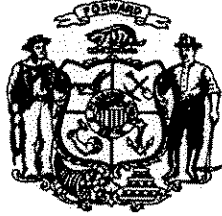


THE STATE OF WISCONSIN

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

April 15, 1999

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

Dear Secretary Bugher:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, dated March 29, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the Department of Corrections, the Director of State Courts, and the Department of Public Instruction.

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

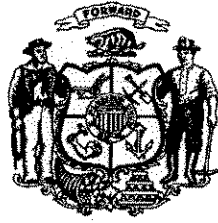
BB:JG:dh

cc: Members, Joint Committee on Finance
Secretary Jon Litscher, Dept. of Corrections
J. Denis Moran, Director of State Courts
State Superintendent John Benson, Dept. of Public Instruction
Robert Lang, Legislative Fiscal Bureau
Vicky LaBelle, Department of Administration

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
P.O. Box 7882
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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: March 29, 1999

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

Attached is a copy of a request from the Department of Administration, dated March 29, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the Department of Corrections, the Director of State Courts, and the Department of Public Instruction.

Please review the material and notify **Senator Burke** or **Representative Gard**, no later than **Tuesday, April 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



TOMMY G. THOMPSON
GOVERNOR
MARK D. BUGHER
SECRETARY

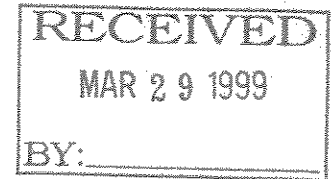
Date: March 29, 1999

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) Requests



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)(kx) | Interagency and intra-agency programs | | | | 8.5 |
| CTS 20.680(2)(j) | Court information systems and interpreters | | | \$ 178,500 | |
| DPI 20.255(1)(hg) | Personnel certification, teacher supply, information and analysis and teacher improvement | | | \$ 140,000 | |

As provided in s. 16.515, the requests will be approved on April 19, 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: March 23, 1999

To: Mark D. Bugher, Secretary

From: Brian Pahnke, Executive Budget and Policy Analyst

Subject: 16.515 Request for the Department of Public Instruction (DPI)

REQUEST

The DPI requests approval of \$140,000 in additional spending authority in FY99 and thereafter under s. 20.255 (1) (hg), Personnel certification, teacher supply, information and analysis and teacher improvement. Revenues from this appropriation are primarily derived from teacher and library personnel license and permit fees. Current annual expenditure authority in this appropriation in FY99 is \$2,313,400.

BACKGROUND

Under s. 115.28 (7), the DPI is the state agency responsible for the licensure of teachers in this state. Specifically, s. 115.28 (7)(d) provides that the department shall "Annually, establish fees for the certification or licensure of school and public library personnel sufficient to fund certification and licensing administrative costs." The department currently assesses the following teacher license fees:

Table 1

| License Classification | Fee |
|---|-------|
| Initial resident approved program graduate | \$100 |
| Initial non-resident-state approved program graduate | \$150 |
| Internship Licenses | \$25 |
| Initial Special Education Aides | \$75 |
| Duplicate Licenses | \$20 |
| Renewal for all licenses (except Special Education Aides) | \$100 |

Most licenses are renewed every five years. While specific data are not available, the department notes that the majority of license fees are derived from individuals renewing their respective licenses.

In addition, under s. 118.19 (10), the department is required, with the assistance of the Department of Justice (DOJ), to perform a criminal background investigation of each applicant for issuance or renewal of a license or permit.

Currently, DOJ charges \$5 for each background investigation of a Wisconsin resident, and \$34 for each investigation of non-residents (or residents who the State Superintendent deems necessary to have a more extensive background investigation), which includes a national investigation involving the Federal Bureau of Investigation (FBI).

Current revenues derived from educator license fees fund the cost of processing license applications, conducting criminal background investigations, and 30.30 FTE within the department, most of whom are on the department's Teacher Education and Licensing Team. The department is not requesting any additional position authority as a part of this request.

The department estimates that license revenues are expected to total \$2,567,600 in FY99. However, s. 20.255 (1)(hg) requires that only ninety percent of all monies received from the certification of school and public library personnel are to be credited to this appropriation. The department's formal expenditure request follows below:

Table 2

| Item | Funding |
|---|------------------|
| July 1, 1998 Cash Balance | \$152,100 |
| FY99 Projected Gross Revenues | \$2,567,600 |
| Less required 10% Lapse of Gross Revenues | (\$256,800) |
| Total Available Revenue for FY99 | \$2,462,900 |
| Less FY99 Expenditure Authority | (\$2,313,400) |
| Less FY98 Carryover Encumbrances | (\$9,500) |
| Equals Requested Increase in Expenditure Authority | \$140,000 |

ANALYSIS

According to the department, the request to increase expenditure authority related to the Teacher Education and Licensing Program is due to at least three factors:

1. An increase in the number of criminal background investigations conducted by the DOJ and FBI.

Department staff estimate that expenditures related to criminal background investigations are expected to increase by roughly 125% between FY98 and FY99 and that actual costs related to background investigations have increased by nearly \$12,000 per month. The significant increase in the number of criminal background checks conducted this year appears to be primarily due to the first cohort of individuals renewing their licenses, since criminal background investigations were first required in FY94. In addition, department staff note that during the last three months of 1998, while only 25% of the number of background checks were non-residents or residents for whom the State Superintendent desired a more extensive background check, these investigations accounted for over 70% of the total costs of background checks conducted during this period. The department

estimates that \$141,800 in additional expenditure authority is necessary in FY99 to fulfill obligations related to background checks occurring this year.

2. The need to become "current" with FY98 bills from the DOJ related to criminal background investigations conducted in that year.

Department staff note that the agency intends to pay for approximately 14.85 total months of criminal background checks in FY99 (12 months of FY99 background checks and 2.85 months of expenditures incurred related to background checks conducted in FY98) to become current with DOJ bills related to criminal background investigations from FY98. Staff at DPI note the department did not possess the requisite expenditure authority in FY98 in this appropriation to cover all criminal background investigations conducted in that year. As a result, the department deferred approximately \$67,600 in expenditures related to background checks from FY98 to FY99.

3. The validation of eight new exams for the recently expanded alternative teacher certification program.

1997 Wisconsin Act 237 established four new subject areas (music, art, foreign languages, and computer science) in addition to the previous two subject areas (math and science) in which individuals could obtain professional teaching permits. Professional teaching permits are available to individuals who: (1) possess a bachelor's degree in one of the aforementioned subject areas; (2) have at least five years of experience as a professional in the subject area in which their degree was awarded; (3) complete 100 hours of formal instruction; and (4) demonstrate, to the satisfaction of the state superintendent, competency in that subject area that is current and compatible with modern curricula. In addition to other statutory and regulatory requirements, department administrative rules require that applicants take the National Teacher Exam (NTE) to determine whether an applicant is competent to teach in their chosen subject area. As a result, the department now needs to validate eight exams in the fields of French, German, Spanish, music, art, computer science, math and science. The department estimates validation of these exams will cost \$3,000 each, which will increase its overall expenditures by \$24,000.

The aggregate additional expenditure authority requested by the department in the three areas above totals approximately \$233,400. However, the department has held 3.0 FTE positions funded by revenues from this appropriation vacant throughout FY99, which has resulted in cost savings of over \$90,000 this year, according to the department.

Although approximately \$91,600 of this total request can be attributed to one-time costs, failure to provide \$140,000 in additional expenditure authority beyond FY99 would essentially limit the department's ability to fill the 3.0 FTE positions that are currently being held vacant in future years.

The department projects that license revenues will continue to increase in FY99. Department staff specifically note some of the increase in license

revenues is likely due to a large increase in the number of substitute teacher permits currently being issued. Since July 1, 1996, department administrative rules have provided that any individual holding a bachelor's degree may now obtain a special three-year permit to substitute teach in certain districts. Department data indicate the number of substitute permits has increased from 580 permits being issued in FY97 to an estimated 1,100 in FY99. The table below indicates the steady increase in overall license applications since FY96:

Table 3

| Fiscal Year | License Applications |
|--------------------|-----------------------------|
| FY96 | 21,730 |
| FY97 | 22,884 |
| FY98 | 23,549 |
| FY99 (est.) | 25,675 |

In addition, department license application data indicate the department has processed 1,000 more applications through the first eight months of FY99 than it did over the same time period in FY98. Thus, the department's estimates related to projected FY99 revenues for this appropriation appear reasonable.

RECOMMENDATION

Approve the department's request for additional permanent expenditure authority of \$140,000 for s. 20.255 (1)(hg).

Memorandum

STATE OF WISCONSIN
DEPARTMENT OF PUBLIC INSTRUCTION



DATE: February 25, 1999

TO: Richard Chandler
State Budget Director

FROM: John Benson *JTB/MS*
State Superintendent

SUBJECT: s. 16.515 Request Related to the Teacher Education and Licensing Program

REQUEST:

The Department of Public Instruction requests an increase of \$140,000 in expenditure authority for appropriation s. 20.255 (1)(hg), personnel certification, teacher supply, information and analysis and teacher improvement. The department also requests that \$10,100 in unallotted reserve be transferred to the supplies and services line.

BACKGROUND:

The state superintendent, under s. 118.19 (10), Wis. stats., is required, with the assistance of the Department of Justice (DOJ), to conduct a criminal background investigation on each applicant for issuance or renewal of a license or permit. DOJ charges \$5 for each in-state background investigation, and \$34 for each FBI-assisted national investigation.

The 1998-99 chapter 20 budget authority for the personnel certification appropriation is \$2,313,400. Carryover of \$9,478 from FY 98 encumbrances, added to the current chapter 20 appropriation totals \$2,322,878.

Sec. 20.255 (1)(hg), Wis. stats., requires that ninety percent of all monies received from the certification of school and public library personnel be credited to this appropriation to fund certification administrative costs. Projected revenues in fiscal year 1998-99 from the sale of teacher licenses, based on an estimate of 25,675 licenses and permits issued, total \$2,567,600. The cash balance from June 30, 1998 was \$152,100.

Show to 1998

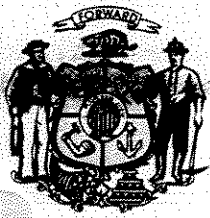
| | |
|---|------------------|
| July 1, 1999 Cash Balance | \$152,100 |
| FY 99 Projected Gross Revenue | 2,567,600 |
| Less Required 10% Lapse per s. 20.255(1)(hg) | 256,800 |
| Total Available Revenue for FY 99 | 2,462,900 |
| Less FY 99 Spending Authority | 2,322,900 |
| Requested Increase in Spending Authority | \$140,000 |

RATIONALE:

The agency projects supplies and services expenditures of \$150,100 greater than current spending authority. The department is required to pay for an increase in the number of criminal background investigations that are conducted by the Department of Justice. In fiscal year 1997-98, \$169,900 was expended on these investigations from the personnel certification appropriation. It is anticipated that an additional \$215,000 (totalling \$384,900) will be needed for background checks in fiscal year 1998-99. Costs for background investigations have increased approximately \$10,000 per month. In addition, the department intends to pay for 3.7 months (at a cost of \$28,000 per month) more than in fiscal 1998 in an attempt to become current with bills from the Department of Justice. The department is also responsible for the cost of validating eight tests at a cost of \$3,000 each for the alternative certification program. Some of these new costs will be paid using salary dollars generated by holding vacant positions open, but most will be covered by the requested new spending authority.

The increase in spending authority in the personnel certification appropriation is justified due to a projected increase in revenues. The anticipated revenue increase is based on an increase in special substitute teacher permits being issued. Effective June 1, 1996, these permits allow anyone with a bachelor's degree to substitute teach in a Wisconsin public school. The three-year permits have been issued in increasing numbers, from 580 in FY 97 to an estimated 1,100 in FY 99. In fiscal year 1997-98, the department processed 23,549 applications at an average cost to the applicant of \$100; to date, the department has processed 1,000 more applications than it had at the same time last year. DPI estimates that total license and permit applications will exceed 25,000 in the current fiscal year.

Should you have any questions regarding this request, please contact Gina Frank-Reece at 266-2804.



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


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



TOMMY G. THOMPSON
GOVERNOR
MARK D. BUGHER
SECRETARY

Date: March 24, 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 Director of State Courts for an increase in expenditure authority for Court information systems and interpreters.

REQUEST:

The Director of State Courts requests an increase in expenditure authority of \$178,500 in FY99 for appropriation 20.680(2)(j) numeric 225, court information systems and interpreters. This request would allow the Circuit Court Automation Program (CCAP) to spend funds recently reimbursed by Winnebago County.

REVENUE SOURCES FOR APPROPRIATION(S):

The revenue for this request is provided by a reimbursement from Winnebago County to CCAP.

BACKGROUND:

The CCAP system is used by clerks and judges to manage court calendars, provide and update jury instructions and jury pool selections, track money received by the Clerk of Courts office and provides legal research tools. To date, CCAP has implemented case management in 70 counties, financial management in 63 counties and jury management in 64 counties. CCAP currently has more than 2,600 users in 73 locations across the state.

CCAP was envisioned to serve only small and medium size counties. Large counties, who had their own systems, would accept cash up front in lieu of CCAP implementation. Accepting the CCAP system was not mandated, however, only four counties (Winnebago, Walworth, Portage and Outagamie) opted not to be part of the CCAP system. At that time, the CCAP Steering and Advisory Committee devised a per judge reimbursement formula based on the hardware expenditures in CCAP counties.

In 1993, Winnebago County decided to take the reimbursement option. Using the formula devised by the Steering Committee, Winnebago County received two reimbursement payments totaling \$178,465. Winnebago County has recently decided that they want to be part of CCAP and has issued a check to CCAP for \$178,465.

Mark D. Bugher, Secretary

March 24, 1999

Page 2

ANALYSIS:

Counties that originally chose not to participate in CCAP can join CCAP at any time provided they repay the original reimbursement. Winnebago has decided to join CCAP and has repaid the \$178,465 that had been reimbursed to it in the past years.

According to the original agreement, the money being returned to CCAP will be used for the initial purchase of hardware and software for the county.

RECOMMENDATION:

Approve the request.



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS
P.O. BOX 1688
MADISON, WISCONSIN 53701-1688

Shirley S. Abrahamson
Chief Justice

213 N.E. State Capitol
Telephone 608-266-6828
Fax 608-267-0980

J. Denis Moran
Director of State Courts

DATE: March 22, 1999

TO: Richard G. Chandler, State Budget Director
Division of Executive Budget and Planning
10th Floor - Administration Building
P.O. Box 7864
Madison, Wisconsin 53707-7864

FROM: J. Denis Moran, Director of State Courts
Supreme Court of Wisconsin

A handwritten signature in cursive script, appearing to read "JDM", is written over the printed name of J. Denis Moran.

SUBJECT: Request Under s. 16.515, Wis. Statutes for an Increase in Expenditure Authority of \$178,500 in 1998-1999 for Appropriation 20.680 (2)(j), Circuit Court Automation Program

MAR 22 1999

REQUEST

Under the provisions of s. 16.515, Wis. Stats., the Director of State Courts, on behalf of the Supreme Court, requests an increase in expenditure authority of \$178,500 in 1998-99 for appropriation 20.680 (2)(j), Circuit Court Automation Program (CCAP). This request would allow CCAP to spend funds recently reimbursed by Winnebago County to CCAP that were previously paid to the county by CCAP. In 1993 and 1995, Winnebago County received a total payment of \$178,500 for not being part of CCAP; this amount was recently returned to CCAP by Winnebago County which has reconsidered its original decision.

BACKGROUND

Clerks and judges in 70 counties use CCAP computers in their office and chambers as well as in the courtrooms. The CCAP system is used to manage court calendars, provide and update jury instructions and jury pool selections, track money received by and owed to the Clerk of Courts office and provide legal research tools, all on a daily basis. To date, CCAP has fully or partially implemented case management (which moves cases more efficiently through the system) in 70 counties, financial management

(which helps track payment of fines) in 63 counties, jury management (which helps make jury service less burdensome) in 64 counties and a court information repository with statewide information in Madison. CCAP currently has more than 2600 users in 73 locations across the state.

As CCAP was originally envisioned, only small and medium-size counties would be part of the CCAP system - large counties who had their own systems would accept cash reimbursement up front in lieu of CCAP implementation. This did not happen. Specifically, the original CCAP budget proposal for Fiscal Year 1989-1991 included a provision to provide reimbursement for counties that had provided their own quality court automation instead of becoming a CCAP participant. The CCAP Steering and Advisory Committee, at that time, devised a per judge reimbursement formula based upon hardware expenditures in CCAP counties; this payment was estimated to be \$40,000 per judge, less the value of any equipment paid to that county. Only four counties took the reimbursement (Winnebago, Walworth, Portage and Outagamie).

In 1993, Winnebago County decided to take the reimbursement option and forwarded itemized computer development and hardware costs to CCAP. Winnebago County has six judgeships, or a maximum reimbursement of \$240,000 based on that formula. At that time, equipment valued at \$56,303 had been supplied by CCAP to the county, resulting in a net potential reimbursement of \$183,397. On August 3, 1993, Winnebago County was reimbursed half this amount, or \$91,699.

By 1995, when the second installment for reimbursement was to be paid, the CCAP Steering Committee, based on longer experience in networked counties, determined that the per-judge value had increased to \$49,087. Using this updated figure for the six judgeships (\$294,522) and subtracting out CCAP expenditures (\$116,057) and the first reimbursement (\$91,699), it was determined that the final reimbursement amount would be \$86,766 for a total payment of \$178,465. The second check was issued on June 9, 1995.

At this time, there are three remaining counties that have received some form of payment by CCAP. Walworth (\$137,727) and Outagamie (\$265,777) continue to operate their own county systems. Portage County (\$76,061) operates its own system except for probate court which is part of CCAP.

ANALYSIS

Implicit in the provision that allowed counties to receive reimbursement if they chose not to participate in CCAP was the stipulation that if they decided at some later time to become a CCAP county, they would have to repay CCAP. Winnebago County recently decided that they want to be part of CCAP, and consequently, on February 12, 1999, issued a check to CCAP for \$178,465 (see attached letter). This request is to allow CCAP to spend these funds.

Revenue Sources for Appropriation

The sources of revenue deposited in the appropriation under s. 20.680 (2)(j), CCAP are a combination of:

- 2/7 of the revenues generated by the Justice Information Fee (\$7) - s. 814.635, a surcharge on civil case filings, third party complaints, appeals from municipal court, garnishments, wage earner actions, small claims actions and forfeitures (excluding safety belt violations).
- CCAP Fee - Chapter 814, Subchapter II - a \$5 fee in forfeiture actions and a portion of filing fees ranging from \$5 (third party large complaint or no money judgment, appeal from municipal court) to \$11.80 (small claims action, small claims third party complaint) to \$15 (civil actions, change of venue, family actions).

It is estimated that in Fiscal Year 1998-1999, the combination of the two funding sources will generate approximately \$6.0 million. In addition, CCAP began the current fiscal year with a balance of \$314,730.

FISCAL IMPACT

The actual cost of installing CCAP in Winnebago County is estimated at \$192,400 - additional costs will come from CCAP's existing base funds.

Specifically, these expenditures will be:

| <u>Item</u> | <u>Number</u> | <u>Unit Cost</u> | <u>Total</u> |
|------------------------|---------------|------------------|--------------|
| Laser Printers | 12 | \$1,500 | \$18,000 |
| Monitors | 48 | \$350 | \$16,800 |
| PCs | 48 | \$1,400 | \$67,200 |
| WP for DOS Licenses | 48 | \$130 | \$6,240 |
| SQL Server Node | 48 | \$127 | \$6,096 |
| OS/2 Licenses | 48 | \$100 | \$4,800 |
| Receipt Printers | 5 | \$500 | \$2,500 |
| Cash Drawers | 5 | \$180 | \$900 |
| Check Printer | 1 | \$300 | \$300 |
| Concentrators | 2 | \$6,500 | \$13,000 |
| WAN Connection | | | \$16,000 |
| Database Serv. Upgrade | | | \$9,050 |
| Database Software | | | \$31,550 |

It should be noted that, according to the original agreement, the money being returned to CCAP will be used for the initial purchase of hardware and software for the county. The costs of replacing/updating the equipment as well as the additional support costs related to the additional 50 CCAP users in Winnebago County will have to come from existing base CCAP funds and existing CCAP staff.

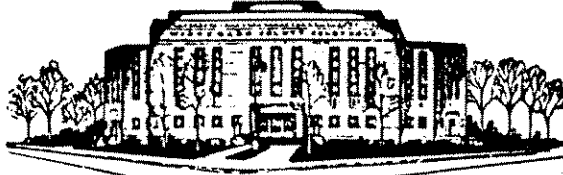
SUMMARY

The Director of State Courts, on behalf of the Supreme Court, requests an increase in expenditure authority of \$178,500 in 1998-99 for appropriation 20. 680 (2)(j), Circuit Court Automation Program (CCAP). This request would allow CCAP to spend funds recently reimbursed by Winnebago County to CCAP that were previously paid to the county by CCAP. In 1993 and 1995, Winnebago County received a total payment of \$178,500 for not being part of CCAP; this amount was recently returned to CCAP by Winnebago County which has reconsidered its original decision. The money will be spent on installing hardware and software in Winnebago County.

If you have additional questions, please contact the Court's Budget Officer, David Suchman, at 267-0702.

MAR 05 1999

DIANE M. FREMGEN
Clerk of Courts



TELEPHONE

Oshkosh (920) 236-4848
Neenah (920) 727-2880
FAX (920) 424-7780

WINNEBAGO COUNTY CIRCUIT COURT

415 JACKSON STREET — P. O. BOX 2808
OSHKOSH, WISCONSIN 54903-2808

March 4, 1999

Circuit Court Automation Program
Attention: Steve Semmann
110 E Main Street, Suite 500
Madison, WI 53703-3328

RE: Reimbursement Check #718020

To Whom It May Concern:

On February 12, 1999, Winnebago County issued check #718020 in the amount of \$178,464.88. This money is reimbursement of funds previously paid to the county by CCAP. On August 3, 1993 the first payment was made by CCAP to Winnebago County in the amount of \$91,699.00 and the final payment of \$86,765.88 was issued on June 9, 1995.

It is the intent of Winnebago County to participate with the CCAP case and financial management software. An implementation date is set for April 1, 1999. The Memorandum of Understanding has been signed and was sent to CCAP with the above referenced check on February 12, 1999.

Sincerely,

Diane M. Fremgen
Clerk of Circuit Court

Cc: Chief Judge Robert A Haase
Jerry Lang, Court Administrator
Stel Hallett, CCAP

CORRESPONDENCE MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: March 22, 1999

To: Mark D. Bugher, Secretary
Department of Administration

From: Doug Percy, Budget and Policy Analyst ^{DP}
Division of Executive Budget and Finance

Subject: Request under s. 16.505 from the Department of Corrections (DOC) for 8.5 FTE to staff the new alcohol and other drug abuse (AODA) unit at the Robert E. Ellsworth Correctional Center

REQUEST:

The Department of Corrections (DOC) requests the creation of 2.0 FTE treatment specialists, 1.0 FTE social worker, 1.0 FTE psychologist, 1.0 FTE program assistant, 0.5 FTE nurse clinician, 1.0 FTE teacher, and 2.0 FTE correctional officers from appropriation s.20.410(1)(kx), interagency and intra-agency programs. The positions will be utilized to staff the new AODA unit at the Robert E. Ellsworth Correctional Center. DOC originally requested creation of 8.0 one-year project positions, but subsequently modified the request to 8.5 permanent FTE.

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. For this particular position, funding will be provided by a federal grant (Residential Substance Abuse Treatment) allocated through the Office of Justice Assistance (OJA).

BACKGROUND:

Beginning April 1, 1999, DOC will receive a federal grant award in the amount of \$462,965 through OJA. The funding for this grant is allocated from the Residential Substance Abuse Treatment (RSAT) program. RSAT grant funds are awarded to states to assist them in implementing and enhancing residential substance abuse programs that provide individual and group treatment activities for offenders. Grant funds will be used to serve chemically

Mark D. Bugher, Secretary
March 22, 1999
Page 2

dependent incarcerated females at the Robert E. Ellsworth Correctional Center who demonstrate a need for intensive residential substance abuse treatment.

ANALYSIS:

The state has been receiving RSAT funding since federal fiscal year 1996. RSAT grant funds are currently being used for AODA programming at the Oshkosh Correctional Institution for male inmates. This new grant will expand the treatment program to include 30 females at the Robert E. Ellsworth Correctional Center. A stand-alone program unit will be created by remodeling existing space. Construction of this new unit is currently underway and is expected to be completed by the end of FY99. The Governor's 1999-2001 biennial budget recommends providing security staffing for this new unit.

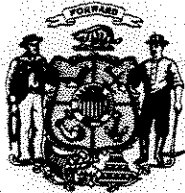
As with any formula grant program, RSAT depends on yearly allocations from Congress. However, permanent positions are requested because funding for this program is expected to be ongoing.

RECOMMENDATION:

Approve the request as modified by the department.

Tommy G. Thompson
Governor

Michael J. Sullivan
Secretary



Mailing Address
149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-2471

State of Wisconsin
Department of Corrections

cc: DP
CA

MEMORANDUM

DATE: November 25, 1998

TO: Mark Bugher, Secretary
Department of Administration

FROM: Michael J. Sullivan, Secretary

SUBJECT: § 16.505 Request for Appropriation 20.410(1)(kx)
Numeric Appropriation 167, Inter/Intra Agency Programs

The Department of Corrections has recently received a Federal grant award in the amount of \$462,965 for Residential Substance Abuse Treatment (RSAT) through the Office of Justice Assistance. The Department expects to receive this money in FY 99 and FY 00.

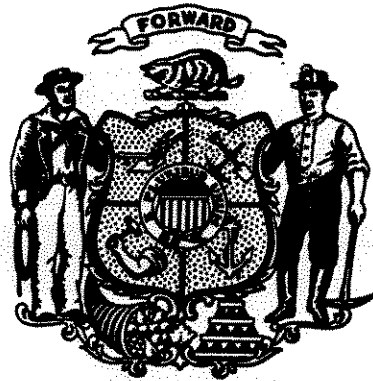
Grant funds will be used to serve chemically dependent incarcerated females at the Robert E. Ellsworth Correctional Center who demonstrate a need for intensive residential substance abuse treatment. The mission of the program is to provide gender-sensitive treatment to break the cycle of addiction, criminal behavior, and incarceration. Participants will learn and practice responsible coping and problem-solving skills in order to make their reintegration back into the community a success.

The Department requests 8.00 one-year project FTE: 3.00 Treatment Specialists 1, 1.00 Psychologist Sr. Doctorate, .50 Program Assistant 2, .50 Nurse Clinician 2, 1.00 Teacher, 2.00 Officer Qs. There are sufficient grant funds to support these positions.

MJS/EMV/emv

cc: Cindy O'Donnell, Deputy Secretary
Jessica O'Donnell, Executive Assistant

END

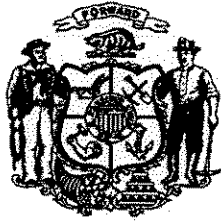


END

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

April 30, 1999

Secretary Mark Bugher
Department of Administration
101 East Wilson St., 10th Floor
Madison, Wisconsin

Dear Secretary Bugher:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, received April 9, 1999, pertaining to a reallocation proposal for the District Attorney's lapse requirement and a proposal to adjust the lapse requirement of the Department of Agriculture, Trade and Consumer Protection.

No objections to this request have been raised. Accordingly, 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

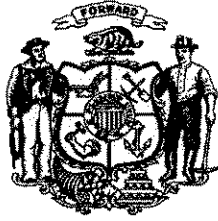
BB:JG:dh

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

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
P.O. Box 7882
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ASSEMBLY CHAIR
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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: April 12, 1999

Re: 14-Day Passive Review Request

Attached is a copy of a request from the Department of Administration, received on April 9, 1999, pursuant to s. 9156 (6ng) of 1997 Wisconsin Act 27, pertaining to a reallocation proposal for the District Attorney's lapse requirement and a proposal to adjust the lapse requirement of the Department of Agriculture, Trade and Consumer Protection.

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

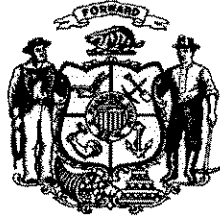
Also, please contact us if you need further information.

BB/JG/js

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
P.O. Box 7882
Madison, WI 53707-7882
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ASSEMBLY CHAIR
JOHN GARD

315-N Capitol
P.O. Box 8952
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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: April 12, 1999

Re: 14-Day Passive Review Request

Attached is a copy of a request from the Department of Administration, received on April 9, 1999, pursuant to s. 9156 (6ng) of 1997 Wisconsin Act 27, pertaining to a reallocation proposal for the District Attorney's lapse requirement and a proposal to adjust the lapse requirement of the Department of Agriculture, Trade and Consumer Protection.

Please review this item and notify **Senator Burke** or **Representative Gard** no later than, **Wednesday, April 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.

Sincerely,

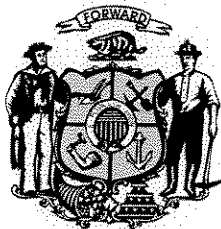
BRIAN BURKE
Senate Chair

JOHN GARD
Assembly Chair

BB/JG/js

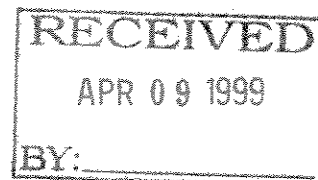
STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON
GOVERNOR
MARK D. BUGHER
SECRETARY



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

March 26, 1999



The Honorable Brian Burke, Co-Chair
Joint Committee on Finance
119 Martin Luther King, Blvd., Room LL1
Madison, WI 53702

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

Dear Senator Burke and Representative Gard:

On January 12, 1998, I presented a plan to you to reallocate the District Attorneys' (DAs) FY98 \$579,200 GPR 2% lapse requirement under s.9156 (6ng) of 1997 Wisconsin Act 27, by increasing the FY98 lapse requirement of the Department of Health and Family Services by the same amount. At this time, I am submitting a similar proposal to reallocate the DAs' FY99 \$579,200 GPR 2% lapse to the Department of Health and Family Services. Specifically, the Department of Health and Family Services will again meet the additional lapse requirement by using income augmentation funds in lieu of GPR in the Division of Care and Treatment Facilities.

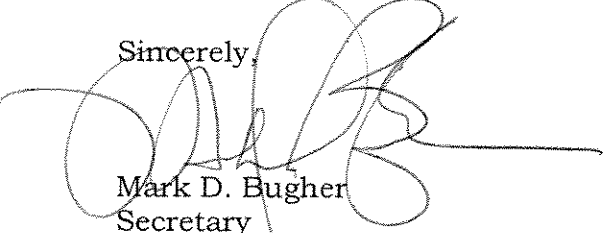
As was the case last year, the only other instance where I am suggesting a change to the state operations lapse amounts is for the Department of Agriculture, Trade and Consumer Protection (DATCP). The DATCP proposed taking their \$171,300 lapse requirement from the county and district fair aids appropriation under s.20.115(4)(b). I recommend approving the DATCP proposal because the fair aids program will not spend any less than it would absent the lapse, and is not harmed by the proposal. However, requiring a state operations lapse elsewhere in the department would put additional pressure on raising various agricultural fees.

With your concurrence, we will inform all the agencies required to lapse GPR funds to implement their FY99 plans. In their review of FY99 spending, both

Senator Burke
Representative Gard
March 26, 1999
Page 2

the State Budget Office and the Legislative Fiscal Bureau have assumed the 2% lapses required in Act 27 will occur.

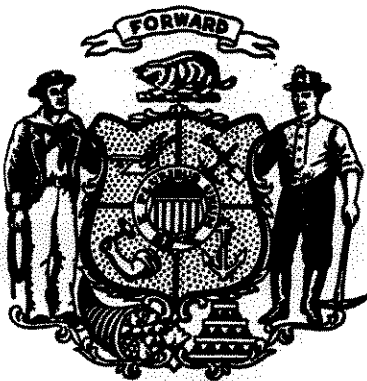
Sincerely,



Mark D. Bugher
Secretary

Cc: Bob Lang, Director
Legislative Fiscal Bureau

END



END

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

April 29, 1999

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

Dear Secretary Bugher:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, dated April 9, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the Milwaukee County District Attorney's Office and the Department of Natural Resources.

No objections have been raised to the request from the Milwaukee County District Attorney's Office. Therefore, the request is approved.

As to the request from the Department of Natural Resources, an objection has been raised, and, therefore, a meeting will be scheduled to consider it.

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

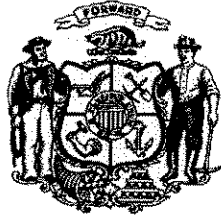
BB:JG:dh

cc: Members, Joint Committee on Finance
Secretary George Meyer, Department of Natural Resources
Robert Lang, Legislative Fiscal Bureau
Vicky LaBelle, 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: April 12, 1999

Re: s. 16.515/16.505, Stats. Request

Attached is a copy of a request from the Department of Administration, dated April 9, 1999, pursuant to s. 16.515/16.505(2), Stats., pertaining to requests from the Milwaukee County District Attorney's Office and the Department of Natural Resources.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Wednesday, April 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:dh



TOMMY G. THOMPSON
GOVERNOR
MARK D. BUGHER
SECRETARY

Date: April 9, 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) Requests

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> |
| DAs 20.475(1)(h) | Gifts and Grants | | | | 0.50 * |
| DNR 20.370(1)(mk) | Facilities and land data coordinator | | | | 0.50 |
| DNR 20.370(1)(mk) | Facilities and lands GIS and digital cartography | | | | 0.50 |

* Project position ending 3/15/2000.

As provided in s. 16.515, the requests will be approved on April 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: March 31, 1999

To: Mark D. Bugher, Secretary
Department of Administration

From: Andrew J. Statz, Budget Analyst 
State Budget Office

Subject: Request under s. 16.505 to create a 0.50 FTE assistant district attorney project position to handle CHIPS cases in Milwaukee County.

REQUEST:

The Department of Administration (DOA), on behalf of the Milwaukee County District Attorney's Office, requests the creation of a 0.50 FTE PR assistant district attorney (ADA) project position authorized under s. 20.475(1)(h) *Gifts and grants*. Position authorization is requested from March 15, 1999, to March 14, 2002.

REVENUE SOURCES FOR APPROPRIATION:

The revenue source for the appropriation under s. 20.475 (1)(h) is federal funding awarded directly to Milwaukee County. While federal funds will pay for the position, the county will be required to reimburse the state through the District Attorneys (agency 475) because ADAs are state employees. As a result, these funds are treated as PR-O.

BACKGROUND:

Milwaukee County has received a grant from the Federal Administration for Children and Families under the 1998 Adoption Opportunities Program. The grant includes \$30,000 to cover salary and benefit costs for a 0.50 FTE PR ADA position for the period from March 14, 1999, through March 15, 2000.

ANALYSIS:

This new half-time position will be responsible for screening all new Children in Need of Protection and Services (CHIPS) cases, determining whether to file termination of parental rights (TPR) petitions, and making and pursuing these filings in court.

Milwaukee County's grant includes sufficient funds to provide salary and benefits of a 0.50 FTE ADA position. With federal funding available, the position should be authorized through March 15, 2000. This date conforms to the last effective date of the portion of the current grant covering ADA salaries and benefits.

The exact expenditure authority in s. 20.475(1)(h) for each fiscal year will be determined through the DOA allotment process. Since this is a continuing appropriation, approval of the Joint Committee on Finance is required only for position authorization.

RECOMMENDATION:

Approve the request to authorize a 0.50 FTE ADA position in Milwaukee County (from March 14, 1999, to March 15, 2000). If continuing federal grant funding is available for this position, extensions could be granted for a total project position duration of up to four years (through March 14, 2003) at the discretion of DOA.

This approval does not constitute the commitment of current or future GPR funding for this position. Such approval can only be obtained through the biennial budget process.

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

TOMMY G. THOMPSON
GOVERNOR
MARK D. BUGHER
SECRETARY



AS
Mailing Address:
Post Office Box 7869
Madison, WI 53707-7869

STATE PROSECUTORS OFFICE-----MEMORANDUM/CORRESPONDENCE
Telephone No.: (608) 267-2700-----E-Mail Address: stuart.morse@doa.state.wi.us-----Fax No.: (608) 264-9500

DATE: March 24, 1999

TO: Rick Chandler, Administrator
Division of Executive Budget and Finance

FROM: Charles E. McDowell, Administrator
Division of Administrative Services

SUBJECT: **REQUEST UNDER S. 16.505 FOR DEPARTMENT 475:
MILWAUKEE DISTRICT ATTORNEY'S OFFICE**

On behalf of the Milwaukee County District Attorney's Office, I submit the attached request for 0.5 FTE PR position authority for Department 475, District Attorneys.

If you have any questions, please direct them to Stuart Morse, Director, State Prosecutors Office or to Richard Wagner in the Division's Bureau of Financial Management.

Attachment

cc: Stuart Morse
Richard Wagner

**March 24, 1999,
1998 Adoption Opportunities Program Grant
s.16.505 request**

**DEPARTMENT OF ADMINISTRATION REQUEST UNDER S.16.505 FOR
POSITION AUTHORIZATION**

I. REQUEST

The Department of Administration requests, under s.16.505, the authorization of 0.5 FTE Program Revenue (PR) prosecutorial position in appropriation s.20.475(1)(h). This position will be located in the Milwaukee County District Attorney's Office. The position is funded through a sub-grant awarded to the DA's office from Milwaukee County. The county received a grant from the Federal Administration For Children and Families for a "Milwaukee Permanency Project" under the 1998 Adoption Opportunities Program (PL95-266, Title II, Adoption Opportunities, as amended) for the March 15, 1999 through March 14, 2002 period.

- 1) Grant the Milwaukee County DA Office position authorization for 0.5 FTE PR position through March 14, 2002.

II. BACKGROUND

The Federal 1998 Adoption Opportunities Program had previously funded adoption efforts under a grant to the Wisconsin Supreme Court. That grant did not include a prosecutorial position. A successor grant, including funding for a half-time prosecutor to work on Children in Need of Protection and Services (CHIPS) cases, was awarded to Milwaukee County. In February 1999, the Milwaukee County Board accepted the federal grant and authorized \$30,000 of it to go to the DA's Office for the hiring of a half-time ADA. The goal is to move children in the under a CHIPS petition through the child welfare system at a faster pace by placing the case in the most appropriate processing track as soon as it is received.

In Milwaukee County, the DA office is the agency designated to handle all CHIPS cases, to determine whether to file TPR petitions and to make and pursue these filings in court. The duties of the new half-time ADA will be to screen all new CHIPS cases as soon as they are received to determine into which of three case processing categories each falls: 1) obvious TPRs, 2) children likely to be reunified with parents, 3) case requires a jurisdictional finding.

III. ANALYSIS

This position is in furtherance of the state's goal of children being raised in family settings.

**March 24, 1999,
1998 Adoption Opportunities Program Grant
s.16.505 request**

IV. FISCAL ANALYSIS

The salary and fringe benefit costs of the ADA were determined based upon the anticipated costs of an ADA with several years of experience. The grant provides \$30,000 for the period from March 14, 1999 through March 15, 2000. It also authorizes continuation of the project through March 14, 2002 if two additional annual grants are approved. S.20.475(1)(h) is a continuing appropriation and will be re-estimated to include the expected funds.

V. REVENUE SOURCE FOR APPROPRIATION

The source of the sub-grant funds is Milwaukee County which is using federal funds received in federal award number 90C00878/01 under 42USC5113 Et Seq.

VI. SPECIAL INFORMATION

The co-chairs of the Joint Committee on Finance, in a letter to the Department of Administration Secretary dated June 12, 1996, set forth four additional items of information that should be included in a s.16.505 request for additional positions in the DA program.

1) *An explanation of the effect of the positions on weighted caseload for the requesting counties (the LAB methodology is suggested).*

Table 1 indicates the standard LAB methodology's results without the 15% reduction and highlights the impact of the new position requested on the Milwaukee DA Office. The table uses the most current court data available (1995-97) and the positions authorized as of March 22, 1999. It is important to note that the position need shown in the LAB methodology is a general need responding to all duties of a DA office and is not specific to a particular type of activity or caseload such as that covered by this grant.

2) *An assessment of similar caseload problems in counties not addressed by the request.*

This sub-grant is only available to a county that has received the federal grant. Thus only the Milwaukee DA office is eligible to receive it.

**March 24, 1999,
1998 Adoption Opportunities Program Grant
s.16.505 request**

3) *An explanation of why the request has greater priority than similar needs existing in other counties.*

This grant is restricted to the Milwaukee DA Office. Federal, county and state staff have determined that this positions would expedite the completion of appropriate CHIPS work and thus promote the quality of child welfare services in the county.

4) *If the request is intended to address a specific type of caseload, an explanation of why this type of caseload has a greater priority than other types.*

The funds are limited to being used to meet the mandates of the 1998 Federal Adoption Opportunities Program.

**March 24, 1999,
1998 Adoption Opportunities Program Grant
s.16.505 request**

| DA Office | FTE equivalent (=dif/1227) needed without new position | FTE equivalent (=dif/1227) needed with new position |
|-------------|--|---|
| Adams | 0.42 | 0.42 |
| Ashland | 0.55 | 0.55 |
| Barron | -0.31 | -0.31 |
| Bayfield | 0.17 | 0.17 |
| Brown | 2.03 | 2.03 |
| Buffalo | -0.20 | -0.20 |
| Burnett | 0.65 | 0.65 |
| Calumet | -0.18 | -0.18 |
| Chippewa | 0.41 | 0.41 |
| Clark | -0.14 | -0.14 |
| Columbia | 1.49 | 1.49 |
| Crawford | -0.26 | -0.26 |
| Dane | 0.27 | 0.27 |
| Dodge | 0.12 | 0.12 |
| Door | 0.09 | 0.09 |
| Douglas | -0.04 | -0.04 |
| Dunn | -0.17 | -0.17 |
| Eau Claire | 2.27 | 2.27 |
| Florence | -0.12 | -0.12 |
| Fond du Lac | 1.17 | 1.17 |
| Forest | 0.48 | 0.48 |
| Grant | 0.61 | 0.61 |
| Green | 0.02 | 0.02 |
| Green Lake | -0.42 | -0.42 |
| Iowa | -0.58 | -0.58 |
| Iron | -0.61 | -0.61 |
| Jackson | -0.62 | -0.62 |
| Jefferson | 1.09 | 1.09 |
| Juneau | 0.07 | 0.07 |
| Kenosha | -0.28 | -0.28 |
| Kewaunee | -0.43 | -0.43 |
| La Crosse | 1.63 | 1.63 |
| Lafayette | -0.49 | -0.49 |
| Langlade | 0.26 | 0.26 |
| Lincoln | 0.16 | 0.16 |
| Manitowoc | 2.37 | 2.37 |
| Marathon | 2.99 | 2.99 |
| Marinette | 0.25 | 0.25 |

**March 24, 1999,
1998 Adoption Opportunities Program Grant
s.16.505 request**

| | | |
|------------------|--|---|
| Marquette | 0.13 | 0.13 |
| DA Office | FTE equivalent (=dif/1227) needed without new position | FTE equivalent (=dif/1227) needed with new position |
| Milwaukee | 21.50 | 21.00 |
| Monroe | 0.99 | 0.99 |
| Oconto | 0.13 | 0.13 |
| Oneida | 1.07 | 1.07 |
| Outagamie | 2.08 | 2.08 |
| Ozaukee | 0.61 | 0.61 |
| Pepin | -0.17 | -0.17 |
| Pierce | -1.51 | -1.51 |
| Polk | 0.57 | 0.57 |
| Portage | -0.10 | -0.10 |
| Price | -0.10 | -0.10 |
| Racine | 1.38 | 1.38 |
| Richland | -0.71 | -0.71 |
| Rock | 4.27 | 4.27 |
| Rusk | -0.44 | -0.44 |
| Saint Croix | -2.52 | -2.52 |
| Sauk | 1.13 | 1.13 |
| Sawyer | 0.75 | 0.75 |
| Shaw/Men | 0.86 | 0.86 |
| Sheboygan | 2.34 | 2.34 |
| Taylor | 0.20 | 0.20 |
| Trempealeau | -0.16 | -0.16 |
| Vernon | -1.16 | -1.16 |
| Vilas | -0.60 | -0.60 |
| Walworth | -0.22 | -0.22 |
| Washburn | 0.44 | 0.44 |
| Washington | 0.32 | 0.32 |
| Waukesha | -2.98 | -2.98 |
| Waupaca | -0.40 | -0.40 |
| Waushara | -0.24 | -0.24 |
| Winnebago | 3.50 | 3.50 |
| Wood | 0.05 | 0.05 |

CORRESPONDENCE MEMORANDUM

STATE OF WISCONSIN
Department of Administration

Date: April 1, 1999

To: Mark Bugher, 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 Positions

Request

The Department of Natural Resources (DNR) requests two 0.5 FTE PR-S permanent positions under s. 20.370 (1)(mk) (general program operations -- service funds) to provide data coordination and to develop and maintain geographic information systems (GIS) and digital maps.

The positions are in the Bureau of Facilities and Lands. The affected appropriation [s. 20.370 (1)(mk)] is a continuing appropriation, and therefore, any necessary expenditure authority modifications can be approved through the allotment process.

Revenue Sources for Appropriations

Revenues for the appropriation under s. 20.370 (1)(mk) are generated through chargebacks within the bureau for data base management and to DNR divisions for mapping projects, land records system services and facilities atlas support.

Background

The two 0.5 FTE positions are requested to improve data development, maintenance and coordination. The requested positions consist of:

- 0.5 FTE Information Systems Program Area Liaison Professional – Entry permanent position
- 0.5 FTE Natural Resources Bureau Data Coordinator permanent position.

The Information Systems Program Area Liaison Professional position is requested to conduct GIS data development and map digitization. GIS is a data processing discipline that combines data base 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 data bases and models to provide more integrated and comprehensive decisionmaking on a more timely basis. Digital cartography creates computer-based maps, such as

property boundary maps, maps for property master plans, designated use area maps and maps for World Wide Web sites. These maps can then be processed and combined with other maps through GIS.

The Governor and Legislature have recognized the value of GIS and computer-based mapping projects through creation of the Land Information Board (attached to the Department of Administration) and numerous initiatives in several state agencies, including DNR. As an example, in March 1996, the Joint Committee on Finance and the Governor approved a s. 16.505 request from DNR which provided 4.0 FTE positions 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 of 11 state, federal and private entities to cooperatively develop a statewide land cover mapping project which is cost-effective, complete, detailed and current.

As part of the WISCLAND project, DNR is developing a public ownership data layer which will be housed in the Bureau of Facilities and Lands. When completed, the layer will provide improved access and retrieval of information and will facilitate project and work planning analyses. The requested position would complete development and updates of the data layer and develop other computer-based maps of DNR lands and facilities.

The Natural Resources Bureau Data Coordinator position is requested to coordinate and facilitate data development and use for the Bureau of Facilities and Lands. Data coordination activities include developing plans for data and technology architecture and reviewing information management policies. The position would also set priorities for the bureau's statewide data analysis needs and provide assistance in the decisionmaking process for information technology budget requests.

Analysis

The requested positions would be located in the DNR Bureau of Facilities and Lands, which administers the management of DNR's administrative facilities and operation of the agency's properties. The bureau also prepares DNR's capital development budget request, implements the land acquisition program, and manages properties, such as the Lower Wisconsin State Riverway, fishery areas and boat access sites. Although the bureau consists of 88.7 FTE permanent positions, only 0.5 FTE position provides information technology support.

Contracting

When necessary, the Bureau of Facilities and Lands has contracted with DNR's Bureau of Enterprise Information Technology and Applications (BEITA) to fulfill project needs. However, BEITA does not have enough staff to support all requests from individual bureaus and meet agencywide demands. The 0.5 FTE position requested for GIS and digital cartography work would allow the Bureau of Facilities and Lands to complete the public ownership data layer and digital mapping needs more quickly and would allow BEITA to redirect staff to other priorities. The 0.5 FTE data coordinator position would improve the bureau's ability to set priorities and to determine which projects should be contracted with BEITA.

GIS and Digital Cartography Needs

DNR has approximately 800 projects and sites for which maps are needed for effective management. The public ownership data layer would provide a base onto which specific property-related maps can be overlaid. These maps would provide spatial data in a format that supports land use and master

planning activities. Planners can use the data to analyze and present different options for use of various sites and properties. The maps also would be used in DNR's informational publications and World Wide Web sites to indicate boat and fish access sites and property boundaries, facilities and resources.

The Bureau of Facilities and Lands uses LTE staff and existing full-time employees who have some training in GIS and digital cartography to provide mapping services. The requested 0.5 FTE position would be funded through reallocation of LTE salary costs. The replacement of LTE staff with a permanent position would facilitate maintenance and updating of maps and spatial data. A dedicated position would also reduce the need for existing full-time employees to devote part of their time to GIS and digital cartography work.

Data Coordination Needs

In December 1997, the Bureau of Facilities and Lands reallocated 0.5 FTE position to provide data coordination services. The bureau is requesting an additional 0.5 FTE position to meet the increased demand for data coordination services. As more emphasis has been placed on using information technology to better serve customers and to work more efficiently, the need to set priorities for funding and staff resources has grown.

Although BEITA provides support for standard hardware and software problems, its staff does not have the programmatic background to respond to program specific questions or to develop information management plans for individual bureaus. The existing 0.5 FTE position in the Bureau of Facilities and Lands has been able to support the bureau's program specific hardware, software and data. However, insufficient time is available for the position to develop information management plans or assist the bureau's management staff in setting budget and workload priorities.

Over the past few years, DNR has improved its agencywide information technology infrastructure and has begun using those resources to serve internal and external customers. Although these positions should have been requested as part of DNR's biennial budget submission, the need for these additional positions is existing and ongoing. The Information Systems Program Area Liaison position would improve the Bureau of Facilities and Lands ability to manage properties and provide accurate and up-to-date maps of DNR properties to the public. The Natural Resources Bureau Data Coordinator position would help ensure that future information technology priorities are coordinated and receive sufficient review.

Recommendation

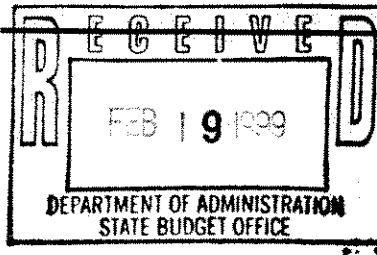
Approve the requested positions, under s. 20.370 (1)(mk) (general program operations -- service funds), as follows:

- 0.5 FTE Information Systems Program Area Liaison Professional – Entry permanent position to provide GIS and digital cartography services; and
- 0.5 FTE Natural Resources Bureau Data Coordinator – Objective permanent position to provide data coordination services.

KG

CORRESPONDENCE/MEMORANDUM

State of Wisconsin



FILE REF: 9310

DATE: February 8, 1999 *nick*

TO: Rick Chandler, State Budget Director
 Department of Administration, 10th Floor, Administration Building

FROM: George E. Meyer, Secretary *George*
 Department of Natural Resources

SUBJECT: S. 16.505 / 16.515 Request for .5 FTE Program Revenue - Service Position For Data Coordination Services

Request

The Department of Natural Resources (DNR) requests the creation of a .5 FTE half-time Program Revenue - Service permanent position and additional spending authority to provide data coordination services for the Facilities & Lands subprogram. The position would be classified as a Natural Resources Bureau Data Coordinator - Objective (PR 07-13) funded through appropriation s. 20.370 (1) (mk), and assigned in the Facilities & Lands subprogram. The estimated annual cost of the half-time position is \$24,900 (\$14,700 salary, \$5,500 fringe benefits, and \$4,700 supplies and services), with one-time costs of \$4,800.

Revenue Sources For Appropriation

The source of revenue for this position budgeted in appropriation s. 20.370 (1) (mk) will be charges to the Facilities & Lands subprogram operating budget, primarily Conservation SEG [appropriation 20.370 (1) (mu)], and where appropriate, other sources including the Land Acquisition account [appropriation 20.370 (7) (fa) and (ha)] for work related to the land records system or the Capital Development account [appropriation 20.370 (7) (hq)] for work related to a "facilities atlas". These charges will be based on the total cost of the position, and the proportionate amount of time charged to each activity. These funding sources are on-going budget allotments for services that include those anticipated to be provided by this half-time position, with permanent on-going needs. The existing funds are sufficient to support the costs of the position.

Background/Justification

The Facilities & Lands subprogram currently has a .5 FTE Conservation SEG-funded permanent position for data coordination services. This position was reallocated from within the Facilities and Lands subprogram in December, 1997. An additional .5 FTE is needed to provide the level of data coordination services required by the Facilities and Lands subprogram. Other subprogram priorities and needs in the areas of land and facilities management, and land acquisition prohibit any additional reallocations.

The role of the Facilities & Lands Data Coordinator is to coordinate and facilitate the development and use of data for the Facilities & Lands subprogram statewide. The position defines needs for and uses of data and data systems, ensures that staff are using the most effective hardware and software tools for given applications, and provides support for these applications. The position is needed to help address a number of data coordination activities for the subprogram including:

- developing plans for the subprogram's data and technology architecture,
- setting priorities for statewide analytical needs,
- reviewing information management policies and procedures from a statewide perspective,
- assisting subprogram management in setting priorities for information technology budget requests,

- ensuring that subprogram staff have sufficient training in information technology to meet their needs,
- establishing annual hardware/software purchase priorities, and
- serving as liaison and a communications link between the Bureau of Enterprise Information Technology and Applications (BEITA)

Facilities & Lands has a permanent staff of 32 FTE in the central office in Madison and 57 FTE in the field, including a wide variety of disciplines (e.g., engineers, planners, real estate specialists, and GIS specialists). Most subprograms of this size have gone to full-time data coordinator positions as the need for assistance increases with the rapid change and increased availability of the technology. The existing .5 FTE provides only enough time for hardware/software purchases and installations, and some assistance with user problems. There is insufficient time available to begin the information/data management planning effort needed to continue the effective management of the Department's lands and facilities infrastructure, and to develop new integrated systems to better manage the Departments lands and facilities. Additional effort is also needed for the subprogram to devote to participation in Department-wide IT initiatives.

The variety of staff and associated functions in Lands & Facilities creates an unusual level of complexity, and a higher level of unique needs (e.g., specialized hardware, software and applications). The Facilities & Lands subprogram maintains the Department's property ownership GIS database and has a major need, identified in the subprogram's long range information plan, to develop and improve automated systems to increase efficiency in property planning, facilities development and management, and land acquisition and management for the Department. A primary goal is to gain efficiency by advancing various support systems to a level which integrates groups of complementary activities rather than dealing with portions of individual processes. A full-time data coordinator is anticipated to play a critical role in articulating program needs, ensuring that system development addresses program needs, ensuring that adequate support is provided, and that future needs are identified for system upgrades. The subprogram also has developed a GIS/Digital Cartography facility with 3 Unix Workstations. Questions are directed to the existing .5 FTE Data Coordinator on a daily basis from both central office and regional staff for IT support, and the assistance provided is essential to the efficient and continuously growing use of the available technology.

The workload and need for data coordination support in the Facilities & Lands subprogram has grown dramatically as the Department progresses toward achieving the state IT standard for desktop applications for all staff. This workload is on-going and permanent. The subprogram has invested more than \$150,000 over the past 3 years to meet the state standard, and has made a substantial investment to establish the GIS/Cartography capability. This major investment in hardware and software needs to be matched by an investment in human resources to assist staff to effectively use this technology. There is sufficient funding in existing appropriations to absorb the costs of the position, but reallocation of a position is not warranted due to other priorities and workload in the subprogram. A permanent, .5 FTE will provide the stability and continuity needed to ensure adequate support.

If you have any questions on this request, please contact Bob Roden in the Bureau of Facilities & Lands at 266-2197, or Eric Thompson in the Bureau of Management & Budget at 266-8251.

Thank you for your consideration of this request.

Steve Miller (sen)
Approved: Steve Miller, Administrator, Div. Of Lands

2/9/99
Date

c: Paul Willihnganz - HR/5
Paul Cameron - FN/1
Eric Thompson - MB/5
Bob Roden - LF/4

Kirsten Grinde - DOA
Susan Felker-Donsing - MB/5
Joe Polasek - MB/5

KG

CORRESPONDENCE/MEMORANDUM

State of Wisconsin

FEB 19 1999

DATE: February 9, 1999

FILE REF: 9310

TO: Rick Chandler, State Budget Director
Department of Administration, 10th Floor, Administration Building

FROM: George E. Meyer, Secretary
Department of Natural Resources

SUBJECT: S. 16.505 /16.515 Request for .5 FTE Program Revenue - Service Position For GIS and Digital Cartographic Services

Request

The Department of Natural Resources (DNR) requests the creation of a .5 FTE half-time Program Revenue - Service permanent position and additional spending authority to provide GIS and Digital Cartographic services primarily for the Facilities and Lands subprogram, but also for the Lands Division and to meet other related needs. The position would be classified as an Information Systems Program Area Liaison Professional - Entry (PR 07-13), funded through appropriation s. 20.370 (1) (mk), and assigned in the Facilities & Lands subprogram providing GIS and Digital Cartographic services on an as-needed basis. The estimated annual cost of the half-time position is \$24,900 (\$14,700 salary, \$5,500 fringe benefits, and \$4,700 supplies and services), with one-time costs of \$4,800.

Revenue Sources for Appropriation

The source of revenue for this position budgeted in appropriation s. 20.370 (1) (mk) would come from the following funding sources based on charges for services estimated to be in approximately equal amounts:

- Stewardship Land Acquisition and Development: activities related to mapping Department properties for state ownership, boundaries, developed facilities, and other features, and mapping to support individual real estate transactions,
- Sport Fish Restoration (SFR) federal funding: mapping and GIS analyses related to motorboat access sites for improved public information,
- Master Plan and Feasibility Study budgets (primarily segregated funds): funding allocated for mapping (other than "base maps") to enhance the value of Master Plans and Feasibility Studies in providing information to the public and management guidance to Department staff,
- Segregated Funds for Real Estate GIS: funding for activities related to database management, updates, etc., as part of the annual \$135,000 base budget allotted for this purpose (estimated to be \$10,000 - \$15,000).

All of these funding sources are on-going budget allotments for services that include those anticipated to be provided by this half-time position, with permanent on-going needs. The proportions of funding for the position from each funding source are estimated to be approximately equal, but will vary annually depending on the mix of projects billed for services.

Background/Justification

The Department is in the process of developing a 1:24,000 scale public ownership data layer, housed in the Facilities and Lands subprogram. This effort represents an approximately \$450,000 investment to date, and is a key component to Department land management. The Department property GIS layer will provide automated mapping capabilities, improved access and retrieval of information, alternative scenario or "what if" projections and analysis, and information to assess work planning needs. One



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major benefit of Lands GIS is the integration of multiple data bases. These integrated layers will be crucial to master planning and property management efforts. Property planners, people doing master plans, and real estate staff require spatial data in a readily accessible digital format, spatial analysis, and subsequent digital cartographic products for land use planning activities statewide. New statewide databases for facilities, project boundaries and boat access sites will be developed that will significantly enhance existing management capabilities for facilities and public access sites, and provide improved mapping and analytical capabilities for all Department properties.

Permanent, dedicated staffing is needed to complete development, provide long term data layer maintenance, provide the ability to enhance the layer based on input from Department staff, and perform spatial analyses of the data and related databases. A permanent position will help ensure continuity, efficiency and improved service to Facilities and Lands customers through organizing data requests, sharing data with other public property owners and managing users' needs. In total, the GIS component of the workload is estimated to be 600 hours per year, or 1/3 FTE.

The position will also provide digital cartography services for the Facilities & Lands subprogram and Lands Division. There are significant unmet needs for computer map products. Examples include publication-quality maps for property master plans, property boundary maps, maps of "designated use areas", maps to accompany real estate transaction files (including presentations to the Natural Resources Board and/or Governor), maps for property brochures, and maps for Web sites. The need has increased in Lands & Facilities with the addition of the responsibility for Fisheries lands, including access sites.

Currently, some mapping products are available through the Department's Bureau of Enterprise Information Technology and Applications (BEITA), however these maps are more global in scope and emphasize the development and integration of databases across the Department. BEITA has responsibility for property "base maps" which can have multiple uses across the Department, but not for specialized maps which overlay additional information onto base maps or for maps which are primarily informational/publication quality in nature.

The Facilities & Lands subprogram needs more specific purpose, property-related maps. For example, there are approximately 600 projects that the Department owns and manages that require property maps. These maps require updating as property is bought or sold. Another example is fisheries property maps. Facilities & Lands has the responsibility of mapping boat and fish access sites statewide. There are over 200 sites, and an average of 12 sites are added each year. In total, the workload associated with the digital cartography services is estimated to be about 1,200 hours per year, or 2/3 FTE.

The GIS and digital cartographic mapping needs of the Facilities & Lands subprogram have grown significantly. The current arrangement of LTE support supplemented by add-on effort by other professional staff is no longer adequate. A permanent position to provide these services will help make the most efficient use of the available capability, and ensure continuity and improved service in these key components of the Department's land management efforts. The funding sources identified to support the half-time position are used for these purposes, but a permanent position will be a more efficient use of the funds.

If you have any questions on this request, please contact Bob Roden in the Bureau of Facilities & Lands at 266-2197, or Eric Thompson in the Bureau of Management & Budget at 266-8251.

Thank you for your consideration of this request.

Steve Miller (son)
Approved: Steve Miller, Administrator, Div. Of Lands

2/9/99
Date

c: Paul Willihnganz - HR/5
Paul Cameron - FN/1
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Bob Roden - LF/4

Kirsten Grinde - DOA
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