

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_pt35

➤ Record of Comm. Proceedings ... RCP

➤ **

STATE OF WISCONSIN

SENATE CHAIR
TIM WEEDEN

ASSEMBLY CHAIR
BEN BRANCEL

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JOINT COMMITTEE ON FINANCE

March 8, 1996

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

Dear Secretary Klauser:

This is to inform you that the members of the Joint Committee on Finance have reviewed the February 16, 1996 16.505/515 (2) requests regarding the Education Communications Board and the Department of Natural Resources.

No objections to these requests have been raised. Accordingly, the requests have been approved.

Sincerely,

Handwritten signature of Ben Brancel in cursive.

BEN BRANCEL
Assembly Chair

Handwritten signature of Tim Weeden in cursive.

TIM WEEDEN
Senate Chair

BB:TW:kc

cc: Members, Joint Committee on Finance
Linda Nelson, Department of Administration
Robert Lang, Legislative Fiscal Bureau

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JOINT COMMITTEE ON FINANCE

January 23, 1996

Mr. James Klauser, Secretary
Department of Administration
101 East Wilson Street, 10th Floor
Madison, WI 53707

Dear Secretary Klauser:

We have received your January 9, 1996, letter and attached report [Wisconsin Basic Information Technology Infrastructure Project - Project Report (December 4, 1995)]. Your letter indicated that this report was submitted to comply with the requirements of both Section 9101(21h) of 1995 Wisconsin Act 27 and with the provisions of s. 16.972(5)(bd), as these requirements relate to agency basic information technology (IT) infrastructure projects. However, your letter also indicated that you are not able to submit by the required statutory date the required comparable report for IT projects other than basic infrastructure projects.

While we would have preferred to have received all parts of the report by the statutorily required reporting date, we will now proceed with the expectation that the second part of the required report will be submitted to this Committee by the end of this month, as indicated in your letter of January 9. We appreciate the effort your Department has made in this area and look forward to being kept apprised regarding all of the initiatives that are being undertaken in the IT area by the Division of Technology Management.

Sincerely,

Handwritten signature of Tim Weeden in black ink.

TIM WEEDEN
Senate Chair

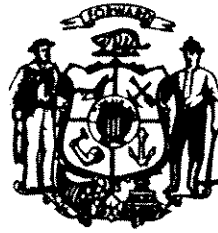
Handwritten signature of Ben Brancel in black ink.

BEN BRANCEL
Assembly Chair

TW/BB/dr

cc: Members, Joint Committee on Finance
Bob Lang

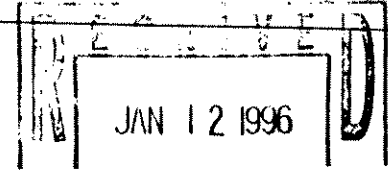
TOMMY G. THOMPSON
GOVERNOR
JAMES R. KLAUSER
SECRETARY



BL
Mailing Address:
Post Office Box 7844
Madison, WI 53707-7844

Voice: (608) 267-0611
Fax: (608) 266-2164

January 9, 1996



The Honorable Timothy Weeden, Co-Chair
Joint Committee on Finance
37 South, State Capitol Building
Madison, WI 53703

The Honorable Ben Brancel, Co-Chair
Joint Committee on Finance
107 South, State Capitol Building
Madison, WI 53703

The Honorable Mary Panzer
Joint Committee on Information Policy
131B South, State Capitol Building
Madison, WI 53703

The Honorable Stephen Nass
Joint Committee on Information Policy
409 North, State Capitol Building
Madison, WI 53703

Dear Senators Panzer and Weeden and Representatives Brancel and Nass:

- ✓ Section 9101 (21h) of 1995 Act 27 directs that "no later than January 1, 1996, the department of administration shall develop and submit to the cochairpersons of the Joint Committee On Finance and the cochairpersons of the Joint Committee On Information Technology a standardized methodology for evaluating and measuring the cost of any information technology project and the cost savings to be realized by the state as a result of implementation of the project."
- ✓ Similarly, s. 16.971 (5) (bd), Wis. Stats., as created in Act 27, specifies that "the Department [of Administration] shall distribute applications for [IT Investment Fund] grants for each fiscal year under par. (a) to each eligible agency no later than January 1 preceding that fiscal year." The Department of Administration published on December 4, 1995 the Wisconsin Basic Information Technology Infrastructure Project Report. This report (attached) lists a series of "Technical Migration Advice" (pp. 38-43) and "Agency Migration Planning Instructions" (pp. 44-52) ~~that fulfill both of these requirements for agency basic IT infrastructure projects.~~ These instructions ensure that agencies take into account all the relevant technical issues and costs involved in building their IT infrastructures and ~~provide a precise methodology for~~ planning an agency's equipment and support costs and needs for its migration to the standard ~~basic infrastructure.~~ The narrative and tables in an agency's migration plan constitute the application form for requesting funds from the IT Investment Fund as well as from other fund sources.

At this time, I am requesting an extension to the end of this month for meeting the standardized methodology and grant application form requirements for IT projects other than basic infrastructure projects. Our plan is to have an inter-agency team -- similar to those used in developing the basic standards, statewide migration plan, and agency planning instructions -- formulate a model for determining the costs and benefits (including savings) of various types of IT projects. This model would then be used as the basis for application forms for IT Investment Fund grants and possibly for other budget processes.

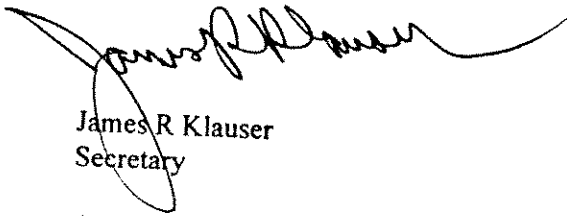
Sens. Weeden and Panzer, Reps. Brancel and Nass

January 9, 1996

Page 2

We do not believe that this extension will inconvenience agencies, which are currently expending their planning energies on infrastructure projects. We will still be able to give agencies a reasonable amount of time to formulate requests for IT Investment Fund FY97 grants for other projects while meeting the statutory deadline of May 15 for making such grants. We believe that the extra time needed to involve staff from other agencies in formulating the standardized methodology and application form will yield better and more useful products.

Sincerely,



James R. Klauser
Secretary

Attachment

cc: Robert Lang, Legislative Fiscal Bureau ✓
John Stolzenberg, Legislative Council

STATE OF WISCONSIN

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JOINT COMMITTEE ON FINANCE

March 8, 1996

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

Dear Secretary Klauser:

This is to inform you that the members of the Joint Committee on Finance have reviewed the February 16, 1996 16.505/515 (2) requests regarding the Education Communications Board and the Department of Natural Resources.

No objections to these requests have been raised. Accordingly, the requests have been approved.

Sincerely,

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Assembly Chair

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TIM WEEDEN
Senate Chair

BB:TW:kc

cc: Members, Joint Committee on Finance
Linda Nelson, Department of Administration
Robert Lang, Legislative Fiscal Bureau

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JOINT COMMITTEE ON FINANCE

TO: Members, Joint Committee on Finance

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

DATE: February 19, 1996

RE: 16.505/515 Request

Attached is a copy of a request from the Department of Administration dated February 16, 1996 pursuant to 16.505/515(2) pertaining to requests from the Education Communications Board and the Department of Natural Resources.

Please review these items and notify Representative Ben Brancel's office not later than **Tuesday, March 7, 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.

BB:TW:kc

NOTICE

PLEASE NOTE THAT THE 16.505/515 (2) THAT WAS DISTRIBUTED YESTERDAY WAS INCOMPLETE. IT APPEARS THAT SEVERAL PAGES WERE MISSING FROM THE DISTRIBUTION. THEREFORE, WE ASK THAT YOU REPLACE THE 16.505/515 (2) REQUEST DATED FEBRUARY 16, 1996 PERTAINING TO REQUESTS FROM THE ECB AND THE DNR WITH THE ATTACHED REQUEST. THANK YOU FOR YOUR COOPERATION!

CORRESPONDENCE MEMORANDUM

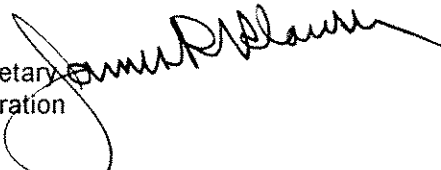
**STATE OF WISCONSIN
Department of Administration**

Date: February 16, 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>AMOUNT</u>	<u>FTE</u>	<u>1996-97</u> <u>AMOUNT</u>	<u>FTE</u>
ECB 20.225(1)(g)	Gifts, Grants, Contracts and Leases				2.50*
DNR 20.370(8)(nk)	GIS Development		4.00**		4.00**
DNR 20.370(8)(mk)	Computer Training and Maintenance		2.00**		2.00**

*2.0 FTE are two-year project positions.

**Two-year project positions.

As provided in s. 16.515, this request will be approved on March 8, 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 MEMORANDUM**STATE OF WISCONSIN
Department of Administration**

Date: February 13, 1996

To: James R. Klauser, Secretary
Department of Administration

From: Kirsten M. Grinde *KMG*
Policy and Budget Analyst

Subject: Request under s. 16.505 from the Department of Natural Resources for Information Technology Support Positions

Request

The Department of Natural Resources (DNR) requests the following positions under s. 16.505:

- 4.0 FTE PR-S two-year project positions under s. 20.370 (8)(nk) (geographic information systems, general program operations -- service funds) for development of a statewide land cover map within a geographic information system format.
- 1.0 FTE PR-S two-year project position under s. 20.370 (8)(mk) (program-wide, general program operations -- service funds) for computer training.
- 1.0 FTE PR-S two-year project position under s. 20.370 (8)(mk) (program-wide, general program operations -- service funds) for computer maintenance.

All positions are in the Bureau of Information Management. Both appropriations [s. 20.370 (8)(nk) and (8)(mk)] are continuing appropriations, and therefore, any necessary expenditure authority modifications can be approved through the allotment process.

Revenue Sources for Appropriations

Revenues are generated through chargebacks to user divisions for information technology services. Revenues for GIS-related services are also supplemented by federal, other state agency, local and private sources related to establishing statewide mapping layers through the WISCLAND project. Total GIS revenues collected by the department consist of 33.7% from federal, local and private sources and 66.3% from state sources (primarily DNR). Within the WISCLAND project, 71.1% of the total funding is provided by non-state sources (primarily federal).

Background

Geographic Information System Positions

The requested 4.0 FTE positions are as follows: 1.0 Management Information Specialist 1, 1.0 Management Information Technician 3, 1.0 Management Information Technician 1, and 1.0 Data Entry Operator 3.

The positions are requested to conduct Geographic Information System (GIS) development. GIS is a data processing discipline that combines database management systems, mapping sciences, automated spatial and numeric data analysis, and computer graphics capabilities to quickly analyze, model and display information in an easy-to-understand format. GIS allows integration of numerous databases and models to provide more integrated and comprehensive decisionmaking on a more timely basis. The Governor and Legislature have recognized the potential value of GIS through creation of the Land Information Board (attached to the Department of Administration) and numerous initiatives funded in past budgets for state agencies, including DNR. As an example, 1993 Act 16 provided a net total of \$844,000 PR and 6.0 FTE positions to fund expansion of the DNR GIS section to meet increased demand for services, including digitizing DNR properties and the endangered resources Natural Heritage Inventory. The new positions are requested to conduct GIS production associated with multiple projects, including the Wisconsin Initiative for Statewide Cooperation on Land Cover Analysis and Data (WISCLAND) project, which began in 1993. WISCLAND is an ongoing project designed to pool resources to cooperatively develop a statewide land cover mapping project which is cost-effective, complete, detailed and current. The following 11 state, federal and private entities are sponsors:

- DNR
- State Cartographer's Office
- UW Institute for Environmental Studies
- UW Environmental Remote Sensing Center
- Wisconsin Geologic and Natural History Survey
- Wisconsin Land Information Board (attached to DOA)
- USDA, Forest Service, Chequamegon National Forest
- US Dept. of Interior, National Biological Survey - Environmental Management Technical Center
- US Geological Survey (USGS)
- US Soil Conservation Service
- Wisconsin Power and Light Co.

The following bureaus have identified potential DNR applications for land cover mapping:

- Bureau of Wildlife Management
- Bureau of Forestry
- Bureau of Endangered Resources
- Bureaus of Water Resources and Wastewater
- Bureau of Air Management
- Bureau of Environmental Analysis
- Bureau of Water Regulation and Zoning.

Computer Training Position

The 1.0 requested FTE project position is a Management Information Specialist 3. The position is requested to provide in-house computer training, on-going support and research and development. In addition to teaching some computer courses, the position coordinates vendor-provided courses and staffs the DNR Learning Center.

The DNR Learning Center is a state-of-the-art computer training facility which offers self-paced, full-motion video courseware. The Center contains 12 DEC Pentium workstations distributed between a classroom and a continually staffed drop-in center. The Learning Center allows DNR to offer its employees a wide range of computer training multimedia courses at a cost that is less than the cost of equivalent instructor-led training.

Computer Maintenance Position

The requested 1.0 FTE project position is a Management Information Specialist 3. The position is requested to install, maintain and arrange for repairs of DNR's peripheral computer equipment (e.g., PCs, terminals, printers) in the Madison central office. Other tasks of the requested position include installing software upgrades for standard software and maintaining the automated computer inventory.

Analysis

GIS Positions

GEO Position Complement

The requested positions would be located in the DNR Bureau of Information Management, GEO Services Section, Production Unit, which is currently operated as a service center for DNR program bureaus. The Production Unit currently consists of 14.0 permanent or project positions, 12.0 LTE positions, and 2.0 student interns.

DNR plans to use the requested positions to convert existing LTEs to project position status thereby retaining experienced and trained LTE staff. The four LTEs are physically disabled persons who have been trained on current LTE appointments through DNR's on-the-job technical training program funded by DNR and the Division of Vocational Rehabilitation (DVR).

DOA Division of Technology Management and Land Information Board Review

DOA Division of Technology Management staff agree that current DNR projects will be work intensive and indicate the requested resources are appropriate. In addition, the DOA Land Information Board (also a WISCLAND member) staff support this request. Furthermore, WISCLAND will allow the state to leverage a great deal of federal funding to meet the needs of state and local governments. Board staff also stated that WISCLAND is going to be of tremendous benefit for its members and for local governments in particular, as they will be able to utilize its work product immediately.

Contracting

DNR staff were asked to evaluate the use of contractors to fulfill project commitments. DNR staff experience with GIS contractors (e.g., the Lake Michigan Ozone Study) is that maps are provided without sufficient interpretation related to quality assurance and control. DNR staff also argue that using contractors will result in additional project costs (which is the reason WISCLAND members created this coalition and specified DNR as the Phase I producer). The comparable cost of contractors is estimated at \$45 to \$65/hr., whereas DNR chargeback rates are \$15 to \$35/hr., depending on the professional level of the employee.

GEO Section Workload Projections

The following table summarizes the actual and projected workload for FY95 and FY96 (further detail is provided in Attachment 1). "Committed" workload represents staff needs associated with projects requested and approved by the GEO section. "Uncommitted" workload is the difference between committed workload and the total staff hours available in the section. "Billable staff hours" are those elements of a position's workload that can be attributed to a project and billed to its requester.

Table 1: Committed and Uncommitted Workload (Billable Staff Hours)

GEO Production Unit	FY95 Actual		FY96 Projected	
	Committed	Uncommitted	Committed	Uncommitted
Property Management Applications Team	7,573.0	0	7,183	0
Water Resources Applications Team	8,444.9	0	10,956	0
Land Cover Applications Team	10,750.0	0	6,449	0
Wildlife Applications Team	4,992.5	0	5,008	0
Total	31,760.4	0	29,596	0

As Table 1 illustrates, all available staff hours were utilized in FY95 and all hours are already committed for FY96 (i.e., available production time is 100% utilized). DNR indicates that as demand increases in FY96, they will add additional LTE positions to accommodate the growth (see Table 2).

Position Needs

DNR has continued to utilize LTE positions for the GEO workload, which has allowed them to address increased customer demand. In FY95, DNR utilized 10.0 LTE positions and plans on utilizing 8.0 LTE positions in FY96. However, the 4.0 DVR LTE positions which would serve in the requested positions have all exceeded the maximum of 1,040 hours (through acceptance of two to three LTE appointments). In this instance, continued use of LTE staff on multiple appointments does not appear to be an appropriate option for future workload, as this practice may not be in compliance

with personnel requirements. Table 2 provides additional detail on DNR's workload projections.

Table 2: Available and Needed Production Unit Capacity

	FY96
Available Base Staff Hours (Billable Hours)	
Permanent/Project Hours	17,660
LTE Hours	11,936
Total	29,596
Committed Workload	
Committed non-WISCLAND Workload	22,649
Committed WISCLAND Workload	6,947
Total	29,596
Projected Growth Workload (DNR Programs)¹	7,103
Total Workload (Committed and Projected)	36,699
Available Staff Hours Less Committed Workload	0
Available Staff Hours Less Total Workload	(7,103)

¹ Assumes growth equal to 24% of committed workload.

Based on the DNR projected growth allocation of 24% of committed workload, a projected workload deficit of 7,103 hours exists. Assuming that 85% of staff time is billable (1,768 hours per FTE position) and all new projects are supported by permanent or project positions, the DNR growth projection results in a need for 4.02 FTE positions. If the current division between permanent or project position hours and LTE position hours (60% to 40%) is applied to the projected growth, then the FTE position need is reduced to 2.41 FTE project positions. While this 24% projected growth factor cannot be documented, it includes miscellaneous small projects which are received on short notice and new projects which were not identified at the beginning of the fiscal year. According to the GEO Section Chief, in past years this growth factor has ranged from 40% to 60%, thus DNR has a high degree of confidence that a 24% growth factor is reasonable.

In addition, DNR has attempted to roughly maintain an equal ratio between permanent and project staff to LTE staff, due to concerns about program continuity, as well as the increased supervisory responsibility (and resulting decrease in billable hours for direct project work) incurred by base staff in managing increasingly large LTE complements. Given the four-year nature of the WISCLAND project, the committed workload demands, and the continued use of multiple LTE appointments, continued use of these LTE positions does not appear to be appropriate.

Considering the uncertainties regarding the workload projections, balanced with the length and complexity of the WISCLAND project, it appears that the agency has demonstrated the need for an additional 4.0 FTE project positions in FY96. Additionally, given the relatively uncertain nature of projected workload growth, as well as future WISCLAND funding, the duration of these project positions should

extend through October 1, 1997, with further review during development of the 1997-99 biennial budget.

Computer Training Position

The 1.0 FTE project position would be located in the DNR Bureau of Information Management, Information Services Section (ISS), which operates as a service center for DNR program bureaus. The section currently consists of 4.0 FTE permanent positions and 1.0 LTE position.

This project position is essentially an extension of a short-term project position which was initially authorized February 1, 1994, and expired October 1, 1995. DNR originally requested extension of this position in September 1995. DNR requests a two-year project position to replace the project position that expired in October.

DOA Division of Technology Management Review

DOA Division of Technology Management staff support maintaining the current level of information technology training staff.

Contracting

DNR currently uses vendor-provided courses to cover some of their training needs. DNR argues that because vendors do not provide training tailored to the agency's specific needs, some in-house training is necessary. Also, the new DNR Learning Center is continually staffed by ISS staff to handle drop-in training requests, to set up multimedia courseware, and to answer questions that first-level help desk support staff cannot. Since these services require continuous on-site support, this type of staff work is more appropriately provided by in-house staff than by outside vendors.

Position Need

The creation of the DNR Learning Center and the use of multimedia courseware has allowed DNR to eliminate 1.5 LTE positions and reallocate 1.0 FTE permanent position to the help desk. Training demand will increase, however, as DNR migrates to the new state information technology standards. Vendors and multimedia courseware should be able to provide most of the training required. However, the transition to the state standards, the possible extension of multimedia services to the districts, and the proposed reorganization pilot project require adequate levels of highly trained personnel. Table 3 contains the actual and projected available staff and workload hours in FY95 and FY96.

Table 3: Available Staff and Workload Hours

	FY95 Actual	FY96 Projected
Available Staff Hours		
Including Project Position	13,855 ¹	9,780
Without Project Position	N/A	8,150
Workload Hours		
Training	6,030	4,500
User Support	4,800	4,500
Research & Development	975	500
Total	11,805	9,500
Available Staff Hours Less Workload		
Including Project Position	2,050	280
Without Project Position	N/A	(1,350)

¹ Includes 1.5 LTE positions that have been eliminated and 1.0 FTE permanent position that has been reallocated to the help desk.

Considering the transition DNR is making with the opening of its new Learning Center and the migration to the new state standards, as well as the proposed implementation of its reorganization plan, it appears that DNR has demonstrated the need for this position. To allow for continued support resources during the initial portion of the transition, this position should be authorized through October 1, 1997, with further review during development of the 1997-99 biennial budget.

Computer Maintenance Position

The 1.0 FTE project position would supplement computer maintenance activities which are currently staffed by 2.0 FTE permanent/project positions and 1.0 LTE position.

The project position will replace a project position that was created in 1992. DNR requests a two-year project position because a request in the 1995-97 biennial budget to convert the position to permanent status was denied by the Governor. The Governor denied the request due to a proposal to transfer all computer maintenance and support functions to DOA. Passage of this consolidation would have eliminated DNR's need for this position. However, the request was deleted by the Joint Committee on Finance.

DOA Division of Technology Management Review

DOA Division of Technology Management staff recommend approval of the request based on the Governor's budget recommendation to maintain current computer support staff levels. Although this is a project position, current support resources are inadequate.

Contracting

DNR was asked to consider the use of vendor-provided support services. DNR's current vendor service costs (\$42/hour) are almost twice DNR's in-house service costs (\$22/hour). It appears more cost-effective to deliver these services through in-house support staff.

Position Need

DNR has reviewed the possibility of using LTE positions to provide support services. DNR's inability to attract qualified candidates for LTE positions and to retain LTE staff after training led to the creation of a short-term project position in 1990 and the four-year project position in 1992. Conditions have not improved since 1992; in fact, the current high employment rate makes attracting qualified candidates for LTE positions more difficult.

Considering the on-going and growing need for adequate computer support services, it appears that DNR has demonstrated the need for this 1.0 FTE project position. Because DNR's need for support services will increase as the agency migrates to the new state information technology standards and implements the proposed reorganization pilot project, this position should be extended through October 1, 1997, and reviewed during development of the 1997-99 biennial budget.

Recommendation

Approve the requested positions with the following end dates:

- Create 4.0 FTE project positions, effective through October 1, 1997, for development of a statewide land cover map within a GIS format, under s. 20.370 (8)(nk) (geographic information systems, general program operations -- service funds).
- Create 1.0 FTE project position, effective through October 1, 1997, for computer training, under s. 20.370 (8)(mk)(program-wide, general program operations -- service funds).
- Create 1.0 FTE project position, effective through October 1, 1997, for computer maintenance, under s. 20.370 (8)(mk)(program-wide, general program operations - service funds).

Attachment 1

**Production Unit Committed Workload
FY95-FY96**

Direct Chargeback Projects	FY95 Work Hours (Actual)	FY96 Work Hours (Projected)
Property Management Applications Team		
Property Database	3,648.5	2,759
WW Landspreading	364.5	780
Groundwater Retrieval Network	344.5	28
WW Updates		326
Dells Master Plan		179
Russian Scientists Training		174
Brule Master Plan		155
AL Northern Highland Master Plan		153
Bd. of Commissioners of Public Lands Maps		140
Turtle Flambeau Bathymetrics		140
Emissions Mapping		120
State Map Project	108.0	
Public Lands Mapping		71
Environmental Loans	45.0	
Miscellaneous Projects	281.0	
Team Subtotal	4,791.5	5,025

Water Resources Applications Team		
24K Hydro Project	2,031.5	6,457
Nonpoint Priority Mapping/Custom Requests	3,424.5	
EPA 100K Attributing Project		1,735
Basin Plan Mapping	1,118.2	1,338
USFS Costshare	1,294.0	
Standard Nonpoint Mapping		998
Fract 2	53.0	
AM-Asthma Study	38.0	
NPS Evaluation Monitoring	10.5	
Miscellaneous Projects	199.5	
Team Subtotal	8,116.2	10,528

Land Cover Applications Team		
Land Cover (WISCLAND) Pool	7,745.5	5,600
Forestry Recon Project	2,440.5	650
Miscellaneous Projects	564.0	
Team Subtotal	10,750.0	6,250

Direct Chargeback Projects	FY95 Work Hours (Actual)	FY96 Work Hours (Projected)
Wildlife Management Applications Team		
Wildlife Management GIS	1,594.5	2,187
Endangered Resources GIS	1,505.0	1,140
Buena Vista Marsh Grant		443
Yellowstone Lake	428.0	
Miscellaneous Grant Funds	403.5	
Forestry Recon Programming		387
State Trails		312
BER-Lake Superior		155
WM Publications	38.0	
Miscellaneous Projects	628.0	
Team Subtotal	4,597.0	4,624
Direct Chargeback Total	28,254.7	26,427

System Support		
Property Management Applications Team	2,781.5	2,158
Water Resources Applications Team	328.7	428
Land Cover Applications Team	0.0	199
Wildlife Management Applications Team	395.5	384
Subtotal	3,505.7	3,169

Total Committed Workload	31,760.4	29,596
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CORRESPONDENCE/MEMORANDUM

DATE: August 21, 1995

FILE REF: 9310

TO: Richard G. Chandler, State Budget Director
Department of AdministrationFROM: George Meyer *George* Secretary
Department of Natural ResourcesSUBJECT: Position Authorization and Spending Authority Request under
s. 16.505 & s. 16.515 Wis stats for GIS

The Department of Natural Resources requests spending authority under s. 16.515 and position authority under s.16.505 in Appropriation (8)(nk) for the Bureau of Information Management, GEO Section. We are requesting \$22,700 PRS annually and 4.0 new project PRS FTE for the 1995-97 biennium.

This request would allow the Geographic Services Section to convert four LTE positions to project status. These positions include: Management Information Specialist 1, Management Information Technician 3, Management Information Technician 1, and a Data Entry Operator 1. LTE salary currently used to fill these positions will be redirected to project salary. Therefore, the requested spending authority is limited to increased fringe costs.

The need for quality GIS data development continues to grow steadily in the Department's programs, and GEO Services has been successful in meeting that need. We anticipate that our workload will continue to grow, which requires more stable increases in GEO staffing.

Our anticipated revenues and hours of workload for the GEO Section for FY 1996 are as follows:

<u>Workload</u>	<u>Hours</u>	<u>Revenues</u>
Identified projects	26,427	\$801,730
Other misc. projects (24%)	6,065	184,000
Data orders	199	5,000
System/user support	<u>2,970</u>	<u>65,600</u>
TOTAL	35,661	\$1,056,330

The FY 96 revenue estimate of \$1,056,330 is significantly higher as compared to \$688,090 in FY 94 and \$833,825 in FY 95. In addition, the FY 96 workload exceeds available resources. Total available work time from current staff equals 32,566 hours, a shortage of 3,095 hours. GEO's planned operating budget for FY 96 equals \$975,200, a shortfall of \$81,130.

There are two variables in the above estimates which may fluctuate during the year and make it somewhat difficult to accurately estimate revenues and workload. First, identified projects vary in the level of commitment by requesting bureaus, ranging from confirmed projects to low budget confidence.

However, of the \$801,730 in revenue for identified projects, only \$69,750 comes from projects currently identified as "low budget level confidence."

The second variable concerns unanticipated miscellaneous projects that come in during the year. Historically, revenue from these projects has equalled approximately 24% of planned projects. Given the budget reductions in the 1995-97 biennial budget, bureaus may be requesting fewer such projects. However, even if the 24% rate were to decline by half, GEO revenues would still total approximately \$964,300 (15% higher than FY 95), and anticipated hours of workload would still total approximately 32,600 hours (an amount equal to current staff capacity).

Lastly, we have contacted individual bureaus as of the date of this request to ask whether 1995-97 budget reductions will necessitate corresponding reductions in planned GEO projects. Although there were some reductions, these reductions had already been taken into account in the above figures. The remaining bureaus indicated no planned reductions. Therefore, we are confident that the FY 1996 workload and future long-term growth are sufficient to justify converting these four LTE positions to project.

In addition, we are anxious to benefit from the training and experience of these four LTEs. Over the last 15 months, BIM/GEO Services has successfully trained the four individuals on the current LTE appointments through its on-the-job technical training program. This program was made possible by funding from DNR and the Division of Vocational Rehabilitation. These LTE staff have become capable members of the GEO Services' Production Unit, with the skills needed for the many GIS and mapping projects vital to DNR programs.

Although revenue and workload are the overriding justifications for position authority requests such as this one, these positions also represent a unique opportunity for the Department to offer meaningful employment for individuals with physical disabilities. As I indicated above, these individuals have successfully completed our GIS technical training program jointly funded by DNR and DVR. All of these LTE employees were selected from a group of candidates with varying disabilities. Through careful screening and interviewing, we were able to select the most likely candidates to succeed in the training program and persons who are committed to a career in the GIS field. We are now in a position to offer meaningful employment in a high technology field to individuals with disabilities.

Thank you for your assistance. If you have any questions, please contact Joy Stewart in the Bureau of Management and Budget at 266-2159.

Approved:



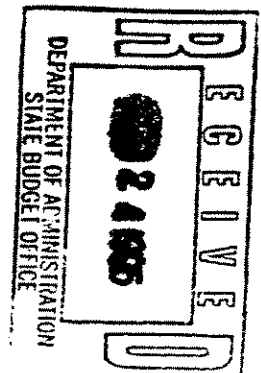
Franc Fennessy, Administrator

8-23-95

Date

cc: Paul Tessar - IM/8
Kenneth Parsons - IM/8
Franc Fennessy - ADM/5
Susan Felker-Donsing - MB/5
Ken Weidner - FN/1
Shelley Moore - DOA

Annette Esser - IM/8
Joe Polasek - MB/5
Joy Stewart - MB/5
Paul Willihnganz - PE/5
Dave Schmiedicke - DOA



CORRESPONDENCE/MEMORANDUM

State of Wisconsin

-EE-M/3
EE-DS-SM
RE

DATE: September 12, 1995

FILE REF: 9310

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

FROM: George Meyer, Secretary
Department of Natural Resources

SUBJECT: Request for Program Revenue Position and Spending Authority for
Computer Training

The Department of Natural Resources requests an extension of a project position under s. 16.505 Stats and associated spending authority under s. 16.515 Stats for the Bureau of Information Management. The position is a Management Information Specialist 3, #321733, assigned to the DNR computer training program. The position was initially authorized February 1, 1994; current authorization expires October 1, 1995. The Department requests an extension from October 1, 1995 through January 30, 1998. Associated annual spending authority of \$39,300 for salary and fringe is also requested in Appropriation (8)(mk).

DNR has an integrated wide area and local area network which provides its users with electronic mail, file and print sharing, computer conferencing, and a variety of tools designed to enable staff to use information technologies to improve the efficiency and effectiveness with which they perform their jobs. Use of information technologies has grown dramatically since the network's inception. The Department currently has over 2,700 personal computers (over 1,500 attached to the network), 273 terminals and 573 printers and other devices. More than 2,400 staff hold user ID's in the Department.

Currently the Information Services Section (ISS) in the Bureau of Information Management has the equivalent of six FTEs to perform in-house computer training, on-going support and research and development, including 4 permanent staff (excluding the section chief), 1 project position (referenced in this request), and 1 LTE position. ISS workload includes conducting and managing an extensive in-house computer training program for staff in Madison and the districts. ISS staff teach some courses, coordinate vendor-provided courses in other instances, and staff the new DNR Learning Center.

The DNR recently opened a new state-of-the-art computer Learning Center to replace its old training room. The Learning Center offers self-paced, full-motion video courseware. It features a DEC ALPHA server delivering full motion video courseware to 12 DEC Pentium workstations, 9 in a classroom and 3 in a new drop-in center that is staffed continuously by ISS personnel. A full slate of computer training is available, and costs to users are less than equivalent instructor-led training.

By deploying the new multi-media courseware, we plan to reduce instructor-led training. In fact, we have eliminated one full-time LTE and one part-time LTE as well as reallocated one permanent ISS position to the Help Desk.



However, other events will minimize any additional decline in needed staff hours.

Beginning in FY 96 the Department will be implementing new Windows 95 (standard operating system) and Microsoft e-Mail. We also may begin converting to the new Microsoft Office Standards. Normally these new activities would mean an increase in training and support hours, but the new multimedia Learning Center will enable us to meet training needs within the current reduced staffing level (assuming the project position request is approved).

The Learning Center is its own LAN that will require administrative support within the ISS training function. There also will be needed enhancements and support for the Center. Courses need to be loaded and monitored to insure that they run smoothly. Periodic upgrades of the courseware will be needed as new courses become available or are required. In addition, the training allocation for this fiscal year includes research and development to provide similar distance and training in our districts in order to reduce travel and staffing costs for that training as well.

Workload hours for FY 1995 (actual) and FY 1996 (anticipated) are shown below:

<u>Workload</u>	<u>FY 1995</u>	<u>FY 1996</u>
Training	6,030	4,500
User support	4,800	4,500
R&D	<u>975</u>	<u>500</u>
TOTAL	11,805	9,500

The requested project position is essential to meet the anticipated workload. A total of 6.0 FTE are available (4 permanent FTE, 1 project FTE, and 1 LTE) at 1,630 available hours per FTE equals 9,780 available hours.

It is important that the Department retain the project position. It is needed to insure that we have adequate levels of personnel during this transition year to support both the new multimedia facilities and the new state standards. Furthermore, the move to multimedia and its possible extension to the districts requires staff with expertise in operating systems, code development, and communications. These skills are major strengths of the person currently employed in the project position.

Please contact Joy Stewart at 266-2159 for any additional follow-up. Thank you for your assistance on this request.

Approved: Franc Fennessy 9/12/95
Franc Fennessy, Administrator Date

cc: Franc Fennessy - ADM/5
Annette Esser - IM/8
Pat Powers - IM/8
Ken Weidner - FN/1
Barbara Schultz - FN/1
Paul Willihnganz - PE/5
Mark Wahl - DOA

Joe Polasek - MB/5
Susan Felker-Donsing - MB/5
Joy Stewart - MB/5
Shelley Moore - DOA
David Schmiedicke - DOA
Bruce Reines - DOA

CORRESPONDENCE/MEMORANDUM

DATE: July 21, 1995

FILE REF: 9310

TO: Richard G. Chandler, State Budget Director
Department of AdministrationFROM: George Meyer, Secretary
Department of Natural ResourcesSUBJECT: Position Authorization and Spending Authority Request under
s. 16.505 & s. 16.515 Wis stats for User Device Maintenance

The Department of Natural Resources requests spending authority under s. 16.515 and position authority under s. 16.515 in Appropriation (8)(mk) for the Bureau of Information Management for user device maintenance. We are requesting \$10,000 and 1.0 project FTE in FY 96 and \$40,000 and 1.0 project FTE in FY 97.

This request covers the two-year period of April 6, 1996 through April 5, 1998. The requested position will replace position number 319565, a Management Information Specialist 3 project position, which expires effective April 5, 1996. At that time, the expiring position will reach the end of its four-year duration since it was initially authorized May 5, 1992.

The project position, both current and requested, is required to install, maintain and arrange for repairs of the Department's PCs, terminals, printers and other peripherals in the Madison central office. This position also installs software upgrades for standard software and maintains the automated computer inventory.

This position request is being made at an early date due to the fact that the incumbent has notified us that he will be leaving. It is difficult to recruit qualified staff when we cannot offer a candidate any more than a nine-month appointment. If the position can be extended early and thus allowing a 33-month appointment, we significantly improve our chances of finding a qualified candidate.

The PC maintenance function has been fulfilled through project appointments since FY 1990 when it became apparent that it was not possible to maintain an adequate service level with LTEs. The Department could neither attract qualified candidates nor retain them once trained. A short-term project position was created in 1990 and subsequently replaced in 1992 with the current project position.

The Department submitted a 1995-97 biennial budget request seeking to convert the project position to permanent given the ongoing job duties. However, the Governor denied the request in anticipation of the fact that the Department of Administration had pending a budget request to transfer all management and support related information technology functions in all state agencies to DOA. Such a transfer would have negated the need to create permanent PC maintenance

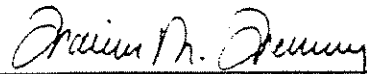
positions within DNR. However, the Joint Finance Committee deleted the DOA request.

Therefore, the Department continues to need an ongoing, reliable user device maintenance function. The number of devices in the central office continues to grow, with over 1,600 located in central office. In addition, we are very reluctant to return to the use of LTEs with the associated high turnover and retraining costs. It is our intent to again seek to have the project position converted to permanent in the 1997-99 biennial budget, barring any other proposal to transfer IT functions in all state agencies to DOA.

If you have any questions regarding this request, please contact Joy Stewart at 266-2159.

Thank you for your assistance.

Approved:



Franc Fennessy, Administrator

7/21/95

Date

cc: Brian Wilmot - IM/8
Annette Esser - IM/8
Franc Fennessy - ADM/5
Joe Polasek - MB/5
Susan Felker-Donsing - MB/5
Joy Stewart - MB/5
Paul Willihnganz - PE/5
Ken Weidner - FN/1
Shelley Moore - DOA
Dave Schmiedicke - DOA

CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: February 9, 1996

To: James R. Klauser, Secretary

From: Brian Pahnke, Executive Budget and Policy Analyst 

Subject: S. 16.505 Request for the Educational Communications Board (ECB)

Request:

Under the statutory provisions of s. 16.505, the Educational Communications Board (ECB) is requesting 3.50 FTE positions to be funded from appropriation 131 [s.20.225 (1) (g)].

Revenue Source for Appropriation:

Revenues in the s. 20.225 (1) (g) appropriation are obtained from gifts, grants, contracts and fundraising activities associated with the ECB.

Background:

This request contains three components, each of which is discussed separately.

I. Distance Education Maintenance Positions (2.0 FTE)

Prior to the enactment of 1995 Wisconsin Act 27, the ECB paid all of the costs associated with the maintenance of its Instructional Television Fixed Service (ITFS) distance education facilities throughout the state. Act 27 permitted the ECB to enter into contracts with state agencies and local governmental units and charge these entities for engineering and other services related to the construction, operation or maintenance of ITFS telecommunication facilities. Act 27 also allowed the ECB to retain the revenues derived from these contractual services and place them in its PR accounts. Since last year, the ECB has entered into six separate maintenance agreements with state agencies, school districts, technical colleges, private businesses and Cooperative Educational Service Agencies (CESA's) to fund the ongoing maintenance costs of these facilities.

Currently, the ECB has 26.50 FTE Media Technicians. Media Technicians are responsible for discharging ECB's statutory engineering/delivery related functions within the agency's engineering/delivery division. This division is responsible for planning, developing, operating and maintaining all ECB telecommunication facilities, which include five licensed television stations (La Crosse, Wausau, Menomonie/Eau Claire, Park Falls and Green Bay), 10 licensed radio stations, and over 30 distance

education facilities in Wisconsin (all owned by ECB). The division also operates six television translator facilities, which extend public television to all areas of the state.

As a part of its 1995-97 budget efficiency measures, the Governor and Legislature approved the ECB's recommendation to eliminate 3.0 FTE GPR-funded Media Technician positions in FY96, and an additional 4.0 FTE GPR-funded Media Technician positions in FY97. During the 1995-97 budget development process, the ECB requested the authority to convert 1.0 FTE GPR-funded Media Technician position to a PR-funded position as a part of its aforementioned statutory language request. While the Governor agreed to provide ECB with the authority to enter into contracts with local users to generate revenues to offset expected cuts, he did not recommend creation of a new PR position since no contracts had been formalized at the time of the introduction of the biennial budget bill.

According to ECB, of the 4.0 FTE GPR-funded Media Technicians to be eliminated in FY97, 2.0 FTE are Media Technicians with primary responsibility to maintain ITFS distance education facilities throughout north-central Wisconsin. ECB seeks to create 2.0 PR-funded FTE's to replace the GPR-funded ITFS technicians and transfer the current incumbents into the newly-created PR positions on July 1, 1996. These positions would be funded through the six agreements ECB has with the following fiscal agents, most of whom contract with numerous school districts and other governmental entities to coordinate ITFS services: CESA 2; CESA 10; Southwest Technical College; North Central Technical College; the La Crosse School District; and the EAST WING consortia, which includes CESA 7, the Department of Corrections, Fox Valley Technical College, Lakeshore Technical College and Moraine Park Technical College.

These three-year agreements with local ITFS users provide for a phase-in of maintenance costs with local users covering one-third of maintenance costs in FY96, two-thirds of the costs in FY97 and all of the costs in FY98. ECB estimates these agreements will produce the following revenues for the next three fiscal years:

Fiscal Year	Revenue
FY96	\$44,000
FY97	\$88,000
FY98	\$132,000

According to ECB, the agency will "bank" all revenues generated in FY96 to provide full funding for these positions and their associated expenses beginning in FY97. ECB anticipates the cost of funding these two positions is approximately \$86,600 annually. ECB also indicates that if funds from these maintenance agreements were less than anticipated, the agency could use other available funds within this same appropriation to make-up any potential funding shortfall.

II. Telecommunications Operations Center (TOC) (.50 FTE)

As a part of its 1995-97 budget efficiency measures, the ECB converted its Wausau telecommunication facilities to remote control, so that all ECB transmitters throughout the state are operated from its central office in Madison. In addition, ECB has

incorporated the Radio Operations Center into its Telecommunications Operations Center (TOC) at its central office. According to ECB, these measures were taken to accommodate GPR-related staffing reductions in the 1995-97 budget.

ECB indicates that while they are planning to reduce staff, they are experiencing increased workload demands in the TOC. As a result, ECB requests to convert a 1.0 GPR-funded FTE Media Technician position, scheduled for elimination in FY97, into a split .50 GPR/.50 PRO position to meet the increased duties resulting from the expansion of two programs using the TOC. ECB estimates the total amount of program revenue necessary to fund .a 50 FTE will be approximately \$23,000, beginning in FY97.

Since FY88, the UW-Madison campus has offered credit courses to students through the use of late evening broadcasting on WHA-TV, known as the "VCR Semester" program. According to ECB, this program requires the agency to staff the TOC during hours during which it would normally be off the air. Currently, ECB charges the UW-Madison a flat hourly rate (\$40/hour) for all "VCR Semester" programming hours to cover the costs of staffing the TOC during these hours.

ECB indicates that since January, 1996, the number of hours devoted to "VCR Semester" programming has expanded from two to four nights each week, generating additional revenues from UW-Madison to provide this service. According to ECB, revenues derived from the "VCR Semester" program are expected to increase from approximately \$8,000-\$10,000 to between \$16,000-\$20,000 annually.

In addition, ECB indicates that since September, 1995 its Education Division has moved and repeated several programs, normally broadcast during the day, to the late evening (4:00-6:00 A.M.) in order to offer a wider variety of children's programming during the day. ECB's overnight delivery service, which is funded internally through its PR accounts, feeds Instructional Television Programs (ITV) to K-12 educators statewide during the late evening hours so educators can program their VCRs to download educational programs that can be played at their convenience.

According to ECB, Wisconsin Public Television (WPT) has also committed to reallocating approximately \$25,000 for FY96 from the ECB's federal Community Services Grant (CSG) for the increased hours of daytime programming now available to WPT. ECB anticipates that through a combination of "VCR Semester" and ITV Overnight Delivery hours, sufficient revenues will be generated to provide continuing funding for this .50 FTE PR-funded position.

III. Education Online Services Coordinator (1.0 FTE)

In addition to the above requests, which would convert GPR to PR-funded positions, ECB is requesting to create a new 1.0 FTE PR-funded position to coordinate its online service program, known as WECB Online. According to ECB, this program is an interactive, online service for the state's K-12 educators, which consists of four separate online services:

- MATHLine: a nationwide program developed by the Public Broadcasting Service funded by enrollment fees that provides information on math-based curriculums;
- WASDILine: Wisconsin Academy Staff Development Initiative program established by ECB and funded through a federal National Science Foundation grant that serves educators interested in sharing information on science and math programs;
- FISMLine: Framework In Science and Math program funded by the Department of Public Instruction that allows users to share information related to merging science and math curriculums; and
- BIOTECHLine: a new ECB and Promega funded program that allows educators to share information on science and technology curriculums.

These online services provide educators with an opportunity to interact with other educators throughout the country in the aforementioned areas. Individual educators can participate in any of these online services for an annual enrollment fee. ECB anticipates that use of these services will continue to grow as greater awareness of the value of such services becomes more widespread. According to ECB, current membership figures utilizing each service are as follows:

Service	Current Membership
MATHLine	115 users
WASDILine	97 users
FISMLine	50 users
BIOTECHLine	New service as of January, 1996

ECB indicates they have temporarily reassigned ITV research staff to coordinate activities related to these online services; however, they will no longer be able to do so due to the rapidly growing volume of work associated with this project. ECB also indicates its concerns that deploying research staff to coordinate online service activities reduces their ability to perform more traditional research responsibilities.

ECB data indicate that total revenues derived from enrollment fees and other grants, teacher contracts, and memberships in FY95 were \$50,700. ECB staff state that revenues will likely increase significantly over the next three years to help fund 1.0 FTE Education Specialist position.

Analysis:

I. Distance Education Maintenance Positions

The primary revenue source proposed to fund these two positions will be derived from ECB's maintenance service agreements with local governmental units. These end users of ITFS have agreed to pick up a growing share of the maintenance costs for distance education facilities over the next two years. ECB will be able to use revenues earned in FY96 with those earned in FY97 and FY98 to form a pool of funds from which to draw upon to fund these two positions beginning in FY97.

While projected revenues this year appear virtually certain, the possibility exists that revenues could be less than anticipated after FY96 if some local users decide to no

longer remain as members of consortia receiving ITFS services. The "letter of understanding" between the ECB and local fiscal agents states that "Decreases in consortium membership may result in a slight decrease in fees." Use of new, and potentially more cost effective, distance education technologies (i.e., fiber) could provide current users with an incentive to abandon ITFS distance education technology altogether, thus eliminating their need for ECB maintenance services. Several fiscal agents noted that although they anticipate they will continue to contract with the ECB through FY98, there is no guarantee they will continue to do so beyond that time.

It should be noted that reduced maintenance agreement revenues do not preclude the ECB from using other appropriation 131 funds to staff these positions, if necessary. However, reallocation of other revenues to help fund these positions would reduce funding for other ECB public broadcasting and distance education initiatives, including the other two components of this request.

II. TOC Position

Over the past year, the ECB has made efforts to accommodate GPR-funded staffing reductions through the use of technology. However, an increasing workload in its TOC to meet the needs of other educational and broadcasting organizations has helped to create demands upon a declining number of available staff. 1995 Wisconsin Act 27 requires the ECB to eliminate another 6.50 FTE GPR-funded positions in FY97. These reductions will make it difficult for ECB to continue to provide the same level of service to its customers, which includes citizens throughout the state and the K-12 community.

Conversion of a 100% GPR-funded position to a split funded GPR/PRO position funded through user fees provided by the UW-Madison and existing CPB funds would allow ECB to continue to have the staff necessary to discharge the additional responsibilities created by the "VCR Semester" and ITV Overnight Delivery programs. It also appears appropriate that those entities benefiting from the increased programming hours pay for this service through additional charges to fund the ECB staff necessary to meet these additional demands.

III. Educational Online Services Coordinator

As indicated above, the WECB Online program has grown significantly over the past two years and will likely continue to grow at a rapid pace as more educators continue to become acquainted with the benefits of this electronic bulletin board service. ECB's request for an additional position to coordinate these online services appears necessary due to the increasing volume of users and associated workload. Reassignment of existing staff could continue in order to fulfill the increasing demands of online users, but would likely result in reduced services to other ECB clients, including the K-12 community.

While the ECB seeks a new PR position to fulfill these increased responsibilities, the agency could use an unused, vacant PR position requested by the ECB and approved through the s.16.505 process in June 1994 to perform the duties of an online service coordinator. ECB staff indicated the agency reassigned the expected duties of this

position to existing staff at that time, thus leaving the position vacant. ECB would like to retain the vacant position to provide staffing flexibility in light of its scheduled Act 27 budget reductions. This existing vacant Administrative Assistant position is a part of the ECB's Education Division and is funded at a level commensurate with the pay schedule anticipated by ECB in this request.

Recommendation:

I. Distance Education Maintenance Positions

Approve 2.0 PR FTE two-year project positions, which would be funded with program revenue for FY97 and FY98. As indicated above, while it is likely sufficient funds will be generated for these positions from local users throughout the course of the current maintenance agreements with ECB (which run through FY98), there is no certainty these agreements will exist beyond FY98. ECB could request permanent or extended project position authority in FY98 when further, and more current, information is available at that time regarding the number of expected users of ITFS technology.

II. TOC Position

Approve the creation of a .50 PR FTE permanent position to replace the .50 FTE GPR-funded position to be eliminated on July 1, 1996.

III. Education Online Services Coordinator Position

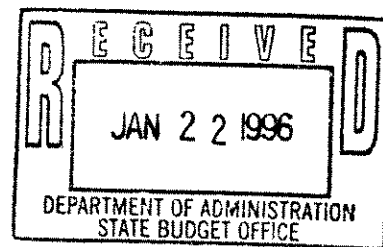
Deny the request. ECB can use an existing vacant PR-funded position approved in the s. 16.505 process in 1994 to meet the growing needs of an increasing number of online users.

Analyst:

Brian Pahnke (4-8259)



MEMORANDUM



DATE: January 19 1996
 TO: Brian Pahnke
 FROM: Ted Tobie *AT*
 SUBJECT: 16.505 Request

The Educational Communications Board is requesting 3.50 FTE Program Revenue positions in appropriation 131 through the 16.505 process. Of these, 2.50 FTE are conversions of GPR Media Technician positions eliminated in the 1995-97 biennial budget. The remaining 1.0 FTE is new and is needed to provide basic staffing for new computer on-line programs in our Education Division.

I. Media Technicians:

A. Distance Education Maintenance(2.0FTE):

As part of our 1995-97 biennial budget efficiency measures, 4.0 Media Technicians were removed from GPR funding in the second year of the biennium. Of those, 2.0 FTE are Media Technician 4s whose primary responsibility is to maintain distance education systems located in various cities throughout Wisconsin.

The ECB owns, operates, and maintains distance education facilities in over 30 locations throughout the State of Wisconsin. ECB employees are dispatched to perform both routine and emergency maintenance as needed at each of these sites.

As you may recall, during the budget development process we discussed either transferring the distance education facilities to local users, or maintaining ownership and charging the end user for maintenance. The ECB Board has opted to maintain ownership. Since that time, we have been in negotiations with consortiums of local users and have commitments for the ongoing maintenance of these facilities.

The positions involved include:

Name	Position Number	Current Funding			Proposed Funding		
		FY96 GPR	FY96 PRO	FY96 FY97 TOTAL	FY97 GPR	FY97 PRO	FY97 TOTAL
Keith Smith	318153	\$43,300	\$0	\$43,300	\$0	\$43,300	\$43,300
Myron Peterson	318152	43,300	0	43,300	0	43,300	43,300
	TOTAL	\$86,600	\$0	\$86,600	\$-0-	\$86,600	\$86,600

We have current commitments for maintenance agreements which will produce the following revenues:

Fiscal Year	Revenue
FY 95-96	\$44,000
FY 96-97	88,000
FY 97-98	132,000

We will bank this year's revenue to provide full funding for these positions and their related supplies and travel costs in FY 96-97. We have been pleased with the cooperation received at the local level. Not only will this allow us to continue the service uninterrupted, it will also allow us to do so without the layoff of state employees as was the intent expressed in the governor's directives.

B. Telecommunications Operations Center(0.50 FTE):

To accommodate staff reductions in the 1995-97 biennial budget, the ECB remote controlled it's Wausau facilities and the Radio Operations Center to the Telecommunications Operations Center(TOC) in Madison. To meet the terms of the Governor's budget, we must eliminate an additional 2.0 FTE in July of 1996. We will be laying off three half time employees(1.50 FTE) effective July 1, 1996. However, we are requesting the conversion of the remaining .50 FTE to program revenue to accommodate expanded workload in the TOC. At the same time that we were planning to reduce staff, the use of the TOC facilities for "VCR Semester" and "Overnight Delivery", both of which are program revenue activities, has increased dramatically.

In fiscal year 1988, the University of Wisconsin-Madison began offering credit courses to students via after hours broadcast on Channel 21. The ECB charges the University a flat hourly rate for all VCR Semester hours. Provision of this service requires that we staff the TOC for the hours specified between midnight and 6:00 a.m.(during which we are normally off the air). Effective in January of 1996, VCR semester hours were expanded from two nights per week to four nights per week to offer additional college credit programming.

The second factor increasing the TOC workload is ITV Overnight Delivery. Beginning in September 1995, our Education Division moved several programs from the daytime schedule to overnight delivery. This late night program feed allowed us to better utilize our daytime schedule to offer a wider variety of children's programming and offer ITV programs which otherwise would not have been aired due to the constraints of the broadcast schedule.

The ECB overnight delivery service block feeds ITV programs statewide during the late night hours. Schools can program their VCRs to download this programming and use the program at their convenience. Overnight delivery is funded internally through our program revenue accounts.

Through a combination of VCR semester and ITV Overnight Delivery, we project sufficient revenue and utilization of the facilities after hours to provide ongoing funding for this .50 FTE employee and related supplies and services costs.

The position involved is:

Name	Position Number	Current Funding			Proposed Funding		
		FY96 GPR	FY96 PRO	FY96 FY97 TOTAL	FY97 GPR	FY97 PRO	FY97 TOTAL
Bill Fletcher	033474	\$45,900	\$0	\$45,900	\$23,000	\$23,000	\$46,000

This half time position would be funded through VCR semester and overnight delivery charges. Revenue projections are:

Fiscal Year	Revenue
FY 95-96	\$38,300
FY 96-97	45,000
FY 97-98	45,000

III. Education Online Services Coordinator 1.0 FTE:

The ECB is requesting 1.0 FTE to coordinate the growing WECB online program. WECB Online is a professional development, online service for Wisconsin K-12 Educators. The Online program currently consists of four separate and distinct on line services (MATHLine, WASDILine, FISMLine and BIOTECHLine).

WECBOnline is an interactive series of discussion centers or learning communities through which teachers can meet with experts and other teachers throughout the region, state, or nation regarding specific content and/or grade level curriculum based programs. Individual teachers can join any of these services for an annual enrollment fee. Although these services are less than two years old, membership is growing rapidly. In Wisconsin, Mathline has a current membership of 115 users, WASDILine has 97 users, and FISMLine has 50 users. Utilization of these services is expected to continue at a modest growth rate into the next biennium. BIOTECHLine just signed on in January 1996. Other services are under consideration as educational institutions and organizations continue to approach the ECB to discuss the possibility of starting new online programs for K-12 teacher professional development.

To respond to these rapidly changing customer needs, the ECB temporarily reassigned ITV research staff to coordinate these services. However, because of the growth in volume of these services and the backlog of the more traditional research activities during this period of reassignment, we now find that we must request additional help in order to provide service at a level attractive to the K-12 community.

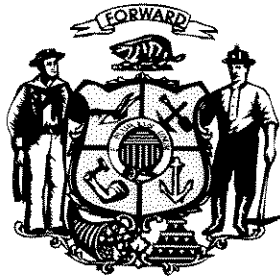
These services are partially underwritten by a variety of grants, teacher contracts and memberships. Total revenues during FY 95 were \$50,700. These revenues are expected to increase significantly over the next three years. Income derived from these activities can be reinvested in other distance education initiatives and/or instructional programming.

If you should have any questions regarding this request, please do not hesitate to contact me at 264-9667.

ADMIN/LLD/WORD/BUDGET/GENERAL/ITFSFTE

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

TOMMY G. THOMPSON
GOVERNOR
JAMES R. KLAUSER
SECRETARY



Mailing Address: ✓ +
Information Technology Services
101 East Wilson Street
Post Office Box 7844
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Telephone: (608) 266-1651
Facsimile: (608) 266-2164

February 28, 1996

The Honorable Timothy Weeden, Co-Chair
Joint Committee on Finance
37 South, State Capitol Building
Madison, WI 53703

The Honorable Ben Brancel, Co-Chair
Joint Committee on Finance
107 South, State Capitol Building
Madison, WI 53703

Dear Senator Panzer and Representative Nass:

Nonstatutory provision s.9131(1t)(a) of 1995 Act 27 requires that the Department of Administration submit a report on the electronic document imaging system project undertaken by the Office of the Commissioner of Insurance (OCI), before the release of funding for the project. The attached report titled "Document Image Management Report" addresses the issue of the interim approval of funding which OCI has requested to complete planning of its imaging project. The Department of Administration recommends expenditure approval for Phase Two of the planning for this project, and directs OCI to complete a full project report and funding request for review and approval before the remaining expenditure authority is approved. This recommendation is being submitted to both the Joint Committee on Finance and the Joint Committee on Information Policy.

The DOA Divisions of Technology Management and Information Technology Services have reviewed the OCI planning request and have reported me that OCI should receive adequate funding to complete its planning process. Therefore, it is my recommendation that the requested funding for this phase of the project be allotted to the Office of the Commissioner of Insurance.

If you have any questions regarding this report, please direct them to Mark Wahl, Administrator, Division of Technology Management.

Sincerely,



James R. Klauser
Secretary

cc: Mark Wahl, Administrator
Division of Technology Management

Department of Administration

Document Image Management Report

Office of the Commissioner of Insurance

**Division of Technology Management
February, 1996**

**Interim Report on the Office of the Commissioner of Insurance Imaging
Project
February 26, 1996**

Recommendation

The Office of the Commissioner of Insurance requests increased expenditure authority of \$45,000 PRO in s.20.145(1)(g), General Program Operations, in FY96 to complete Phase 2 of the planning process for its Claims Unit document imaging project. The Department of Administration recommends that the expenditure authority be approved.

Background:

This report was intended to meet the provisions of Section 9131(1t)(a) of 1995 Act 27 which require that the Department of Administration submit a written review of the proposal by the Office of the Commissioner of Insurance (OCI) to develop an optical imaging system. The system is intended to streamline the OCI complaints and insurance policy forms and rate filings processes. 1995 Act 27 requires that the Department of Administration review the imaging proposal before OCI receives approval of increased expenditure authority in the amount \$113,000 PRO in FY96 and \$24,000 PRO in FY97 to implement the projects. At this time, however, OCI is requesting that only \$45,000 of the expenditure authority be increased.

During the 1993-95 biennium, OCI contracted with IBM for the Phase 1 planning of this imaging project. In Phase 1 the agency developed a strategic plan for deployment of document management and workflow in the Complaints Unit. The recommendation from Phase 1 was to continue with the Complaints transaction process and data storage imaging project planning by moving to Phase 2. The goals of Phase 2 of this project are to:

- redesign the OCI complaint process workflow,
- develop an image system design for OCI
- develop an implementation plan, and
- develop a cost benefit matrix.

OCI anticipates that Phase 2 of its planning process with IBM will take approximately six weeks to complete after receipt of the funds. This level of planning will satisfy the requirement under Chapter Adm 12, Wisconsin Administrative Code, for a feasibility study from OCI before undertaking the actual implementation of the project.

Analysis

This project is intended to use document imaging and workflow management technologies as part of complaint and transaction processing in the Complaints Unit in the OCI Bureau of Market Regulation. Additionally, the project is planned to facilitate information storage in the Central Files Division of OCI's Division of Administrative Services. Insurance receives about 35 new complaints a day, or an average of 10,000 complaints annually. It also receives about 55 pieces of correspondence daily to be routed to existing complaint files.

Document Image Management

OCI has stated that the document imaging and workflow management system will accomplish the following:

- allow the more efficient handling of complaint forms and letters,
- increase record security and facilitate access to records through bar coding,
- decrease the amount of time spent retrieving files,
- allow faster complaint handling
- enable the electronic transfer of documents to companies and to the electronic complaint file and
- provide for more efficient and effective desk management of complaints.

Because this project is still in the planning stage, and OCI has not yet designed its imaging system, the Department of Administration cannot determine if the OCI imaging project will meet the requirements for approval as laid out by the Legislature in s.9131(1t)(a). Therefore, it cannot recommend that the full amount of funding be released to OCI at this time. In addition, since the costs of this second phase of the project plan were not addressed in OCI's 1995-97 budget request, it is likely that Insurance will require additional funding in FY97 to complete the project.

Because it appears that imaging its claims workflow and storage will be very beneficial to OCI, and because it is necessary for OCI to complete its planning process in a timely way before it can proceed with the project, the Department of Administration recommends that the increased expenditure authority of \$45,000 be approved at this time. After Phase 2 of the planning is completed, OCI should again submit a report to DOA outlining the components of its imaging system and requesting the full amount of funding which will be required to complete the imaging project. The Department will review the full project and project costs at that time and make a recommendation to the Joint Committee on Finance as required by statute.



The University of Wisconsin System

Vice President for Business and Finance

1752 Van Hise Hall
1220 Linden Drive
Madison, Wisconsin 53706
(608) 262-1311 FAX (608) 262-3985

1-31-96

January 31, 1996

Senator Timothy Weeden	Representative Ben Brancel
State Capitol	State Capitol
Room 119 South	Room 107 South
Madison, WI 53707	Madison, WI 53708

Dear Senator Weeden and Representative Brancel:

As you are aware, the 1995-97 biennial budget significantly reduced the UW System's budget. The university in making the cuts, has done all it can to spare instruction and has focussed a larger portion of the cuts in administrative units. To help us meet our administrative responsibilities with reduced staffing, we have undertaken a review of all our processes to determine where modifications can be made which would streamline the process.

One process which we believe can be streamlined is the statutory requirement (ss.36.46) that the Department of Administration (DOA) and the Joint Committee on Finance (JCOF) must annually approve all student fee funded reserves. This process as it is currently structured takes an inordinate amount of staff time. Since 1985, when this approval requirement was enacted, every reserve plan submitted has been approved. Based upon that history, we recommend that Section 36.46 of the Statutes be repealed. The accumulation of auxiliary reserves should be subject to the same periodic review by the Legislative Audit Bureau as are all other financial transactions. The elimination of this statutory requirement would save an estimated 750 hours of staff time to prepare the materials which generate the annual report.

An alternative approach would be to repeal and recreate Section 36.46. Attached is a proposed statutory amendment which, if the legislature wanted to continue some form of reporting, would provide legislative oversight. The proposal calls for the UW System, in conjunction with the DOA and the Legislative Fiscal Bureau, to develop a plan which would specify the maximum amount of auxiliary reserve funds that could be accumulated from student fees. The plan could not be implemented without JCOF approval. If the plan were approved by the JCOF it would be adjusted annually to reflect changes in the consumer price index. If in any given year, a university planned to exceed its authorized auxiliary reserve, the Board of Regents would be required to submit a report to the JCOF.

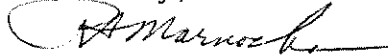
Under either alternative, the institutions will continue long range reserve planning as well as the analysis of results. What would not continue is the very substantial outside review, the detailed information requirements and the large paper flow.

Please feel free to share this concept with others to determine if there is interest in pursuing this approach in the next biennial budget.

I would appreciate the opportunity to discuss this with you at your earliest convenience. I will have Margaret Lewis call to make the arrangements.

Thank you for your consideration of this effort to reduce administrative costs.

Sincerely,



Raymond A. Marnocha
Vice President for Business and Finance

Enclosure

cc: President Lyall
Vice Presidents
Margaret Lewis
Debbie Durcan

Auxiliary Reserves

Repeal and recreate s. 36.46, Stats., as follows:

36.46 (1) Upon consultation with the department of administration and the legislative fiscal bureau, the board shall develop a plan specifying the maximum amount of auxiliary reserve funds that the board may accumulate from student fees. The board shall submit the plan to the cochairpersons of the joint committee on finance by [specify a date]. If the cochairpersons of the committee do not notify the board that the committee has scheduled a meeting for the purpose of reviewing the plan within 14 working days after the date of the submittal, the plan may be implemented as proposed by the board. If, within 14 working days after the date of the submittal, the cochairpersons of the committee notify the board that the committee has scheduled a meeting for the purpose of reviewing the plan, the plan may be implemented only upon approval of the committee.

(2) The maximum amount specified under sub. (1) shall be adjusted annually to reflect changes in the consumer price index.

(3) By July 31 of each fiscal year, the board shall submit a report to the joint committee on finance on any auxiliary reserve funds that exceed the maximum approved by the joint committee on finance under sub. (1) and updated for inflation under sub. (2).

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