

# STATE OF WISCONSIN

SENATE CHAIR  
BRIAN BURKE

316 South, State Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: 266-8535



ASSEMBLY CHAIR  
JOHN GARD

315 North, State Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: 266-2343

## JOINT COMMITTEE ON FINANCE

June 30, 1999

Secretary Mark Bugher  
Department of Administration  
101 E. Wilson Street, 10<sup>th</sup> Floor  
Madison, WI 53703

Dear Secretary Bugher:

On May 17, 1999, we informed you that an objection to your request under s. 16.515 Stats., for increased expenditure authority of \$2,300,000 in 1998-99 in the Department of Corrections' telephone company commission appropriation (s. 20.410 (1)(gt)) had been raised and that a meeting would be scheduled. On June 24, 1999, Secretary Litscher indicated, based on more recent data, an increase in expenditure authority of \$1,916,400 in 1998-99 would be necessary in that appropriation.

We are writing to inform you that the objection to your May 17, 1999, request has been removed with the understanding that the original request be reduced by \$383,600 to \$1,916,400 on a one-time basis in 1998-99. If you have an objection to this modification, please notify the Co-chairs by July 7, 1999, so that a meeting of the Committee may be scheduled.

Sincerely,

Handwritten signature of Brian Burke in cursive.

BRIAN BURKE  
Senate Chair

Handwritten signature of John Gard in cursive.

JOHN GARD  
Assembly Chair

BB:JG:js

cc: Members, Joint Committee on Finance  
Vicki LaBelle, Department of Administration

*State Senator*  
**GWENDOLYNNE MOORE**



**Capitol Office:**  
P. O. Box 7882, Madison, WI 53707-7882  
Phone: (608) 266-5810 Fax: (608) 267-2353  
**District Telephone:** (414) 442-3080  
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**E-Mail:** sen.moore@legis.state.wi.us  
**Member:** Joint Finance Committee  
**Board Member:** Wisconsin Housing and  
Economic Development Authority

MEMORANDUM

**TO:** Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

**FROM:** Senator Gwendolynne S. Moore

**DATE:** June 30, 1999

**RE:** S. 16.515 Corrections Request

I am withdrawing my request that the Joint Committee on Finance meet formally to review concerns regarding the Department of Corrections request for a one-time expenditure authority in FY 99 of \$1,060,800 in telephone company commissions for the purpose of inmate purchases.

Please contact my office if you have any questions.

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## JOINT COMMITTEE ON FINANCE

May 17, 1999

Mark D. Bugher, Secretary  
Department of Administration  
101 East Wilson Street, 10<sup>th</sup> Floor  
Madison, WI 53703

Dear Secretary Bugher:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, dated April 27, 1999, pursuant to s. 16.515 Stats, pertaining to two requests from the Department of Corrections. The request related to increased expenditure authority for probation and parole salaries is approved. However, an objection has been raised to the telephone company commissions portion of the Department's request, and therefore, a meeting will be schedule to consider that request.

Sincerely,

Handwritten signature of Brian Burke in cursive.

BRIAN BURKE  
Senate Chair

Handwritten signature of John G. Gard in cursive.

JOHN GARD  
Assembly Chair

BB:JG:js

cc: Members, Joint Committee on Finance  
Vicki LaBelle, Department of Administration

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## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

Date: April 28, 1999

Re: s. 16.515/16.505(2), Stats. Request

Attached is a copy of a request from the Department of Administration, dated April 27, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the Department of Corrections.

Please review the material and notify **Senator Burke** or **Representative Gard**, no later than **Thursday, May 13, 1999**, if you have any concerns about the request or if you would like to meet formally to consider it.

Also, please contact us if you need further information.

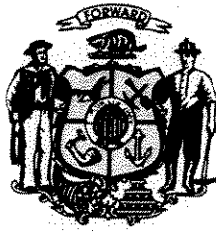
Attachment

BB/JG/js

*Julie -  
Sen. Moore wants  
to object to a  
16.515 request (or 2  
of them)  
- Call Darwin 6-5810*

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

TOMMY G. THOMPSON  
GOVERNOR  
MARK D. BUGHER  
SECRETARY



Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

**Date:** April 27, 1999

**To:** The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance

The Honorable John Gard, Co-Chair  
Joint Committee on Finance

**From:** Mark D. Bugher, Secretary  
Department of Administration

**Subject:** S. 16.515/16.505(2) Request(s)

Enclosed are request(s) that 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>1997-98</u>		<u>1998-99</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DOC					
20.410(1)(gf)	Probation and parole			\$ 1,134,400 *	
20.410(1)(gt)	Telephone company commissions			2,300,000 *	

\* One-time increased expenditure authority in FY99.

As provided in s. 16.515, the requests will be approved on May 18, 1999, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, 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:** April 20, 1999**To:** Mark D. Bugher, Secretary  
Department of Administration**From:** Doug Percy, Budget and Policy Analyst <sup>DP</sup>  
Division of Executive Budget and Finance**Subject:** Request under s. 16.515 from the Department of Corrections (DOC) for increased expenditure authority to address projected salary and rent deficits**REQUEST:**

DOC requests one-time increased expenditure authority in FY99 of \$1,134,400 PR in appropriation s.20.410(1)(gf), probation and parole, and \$2,300,000 PR in appropriation s.20.410(1)(gt), telephone company commissions. The additional expenditure authority will be utilized to address projected salary and rent deficits in the department.

DOC originally requested an increase of \$1,060,800 PR in appropriation s.20.410(1)(gf), but increased the request by \$73,600 PR based on the proration of agency space supplement requests by the Department of Administration (DOA).

**REVENUE SOURCES FOR APPROPRIATION(S):**

Revenue for appropriation s.20.410(1)(gf), probation and parole, is derived from supervision fees charged under s.304.074(2) to probation and parole offenders to partially reimburse DOC for the costs of providing supervision and services.

Appropriation s.20.410(1)(gt), telephone company commissions, derives its revenue from telephone company commissions obtained through collect phone calls made by inmates. Under the current contract, 30 percent of the contractor's gross revenues from inmate collect calls are returned to the state. Of the funding received, two-thirds is deposited in the General Fund and one-third is credited to this appropriation.

**BACKGROUND:**

DOC is currently projecting a GPR salary deficit of \$6,420,000 in FY99. DOC is planning to address this shortfall through the current 16.515 requests, funding currently reserved in the Joint Committee on Finance (JCF) supplemental appropriation for correctional officer pay plan and internal reallocations.

DOC is also projecting a GPR rent deficit of \$834,400 in the Division of Community Corrections (DCC). DOC plans to address this shortfall by requesting additional expenditure authority in appropriation s.20.410(1)(gf), probation and parole. See Table I for DOC's salary and rent deficit plans.

**Table I**

**Department of Corrections  
GPR Salary and Rent Deficit Plans**

Projected GPR salary deficit	(\$6,420,000)
Projected DCC rent deficit	(\$834,400)
JCF reserve for officer pay plan (request submitted April 8, 1999)	\$1,729,600
16.515 request (offender supervision fees)	\$1,134,400
✓ \$300,000 salary deficit	
✓ \$834,400 rent deficit	
16.515 request (telephone company commissions)	\$2,300,000
<u>Internal DOC deficit reduction plans</u>	<u>\$2,090,400</u>
<b>Remaining Deficit</b>	<b>\$0</b>

**ANALYSIS:**

As stated earlier, revenue for appropriation s.20.410(1)(gf), probation and parole, is derived from supervision fees charged under s.304.074(2) to probation and parole offenders to partially reimburse DOC for the costs of providing supervision and services.

The additional expenditure authority requested of \$1,134,400 will enable DOC to pay expenditures attributable to community corrections from this appropriation. This, in turn, will allow DOC to allocate GPR to the projected salary and rent deficits. As Table II on the next page indicates, approval of this

request will reduce the anticipated cash balance in this appropriation to approximately \$147,800 at the end of FY99.

**Table II**

**Financial Condition  
Appropriation s.20.410(1)(gf)**

<b><u>Revenues</u></b>	
FY99 opening balance	\$900,200
<u>Projected FY99 revenue</u>	<u>\$4,732,800</u>
<b>Total Available</b>	<b>\$5,633,000</b>
<b><u>Expenditures</u></b>	
FY99 projected expenditures	\$4,350,800
<u>16.515 request</u>	<u>\$1,134,400</u>
<b>Total Expenditures</b>	<b>\$5,485,200</b>
<b>Projected FY99 Closing Balance</b>	<b>\$147,800</b>

Appropriation s.20.410(1)(gt), telephone company commissions, derives its revenue from telephone company commissions obtained through collect phone calls made by inmates. Funding in this appropriation was originally targeted "to purchase or maintain recreational or educational equipment for inmates". However, a Governor's veto in 1993 Wisconsin Act 16 broadened this to instead utilize funding "to purchase for inmates".

The additional expenditure authority requested of \$2,300,000 will enable DOC to pay expenditures attributable to inmate supplies out of program revenue funds. This will enable additional GPR funds to be applied to the projected salary deficit. Approval of this request will reduce the anticipated cash balance in this appropriation at the end of FY99 to \$328,700 (see Table III on the next page). This balance is needed in order to fund increased expenditure authority requested (e.g., literacy software) in the Governor's 1999-01 biennial budget.



**Table III**

**Financial Condition  
Appropriation s.20.410(1)(gt)**

<b><u>Revenues</u></b>	
FY99 opening balance	\$2,021,300
<u>Projected FY99 revenue</u>	<u>\$889,600</u>
<b>Total Available</b>	<b>\$2,910,900</b>
<b><u>Expenditures</u></b>	
FY99 projected expenditures	\$282,200
<u>16.515 request</u>	<u>\$2,300,000</u>
<b>Total Expenditures</b>	<b>\$2,582,200</b>
<b>Projected FY99 Closing Balance</b>	<b>\$328,700</b>

**RECOMMENDATION:**

Approve the request as amended by the department.

Tommy G. Thompson  
Governor

Jon E. Litscher  
Secretary



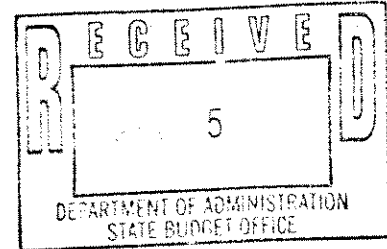
State of Wisconsin  
Department of Corrections

Mailing Address

149 East Wilson Street  
Post Office Box 7925  
Madison, WI 53707-7925  
Telephone (608) 266-2471  
Fax (608) 267-3661

April 14, 1999

MEMORANDUM



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

FROM: Jon E. Litscher, Secretary  
Department of Corrections

RE: §16.515 (1) Request for Appropriation §20.410 (1) (gf)  
Numeric Appropriation 187

§16.515 (1) Request for Appropriation §20.410 (1) (gt)  
Numeric Appropriation 184

REQUEST

The Department of Corrections (DOC) requests one-time increased expenditure authority in FY 99 of \$1,060,800 PR in appropriation §20.410(1)(gf) and \$2,300,000 PR in appropriation 20.410(1)(gt). These additional resources will be used by the Department to address projected deficits in rent of \$760,800 and in salary of \$6,420,000.

REVENUE SOURCES FOR THE APPROPRIATION

§20.410 (1) (gf) derives its revenue from supervision fees paid by probation and parole offenders.

§20.410(1)(gt) derives its revenue from telephone company commissions obtained through collect phone calls made by inmates. This section states that these funds are to be used "to purchase for inmates."

BACKGROUND

Appropriation 20.410(1)(gf) - Supervision Fees - was created in 1995 Wisconsin Act 27. At that time expenditure authority was set at \$4,000,000. This expenditure authority resulted in a commensurate reduction of GPR funding formerly provided for supplies and services in § 20.410(1)(b), Services for Community Corrections. On February 7, 1997 the Joint Committee on Finance approved additional ongoing increased expenditure authority of \$131,300 for costs associated with the collection of fees for services

(lockbox, forms, and offender coupons). 1997 Wisconsin Act 27 provided additional expenditure authority of \$38,800 and position authority for 1.00 FTE Financial Specialist position to provide administrative support for the supervision of the fee collection program. \$146,400 in expenditure authority was carried over from FY 98. In March of 1999 the Department received a financial services supplement of \$34,300. Current total expenditure authority for FY 99 is \$4,350,800. Annual revenues in this appropriation are expected to be \$5,633,000 by the end of FY 99. With current expenditure authority, the projected FY 99 year end balance for this appropriation will be approximately \$1,282,200.

Appropriation 20.410(1)(gt) - Telephone Revenues - was created in 1993 Wisconsin Act 16. At this time expenditure authority was set at \$272,800. It was further required that 2/3 of the revenues collected be deposited in the general fund. Expenditure authority for FY 99 is \$282,200 (\$272,800 in expenditure authority and \$9,400 in carryover). Annual revenues in this appropriation are expected to be \$2,910,900 by the end of FY 99. With current expenditure authority, the projected FY 99 year end balance for this appropriation will be approximately \$2,628,700.

#### **Department-wide Deficit and Plan**

Rent - Total FY99 § 20.410(1)(b) rent funding for Community Corrections was originally \$5,027,500. Rent funding associated with the Drug Abuse Correctional Center (\$175,000) was moved to supplies and services in July of 1998. This allotment transfer was completed due to the acquisition of the Kempster Hall building resulting in no rent and underfunded repair and maintenance costs at this facility. The department currently has an FY 99 rent budget of \$4,852,500 in § 20.410(1)(b) and projects rent expenditures to be \$5,911,400.

DOC has a rent supplement request pending at the Department of Administration for \$298,100. If the rent supplement request is approved, the department anticipates a year-end rent deficit in § 20.410(1)(b) of approximately \$760,800. Due to additional funding shortfalls within the department, the rent deficit cannot be absorbed by reallocation of existing resources.

Salary - 1997 Wisconsin Act 27 only provided 75% of the funding needed by state agencies for pay plan supplements in FY 99. The Department of Administration estimates the full amount of the GPR pay plan supplement needed for the Department of Corrections to be \$14,104,900 in FY 99. The Department of Administration has informed the Department that it would receive a maximum supplement of 75 percent of that amount, estimated to be \$10,578,700 GPR, causing a deficit of \$3,526,200 GPR in the Department's salary line this fiscal year.

In addition to the deficit related to the proration of the pay plan supplement, the Department estimates an additional GPR salary deficit of \$2,893,800. This deficit is caused by a combination of factors including overtime, LTE salaries and market upgrades. The total projected salary deficit for the Department (pay plan supplement, overtime and market upgrades) is \$6,420,000 GPR.

Departmental Plan - The Department's plan for addressing the projected salary and rent deficit is as follows:

Projected GPR Salary Deficit	(\$6,420,000)
Projected GPR Rent Deficit	<u>(\$ 760,800)</u>
<b>Total GPR Deficit This Request</b>	<b>(\$7,180,800)</b>
Passive Review (Officer pay plan) (Submitted April 8, 1999)	\$1,729,600
§16.515 request to shift inmate supply costs to §20.410(1)(gf) – appro. 184	\$2,300,000
§16.515 request to shift community corrections supply costs to §20.410(1)(gt) appro. 187	\$1,060,800
Internal DOC deficit reduction plans	<u>\$2,090,400</u>
<b>Total plan to reduce DOC projected deficit</b>	<b>\$7,180,800</b>

1997 Wisconsin Act 237, the budget repair bill, estimated that the unfunded 25% of pay plan supplement related to correctional officer salaries was \$1,729,600 GPR. This amount was placed in the Joint Committee on Finance's supplemental appropriation. The Department currently has a passive review request with the Joint Committee on Finance to release these funds to DOC.

§ 20.410(1)(gf), Supervision Fees, appropriation 187, is intended to be used for probation and parole operational costs. The additional expenditure authority of \$1,060,800 will enable the Department to pay expenditures attributable to community corrections operations out of program revenue funds. This will free up GPR funds in § 20.410(1)(b) (Probation, Parole and Extended Supervision), which can be applied to projected salary and rent deficits. Approval of this request will reduce the anticipated cash balance at the end of this fiscal year to approximately \$221,400. There may be a need for some of this balance in the next biennium to address unfunded costs associated with the mandated BadgerNet upgrade for connectivity.

§ 20.410(1)(gt), Telephone Company Commissions, appropriation 184, is intended for inmate supply costs. The additional expenditure authority of \$2,300,000 will enable the Department to pay expenditures attributable to inmate supplies out of program revenue funds. This will free up GPR funds in § 20.410(1)(a) (General program Operations), which can be applied to the projected salary deficit. Approval of this request will reduce the anticipated cash balance at the end of this fiscal year to approximately \$328,700. There may be a need for some of this balance in the next biennium to address increased spending authority requested in the Governor's budget for new institutions.

**SUMMARY**

The Department of Corrections requests one-time increased expenditure authority of \$1,060,800 in §20.410(1)(gf) and \$2,300,000 in §20.410(1)(gt) to address projected year end rent and salary deficits in the department. Fund condition statements of alpha §20.410 (1)(gf) and §20.410 (1)(gt) are attached to this request.

**Attachments**

Prepared By: Lucie Widzinski-Pollock, DOC Bureau of Budget  
266-5070

**SUMMARY OF FINANCIAL CONDITIONS OF APPROPRIATION S. 20.410(1)(gt)**

The following is a fund condition statement for appropriation 20.410(1)(gt) to show the effect of the request on the appropriation as adjusted:

<b>FY 99 Opening Balance</b>	<b>\$ 2,021,300</b>
<b>Revenue:</b>	
Revenues year-to-date (3/31/99)	\$ 667,200
Revenues projected to June 30, 1999	\$ 222,400
Total revenue Available for FY 99	<u>\$ 2,910,900</u>
<b>Expenditures:</b>	
Expenditures year-to-date (2/28/99)	\$ 211,900
Projected expenditures to June 30, 1999	\$ 70,300
<b>This 16.515 Request</b>	<b>\$ 2,300,000</b>
Total expenditures projected for FY 99	<u>\$ 2,582,200</u>
 FY 99 Closing Balance	 \$ 328,700
 <b>Expenditure Authority:</b>	
Current expenditure authority	\$ 272,800
FY 99 Purchase Order Carryover	\$ 9,400
Total Current Expenditure Authority	\$ 282,200
Less:	
Total expenditures projected for FY 99	\$ 2,582,200
 <b>Recommended expenditure authority increase</b>	 <b>\$ 2,300,000</b>

## SUMMARY OF FINANCIAL CONDITIONS OF APPROPRIATION S. 20.410(1)(gf)

The following is a fund condition statement for appropriation 20.410(1)(gf) to show the effect of the request on the appropriation as adjusted:

<b>FY 99 Opening Balance</b>	<b>\$ 900,200</b>
<b>Revenue:</b>	
Revenues year-to-date (2/28/99)	\$ 3,155,300
Revenues projected to June 30, 1999	\$ 1,577,500
Total revenue Available for FY 99	<u>\$ 5,633,000</u>
<b>Expenditures:</b>	
Expenditures year-to-date (2/28/99)	\$ 3,276,900
Projected expenditures to June 30, 1999	\$ 1,073,900
<b>This 16.515 Request</b>	<b>\$ 1,060,800</b>
Total expenditures projected for FY 99	<u>\$ 5,411,600</u>
 FY 99 Closing Balance	 \$ 221,400
 <b>Expenditure Authority:</b>	
Current expenditure authority	\$ 4,170,100
FY 99 Purchase Order Carryover	\$ 146,400
Financial Services Supplement (20.865(1)(js))	\$ 34,300
Total Current Expenditure Authority	\$ 4,350,800
Less:	
Total expenditures projected for FY 99	\$ 5,411,600
 <b>Recommended expenditure authority increase</b>	 <b>\$ 1,060,800</b>

# STATE OF WISCONSIN

SENATE CHAIR  
BRIAN BURKE

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ASSEMBLY CHAIR  
JOHN GARD

315 North, State Capitol  
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Madison, WI 53708-8952  
Phone: 266-2343

## JOINT COMMITTEE ON FINANCE

May 21, 1999

Mr. Mark Bugher, Secretary  
Department of Administration  
101 E. Wilson Street, 10<sup>th</sup> Floor  
Madison, WI 53703

Dear Secretary Bugher:

On May 3, 1999, the Committee received a request from the Department of Administration under s. 16.515 to approve a one-time transfer of revenue in 1998-99 of \$321,300 PR from the appropriation for juvenile correctional services [s. 20.410(3)(hm)] to the appropriation for juvenile residential aftercare [s. 20.410(3)(ho)]. The transfer would address an anticipated deficit in the juvenile residential aftercare appropriation.

The Committee has no objections to the transfer of revenue from the juvenile correctional services appropriation on the condition that the transferred revenue is entirely provided from the appropriation's 2% state carryover of excess revenue and does not reduce refunds of excess revenue that will be provided to counties following the close of the 1998-99 fiscal year. On this condition, the request is approved unless you notify us by May 28, 1999, that you would like the Committee to meet and review your request.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE  
Senate Chair

Handwritten signature of John H. Gard in black ink.

JOHN GARD  
Assembly Chair

BB:JG:js



# THE STATE OF WISCONSIN

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ASSEMBLY CHAIR  
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## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

Date: May 4, 1999

Re: s. 16.515/16.505, Stats. Request

Attached is a copy of a request from the Department of Administration, dated May 3, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the Department of Corrections.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Thursday, May 20, 1999**, if you have any concerns about the request or if you would like to meet formally to consider it.

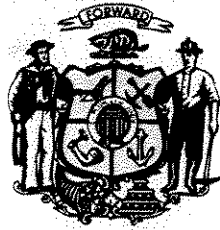
Also, please contact us if you need further information.

Attachment

BB:JG:dh

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

TOMMY G. THOMPSON  
GOVERNOR  
MARK D. BUGHER  
SECRETARY



Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

**Date:** May 3, 1999

**To:** The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance

The Honorable John Gard, Co-Chair  
Joint Committee on Finance

**From:** Mark D. Bugher, Secretary  
Department of Administration

**Subject:** S. 16.515/16.505(2) Request(s)

Enclosed are request(s) that 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:

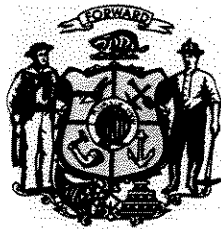
<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>1997-98</u>		<u>1998-99</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DOC					
20.410(3)(hm)	Juvenile correctional services			\$ -321,300 *	
20.410(3)(ho)	Juvenile residential aftercare			+321,300 *	

\* One-time transfer of revenue in FY99.

As provided in s. 16.515, the requests will be approved on May 24, 1999, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments



**Date:** April 27, 1999

**To:** Mark D. Bugher, Secretary  
Department of Administration

**From:** Brett Coomber, Budget Analyst  
State Budget Office

**Subject:** Request Under s.16.515 from the Department of Corrections for a one-time transfer of revenue in FY99.

**REQUEST:**

The Department of Corrections requests a one-time transfer of revenue in FY99 of \$321,300 from appropriation s.20.410(3)(hm) Juvenile Correctional Services to s.20.410(3)(ho) Juvenile Residential Aftercare. The transfer would cover a deficit that has been incurred in the department's Division of Juvenile Correction's Juvenile Aftercare appropriation.

**REVENUE SOURCES FOR APPROPRIATION(S):**

The juvenile residential aftercare appropriation is used to pay for the placement of juveniles in various aftercare facilities. These facilities include regular foster care (FC), group homes (GH), child caring institutions (CCI), treatment - foster care (T-FC), and special care facilities (SPEC). These facilities charge the Department of Corrections a daily rate for usage. The Department of Corrections, in turn, charges the counties based on county usage of these facilities. The daily rates that DOC can charge are set by statute (s.301.26(4)).

Funds to cover the anticipated revenue deficit in 20.410(3)(ho) will come from 20.410(3)(hm). There are sufficient funds in appropriation 20.410(3)(hm) to cover the requested transfer.

**BACKGROUND:**

The current DOC fiscal estimate projects a revenue deficit for appropriation 20.410(3)(ho) of \$321,300. Actual revenue for the period of July 1998 through February 1999 was \$5,608,600. Projected revenue for the remainder of FY99 is \$2,797,700 for a projected total of \$8,406,300. The Department also carried forward \$154,800 from the previous fiscal year for a total of \$8,561,100 in revenue.

Actual expenditures from July 1998 through February 1999 were \$5,913,500. Projected expenditures for the remainder of FY99 are \$2,968,900 for a projected expenditure total of \$8,882,400. The projected revenue deficit is \$321,300. (See attached worksheet)

**ANALYSIS:**

Although spending authority in appropriation 20.410(3)(ho) is adequate, the actual revenues received by the department are not sufficient to fund the program.

The deficit in this appropriation is attributable to two issues:

1. DOC had to refund \$171,000 back to certain counties. These counties were charged the higher CCI rate instead of T-FC rates. This was due to the inaccurate classification of two alternate care facilities as CCIs instead of T-FCs.
2. The difference between the rate that CCIs charge the DOC and what the DOC can statutorily charge the counties. (CCI rates increased 4.3 percent in FY97 and 7.4 percent in FY98, while the statutory rate that DOC can charge counties only increased by one percent each FY).

The problem, therefore, does not involve spending authority but a projected revenue shortfall due to a disparity between the rates charged and the incorrect classification of some facilities.

**RECOMMENDATION:**

Approve the request.

The following is a fund condition statement for appropriation 20.410(3)(ho) to show the effect of the request on the appropriation as adjusted:

**FY 99 Opening Balance** \$ 154,800

**Revenue:**

Revenue year-to-date (thru 2-28-99)	\$ 5,608,600
Revenue Projected to 6-30-99	2,797,700
<b>Revenue transferred in this \$16.515 Request</b>	<u>321,300</u>
<b>Total Revenue projected for FY 99</b>	<b>\$ 8,727,600</b>

**Expenditures:**

Expenditures year-to-date (thru 2-28-99)	\$ 5,913,500
Projected Expenditures to 6-30-99	2,968,900
<b>Total Expenditures projected for FY 99</b>	<b>\$ 8,882,400</b>

**FY 99 Closing Balance** \$ 0

**FY 99 Expenditure Authority for this Appropriation** \$ 9,440,000



Tommy G. Thompson  
Governor

Jon E. Litscher  
Secretary

State of Wisconsin  
Department of Corrections

Mailing Address

149 East Wilson Street  
Post Office Box 7925  
Madison, WI 53707-7925  
Telephone (608) 266-2471  
Fax (608) 267-3661

April 20, 1999

cc JJ  
BC

MEMORANDUM

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

FROM: Jon E. Litscher, Secretary  
Department of Corrections

RE: §16.515(1) Request for Appropriation 20.410(3)(ho)  
Numeric Appropriation 324, Juvenile Residential Aftercare

The Department of Corrections (DOC) requests a one-time transfer of revenue in FY99 of \$321,300 from appropriation §20.410(3)(hm) Juvenile Correctional Services to §20.410(3)(ho) Juvenile Residential Aftercare. The transfer would cover a deficit that has been incurred in the department's Division of Juvenile Correction's Juvenile Residential Aftercare appropriation.

Revenue Sources for the Appropriation

The juvenile residential aftercare appropriation is used to pay for the placement of juveniles in various facilities including: regular foster care (FC), group homes (GH), child caring institutions (CCI), treatment - foster care (T-FC), and special care facilities (SPEC). Juveniles may be placed in these facilities upon their release from juvenile correctional institutions. Each facility charges the DOC a daily rate for usage. The facilities are allowed to change their rates on January 1<sup>st</sup> of each year. The DOC, in turn, charges each county for the number of days that a juvenile from their county spends in these facilities. The daily rates that DOC can charge counties are set in statute (§301.26(4)).

Background

Appropriation 20.410(3)(ho) contains numeric appropriation 324. A summary of this appropriation is attached.

Actual revenue for the period July, 1998 through February, 1999 was \$5,608,600. Projected revenue for the remainder of FY99 is \$2,797,700 for a projected total of

\$8,406,300 in revenue. The Department also carried forward \$154,800 from the previous fiscal year for a total of \$8,561,100 in revenue.

Actual expenditures for the period July, 1998 through February, 1999 were \$5,913,500. Projected expenditures for the remainder of FY99 are \$2,968,900 for a projected total of \$8,882,400 in expenditures. The projected deficit for this appropriation will be \$321,300.

### Justification

The deficit in this appropriation is attributable to two issues:

1. The inaccurate classification of two alternate care facilities as CCIs instead of T-FCs resulting in a refund to the counties who had paid CCI rates rather than T-FC rates.
2. The difference between the rate that CCIs charge the department and what the DOC can charge counties statutorily.

Annually, the Department of Health and Family Services (DHFS) disseminates a list of published daily rates for CCIs licensed in the state. This is the daily rate that the Department pays the CCI for days of care incurred by youth placed by DOC. The DOC does not have control over the daily rates established for CCIs.

A number of agencies that hold CCI licenses also hold child welfare agency (CWA) licenses. The CWA license authorizes the agency to license regular or treatment foster care. Rawhide, Inc. holds a CCI and a CWA license. Rawhide, Inc. licenses and operates the Catch and Catch Plus programs, both of which comprise a network of treatment foster homes.

The DHFS published rate listing includes the daily rate for the Rawhide, Inc-CCI and separate daily rates for Catch and Catch Plus. The Department charged counties the statutory CCI rate for all three programs. In December 1998, a county inquired about the billing for the Catch and Catch Plus programs. In response to the county inquiry, the Department reviewed its billing records and recalculated each county's use of Catch and Catch Plus. Counties with youth in these two programs received a refund that totaled \$171,000.

The second reason for the deficit is the CCI rates for the CCIs that DOC uses have increased by 4.3 percent and 7.4 percent respectively, during each of the past two years. In contrast, the statutory rate that DOC can charge the counties for CCIs has increased by 1 percent each year (see chart on page 3).

Comparison of Child Caring Institution Statutory Rates to Weighted Average Rates  
CY 1997, 1998, and 1999

	Statutory CCI Rate	Percent Change	Weighted Average Rate for CCIs used by DOC	Percent Change
CY 1997*	\$160.22	0.0%	\$158.31	0.0%
CY 1998	\$161.79	1.0%	\$165.09	4.3%
CY 1999**	\$163.36	1.0%	\$177.34	7.4%

\*Statutory CCI Rate and Weighted Average Rate are for the period from July to December, 1997

\*\*Statutory CCI Rate is for the period from January to June, 1999. Weighted Average for CCIs used by DOC is for the period from January to February, 1999

Because of the array of treatment and educational services available in CCIs, the CCIs are the most costly type of alternative care placements, when compared to group homes and foster homes. The Juvenile Code now includes an option for a placement in a Type 2 CCI, to provide more security and accountability for delinquent youth. Partially due to this option, DOC is experiencing a higher average daily population (ADP) in CCIs than was budgeted for in the 1997-99 biennial budget. For FY99, the DOC was budgeted for a CCI ADP of 60, it now has an ADP of 122. In contrast, the budgeted ADP for group homes was 41, while the current ADP is 30.

In March 1998, the Joint Committee on Finance approved a DOC \$16.515 request for this appropriation that has provided DOC with enough expenditure authority for the remainder of the fiscal year. The \$16.515 included an increase in the budgeted ADP for CCIs to 121 and group homes to 50. Since the current CCI ADP corresponds to the budgeted CCI ADP, it can be substantiated that the rate increase, as well as the refund paid to counties, are the reasons the Department has experienced a revenue shortfall.

Summary

The Department of Corrections requests a one-time transfer in funds of \$321,300 in FY99 from appropriation §20.410(3)(hm) Juvenile Correctional Services to §20.410(3)(ho) Juvenile Residential Aftercare to cover a deficit that is being incurred in that appropriation.

Prepared by: Dawn Woeshnick, DOC Bureau of Budget  
266-0569



**SUMMARY OF FINANCIAL CONDITION OF APPROPRIATION**  
**§20.410(3)(ho):**

The following is a fund condition statement for appropriation 20.410(3)(ho) to show the effect of the request on the appropriation as adjusted:

**FY 99 Opening Balance** \$ 154,800

**Revenue:**

Revenue year-to-date (thru 2-28-99)	\$ 5,608,600
Revenue Projected to 6-30-99	2,797,700
<b>Revenue transferred in this \$16.515 Request</b>	<u>321,300</u>
<b>Total Revenue projected for FY 99</b>	<b>\$ 8,727,600</b>

**Expenditures:**

Expenditures year-to-date (thru 2-28-99)	\$ 5,913,500
Projected Expenditures to 6-30-99	<u>2,968,900</u>
<b>Total Expenditures projected for FY 99</b>	<b>\$ 8,882,400</b>

**FY 99 Closing Balance** \$ 0

**FY 99 Expenditure Authority for this Appropriation** \$ 9,440,000

# THE STATE OF WISCONSIN

SENATE CHAIR  
BRIAN BURKE

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Madison, WI 53707-7882  
Phone: (608) 266-8535



ASSEMBLY CHAIR  
JOHN GARD

315-N Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

June 10, 1999

Secretary Mark Bugher  
Department of Administration  
101 E. Wilson Street, 10<sup>th</sup> Floor  
Madison, WI 53702

Dear Secretary Bugher:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, dated May 21, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the Department of Corrections.

No objections have been raised to this request. Therefore, the request is approved.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE  
Senate Chair

Handwritten signature of John G. Gard in black ink.

JOHN G. GARD  
Assembly Chair

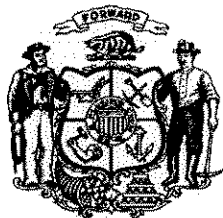
BB:JG:dh

cc: Members, Joint Committee on Finance  
Secretary Jon Litscher  
Robert Lang, Legislative Fiscal Bureau  
Vicky LaBelle, Department of Administration

# THE STATE OF WISCONSIN

SENATE CHAIR  
**BRIAN BURKE**

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ASSEMBLY CHAIR  
**JOHN GARD**

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## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

Date: May 24, 1999

Re: s. 16.515/16.505, Stats. Request

Attached is a copy of a request from the Department of Administration, dated May 21, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the Department of Corrections.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Wednesday, June 9, 1999**, if you have any concerns about the request or if you would like to meet formally to consider it.

Also, please contact us if you need further information.

Attachment

BB:JG:dh

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

TOMMY G. THOMPSON  
GOVERNOR  
MARK D. BUGHER  
SECRETARY

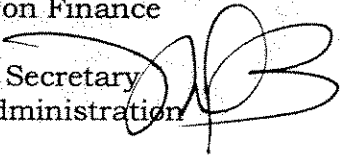


Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

**Date:** May 21, 1999

**To:** The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance

The Honorable John Gard, Co-Chair  
Joint Committee on Finance

**From:** Mark D. Bugher, Secretary  
Department of Administration 

**Subject:** S. 16.515/16.505(2) Request(s)

Enclosed are request(s) that 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>1997-98</u>		<u>1998-99</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DOC 20.410(1)(km)	Prison industries			\$3,862,500 *	
DOC 20.410(1)(kf)	Correctional farms			164,100	

\* One-time supplies and services expenditure authority in FY99.

As provided in s. 16.515, the requests will be approved on June 11, 1999, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, 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:** May 19, 1999**To:** Mark D. Bugher, Secretary  
Department of Administration**From:** Doug Percy, Budget and Policy Analyst <sup>DP</sup>  
Division of Executive Budget and Finance**Subject:** Request under s.16.515 from the Department of Corrections (DOC) for increased prison industries expenditure authority**REQUEST:**

DOC requests one-time increased expenditure authority in FY99 of \$4,694,300 PR-S in appropriation s.20.410(1)(km), prison industries. The additional expenditure authority will be utilized to meet projected supplies and services expenditures through the end of FY99.

**REVENUE SOURCES FOR APPROPRIATION(S):**

Revenue for appropriation s.20.410(1)(km), prison industries, is derived from the sale of products by traditional prison industries. Expenditure authority for prison industries' private sector partnerships is provided in appropriation s.20.410(1)(hm).

**BACKGROUND:**

Traditional prison industries operate 10 industries (furniture, textiles, metal stamping, etc.) and provide employment for approximately 500 inmates at 11 correctional institutions and centers throughout the state.

As Table I on the next page indicates, traditional prison industries have been profitable over the last number of fiscal years. These profits helped eliminate a long-term deficit in the program. FY99 began with a cash balance of \$464,100.

**Table I**  
**Revenues, Expenditures and Profits**  
**Traditional Prison Industries**

<b>FY</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Profits</b>
FY94	\$13,669,200	\$12,521,800	<b>\$1,147,400</b>
FY95	\$15,437,700	\$14,188,800	<b>\$1,248,900</b>
FY96	\$13,992,600	\$13,753,500	<b>\$239,100</b>
FY97	\$15,579,800	\$14,356,900	<b>\$1,222,900</b>
FY98	\$19,445,800	\$18,745,100	<b>\$700,700</b>

**ANALYSIS:**

Originally, DOC requested additional expenditure authority of \$4,694,300 in FY99 for prison industries. This request was based on projected revenues of \$22,220,000. Even with the additional expenditure authority, DOC estimated a cash profit of \$616,200 in FY99.

DOC is now estimating revenues of \$20,795,700 in FY99. Current expenditure authority for prison industries is \$16,891,100. In addition, \$18,400 must be transferred from estimated revenues to fund debt service payments in appropriation s.20.410(1)(ko), prison industries principal repayment, interest and rebates. Expenditure authority for the debt service already exists.

DOC is currently projecting that additional supplies and services expenditure authority of \$3,185,100 is needed in order to meet current obligations and to fund expected purchase orders through the end of FY99. DOC also estimates that an additional \$677,400 is needed to fund administrative expenditures (utilities, phones, inmate wages, etc.) and Y2K modifications. These expenditures are offset by a projected savings of \$26,500 on the permanent salary line.

DOC also initially requested \$50,000 in order to complete connection of prison industries' computers to the state computer network. Because of fiscal constraints, connection will now have to be delayed until the next fiscal year. In total, \$3,862,500 in additional supplies and services expenditure authority is needed in appropriation s.20.410(1)(km) in order for prison industries to meet FY99 expenditure needs. See Table II on the next page for more details.

**Table II**  
**Financial Condition**  
**Appropriation s.20.410(1)(km)**

<b>FY99 Projected Revenues</b>	<b>\$20,795,700</b>
<b><u>Expenditures</u></b>	
Current expenditure authority	\$16,891,100
Current obligations	\$1,703,100
Estimated additional FY99 purchase orders	\$1,482,000
Estimated additional FY99 administrative expenditures	585,000
<i>Y2K-Replace computers not Y2K compliant</i>	\$72,400
<i>Y2K-Reprogram manufacturing system</i>	\$20,000
Debt service	\$18,400
<u>Permanent salary and fringe benefit savings</u>	<u>(\$26,500)</u>
<b>Total Expenditures</b>	<b>\$20,745,500</b>
<b>Projected FY99 Profit</b>	<b>\$50,200</b>
<b>Beginning FY99 Cash Balance</b>	<b>\$464,100</b>
<b>Ending FY99 Cash Balance</b>	<b>\$514,300</b>

**RECOMMENDATION:**

Approve \$3,862,500 PR-S in one-time supplies and services expenditure authority for prison industries in FY99.

Tommy G. Thompson  
Governor

Jon E. Litscher  
Secretary



State of Wisconsin  
Department of Corrections

Mailing Address

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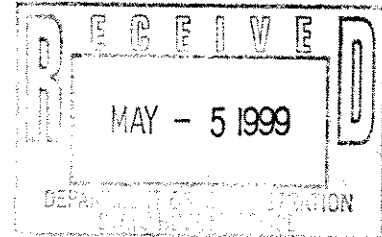
cc: JJ  
DP

May 5, 1999

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

FROM: Jon E. Litscher, Secretary  
Department of Corrections

RE: S.16.515/16.505(2) Request of Appropriation 20.410(1)(km)  
Numeric Appropriation 134, Prison Industries



REQUEST

The Department of Corrections requests an increase in expenditure authority in the amount of \$4,694,300 PRO in FY99 for the purchase of raw materials and associated increased expenses to produce goods to meet customers orders, fund increased utility charges, connect to the State computer system and to replace personal computers which are not Y2K compliant. Prison Industries estimates total expenditures for the current fiscal year to be \$21,585,400.

Prison Industries estimates revenues of \$22,220,000, an increase of \$5,634,000 over the 1997-99 biennial budget estimate of \$16,586,000. Bond expense of \$18,400 in numeric appropriation 129 must also be covered by these revenues, leaving a cash profit of \$616,200 for FY99 if this request is approved.

REVENUE SOURCES FOR APPROPRIATION

The sources of revenue deposited in appropriation 20.410(1)(km) are receipts from products and services provided to customers of traditional prison industries.

BACKGROUND

Traditional prison industries are an enterprise activity operating 13 industries providing employment for approximately 700 inmates at 10 correctional institutions and centers. Prison industries are an integral part of the correctional system providing laundry, textiles, printing, and wood and metal furniture for new and existing correctional institutions. Traditional prison



industries also provide similar products and services to other governmental agencies and limited products and services for non-profit agencies.

## ANALYSIS

### Raw Materials \$4,239,800

Prison Industries has experienced tremendous growth in the sign, upholstery, and systems furniture shops. In particular, the systems furniture area has received numerous orders this fiscal year with a projected revenue increase of \$4,011,000 over the original revenue estimated in the last biennial budget. Raw materials for furniture production will need to be purchased for \$1,260,000 worth of products that will not be invoiced until early FY00. Production of these additional goods due to increased demand of BSI products requires an additional \$4,239,800 in raw materials and direct supplies.

### Installation \$228,400

The increase in systems furniture orders has necessitated hiring subcontractors to complete installations. BCE staff with the help of inmate assistance is unable to handle all of the installation jobs even with the help of LTE staff. As of April 5, 1999, BCE had 56 jobs scheduled for installation prior to June 30, 1999 and only 3 installers on staff. An additional \$228,400 will be needed for a subcontractor from February to June of 1999, to assist BCE staff in the installation of the systems jobs.

### Utilities \$209,400

Prison Industries has experienced an increase in utility expenses. Natural gas costs have also increased from \$32,200 in FY97 to an estimated \$73,300 in FY99. In FY97, water and sewage expenditures at the Oshkosh Laundry were \$96,400 compared to projected FY99 expenditures of \$264,900. In January 1998, the City of Oshkosh Water and Sewerage Utilities Department increased the cost of water by 28%. A 38 % increase will go into effect during calendar year 1999.

The City of Oshkosh also charges a surcharge based on contaminants in the sewage discharged. In the past, the Institution had prorated these surcharges based on water usage between OSCI and BCE. However, the Institution has now taken the position that these charges are the direct result of the BCE Laundry operation and has therefor charged BCE the entire cost. This surcharge alone is \$36,000 per quarter.

### Computer and Network Issues \$142,400

Prison Industries has 25 personal computers which are not Y2K compliant. This request includes \$72,400 to replace these computers. Another \$20,000 is requested to fix Y2K programming in the Proteus MRP system. BCE also requests \$50,000 expenditure authority to complete installation and connection to the State computer network.

### Overall Savings (\$125,700)

These expenditures will be offset by savings from permanent and project salaries, fringe benefit and variable non-food (VNF) line savings.

With the expansion of existing product lines and the growth in systems furniture, Prison Industries

has seen significant growth. Prison Industries is projecting a \$616,200 profit in fiscal year 1999 which will leave a positive cash balance in appropriation 134 of \$1,080,300. Attached is a fund condition statement of Prison Industries revenues for FY 99.

SUMMARY

The department is requesting an increase in expenditure authority of \$4,694,300 in appropriation 20.410(1)(km) for raw materials and supplies, utility charges and computer system updates. The department appreciates your consideration of this request and is available to answer any questions.

Prepared by Colleen Godfriaux  
DOC Bureau of Budget  
608-266-0300

**PRISON INDUSTRIES  
REVENUE PROJECTIONS  
FY 99**

**NEW  
5/5/99 ESTIMATE  
FY99**

Metal Stamping - WCI	3,250,000
OSCI - Laundry	1,150,000
GBCI - Laundry	440,000
GBCI - Textiles	800,000
JCI - Textiles	200,000
Data Entry - REEC	40,000
Data Entry - RCI	210,000
Signs - WCI	1,400,000
Silk-screen - TCI	250,000
Printing - CCI	1,200,000
Wood Furniture - FLCI	1,300,000
Metal Furniture - WCI	1,700,000
Systems Furniture - WCI	7,980,000
Upholstery - OCI	2,300,000
Yard & Rec - SPCC	-
Total Traditional	<u>22,220,000</u>

**Department of Corrections**  
**Fund Condition**  
**Numeric Appropriation 134 – Prison Industries**

Opening Balance		\$ 464,058
Revenue		
	Revenue as of March 31, 1999	\$14,556,678
	Revenue projected to June 30	<u>7,663,322</u>
	Total Projected Revenue	22,220,000
Expenditures		
	Expenditures as of March 31, 1999	\$13,887,782
	Expenditures projected to June 30	3,003,318
	<i>This § 16.515</i>	<u>4,694,300</u>
	Total Projected Expenditures	21,585,400
Transfer to Appropriation 129		<u>18,400</u>
Closing Balance		\$1,080,258

Colleen, with the reduced revenue projections, BCE requests that the 16.515 remains as is with the exception of reducing the raw materials requested by \$848,100 calculated as follows:  
 $\$1,424,300 * 61.5\% = \$875,900 - \$27,800 \text{ (profit reduction)} = \$848,100$

**Department of Corrections**  
**Fund Condition**  
**Numeric Appropriation 134 – Prison Industries**

Opening Balance		\$ 464,058
Revenue		
	Revenue as of April 30, 1999	\$16,205,384
	Revenue projected to June 30	<u>4,590,316</u>
	Total Projected Revenue	20,795,700
Expenditures		
	Expenditures as of April 30, 1999	\$15,440,422
	Expenditures projected to June 30	1,450,678
	<i>This S 16.515</i>	<u>3,846,200</u>
	Total Projected Expenditures	20,737,300
Transfer to Appropriation 129		<u>18,400</u>
Closing Balance		\$504,058

rev - 20,795,700  
 Exp - 16,891,100  
3,904,600 →

**CORRESPONDENCE MEMORANDUM**

STATE OF WISCONSIN  
Department of Administration

**Date:** May 19, 1999

**To:** Mark D. Bugher, Secretary  
Department of Administration

**From:** Doug Percy, Budget and Policy Analyst <sup>DP</sup>  
Division of Executive Budget and Finance

**Subject:** Request under s.16.515 from the Department of Corrections (DOC) for increased correctional farms expenditure authority

**REQUEST:**

DOC requests one-time increased expenditure authority in FY99 of \$164,100 PR-S in appropriation s.20.410(1)(kf), correctional farms. The additional expenditure authority will be utilized for livestock, dairy packaging and equipment at the department's correctional farms.

**REVENUE SOURCES FOR APPROPRIATION(S):**

Revenue for appropriation s.20.410(1)(kf), correctional farms, is derived from the sale of correctional farm products (dairy products, crops, livestock, etc.).

**BACKGROUND:**

DOC currently operates correctional farms at Waupun, Oregon and Oneida. In addition, DOC operates a dairy at Waupun. Approximately 155 inmates are employed by the farms. The majority of the dairy products utilized at DOC's correctional institutions are produced and processed by the correctional farms and dairy.

As Table I on the next page indicates, the correctional farms have been profitable over the last number of fiscal years. However, this program entered FY99 with a deficit of \$4,917,700. This deficit is slowly being reduced over time with profits generated during each fiscal year.

*Table I*

**Revenues, Expenditures and Profits  
Correctional Farms**

<b><u>FY</u></b>	<b><u>Revenues</u></b>	<b><u>Expenditures</u></b>	<b><u>Profits</u></b>
FY94	\$1,653,600	\$1,596,900	<b>\$58,500</b>
FY95	\$1,923,700	\$1,795,100	<b>\$128,600</b>
FY96	\$1,955,100	\$1,939,700	<b>\$15,300</b>
FY97	\$2,368,900	\$2,245,200	<b>\$123,700</b>
FY98	\$2,363,900	\$2,314,500	<b>\$49,400</b>

**ANALYSIS:**

DOC is projecting correctional farm revenues of \$2,780,700 during FY99. Current expenditure authority for the farms is \$2,494,700. DOC is proposing to increase expenditure authority in FY99 for the following purposes:

- ✓ livestock at the Oneida farm (\$36,000);
- ✓ dairy packing at the Waupun dairy (\$71,800);
- ✓ no till drill at the Waupun state farm (\$37,000);
- ✓ replacement of the cooling unit at the Waupun dairy (\$8,300);
- ✓ replacement of computers which are not Y2K compliant (\$20,300) and
- ✓ a skid loader and wagon at the Oregon state farm (\$29,000).

Although the total cost of these items is \$202,400, only \$164,100 in additional expenditure authority is needed because DOC is projecting savings of \$38,300 in utilities, rent and internal services. Even with the additional expenditure authority, the correctional farms are projected to make a profit of \$121,900 in FY99. See Table II on the next page for more details.

**Table II**

**Financial Condition  
Appropriation s.20.410(1)(kf)**

<b>FY99 Projected Revenues</b>	<b>\$2,780,700</b>
<b><u>Expenditures</u></b>	
Current expenditure authority	\$2,494,700
Livestock	\$36,000
Dairy packaging	\$71,800
Equipment	\$94,600
<u>Supplies and services savings</u>	<u>(\$38,300)</u>
<b>Total Expenditures</b>	<b>\$2,658,800</b>
<b>Projected FY99 Profit</b>	<b>\$121,900</b>
<b>Beginning FY99 Cash Balance</b>	<b>(\$4,917,700)</b>
<b>Ending FY99 Cash Balance</b>	<b>(\$4,795,800)</b>

**RECOMMENDATION:**

Approve the request.



Tommy G. Thompson  
Governor

Jon E. Litscher  
Secretary



State of Wisconsin  
Department of Corrections

Mailing Address

149 East Wilson Street  
Post Office Box 7925  
Madison, WI 53707-7925  
Telephone (608) 266-2471  
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May 5, 1999

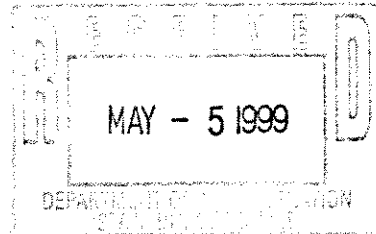
cc: JJ  
DP

MEMORANDUM

TO: Richard G. Chandler  
State Budget Director  
Department of Corrections

FROM: Jon E. Litscher, Secretary  
Department of Corrections

RE: S.16.515/16.505(2) Request of Appropriation 20.410(1)(kf)  
Numeric Appropriation 131, Correctional Farms



REQUEST

The Department of Corrections requests \$164,100 PRO in additional one-time expenditure authority in FY99 for LTE salaries, livestock, dairy packaging, and equipment in §20.410(1)(kf), appropriation 131.

2.3e  
2.4.97

The Department anticipates annual revenues of \$2,768,100 for FY99, which is an increase of \$396,600 over the revenue projection of \$2,371,500 for FY99 estimated in the last biennial budget.

REVENUE SOURCES FOR APPROPRIATION

Revenue from this appropriation is derived from the sale of dairy products, crops, livestock, firewood, cropland rent, and minor miscellaneous services to other agencies.

BCE is requesting an increase in expenditure authority for the following purposes:

<u>Description:</u>	<u>AMOUNT</u>
Livestock	36,000
Dairy Packaging	71,800
Equipment	94,600
	<u>\$202,400</u>

Offset by savings of:

Rent	300
Internal Services	8,000
Utilities	<u>30,000</u>
	\$ 38,300

Requested Increase \$ 164,100

Livestock \$36,000

The original budget request for the reopening of the Oneida State Farm did not include purchasing calves for the beef operation. It was anticipated that the Waupun and Oregon farms would supply newborn calves from their herds, but many in the herd contracted a disease that reduced milk production and deterred reproduction. Instead, Oneida State Farm has been buying an average of thirty (30) calves per month at \$100 each. They expect to spend \$36,000 for calves in FY99.

Dairy Cartons & Packaging \$71,800

The Waupun Dairy began producing half-pint cartons of milk in FY97. The cost of cartons is not in the base budget. The dairy expects to purchase 3,206,600 cartons in FY99 at \$0.0224 each for a total of \$71,800. A supplement of \$71,800 is needed for FY99. The cost of the cartons is included in the 1999-01 biennial budget request.

EQUIPMENT \$94,600

WAUPUN:	No Till Drill	\$20,000
	Model 893 Corn Head	17,000
DAIRY:	HVAC System	8,300
FARMS:	Computers	20,300
OREGON:	Skid Loader	19,000
	Forage Wagon	<u>10,000</u>
		\$94,600

WAUPUN: Drill & Corn Head

No till planting provides better seed placement, which results in a better yield and crops mature equally. Waupun State Farm estimates an increased revenue of \$16,000 from the additional soybeans and an additional \$3,000 from peas harvested due to the use of a no till drill. Additional savings would be realized in fuel, labor and machine costs for no till crops because of efficiencies in the use of the no till drill. Waupun State Farm rented a no till drill in 1998. The normal rental price is \$15 per acre with 500 acres expected to be planted with this equipment (\$7,500). Renting equipment does not guarantee the availability of the drill when the farm is ready to plant. The drill would cost approximately \$20,000 and would pay for itself in the first year.

In May 1998 a major windstorm demolished an equipment shed at Waupun State Farm, destroying the farm's combine. The damaged 7700 John Deere combine was replaced by a model 9500 combine. A 13 year old, 6-row corn head is being used with the new combine. In 1998 the farm spent \$2,000 on repair parts (not including labor) on the corn head and an additional \$1,000 would be required to make it field ready at this time. Purchasing an 8-row model 893 corn head would better utilize the harvesting capacity of the 9500 combine. Fewer trips across the field and man-hours would be required as well as saving repair costs. A new 893 corn head would cost approximately \$17,000.

#### DAIRY: HVAC System

Waupun Dairy needs to replace the cooling unit for the building HVAC system. The cooling unit is not operable at the present time, the service contract has expired, and the dairy spent \$1,370 in repairs in FY98. Because of high humidity in the building, the air conditioner is overworked and continually breaking down. A larger air conditioner needs to be purchased. This would cost approximately \$8,300.

#### FARMS: Computers

The computer that operates the HVAC system at the Waupun Dairy is not Y2K compliant. In addition, six (6) computers used by staff need to be replaced. Used computers were obtained in the past and these computers are not Y2K compliant. Seven computers at a total cost of \$20,300 (\$2,900 each) are needed.

#### OREGON: Skid Loader & Wagon

Oregon State Farm has a 940 Mustang Skid Loader that is approximately 5 years old. This unit logs more than twice as many hours daily than any other piece of equipment. It is used for a wide range of duties including the loading of corn silage and the removal of manure. It has already had one costly overhaul in the past year and it is expected that it will need approximately \$2,800 in repair parts in the next 10 months. The overall condition of the skid loader is deteriorating and creates a safety concern for the operator and the animals because loose, worn parts make the loader difficult to control and accurately manipulate. The skid loader would cost approximately \$19,000.

Oregon State Farm currently owns an H&S "500" Forage Wagon. The wagon is 21 years old and is nearly inoperable. The present Forage Wagon has sidewalls constructed of wood that has been repeatedly replaced due to normal use and weather conditions. The wood is rotting and has become unstable. The wagon will need an additional \$1,400 in repair parts, not including the sidewalls. New Forage Wagons have aluminum sidewalls which extend the life of the wagons. The purchase of a new wagon would improve the farm's efficiency and productivity in harvesting haylage and gathering bedding. A new Forage Wagon would cost approximately \$10,000.

PROGRAM SAVINGS:

Rent \$300

The budget for the current year includes rent for three positions at the Bureau of Correctional Enterprises office at 2917 International Lane, Madison. With the transfer of one position to the Waupun Dairy, Correctional Farms will only be charged rent for two positions in FY99.

Internal Services \$8,000

Actual charges for the current year are estimated to be \$20,000.

Utilities \$30,000

Due to a mild winter and reduced sewer bills at the dairy, a one-time savings of \$30,000 is expected.

SUMMARY

The opening balance in the appropriation is (\$5,209,958); projected FY99 revenues are \$2,768,100. Approval of this request would bring total expenditures for FY99 to \$2,658,800. This would result in a closing balance for Appropriation 131 of (\$5,100,658) (see fund condition report attached).

The Department of Correction's requests one-time expenditure authority in FY99 to cover livestock purchases, dairy packaging and equipment for correctional farms.

Prepared by Colleen Godfriaux  
DOC Bureau of Budget  
608-266-0300

**DEPARTMENT OF CORRECTIONS  
FUND CONDITION**

**NUMERIC APPROPRIATION 131 - FARMS OPERATIONS**

	FY99
Opening Cash Balance	\$ (5,209,958)
Revenue	
Revenue as of Mar 1, 1999	\$ 1,772,100
Revenue projected to June 30	\$ 996,000
<b>Total Projected Revenue</b>	<b>\$ 2,768,100</b>
Expenditures	
Expenditures as of Mar 1, 1999	\$ 1,534,700
Expenditures projected to June 30	\$ 960,000
This S16.515 request	\$ 164,100
<b>Total Projected Expenditures</b>	<b>\$ 2,658,800</b>
Closing Balance	\$ (5,100,658)

**NUMERIC APPROPRIATION 121 - SALE OF LANDS**

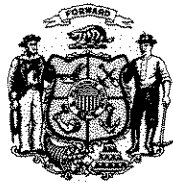
	FY99
Opening Cash Balance	\$ 292,290
Current Expenditure Auth	\$ 3,000
Total Expenditures	\$ 3,000
Closing Balance	\$ 289,290

**TOTAL § 20:410 (1)(kf)**

	FY 99
Opening Balance	\$ (4,917,668)
Projected Revenue	\$ 2,768,100
Projected Expenditure	\$ 2,661,800
Closing Balance	\$ (4,811,368)

Tommy G. Thompson  
Governor

Jon E. Litscher  
Secretary

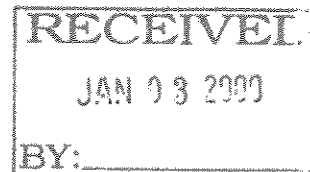


State of Wisconsin  
Department of Corrections

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December 29, 1999



The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance  
Room 316 South, State Capitol  
Madison, WI 53702

The Honorable John Gard, Co-Chair  
Joint Committee on Finance  
Room 315 North, State Capitol  
Madison, WI 53702

Dear Senator Burke and Representative Gard:

On November 24, 1999, the Department sent a §16.505 request to the Department of Administration (DOA) for 5.0 FTE PR-S permanent positions to staff the urinalysis lab at the Drug Abuse Correctional Center. This request was forwarded by DOA to the Joint Committee on Finance on December 8, 1999, under the Committee's 14 day passive review process.

Because the request for the 5.0 PR-S permanent positions was approved at the December 21, 1999, §13.10 meeting, the Department is withdrawing its §16.505 request for the positions. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Jon E. Litscher'.

Jon E. Litscher  
Secretary

cc: Legislative Fiscal Bureau  
Department of Administration

# THE STATE OF WISCONSIN

SENATE CHAIR  
**BRIAN BURKE**

316-S Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: (608) 266-8535



ASSEMBLY CHAIR  
**JOHN GARD**

315-N Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

Date: December 8, 1999

Re: s. 16.515/16.505(2), Stats. Request

Attached is a copy of a request from the Department of Administration, received on December 8, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the Department of Corrections.

Please review the material and notify **Senator Burke** or **Representative Gard**, no later than **Tuesday, December 28, 1999**, if you have any concerns about the request or if you would like to meet formally to consider it.

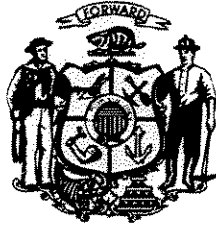
Also, please contact us if you need further information.

Attachment

BB/JG/js

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

TOMMY G. THOMPSON  
GOVERNOR  
GEORGE LIGHTBOURN  
ACTING SECRETARY



Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

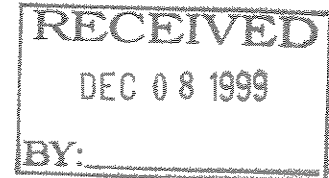
**Date:** December 8, 1999

**To:** The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance

The Honorable John Gard, Co-Chair  
Joint Committee on Finance

**From:** George Lightbourn, Acting Secretary  
Department of Administration

**Subject:** S. 16.515/16.505(2) Request(s)



Enclosed are request(s) that 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:

AGENCY	DESCRIPTION	1999-2000		2000-01	
		AMOUNT	FTE	AMOUNT	FTE
DOC 20.410(1)(kx)	Interagency and intra-agency programs		5.0		5.0

As provided in s. 16.515, the request(s) will be approved on December 30, 1999, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, 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:** November 30, 1999**To:** George Lightbourn, Acting Secretary**From:** Chris Wolle, Budget and Policy Analyst *CW*  
Division of Executive Budget and Finance**Subject:** Request under s.16.505 from the Department of Corrections (DOC) for 5.0 PR-S permanent positions to staff the urinalysis lab at the Drug Abuse Correctional Center (DACC).**REQUEST:**

The Department of Corrections (DOC) requests additional position authority of 5.0 PR-S permanent positions in appropriation s.20.410 (1)(kx), interagency and intra-agency programs. The 5.0 PR-S permanent positions will staff the urinalysis lab at the Drug Abuse Correctional Center (DACC).

**REVENUE SOURCES FOR APPROPRIATION(S):**

The source of revenue deposited in the appropriation under s. 20.410(1)(kx), interagency and intra-agency programs, is funding received from other state agencies and intra-agency transfers. Funding for the 5.0 PR-S permanent positions will be provided through charge-backs to the Divisions of Adult Institutions (DAI), Community Corrections (DCC) and Juvenile Corrections (DJC), as well as transfers from the Department of Health and Family Services (DHFS) for drug testing at the Winnebago Mental Health Institute and the Wisconsin Resource Center.

**BACKGROUND:**

In the past, DOC contracted with outside vendors to process and analyze drug testing for offenders in institutions and under field supervision. DOC officials indicate that the department experienced long delays in processing and receiving test results from outside vendors under this arrangement, and that those outside tests were significantly more expensive than tests performed by DACC.

In order to maintain eligibility for the Violent Offender Incarceration and Truth-in-Sentencing Incentive grant (VOITIS), DOC had to meet new federal drug testing standards and reporting requirements by September 1, 1998.

Reporting requirements included timely data on the amount, type and outcome of the drug tests conducted.

In response to VOITIS grant requirements and problems encountered with outside vendors, DOC developed a urinalysis-testing lab at DACC. This lab is currently doing urinalysis testing for offenders in all of DOC's adult institutions and community corrections programs. The lab also does testing for DJC, the Winnebago Mental Health Center and the Wisconsin Resource Center. The program currently has staffing authority for 5.0 limited-term employees (3.0 chemical lab technicians and 1.0 program assistant and 1.0 financial specialist). Currently, the lab technicians are students who require about two months of training and cannot be rehired when their LTE terms expire. Further, the 1.0 financial specialist position has never been hired because the salary is too low to attract applicants for a LTE position.

Because of the difficulty in recruiting and retaining LTEs and because it is inappropriate to utilize LTEs for the ongoing operation of the lab, DOC requested 5.0 FTE PR-S permanent positions in a s. 16.505 request for the urinalysis lab in June 1999. The Joint Committee on Finance (JCF) provided 5.0 FTE PR-S six-month project positions and recommended that the department request GPR positions for the lab at the December 1999 s. 13.10 meeting.

The department was unable to recruit for the 5.0 FTE PR-S six-month project positions because of the difficulty in finding qualified candidates for such short-term positions without the guarantee of permanent employment. The department is again requesting 5.0 FTE PR-S positions instead of GPR positions because:

- these positions will have multiple funding sources (GPR purchase of service funding from DAI and DCC, program revenue from DJC, and program revenue funding transfers from DHFS);
- a charge-back structure will encourage divisions, including GPR divisions, to recognize fiscal constraints when requesting urinalysis testing; and
- a PR-S allocation structure will allow the department more flexibility in managing the facility based on expanding or declining utilization of the lab.

**ANALYSIS:**

From July to August of FY00, the urinalysis lab charged DCC, DAI, DJC and DHFS for urinalysis tests. While most of the tests were performed for DCC, the number of tests done for DJC is expected to increase beginning November 1999 when the lab starts performing all juvenile field urinalysis tests. Previously, only Region 2 had urinalysis testing done by the lab. In the future, the lab may also do testing for all of the juvenile correctional institutions.

DOC is requesting 5.0 PR-S permanent positions to staff the drug-testing lab at DACC. The 5.0 FTE will consist of 3.0 FTE chemical lab technicians, 1.0 FTE program assistant and 1.0 financial specialist.

The 5.0 PR-S permanent positions are expected to cost about \$150,000 annually. A portion of these costs will be offset by a reduction in limited-term employee salaries. Because s. 20.410(1)(kx) is a PR-S continuing appropriation, the Department of Administration (DOA) can reestimate this appropriation based on new expenditure estimates. Any additional costs from these positions will be recouped in charge-backs to the entities utilizing the lab.

**RECOMMENDATION:**

Approve the request.

Tommy G. Thompson  
Governor

Jon E. Litscher  
Secretary



State of Wisconsin  
Department of Corrections

Mailing Address

149 East Wilson Street  
Post Office Box 7925  
Madison, WI 53707-7925  
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November 24, 1999

TO: Richard Chandler, Director  
Division of Executive Budget and Finance

FROM: Jon E. Litscher, Secretary  
Department of Corrections

SUBJECT: \$16,505 Request - 5.0 FTE PR-S permanent positions to staff the  
urinalysis lab at the Drug Abuse Correctional Center (DACC)

Request:

The Department of Corrections (DOC) requests additional position authority of 5.0 FTE PR-S permanent positions in appropriation §20.410(1)(kx), interagency and intra-agency programs. The additional positions will be utilized to staff the urinalysis lab at DACC. The lab is currently staffed with limited-term employees (LTEs).

Revenue Sources for Appropriations:

The source of revenue deposited in the appropriation under §20.410(1)(kx) is funding received from other state agencies and intra-agency transfers. Funding for the 5.0 FTE PR-S permanent positions will be provided through charge-backs to the Divisions of Adult Institutions (DAI), Community Corrections (DCC) and Juvenile Corrections (DJC) and also transfers from the Department of Health and Family Services (DHFS) for drug testing at the Winnebago Mental Health Institute and the Wisconsin Resource Center.

Background:

In the past, DOC contracted with outside vendors to process and analyze drug testing for offenders in institutions and under field supervision. The department experienced long delays in processing and receiving results from outside vendors under this arrangement.

In order to maintain eligibility for the Violent Offender Incarceration and Truth-in-Sentencing Incentive grant (VOITIS), DOC had to meet new federal drug testing

standards and reporting requirements by September 1, 1998. Reporting requirements included timely data on the amount, type and outcome of the drug tests conducted.

In response to VOITIS grant requirements and problems encountered with outside vendors, the department developed a urinalysis-testing lab at DACC. The lab is currently doing urinalysis testing for offenders in all of DOC's adult institutions and community corrections programs. The lab also does testing for DJC, the Winnebago Mental Health Center and the Wisconsin Resource Center. The program is currently staffed with 5.0 LTEs (3.0 chemical lab technicians, 1.0 program assistant and 1.0 financial specialist).

Because of the difficulty in recruiting and retaining LTEs and because it is inappropriate to utilize LTEs for the ongoing operation of the lab, DOC requested 5.0 FTE PR-S positions in a \$16,505 request for the urinalysis lab in June 1999. The Joint Committee on Finance (JCF), although acknowledging the importance of the lab, instead provided 5.0 FTE PR-S six month project positions and recommended that the department request GPR positions for the lab at the December 1999 \$13.10 meeting.

The department was unable to recruit for the 5.0 FTE PR-S six-month project positions because it is virtually impossible to find qualified candidates for such short-term positions without the guarantee of permanent employment. The department is again requesting 5.0 FTE PR-S positions instead of GPR positions because:

- these positions will have multiple funding sources (GPR purchase of service funding from DAI and DCC, program revenue from DJC and funding transfers from DHFS);
- a charge-back structure will encourage divisions, including GPR divisions, to recognize fiscal constraints when requesting urinalysis testing and
- a PR-S allocation structure will allow the department more flexibility in managing the facility based on expanding or declining utilization of the lab.

### **Analysis:**

From July to August of FY00, the urinalysis lab charged DCC, DAI, DJC and DHFS for urinalysis tests. As the chart on the next page indicates, the majority of tests were done for DCC. However, the number of tests done for DJC is expected to increase beginning November 1999 because all juvenile field urinalysis tests will be performed by the lab. Currently, only Region 2 has urinalysis testing done by the lab.

**Urinalysis Lab Tests**  
*July thru October FY00*

<u>Entity</u>	<u>No. of Tests</u>
Community Corrections	82,768
Adult Institutions	20,321
Resource Center	506
Winnebago Mental Health Center	195
Juvenile Corrections	371

In the future, the lab may also do testing for all of the juvenile correctional institutions. In addition, the number of tests for Wisconsin Resource Center and Winnebago Mental Health Institute will also increase because tests for these facilities first began in October.

The department is requesting 5.0 FTE PR-S permanent positions to staff the drug-testing lab at DACC because it has become increasingly difficult to hire and retain LTEs and because it is inappropriate to utilize LTEs for the ongoing operation of the lab. The 5.0 FTE will consist of 3.0 FTE chemical lab technicians, 1.0 FTE program assistant and 1.0 financial specialist.

The 5.0 FTE PR-S permanent positions are expected to cost approximately \$150,000 annually. A portion of these costs will be offset by a reduction in LTE salaries. Because §20.410(1)(kx) is a PR-S continuing appropriation, the Department of Administration can reestimate expenditure authority for this appropriation based on new expenditure estimates. Any additional costs will be allocated in charge-backs to the entities utilizing the lab.

**Summary:**

DOC is requesting 5.0 FTE PR-S permanent positions to staff the urinalysis lab at DACC. Permanent positions are being requested because it has become increasingly difficult to hire and retain LTEs and because it is inappropriate to utilize LTEs for the ongoing operation of the lab.

cc: Cindy O'Donnell  
Jessica O'Donnell  
Cindy Archer  
Bill Grosshans

Prepared by: Doug Percy, Bureau of Budget and Facilities Management  
266-6658