |
|-----------------------|--------------------------------|--------------------------------|
| Salaries | \$5,400 | \$14,200 |
| LTEs | \$21,600 | \$35,200 |
| Fringe Benefits | \$2,900 | \$7,200 |
| Supplies and Services | \$130,500 | \$132,700 |
| Total | \$160,400 | \$189,300 |

The department's request includes an ongoing increase of \$151,800 to its base budget authority in order to fund the continuing costs of this request.

REVENUE SOURCES FOR APPROPRIATION:

The revenue sources for the appropriation under s. 20.165(1)(g), *General Program Operations*, are initial credential and credential renewal fees paid to the department by prospective credential holders and credential holders seeking renewal. A revenue forecast is included in the analysis.

BACKGROUND:

1995 Wisconsin Act 27 (the 1995-97 biennial budget) requires the department to deny the renewal of a credential if a credential holder is tax delinquent. The objective of the program is to improve tax collection efforts. Because the number of tax delinquent applicants for credential renewal has been higher than anticipated and no resources were provided to administer this new responsibility, the department is experiencing difficulty in meeting this new workload.

In addition, legislation enacted during the 1993-94 legislative session established statutory regulation and licensing requirements of the following new professions: auctioneers, geologists and landscape architects. The workload generated by these new professions, as well as the advanced nurse practitioner and social worker professions, has also been substantially higher than anticipated. Further, although the department's fiscal notes indicated that additional resources would be needed, most of the separate legislative acts establishing the regulation of these new professions did not provide additional resources to the department to manage the additional workload created by the legislation.

Finally, the department is requesting a one-year extension of .5 FTE legal assistant project position to continue to assist the Division of Enforcement with the heavy caseload in the health services professions. This position was provided as part of the June 1994 request under s. 16.505/515 approved by the Joint Committee on Finance, and will expire at the end of FY96 unless an extension is approved.

ANALYSIS:

Tax Delinquency Program -- FY96: \$79,200; FY97: \$91,500

The Tax Delinquency program enacted under 1995 Wisconsin Act 27 requires the department to deny the renewal of a credential if the applicant is tax delinquent. The Department of Revenue (DOR) provides the Department of Regulation and Licensing with a computer file of all delinquent taxpayers. This list is then compared to renewal applicants; renewal is denied if an applicant is found to be delinquent on state taxes owed.

A preliminary estimate conducted by DOR and the department indicated that there would be only about 1,700 (0.6% of all renewals) tax delinquent applicants for credential renewal per biennium. Consequently, the department did not believe that additional resources would be necessary to implement this program. However, this estimate, and the estimate of the work necessary to administer the program proved to be too low: conservative projections indicate that over 2,000 applicants for credential renewal per biennium will be found to be tax delinquent. This has resulted in significant cost and workload increases in the following areas:

1) Printing/Postage: A new handout has been sent with all renewal applications. In addition, more than 50% of the renewal applicants do not submit all of the required information such as social security numbers, resulting in multiple correspondence to obtain this information. For renewal applicants that are deemed tax delinquent, additional correspondence is needed to resolve the situation. Finally, the department has received many requests for information about this program as well as the rules that implement it. A 40% increase in the price of paper is also contributing to higher costs in this area. Based on general service billings through seven months of FY96, the department indicates that it needs an additional \$50,000 PRO in both FY96 and FY97, and to the department's base budget because this is a permanent requirement of the department.

2) Office of Renewal: As the tax delinquency program generates additional correspondence, it also increases the workload of the Office of (credential) Renewal. In order to meet this workload, the department has been utilizing LTEs for 200 hours per pay period. The department is requesting \$22,600 PRO (\$21,000 for LTE salaries; \$1,600 for fringe benefits) in FY96 and \$37,900 PRO (\$35,200 for LTE salaries; \$2,700 for fringe benefits) in FY97 to cover this expense. After some experience with the tax delinquency program, the department anticipates a reduced need for LTE support. Therefore, although the department is requesting an increase of \$21,100 PRO to its base budget, the need for

additional base LTE resources should be addressed during biennial budget development after more experience with the program.

3) Information Technology: To accommodate the additional information generated by the tax delinquency program (social security numbers, tax delinquency information), several computer programming changes have had to be made, and computer usage has increased. The department is requesting \$6,600 PRO (\$5,400 overtime salaries; \$1,200 fringe benefits) in FY96 and \$3,700 PRO (\$3,000 overtime salaries; \$700 fringe benefits) in FY97 to reflect overtime salaries paid to information technology staff. The department is also requesting \$3,700 PRO be added to its base budget for this purpose. However, it is appropriate for the department to absorb this expense in future biennia.

The tax delinquency program was conceived to help collect taxes owed to the state. Without sufficient resources, the department will be unable to effectively administer the program and the objective of improving tax collection will be jeopardized.

Professional Regulation – FY96: \$81,200; FY97: \$77,000

The separate legislative acts that established the regulation of the auctioneer, geologist, landscape architect, advanced nurse practitioner and social worker professions typically did not provide resources to administer the new requirements. Consequently, the department has had to rely on the s. 16.505/515 process to obtain the additional resources needed to meet the workload. In October 1993 and June 1994 such requests were approved by the Committee; however, because of the unknown number of new credential holders and the corresponding workload, many of these resources were provided on a project basis, and were not added to the department's base budget.

Original estimates of the number of professionals that would seek and obtain credentials and the subsequent fiscal impact were based on information available from the various professional organizations and from experience in similar states, such as Minnesota. However, these estimates proved to be quite low. Specifically, the department anticipated 500 initial registrations as auctioneers and auction companies compared to 1,146 actual registrations; for geologists and landscape architects, the department anticipated 750 initial registrations compared to 1,651 actual registrations; and for advanced practice nurse practitioners, the department anticipated 350 initial registrations compared to 616 actual registrations. Overall, the department has received over 42% more applications than anticipated. Although it would have been preferable to resolve these issues during biennial budget development, there was no history or data available at that time regarding these professions on which to base a request.

Regulating additional professions significantly increases the printing and postage costs of the department. These costs increase with each new applicant due to increased demand in the following areas:

1) Application and Other Materials: For each initial credential application, the department sends the individual the applications, study guides, administrative code books and other materials often numbering hundreds of pages. In addition, each regulatory board sends the credential holders semi-annual newsletters which provide information regarding board activities, pending legislation, regulatory issues in other jurisdictions or at the federal level, disciplinary proceedings and other items. Credential holders are also sent revised code books as changes are made to the administrative rules governing each profession.

2) Regulatory Board Meetings: The regulatory boards of the respective professions meet at least quarterly (most of the health professions meet monthly) to approve/deny credential applications, discuss and update rules, review pending legislation, review examination standards and conduct disciplinary

hearings. As more individuals obtain credentials, more consumer complaints are received and disciplinary hearings are held, the work of the boards increases. Agenda packets are often hundreds of pages long, depending on the number and complexity of disciplinary hearings.

Therefore, the department is requesting \$62,000 PRO in both FY96 and FY97 for increased postage and printing costs and \$15,000 PRO in both FY96 and FY97 for paper (recall the 40% paper price increase) and supplies. The department is also requesting \$4,200 PRO for FY96 only for per diem and travel costs associated with holding five additional meetings of the Social Workers Section of the Examining Board of Social Workers, Marriage and Family Therapists and Professional Counselors to review 300 pending applications and to continue developing procedures to administer the Social Worker Training Certificate enacted under 1995 Wisconsin Act 27. These funds are necessary to provide prompt services to the thousands of professionals that are the customers of the department and to regulate those professions effectively in order to protect the consumer.

Extension of .5 FTE Legal Assistant Position – FY96: \$0; FY97: \$20,700

As part of the June 1994 request under s. 16.505/515 approved by the Committee, the department was provided with .5 FTE legal assistant project position (expiring June 30, 1996) in the Division of Enforcement to assist attorneys with legal research related to medical complaints (the department had requested additional attorney positions). Providing a legal assistant position rather than an attorney has proved to be a cost-effective method of processing the large volume of medical complaints (there are 461 pending cases). Therefore, the department is requesting \$20,700 PRO for salary and fringe benefit costs and extension of this project position for FY97. The department will then evaluate the need for this position on a continuing basis as it develops its 1997-99 biennial budget request. Given the success of this position and its low cost, it is appropriate to approve this extension of this position and the corresponding expenditure authority.

Revenue Forecast

The table below illustrates that there is sufficient revenue available to fund this request and maintain a sufficient balance:

| | FY96 | FY97 |
|--------------------------|--------------------|--------------------|
| Carryover | \$1,212,100 | \$3,280,800 |
| Projected Revenue | \$9,933,400 | \$6,731,500 |
| Projected Expenditures | \$7,704,300 | \$7,825,600 |
| Requested Increase | \$160,400 | \$189,300 |
| Remaining Balance | \$3,280,800 | \$1,997,400 |

RECOMMENDATION:

Approve the requested amounts for FY96 and FY97. However, remove the following requested additions to the ongoing agency base budget: \$21,100 PRO for LTE salary and fringe benefit costs and \$3,700 PRO for computer programming overtime salary and fringe benefit costs. Continuing costs of these recommendations will be \$127,000 annually in the appropriation under s. 20.165(1)(g), *General Program Operations*.



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 53708-8935
(608) 266-2112

March 20, 1996

TO: Secretary James Klauser
Department of Administration

FROM: Patricia McCormack, Deputy Secretary *pm*
Department of Regulation and Licensing

RE: SS. 16505/16.515 Request

On behalf of Secretary Cummings, I am writing to request the SS. 16.505/16.515 Request dated March 6, 1996 be withdrawn, and that the attached SS. 16.505/16.515 Request (dated March 20, 1996) replace it.

The March 6, 1996 document contained some computational errors, and so, the department is submitting a corrected request.

I apologize for these errors and adding to the workload of your staff. The department appreciates your consideration of this corrected copy of this request.

Regulatory Boards

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



State of Wisconsin \ DEPARTMENT OF REGULATION & LICENSING

Marlene A. Cummings
Secretary

Tommy G. Thompson
Governor

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

March 20, 1996

To: Secretary James Klauser
Department of Administration

From: Secretary Marlene A. Cummings
Department of Regulation and Licensing
Marlene A. Cummings

RE: SS. 16.505/16.515 Request

This is a request under ss. 16.505/ 16.515, Stats., for position authority and a supplement to the Department of Regulation and Licensing's (DRL) ss. 20.165 (1) (g) appropriation. The need for the supplement is the result of the implementation of the tax delinquency program as enacted in 1995 Wisconsin Act 27 and the result of several new professions being regulated by DRL and its attached boards. The department is also requesting that a legal assistant project position be extended for the 1996-97 fiscal year.

The requested supplement is as follows for s. 20.165 (1) (g) General Program Operations:

Table with 4 columns: Category, FY 1996 Funding, FY 1997 Funding, and Amount. Rows include Salaries, LTE, Fringe Benefits, Supplies, and TOTAL for both FY96 and FY97.

The department also requests that the following portion of this request be added to the department's base budget authority for the 1997-99 biennium:

Table with 2 columns: Category and Amount. Rows include Salaries, LTE, Fringe Benefits, Supplies, and TOTAL.

Secretary James Klauser
March 6, 1996
Page 2

Tax Delinquency Program

The Tax Delinquency Program, as enacted in the budget bill, requires the DRL to deny the renewal of credentials if a credential holder is tax delinquent. DRL and the Department of Revenue (DOR) have worked out a memorandum of understanding which requires DOR to provide DRL with a computer file on a weekly basis of all delinquent tax payers. This file is used to match social security numbers of tax delinquents with renewal applicants' social security numbers. Credentials are not renewed until this matching has taken place and only if a hold is not placed on a credential by the DOR.

To prepare for this new program, DRL and DOR tried to match by name the credential holders from DRL's licensing system with DOR's tax delinquency file. This preliminary match led the department to believe that there were only about 1700 matches (only .6 percent of all credential holders renewing) with the tax delinquency program. As a result, the department did not believe that additional resources would be needed to implement the program.

The preliminary estimate turned out to be incorrect. Matches by name did not pick up matches that have taken place because of a spouse being tax delinquent. The department's matches have gone as high as 30 per day during the current renewal process. Printing and postage costs have increased dramatically. A handout has been printed to send out with all renewal applications describing the law and the requirements which have been added to the renewal process. In addition, at least fifty percent of the credential holders renewing their credentials have not reported their social security numbers on the renewal applications. Additional "go back" forms have been created to send out to request the required social security number information. The department has also received numerous requests for more information about the law as well as requests for copies of the law and the rules implementing it. The department estimates that this program will cost \$50,000 this fiscal year for printing and postage and is requesting this amount as part of its supplement for 1995-96 as well as for fiscal year 1996-97.

The tax delinquency program has also increased the volume of work in the Office of Renewal. The department is using four limited term employees working 50 hours per pay period to assist the Office of Renewal in processing applications. The department estimates that this will increase salary and fringe benefits costs for limited term employees by \$22,620 for this year and by \$37,837 for fiscal year 1996-97.

Several data processing programming changes have had to be made in order to accommodate the increased volume of information (social security numbers and tax delinquency information) DRL's licensing system now must process in order to renew credentials. Salary/fringe benefits costs for programming changes are \$3,974.

Secretary James Klauser
March 20, 1996
Page 3

Data processing ongoing costs have also increased so that work can be done on weekends to load the weekly DOR tax delinquent file. Salary/fringe benefit costs for fiscal year 1995-96 are \$2,569 and costs for next year are projected to be \$3,710 for fiscal year 1996-97.

As a result, the funding needed to support the implementation of the tax delinquency program for this year \$79,163 and next fiscal year is \$91,547.

Costs Associated with New Regulation

During the 1995 legislative session, several laws were enacted which require the regulation of geologists, auctioneers and auction companies, landscape architects, dietitians, and advanced nurse practitioner prescribers. The department's estimate of the number of people seeking credentials and the associated workload increase has not been accurate in the case of the geologists, landscape architects, auctioneers and auction companies, and in the advanced nurse practitioner prescribers.

Regulation of Geologists and Landscape Architects (End of Waiver Period: December 31, 1995)

The department's estimate for the number of geologists who seek credentials in Wisconsin was approximately 500 and was based on information from other states and from state professional organizations. To date, the board has registered 725 geologists and there are 500 pending files which the Geologist Section and the department must review and approve or deny. The department estimated that there would be approximately 250 landscape architects credentialed because of the new regulation. To date, the board has registered 334 landscape architects and there are 102 pending files which the Landscape Architect Section and the department must review and approve or deny.

Regulation of Auctioneer and Auction Companies (End of Waiver Period: March 1, 1995)

The department's estimate, based on the information received from the professional association, of the number of auctioneers and auction companies who would initially register during the waiver period was 500. To date, the department has registered 1,098 auctioneers and 148 auction companies, over twice the number originally estimated.

Regulation of Advanced Practice Nurse Practitioner Prescribers (Effective April, 1995)

The department estimate of the number of advanced practice nurse practitioner (APNP) prescribers was approximately 350 based on information from the professional associations and educational institutions. To date, the department has certified 421 APNP prescribers, has 180 applications pending and receives approximately 15 new applications per month.

Secretary James Klauser

March 20, 1996

Page 4

Regulation of Social Workers (End of Waiver Period: May 31, 1995)

The Social Worker Section has 300 pending application files to review and approve or deny certification. In addition, the section and department are preparing forms and applications for the Social Worker Training certificate which was enacted as part of Act 27.

The department is also requesting \$4,198 for this fiscal year for costs associated with holding five additional section meetings to hold appeal hearings on applications which have already been denied and are now being appealed. This funding would include \$673 for per diems and taxes, \$2300 for travel and \$1225 for lodging.

The new regulation of a profession usually requires several letters of correspondence to the applicants and also requires creating new forms and new files. The department estimates that an additional \$62,000 is needed to handle postage and printing costs related to the regulation of these professions and related to other law changes which have taken place during this fiscal year. An additional \$15,000 is needed to cover costs associated with paper and supplies. The cost of paper has increased significantly this year. A typical purchase of 25 cases of recycled plain paper (250 reams) costs \$320 more than it did last year.

To date, the Bureau of Health Professions has sent out 14 newsletters and 50 board meeting agenda packages. The Bureau of Health Service Professions has sent out five newsletters, 50 board meeting agenda packages, three code book orders of over 10,000 each--over 30,000 code books have been sent to applicants for social worker certification. The Bureau of Business and Design Professions has sent out two newsletters, 42 board meeting agenda packages and accounting application forms (which have been revised) for candidates who failed the first try at the exam and need to re-take the exam. The Bureau of Direct Licensing and Real Estate has sent out six newsletters, 23 board meeting agenda packets, and the annual report packets for charitable organizations, loan solicitors, mortgage bankers, preneed seller and cemetery authorities and private detectives.

In addition, all the bureaus send out hundreds of application packets for the various professions each week and each application includes a code book. When there are rule changes, new code books are printed and mailed to all credential holders in that professions along with an explanatory letter to inform and educate the credential holders. Agenda packages range from 20 pages to 100 pages in length and must be sent to board members and routed to staff who must attend the meetings. Study guides for some professions are sent by the hundreds each month. In addition, multiple forms such as incomplete application checklist forms and request for omitted information forms are sent out.

Secretary James Klauser

March 20, 1996

Page 5

Without additional funding, the department will not be able to continue sending out information to board members, credential holders and applicants, such as newsletters, code books and applications. The total funding needed to support postage and printing costs associated with new regulations and an increased volume of work for fiscal year 1995-96 and for fiscal year 1996-97 is \$77,000.

Project Position

The department is also requesting an extension of a .5 Legal Assistant (Entry Level) project position for a one-year period for fiscal year 1996-97. The requested supplement is as follows:

| | |
|-------------------------|-----------------|
| Funding | \$20,715 |
| -Salary/Fringe Benefits | \$15,015 |
| -Supplies/Services | \$ 5,700 |

The department hired a 0.5 Legal Assistant (Entry Level) project position last year with the project position that was approved in a 16.505/16.515 request July 21, 1994. This position was hired to assist in the handling of the complaints related to the health professions.

The department's Division of Enforcement Health Team attorneys has a current caseload of 461 pending cases. The legal assistant coordinates the assignment of cases within the team as well as serves as team facilitator. She has also been actively participating in the development of complex medical cases which are going to hearing. She has prepared interrogatories, requests for admissions, and demands for production of documents. She has assisted attorneys with legal and case research and has summarized various transcripts of depositions for attorneys and investigators. She also prepares and schedules the informal case settlement conferences of attorneys. Her assistance has been invaluable to the team and allows the team to keep on top of its large caseload. The department believes that it is essential to continue this position through the end of this biennium.

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

Date: March 27, 1996

To: James R. Klauser, Secretary
Department of Administration

From: Orlando Canto
Education and Training Team

Subject: Request Under s. 16.505 From the Department of Industry, Labor and Human Relations For
Converting Permanent Positions to Project Positions

REQUEST:

Under the provisions of s. 16.505(2) DILHR requests authority to convert 11.0 FTE permanent positions in appropriation s. 20.445(1)(n) to project positions in appropriation s. 20.445 (1)(ka).

REVENUE SOURCES FOR APPROPRIATIONS:

The source of revenues deposited in appropriation s. 20.445(1)(ka) are contractual payments received from state agencies. In this case, funds are received from the Department of Health and Social Services for operating expanded employment services to AFDC and Food Stamp Recipients. The source of revenues deposited in appropriation s. 20.445(1)(n) are federal funds received for the administration of employment service programs.

BACKGROUND:

In the last several months DILHR has experienced increased demand to provide welfare recipients employment and training services. The increased demand is the result of additional contracts that have been awarded to DILHR's Division of Jobs Employment and Training Services (JETS). With the anticipated passage of W-2 legislation, many local Job Opportunity and Basic Skills (JOBS) programs have turned to DILHR to intensify efforts to place AFDC and Food Stamp recipients into unsubsidized jobs.

In view of the uncertainty of program operation and permanent staffing needs once W-2 is fully operational, DILHR is requesting authority for project positions instead of permanent positions. DILHR estimates a need for an additional 25.0 FTEs to meet expanding contractual demands of the Milwaukee Food Stamp Employment program and the Eau Claire County, Dane County, Rock County, South West Consortium and Milwaukee County "pay-for-performance" programs. Fourteen of the needed 25.0 FTEs will be generated by converting existing vacant permanent positions in the JETS Division into project positions. The remaining 11.0 FTE positions are being reallocated from vacant positions in DILHR's s. 20.445 (1)(n) appropriation.

James R. Klauser, Secretary
3/27/96
Page 2

ANALYSIS:

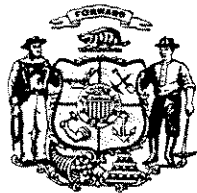
The Department's request appears reasonable. DILHR has adequately documented the need for additional positions. Converting vacant permanent positions to project positions to pick-up the temporary workload increase associated with W-2 transition is an appropriate and efficient way of responding to the need for additional staffing in the JETS Division. The Department has sufficient expenditure authority to absorb the additional funds resulting from these new contracts.

RECOMMENDATION:

Approve the request to transfer 11 permanent positions in appropriation s. 20.445(1)(n) to project positions in appropriation s. 20.445 (1)(ka). Positions are approved for a 24 month period - - May 1, 1996 to April 30, 1998.

Tommy Thompson
Governor

Carol Skornicka
Secretary



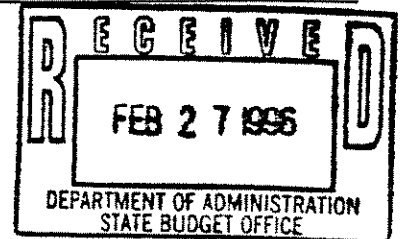
OFFICE OF THE SECRETARY
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784

LC: RGL LU BH

State of Wisconsin
Department of Industry, Labor and Human Relations

February 20, 1996

Orlando Canto
Department of Administration
101 East Wilson Street, 10th Floor
Madison Wisconsin 53703



Dear Orlando:

The Department of Industry, Labor and Human Relations (DILHR) has a need for 25 project positions in the JETS Division to meet contractual obligations in providing services to specific target groups.

The need is based on increased contracts levels in JOBS Pay for Performance and Food Stamps Employment and Training as Wisconsin transitions services from the JOBS program to W-2.

The department will be able to handle this need within our authorized position level by converting permanent positions to project positions involving three different appropriations (120/127/151).

Our request includes two parts:

Request under authority of s.16.54 (8):

- To convert seven (7) permanent positions to project positions in Appropriation 120, s.20.445(1)(ka), Interagency Agreements; and
- To convert seven (7) permanent positions to project positions in Appropriation 127, s.20.445(1)(gb), Local Agreements.

Request under authority of s.16.505:

- To convert eleven (11) permanent positions in Appropriation 151, s.20.445 (1)(n) to project positions in Appropriation 120, s.20.445 (1)(ka).

Information supporting both the 16.54 (8) and 16.505 requests are attached.

If you have any questions concerning this request, please contact Tom Dichraff (266-5745).

Sincerely,

Carol Skornicka

Carol Skornicka
Secretary

**DEPARTMENT OF INDUSTRY, LABOR AND HUMAN RELATIONS
JOBS, EMPLOYMENT AND TRAINING SERVICES DIVISION**

**REQUEST FOR THE CONVERSION OF PERMANENT POSITIONS
TO PROJECT POSITIONS**

UNDER S.16.54 (8)

REQUEST

The Jobs, Employment and Training Division (JETS) requests authority to convert seven (7) permanent positions to project positions in Appropriation 120, s.20.445(1)(ka), Interagency Agreements and seven (7) permanent positions to project positions in Appropriation 127, s.20.445 (1)(gb) Local Agreements.

BACKGROUND/PURPOSE

The JETS Division has increased contract levels in both appropriations that require additional positions to provide services in field offices. The need for 25 additional project positions has been identified in two areas.

- *JOBS*: The majority of the increased funding is in JOBS contracts as a result of performance earnings in calendar year 1995 and increased service levels for the "pay for performance" features as we transition to W-2. These contracts have already started and have end dates of 12/31/96. We expect these contracts to be renewed for calendar year 1997.
- *FOOD STAMPS*: The Milwaukee Food Stamp contract is funded through 9/30/96 with an option to renew based on performance. We expect this contract to be renewed for an additional 12 month period.

We have determined that project positions are the most appropriate method of filling these positions given the uncertain funding as services to AFDC recipients are transitioned to W-2. In addition, individuals hired in project positions will understand their employment duration will be limited to the length the contracts as we organize in the new department.

The need for 25 project positions is displayed below by contract and appropriation.

| <u>Project</u> | <u>Approp</u> | <u>No of FTEs</u> | <u>Project Length</u> | <u>Effective Dates</u> |
|------------------------------|---------------|-------------------|-----------------------|------------------------|
| Milwaukee Food Stamp | 127 | 4.0 | 19 Mos | 03/01/96-09/30/97 |
| Eau Claire Pay for Perform | 127 | 2.0 | 22 Mos | 03/01/96-12/31/97 |
| Dane/SW/Rock Pay for Perform | 127 | 1.0 | 22 Mos | 03/01/96-12/31/97 |
| Milwaukee Pay for Perform | 120 | 18.0 | 22 Mos | 03/01/96-12/31/97 |
| Total | | 25.0 | | |

Appropriation 120

The conversion of seven permanent positions to project positions in Appropriation 120 will partially meet our needs for the following contract:

- JOBS Pay for Performance (Milwaukee); 7.0 FTE; Effective 03/01/96-12/31/97.

Note: The need for an additional eleven (11) positions for this contract will be addressed in the request for conversion under s.16.505.

Appropriation 127

The conversion of seven permanent positions to project positions in Appropriation 127 will meet our needs for the following contracts:

- Food Stamp E&T Project-(Milwaukee); 4.0 FTE; Effective 03/01/96-09/30/97;
- JOBS Pay For Performance (Eau Claire); 2.0 FTE; Effective 03/01/96-12/31/97;
- and
- JOBS Pay For Performance (Dane); 1.0 FTE; Effective 03/01/96-12/31/97.

Appropriation 120 (from Appropriation 151)

The remaining positions to be converted through the 16.505 request are for the following contract:

- JOBS Pay For Performance (Milwaukee); 11.0 FTE (remainder of 18); Effective 03/01/96-12/31/97.

POSITIONS TO BE CONVERTED UNDER s.16.54 (8) REQUEST

Positions to be converted are listed below by appropriation. In addition, enclosed are the completed PMIS data entry forms to effect the requested conversions.

120 Permanent Numbers to be Converted to Project:

| Number | Classification | FTE Level | Adj FTE Level |
|---------------|-----------------------|------------------|--|
| 008835 | JSS | .50 | 1.00 |
| 015521 | JSS | .55 | 0.00 (.20 to 033958 and .35 to 313494) |
| 029781 | JSS | .50 | 0.00 |
| 033958 | JSS | .80 | 1.00 |
| 035891 | JSS | .50 | 1.00 |
| 042889 | ESA | 1.00 | 1.00 |
| 300265 | JSS | .50 | 0.00 (.50 to 035891) |
| 307193 | JSS | .50 | 1.00 |
| 315088 | JSS | .50 | 0.00 (.50 to 307193) |
| 313494 | JSS | .65 | 1.00 |
| 314347 | JSS | 1.00 | 1.00 |
| | Total | 7.00 | 7.00 |

127 Permanent Numbers to be Converted to Project:

| <i>Number</i> | <i>Classification</i> | <i>FTE Level</i> | <i>Adj FTE Level</i> |
|----------------------|------------------------------|-------------------------|---|
| 011062 | JSS | 1.00 | 1.00 |
| 013293 | JSS | 1.00 | 1.00 |
| 033448 | PA | 1.00 | 1.00 |
| 033978 | JSS | 1.00 | 1.00 |
| 037058 | JSS | .85 | 1.00 |
| 300674 | JSA | 1.00 | 1.00 |
| 319035 | JSS | .75 | 1.00 |
| 319878 | JSS | <u>.50</u> | <u>0.00</u> (.10 to 036581, .15 to 037058, .25 to 319035) |
| | <i>Total</i> | <i>7.10</i> | <i>7.00</i> |

For the remaining needs, we are requesting the conversion of eleven (11) permanent positions in Appropriation 151 to project positions in Appropriation 120.

POSITIONS TO BE CONVERTED

Positions to be converted are listed below. In addition, enclosed are the completed PMIS data entry forms to effect the requested conversions.

151 Permanent Numbers to be Converted to Appropriation 120 Project:

| <i>Number</i> | <i>Classification</i> | <i>FTE Level</i> | <i>Adj FTE Level</i> |
|----------------------|------------------------------|-------------------------|-----------------------------|
| 000195 | PA | 1.00 | 1.00 |
| 036698 | JSS | 1.00 | 1.00 |
| 015558 | JSS | 1.00 | 1.00 |
| 014217 | JSS | 1.00 | 1.00 |
| 301208 | JSS | 1.00 | 1.00 |
| 011124 | JSS | 1.00 | 1.00 |
| 314335 | JSS | .50 | 1.00 (.50 from 300879) |
| 021857 | JSS | 1.00 | 1.00 |
| 017792 | JSS | 1.00 | 1.00 |
| 036842 | JSS | 1.00 | 1.00 |
| 020754 | JSS | 1.00 | 1.00 |
| | <i>Total</i> | <i>10.50</i> | <i>11.00</i> |

**DEPARTMENT OF INDUSTRY, LABOR AND HUMAN RELATIONS
JOBS, EMPLOYMENT AND TRAINING SERVICES DIVISION**

**REQUEST FOR THE CONVERSION OF PR-F PERMANENT POSITIONS
TO PR PROJECT POSITIONS**

UNDER S.16.505

REQUEST

The Jobs, Employment and Training Services Division (JETS) requests the conversion of eleven (11) permanent positions in Appropriation 151, s.20.445 (1)(n) to project positions in Appropriation 120, s.20.445(1)(ka).

BACKGROUND/PURPOSE

The JETS Division has increased contract levels in Appropriations 120 and 127 that require additional positions to provide services in field offices. A need for 25 additional project positions have been identified in two areas

- *JOBS*: The majority of the increased funding is in JOBS contracts as a result of performance earnings in calendar year 1995 and increased service levels for the "pay for performance" features as we transition to W-2. These contracts have already started and have end dates of 12/31/96. We expect these contracts to be renewed for calendar year 1997.
- *FOOD STAMPS*: The Milwaukee Food Stamp contract is funded through 9/30/96 with an option to renew based on performance. We expect this contract to be renewed for an additional 12 month period.

We have determined that project positions are the most appropriate method of filling these positions given the uncertain funding as services to AFDC recipients are transitioned to W-2. In addition, individuals hired in project positions will understand their employment duration will be limited to the length the contracts as we organize in the new department.

The need for 25 project positions is displayed below by contract and appropriation.

| <u>Project</u> | <u>Approp</u> | <u>No of FTEs</u> | <u>Project Length</u> | <u>Effective Dates</u> |
|-----------------------------|---------------|-------------------|-----------------------|------------------------|
| Milwk Food Stamp | 127 | 4.0 | 19 Mos | 03/01/96-09/30/97 |
| Eau Claire Pay for Perform | 127 | 2.0 | 22 Mos | 03/01/96-12/31/97 |
| Dane/SW/Rck Pay for Perform | 127 | 1.0 | 22 Mos | 03/01/96-12/31/97 |
| Milwk Pay for Perform | 120 | 18.0 | 22 Mos | 03/01/96-12/31/97 |
| | Total | 25.0 | | |

A request under s.16.54 (8) has been submitted to the Department of Administration to convert seven (7) permanent positions in Appropriation 120 and seven (7) permanent positions in Appropriation 127 to project positions in the same appropriations. This conversion will meet our needs for fourteen (14) of the twenty-five (25) positions identified.

Agency DILHR Submitted By Judy Feutz Telephone No. 6-5720 Date Submitted 022296

| Position Number | Surpl. Pos. CD | Field Code | Change to: | From |
|-----------------|----------------|------------|------------|-------|
| 1-6 | 7 | 9-11 | 12 | |
| 1. 000195 | 042 | | 05 | 01 |
| 2. | 073 | | 030100 | — |
| 3. | 199 | | 1300 | 1100 |
| 4. | | | | |
| 5. 036698 | 042 | | 05 | 01 |
| 6. | 044 | | 48202 | 46001 |
| 7. | 073 | | 030100 | — |
| 8. | 199 | | 1300 | 1100 |
| 9. | | | | |
| 10. 015558 | 042 | | 05 | 01 |
| 11. | 073 | | 030100 | — |
| 12. | 199 | | 1300 | 1100 |
| 13. | | | | |
| 14. 014217 | 042 | | 05 | 01 |
| 15. | 073 | | 030100 | — |
| 16. | 199 | | 1300 | 1100 |
| 17. | | | | |
| 18. 301208 | 042 | | 05 | 01 |
| 19. | 073 | | 030100 | — |
| 20. | 199 | | 1300 | 1100 |
| 21. | | | | |
| 22. 011124 | 042 | | 05 | 01 |
| 23. | 044 | | 48202 | 48802 |
| 24. | 073 | | 030100 | — |
| 25. | 199 | | 1300 | 1100 |
| 26. | | | | |
| 27. | | | | |

Agency: DILHR Submitted By: Judy Hantz Telephone No.: 6-5720 Date Submitted: 022296

| Position Number | Surpl. Pos. CD | Field Code | Change to: | From |
|-----------------|----------------|------------|------------|-------|
| 1-6 | 7 | 9-11 | 12 | |
| 1. 314335 | | 042 | 05 | 01 |
| 2. | | 045 | 100.0 | 050.0 |
| 3. | | 073 | 030100 | --- |
| 4. | | 199 | 1300 | 1100 |
| 5. 300879 | | 045 | 050.0 | 100.0 |
| 6. | | | | |
| 7. 021857 | | 042 | 05 | 01 |
| 8. | | 073 | 030100 | --- |
| 9. | | 199 | 1300 | 1100 |
| 10. | | | | |
| 11. 017792 | | 042 | 05 | 01 |
| 12. | | 073 | 030100 | --- |
| 13. | | 199 | 1300 | 1100 |
| 14. | | | | |
| 15. 036842 | | 042 | 05 | 01 |
| 16. | | 073 | 030100 | --- |
| 17. | | 199 | 1300 | 1100 |
| 18. | | | | |
| 19. 020754 | | 042 | 05 | 01 |
| 20. | | 073 | 030100 | --- |
| 21. | | 199 | 1300 | 1100 |
| 22. | | | | |

23. The preceding 11 positions are
 24. all in appropriation 151.

25.
 26.
 27.