

BUDGET NARRATIVE

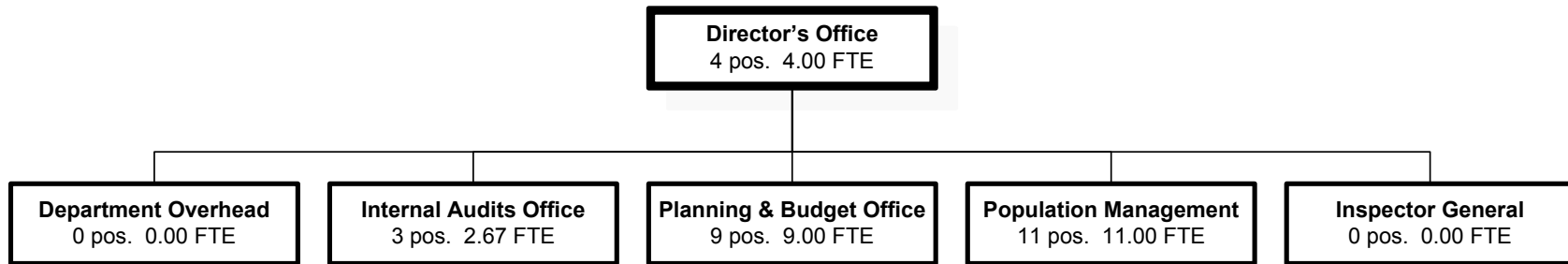
Central Administration

Program Description

OREGON DEPARTMENT OF CORRECTIONS

Central Administration

Current 2009-11 Organizational Chart



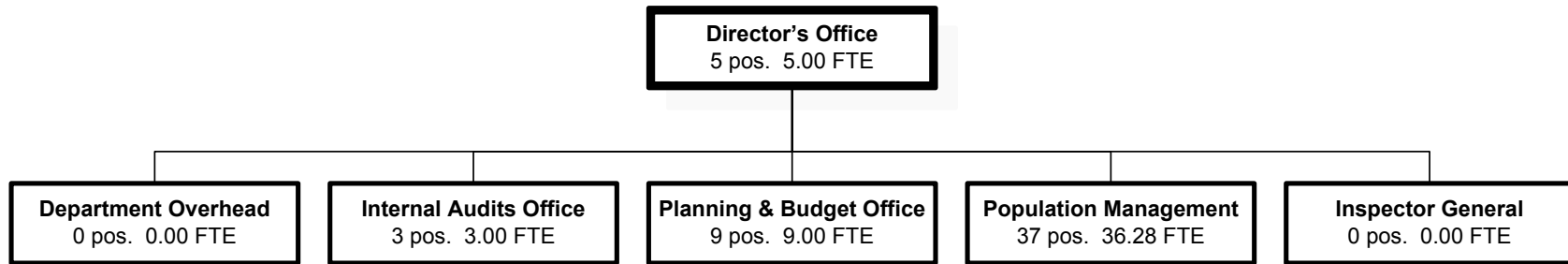
Total Positions: 27
FTE: 26.67

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OREGON DEPARTMENT OF CORRECTIONS

Central Administration Organizational Chart

2011-13 Agency Request Budget



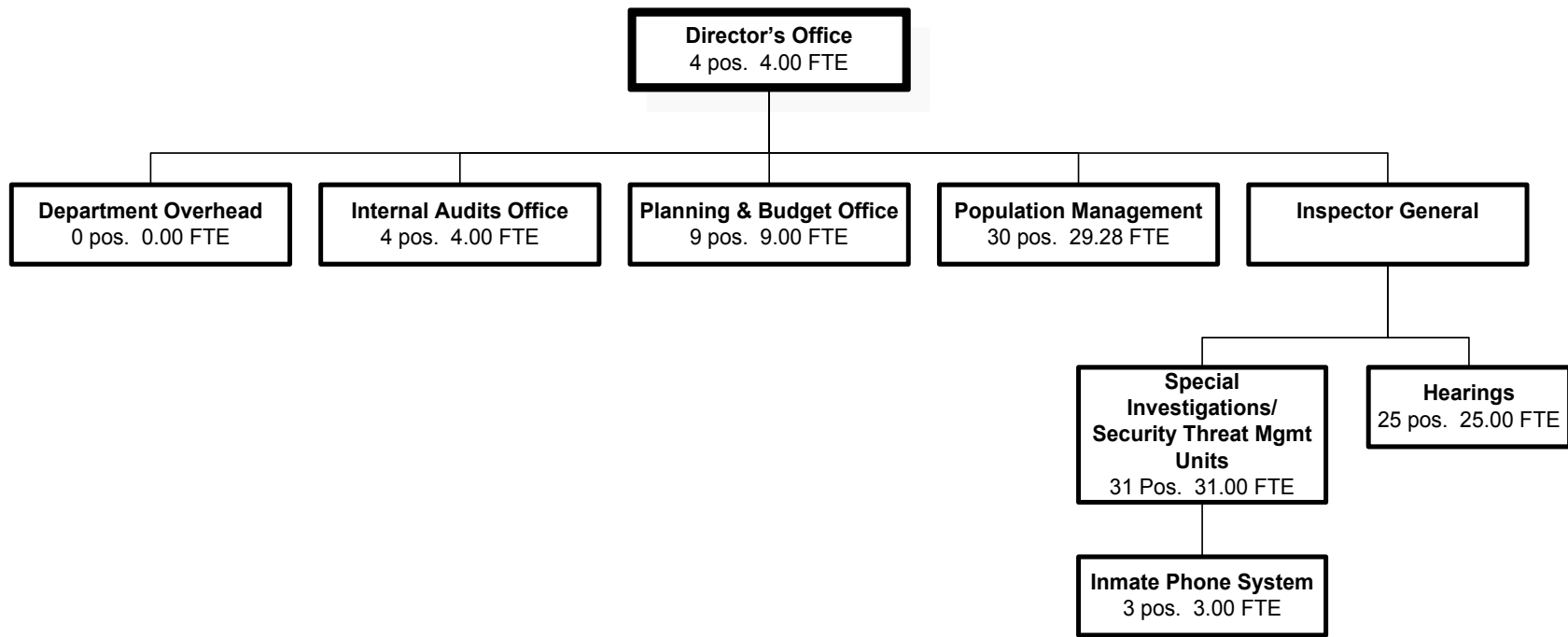
Total Positions: 54
FTE: 53.28

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OREGON DEPARTMENT OF CORRECTIONS

Central Administration Organizational Chart

2011-13 Governor's Balanced Budget



Total Positions: 106

FTE: 105.28

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Central Administration

Central Administration includes the Director/Deputy Director's Office, Internal Audits, Planning and Budget, Population Management, Department Overhead, and Inspector General for the Department of Corrections (DOC).

The Inspector General was created in 1990 as recommended by an investigative report to the Governor. The Inspector General has broad responsibility for oversight of suspected, alleged or actual misconduct within the Department, reporting to the Director and Deputy Director, and to other officials as required by law and the DOC Code of Ethics.

A discussion follows for each office/unit.

The Director/ Deputy Director's Office

This Office provides overall leadership to the Department through the executive management team composed of the assistant directors and the staff in the Director's Office.

Program Objectives and Services

As the Department continues to grow in size and complexity, greater capacity for planning, coordination across the respective divisions, and more sophisticated administrative practices is necessary. As a result, the central administration (the Director, Deputy, and their direct reports) continue to focus on administrative effectiveness, accountability, and strengthen internal and external communication. Of note is the increased accountability brought on by the Department's growing demand for significant additional General Fund resources and new statutory requirements for assessing program effectiveness (SB 267).

Further driving program objectives and services is the continued implementation of the Oregon Accountability Model (OAM). This purposeful and dynamic plan is designed to change offenders' criminal behavior during incarceration and post-prison supervision through evaluation, education, treatment, and work. It begins at the assessment phase during intake and affects offenders throughout incarceration, re-integration and their time on community supervision.

The Department is actively participating in the Re-Entry Council recently created by the Governor. This effort focuses on the successful reintegration of prison inmates back into the community and builds on the collaborative efforts of multiple partners at the state and local level. The Council, which includes state agencies, local criminal justice system representatives, and social service providers, is responsible for planning, developing, implementing, and overseeing an improved multi-agency transition approach for Oregon. The Department's contribution to that effort includes the development of re-entry curriculum and a re-entry program, hiring and training transition coordinators to deliver re-entry programs, operation of re-entry programming, moving all release counselors under a

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centralized release unit which allows for a more consistent release planning process across the state, and working in partnership with the Oregon Association of Community Corrections Directors to create a statewide Transition Network consisting of community corrections, Board of Parole and Post-Prison Supervision, and institution staff to better coordinate release planning. In time, this cohesive, coordinated approach will have a significant positive impact on recidivism.

Proposed New Laws Affecting the Program Unit

Ballot Measure 73 will be voted on in November 2010 and if approved, will potentially have a significant impact on all facets of the agency. The measure establishes mandatory minimum sentences for certain repeat sex offenders, enhanced sentences for repeat convictions for driving under the influence of intoxicants and state funding for local jail and probation expenses. Passage of the measure is estimated to result in a prison bed demand of between 400 and 600 additional inmates (roughly the size of one typical minimum-custody facility), depending on the assumed conviction rate for these offenses. Given the current system capacity and planned future growth under current law, some additional prison construction will be required in order to provide permanent beds, treatment and programs for this population growth.

Accomplishments – 2009-11

During this biennium, one of the Department's highest priorities is the continued implementation of the OAM. As stated above, this dynamic plan guides offenders during their terms of incarceration and while under supervision in the community. It has become a nationally recognized model for delivering prison-based programs that emphasize successful transition back to the community.

During the 2009-11 biennium the Department maintained its' current Strategic Plan. The severe constraint of budget resources had a direct impact on the ability to introduce new initiatives this biennium.

- The Department continues to support the current 11 key strategic initiatives:
 - Governor's Re-Entry Council
 - Support Family-Inmate Connections
 - Employee Safety and Wellness
 - Business Continuity Planning
 - Integrate Program Databases Into the Corrections Information System
 - Security Threat Group Management
 - Enhance Sustainability
 - Home for Good In Oregon
 - Counselor Caseload Management
 - Sustainability of the Corrections Information System
 - Human Resources Information System Project

BUDGET NARRATIVE

- Restructured the agency by shifting responsibility for oversight of the Intake Center to the Office of Population Management, shifting New Prison Construction from the Office of Population Management to the Public Affairs Division and moving the Inspector General's Office from the Public Services Division to the Director's Office.
- Trained new and existing employees about the OAM through new employee orientations and in-service trainings.
- Anticipating the requirements of the federal Prison Rape Elimination Act of 2003 Standards, developed a strategic plan to address sexual assaults on and among persons in confinement in Oregon.
- Continued responsibility for community supervision functions in two counties who elected to opt out of Senate Bill 1145.
- In partnership with the Oregon Social Learning Center (OSLC), expanded the nation's first parent-training curriculum specifically designed for incarcerated parents. The Department is participating with the OSLC in a five-year longitudinal study of the parenting program's success, funded by a \$3.2 million grant from the National Institute of Mental Health.
- Actively participated in the Governor's Reset Council to evaluate and make recommendations on the restructuring of state government and its' mission in Oregon.
- Restructured the Oregon State Penitentiary Intensive Management unit to address housing and treatment needs for inmates with all levels of the mental health continuum.
- Opened the final women's housing unit at Coffee Creek Correctional Institution and managed male population growth by using temporary and emergency beds across the state.

Key Initiatives – 2011-13

- Continue dynamic implementation of the Oregon Accountability Model.
- Complete design and begin construction of a new minimum-custody prison in Junction City. Complete infrastructure agreements and achieve substantial completion on service improvements needed to open the prison and a new Oregon State Psychiatric Hospital.
- Ensure each inmate has an individualized Oregon Corrections Plan that is tracked throughout the inmate's incarceration and supervision in the community.
- Increase the agency's focus on respectful workplaces where Department staff recognizes they are role models who must exhibit positive behavior.
- Further refine outcome measures for Department programs including the requirements of SB 267 that require an increasing percentage of DOC programs to be evidence-based.
- Continue to increase partnerships with higher education through joint research projects, joint training programs, and student placements at the Department.
- Continue to update and implement the department's Long-Range Construction Plan to ensure appropriate housing is available as the prison population increases.
- Continue efforts to increase Measure-17 Compliance (the inmate work mandate).

BUDGET NARRATIVE

- Improve the Department's commitment and focus on wellness and workplace safety for all employees.
- Implement the strategies necessary to address housing and programming needs for additional inmates that may arrive as the result of passage of Ballot Measure 73.

Agency Request Budget

Staffing

Positions	5
FTE	5.00

Revenue Source

General Fund	\$1,749,477
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Governor's Balanced Budget

Staffing

Positions	4
FTE	4.00

Revenue Source

General Fund	\$1,464,422
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Internal Audits Office

The Internal Audits Office provides auditing and consulting services for DOC. Internal Audits is the only independent entity within the agency providing these unique services. The Internal Audit Administrator reports directly to the Director and Deputy Director in order to provide agency leaders with direct, unbiased assurances about various agency risk factors.

BUDGET NARRATIVE

The Internal Audits Office assists management through reviews of DOC programs and activities, ensuring economic and efficient use of the Department's resources to achieve the agency's goals and outcomes. Improving business operations is a high priority. The office also confirms the reliability and integrity of information, internal controls, and compliance with laws and regulations.

Internal Audits is an assurance activity designed to add value and improve the Department's operations. It seeks to help ensure that taxpayer dollars are wisely spent, to identify high-risk areas and assist the Director in determining the appropriate steps to take towards addressing those risks. Internal Audits also tracks the Department's progress in correcting any issues identified from various audits. Auditors from the Secretary of State liaise with and gain assistance from the Internal Audit Office.

Organization and Staffing

The Internal Audits Office is comprised of three Senior Internal Auditors and one Administrator. During a 2004 agency-wide reorganization, the then-vacant Administrator position was redirected to other agency purposes and the current incumbent is operating as an unfunded double-fill.

Program Objectives and Services

The objective of the Internal Audits Office is to assist the Director in determining whether the Department's policies, procedures, and other internal controls are adequate and functioning in a manner to ensure that:

- Risks are appropriately identified and managed.
- Interaction with various governance groups – including the Department of Administrative Services, Secretary of State's Audits Division, and professional standards organizations – is appropriate and timely.
- Significant financial, managerial and operating information is accurate, reliable and timely.
- Employees' actions are in compliance with policies, standards, procedures, applicable laws and regulations.
- Department resources are acquired economically, used efficiently and are adequately protected through internal controls, policies, and procedures
- Program plans and objectives are achieved.
- Significant legislative and regulatory issues impacting the organization are recognized and appropriately addressed.

Accomplishments – 2009-11

The office conducted numerous audits covering compliance with federal regulations, automated systems, policies and procedures, internal controls and reimbursements.

BUDGET NARRATIVE

Key Initiatives – 2011-13

In the next biennium, Internal Audits will continue its work for the director to ensure cost-effective operations, improved efficiencies, and adequate internal controls. Further, Internal Audits will:

- Ensure DOC internal auditors are (or are in the process of attaining) professionally accredited as a Certified Public Accountant, Certified Internal Auditor, Certified Government Auditing Professional, Certified Information Systems Auditor, or Certified Fraud Examiner.
- Follow International Institute of Internal Audits standards, including operating in accordance with the “Professional Practices Framework” of the Institute of Internal Auditors.

Agency Request Budget

Staffing

Positions	3
FTE	3.00

Revenue Source

General Fund	\$693,666
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Governor’s Balanced Budget

Staffing

Positions	4
FTE	4.00

Revenue Source

General Fund	\$859,266
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BUDGET NARRATIVE

Planning and Budget

The Office of Planning and Budget is responsible for determining the resources necessary to support the existing and growing inmate population. This includes working with the Office of Population Management in the development of Long-Range Construction Plans and Population Management Plans to ensure appropriate institutions are in place to house the offenders entering the system. The Office also identifies the resources necessary to support the institution operations and local supervision and sanctions for selected offenders in the community. The Office consists of the Planning and Budget Administrator and the Budget Office, which are entirely supported by the General Fund.

Budget Office

The Budget Office is responsible for the management and coordination of the Department's resource identification, budget development, and monitoring activities. This includes identification of the resources necessary to support the projected growth in the state's adult prison population from the current 14,042 inmates (as of August 19, 2010) to the projected 15,989 by June 2021. Identification of the resources to not only house and supervise these inmates is necessary, but also the support functions and administrative needs as well. In addition, funding is contained within the Department's budget for grants to local governments for supervision of offenders sentenced or sanctioned to 12 months or less, and supervision of the probation and parole/post-prison caseloads. Identification of the resource needs is just the first step. The Office is then responsible for preparation of the budget and detailed information necessary to articulate clearly the need for the Governor, Legislative Assembly, and Emergency Board when appropriate. Another crucial function of the Budget Office is the development and attention to the system that allows agency leadership and managers to monitor expenditures on a monthly basis and engage in data-driven decision making. When difficulties arise, such as prison populations that exceed budgeted levels or extraordinary costs occur, the Office has lead responsibility for development of a rebalance plan.

Accomplishments – 2009-11

The Department's Population Management Plan is based upon the prison population portion of the forecast issued by the Department of Administrative Services each April and October. New plans are developed based on projections contained in the Department of Administrative Services Office of Economic Analysis Oregon Corrections Population Forecast, which is published every April and October. Based on the April 2010 current law forecast, construction must be completed on a new minimum-custody prison in Junction City by March 2015. Plans for construction of the medium-custody portion of the facility have been delayed beyond the Forecast's 10-year planning horizon.

The Department has worked extensively on a ballot measure that will have a significant impact on prison population, if approved in November 2010. Ballot Measure 73 proposes changes to sentences for certain repeat sex offenders and certain repeat offenses for

BUDGET NARRATIVE

driving under the influence of intoxicants (DUII). The Office was engaged in the development of several fiscal impacts for bed capacity and associated operating costs in conjunction with the Oregon Criminal Justice Commission.

The Budget Office was instrumental in the development of numerous budget reduction plans and an internal budget rebalance proposal that will be presented to the September 2010 meeting of the Emergency Board. Many of the actions included in the balance will support the Governor's Allotment Reduction Plan required in response to current state revenue shortfalls.

Key Initiatives – 2011-13

Forecast changes will continue to challenge the Department with regard to timing and size of new construction projects. Statewide declines in General Fund revenues create an environment requiring continual evaluation and strategic planning around potential future budget reductions.

Should Ballot Measure 73 pass in November, the Budget Office will be actively engaged in the development of housing plans and fiscal estimates to ensure needs are identified to decision-makers.

The Budget Office is working closely with the Operations Division to develop information around the current Post Factor Relief rate and a pilot currently underway in several institutions to examine an alternative means of providing appropriate levels of positions and funding to respond to staffing needs for 24-hour a day, seven day a week staffing demands. The Office will continue to improve on internal and external reporting practices to ensure that agency management and other decision-makers have appropriate and timely information.

Agency Request Budget

Staffing

Positions	9
FTE	9.00

Revenue Source

General Fund	\$2,374,158
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BUDGET NARRATIVE

Governor's Balanced Budget

Staffing

Positions	9
FTE	9.00

Revenue Source

General Fund	\$2,239,496
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Office of Population Management

The Office of Population Management (OPM) is responsible for providing an infrastructure for system-wide strategic planning and communication, including the development and implementation of Department-wide population management strategies. This office brokers system-wide collaborative conversations for innovation, and continuous quality and process improvement. They provide a global systems perspective to ensure that the right inmate is placed in the right bed at the right time during each phase of incarceration from intake to release. Encompassing 14 prisons and more than 14,000 inmates, the efficient and effective manner in which inmates are assigned to and within institutions is a critical requirement for the Department to achieve its overall mission.

The fundamental responsibilities of OPM include the operation of all aspects of systems development/redesign, strategic planning and management to ensure efficient movement and housing of all Department of Corrections inmates, including: general population, special populations, and inmates housed out-of-state, in Oregon Youth Authority facilities, in federal prisons and in county facilities. OPM recommends and sets department policy in regard to the following: Inmate Classification and work crew eligibility; high risk inmate placement; bed capacity management and resource allocation; Central Transfer authority; inmate placement decisions; Interstate Compact and Ghosts; Intake and Assessment; Fire Crew coordination; inmate conflict management; Administrative Reviews of inmate placement and earned time credit; classification overrides; coordination with ICE and other external agencies; and working with DOC youthful offenders

In addition to the Population Management administrator, the office is composed of several functional units which include Capacity & Resource Management, Intake Center and organizationally, New Prison Construction and Community Development. Each of the units is described in more detail below.

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Population Management Administrator

Agency Request Budget

Staffing

Positions	3
FTE	3.00

Revenue Source

General Fund	\$580,015
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Governor's Balanced Budget

Staffing

Positions	3
FTE	3.00

Revenue Source

General Fund	\$549,061
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New Prison Construction and Community Development

The New Prison Construction and Community Development Units move from the Central Administration Division to the Public Services Division in the Governor's Balanced Budget. The department will be requesting a technical adjustment during the development of the Legislatively Adopted Budget to move the remaining funds from the Central Administration Division to the Public Services Division.

BUDGET NARRATIVE

Agency Request Budget

Staffing Impact

Positions	6
FTE	6.00

Revenue Source

Other Funds	\$1,800,012	(Sales of Certificates of Participation)
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Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	\$897,459
Other Funds	(\$226,176) (Sales of Certificates of Participation)

Capacity and Resource Management

Capacity and Resource Management staff develop, implement, and manage the inmate classification systems and processes that determine inmate custody, population balancing, high-risk population assignments, inmate work crew eligibility, prison term modification, utilization of DOC emergency beds and inmate interstate compact. It is the responsibility of Capacity and Resource Management to ensure efficient movement and housing of all Department of Corrections inmates, including: general population, special populations, and inmates housed out-of-state, in Oregon Youth Authority facilities, in federal prisons and in county facilities. Roles and tasks that fall within Capacity and Resource Management include: Inmate Classification and work crew eligibility; high risk inmate placement; bed capacity management and resource allocation; Central Transfer authority; inmate placement decisions; Interstate Compact and Ghosts; Intake and Assessment; Fire Crew coordination; inmate conflict management; Administrative Reviews of inmate

BUDGET NARRATIVE

placement and earned time credit; classification overrides; coordination with ICE and other external agencies; and working with DOC youthful offenders general population, special populations, and inmates housed out-of-state, in Oregon Youth Authority facilities, in federal prisons and in county facilities. With approximately 325 emergency/temporary beds in use, an increasing mental health population and an emphasis on community-based transition programs, the strategies used to plan and coordinate inmate movement must be integrated with all DOC activities.

Accomplishments 2009-11/ Key Initiatives 2011-13

During the 2009-11 biennium, Capacity and Resource Management staff focused on the following: monitoring trends of inmate demographics for continuous monitoring of bed capacity and allocation of housing resources to accommodate an expanding and constantly changing inmate population; management and utilization of emergency beds to meet expanding inmate population housing needs; reallocation of bed capacity and resources to align with changing business practices; monitoring and quality assurance for the automated classification and work crew eligibility programs; screening for inmate fire crews; creation and monitoring of a Centralized Transfer authority process to streamline inmate housing placements and decrease unnecessary inmate movement; management of the SB3508 ICE Early Deportation process; seamless case management of DOC inmates housed with the Oregon Youth Authority, including development of appropriate policies for dealing with youthful offenders; planning and policy recommendation for department-wide special housing and high risk placement needs for inmates requiring administrative segregation, intensive management, and mental health treatment; management of interstate compact with other states to provide safe and appropriate housing for high risk inmates; auditing state-wide inmate conflicts; managing the inmate intake and assessment processes; coordination with other business units to utilize automated designators to improve information sharing and data gathering capability for ongoing automation development and improvement.

New processes and policies were initiated for each area designated during the 2008 Director's Summit on Inmate Movement: Inmate Movement, Institutional Case Planning, Inmate Transfers, Special Housing, and Stakeholder Impact. OPM began implementing objectives in each area during the 2009-2011 biennium, including systems and processes designed to reduce the amount of inmate movement, restructure efficient systems for establishing inmate placement, establish Institution Profiles to ensure the right resources at the proper locations, create accountability measures, establish a business practice of effective and efficient case planning regardless of custody level, implement an emergency bed plan based on the department's business needs, and include all stakeholders in the planning and decision-making process, while working to integrate competing interests and priorities. The work of finalizing Institution Profile plans and reallocation of resources will continue during the coming biennium.

This office participated, collaborated and made recommendations regarding the Correctional Case Management Initiative, utilization of Alternative Incarceration Program beds, Suicide Prevention, Mental Health Transition, Female facility expansion and conversion, and Pandemic Planning.

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Agency Request Budget

Staffing Impact

Positions	3
FTE	3.00

Revenue Source

General Fund	\$1,613,438
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Governor's Balanced Budget

Staffing Impact

Positions	3
FTE	3.00

Revenue Source

General Fund	\$722,655
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Intake and Assessment

Recently, the Office of Population Management has been assigned administrative oversight and coordination of the Intake Center, which provides intake and assessment services for all inmates entering the DOC. In collaboration with Health Services, Offender Information and Sentence Calculation Unit, Security, Behavioral Health Services and other units, they ensure that inmates are placed in the right bed at the right time, and provided with the foundations for a valid "roadmap" for case management to meet their correctional objectives and other service needs.

Accomplishments 2009-11/ Key Initiatives 2011-13

During this biennium, the Intake Center has led the change from using criminogenic assessment to utilizing the Levels of Service/Case Management Inventory instrument in order to align with the DOC's Case Management Initiative. Utilization of this instrument also

BUDGET NARRATIVE

provides a more seamless transition to community corrections as inmates return to the community. This biennium, the Intake Center has averaged about 400 male and 50 female intakes each month.

Key initiatives for 2011-13 include increased efficiency of the Intake Process in order to reduce the amount of time inmates must spend in intake. This will require continued collaboration with Offender Information and Sentence Calculation, Behavioral Health Services, Health Services and Operations. Increased efficiency will create the necessary options for better initial placement decisions, providing inmates with the most appropriate services to meet their correctional objectives. It will also reduce inmate movement and save scarce resource dollars. During this biennium OPM plans to implement systems and business practice changes designed to provide further operational consistency and standardization in order to make consistently better inmate placement decisions and provide an infrastructure for informed Correctional Case Management.

Agency Request Budget

Staffing

Positions	25
FTE	24.28

Revenue Source

General Fund	\$4,520,302
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Governor's Balanced Budget

Staffing

Positions	24
FTE	23.28

Revenue Source

General Fund	\$4,179,817
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BUDGET NARRATIVE

Population Management Office Totals

Agency Request Budget

Staffing

Positions	37
FTE	36.28

Revenue Source

General Fund	\$6,713,755
Other Funds	1,800,012

Governor's Balanced Budget

Staffing

Positions	30
FTE	29.28

Revenue Source

General Fund	\$7,172,759
Other Funds	(226,176)

Department Overhead

Central Administration is also the program unit where certain agency-wide overhead costs are reported. Costs budgeted in this location include Department of Administrative Services assessments, state government service charges, risk management and other insurance costs, Attorney General fees, office rents, utilities for Salem administrative offices, costs associated with the sales of Certificates of Participation, repayments of loans from other state agencies, etc. This activity represents 86 percent of the Central Administration General Fund budget.

BUDGET NARRATIVE

Agency Request Budget

Staffing

None

Revenue Source

General Fund	\$46,328,645	
Other Funds	1,808,336	(Sales of Certificates of Participation)

Governor's Balanced Budget

Staffing

None

Revenue Source

General Fund	\$44,790,668	
Other Funds	0	(Sales of Certificates of Participation)

Inspector General

Special Investigations/Security Threat Management Unit

Organizationally the Inspector General and Special Investigations Unit moves from the Public Services Division to the Central Administration Division in the Governor's Balanced Budget.

Special Investigations Unit

Overview

The Special Investigations Unit (SIU) investigates alleged criminal and administrative misconduct activity including administrative rule violations by inmates, Department of Corrections' staff, contractors, volunteers and inmates' visitors.

BUDGET NARRATIVE

Organization and Staffing

SIU sits within the Office of the Inspector General. It includes positions for a Chief Investigator, three levels of Inspectors and support staff. Under the direction of the Inspector General SIU is managed by the Chief Investigator.

Program Objectives and Services

SIU provides investigative services to all DOC's institutions and facilities. Inmate and employee misconduct make up a majority of SIU's investigative efforts. The unit has investigators specializing in fugitive intelligence and apprehension, drug and contraband investigations, hearings investigations and employee misconduct. The unit is a resource to federal, state and local law enforcement agencies by providing them with intelligence and investigative assistance as it relates to inmates' criminal activity. SIU has offices in Salem, Umatilla, Ontario, Pendleton and Madras.

All investigators are required to testify in criminal proceedings when necessary. SIU also provides written reports for DOC inmate disciplinary and administrative hearings, which support the Oregon Accountability Model by holding inmates accountable for their actions. SIU provides criminal investigative reports to district attorney offices and the Oregon State Police. In 2009, SIU conducted 1,317 investigations. The unit also provides critical intelligence information to DOC institution management on inmate behavior and alliances that could pose a threat to the security of the institutions and the citizens of Oregon. SIU manages the Inspector General Hotline, the department's substance abuse testing program and conducts use of force and suicide reviews providing key information to policy makers.

Security Threat Management Unit

Overview

The Security Threat Management (STM) Unit works to proactively identify inmates who are considered high-alert and potential threats and then manage those inmates. The STM Unit also works with prison management teams to solve or mitigate threats before they evolve into dangerous situations or incidents. The STM Unit has designated employees in various prisons throughout the state. These employees are specially trained in intelligence gathering, inmate management and investigations.

Organization and Staffing

STM Lieutenants are managed and supervised by the Inspector General. The Intel Unit is composed of an Intelligence Analyst, Support Staff, and Inmate Telephone Specialists. Due to operational needs, these staff report to the Intel/Prison Rape Elimination Act (PREA) Coordinator

Program Objectives and Services

STM has three primary functions: the management of high-alert inmates, department-wide intelligence gathering/sharing and investigative support to superintendents during major incidents. High-alert inmate management makes up the majority of STM

BUDGET NARRATIVE

Lieutenants' daily activity, and intelligence is also a key function. The primary responsibility for coordinating intelligence gathering and sharing falls to the Intelligence Analyst. The Inmate Telephone Specialists coordinate the telephone service function and investigate misuse of the system by inmates and outside contacts. The Inmate Telephone Specialists play a key role in gathering intelligence information and forwarding the information to internal and external stakeholders. The STM Unit is a resource to DOC institutions as well as federal, state and local law enforcement agencies by providing them with intelligence and investigative assistance as requested and appropriate. STM has offices at all of the state's major institutions with the Intelligence Analyst, Inmate Telephone Specialists and support located in the Central Office in Salem.

STM also provides written reports for DOC inmate disciplinary and administrative hearings and provides critical intelligence information to DOC institution management on inmate behavior and alliances that could pose a threat to the security of the institutions and the citizens of Oregon.

Accomplishments – 2009-11

- The Office of Inspector General moved into a new era of proactive investigations and more effective management of high-alert inmates. SIU, STM and institutions have implemented focused investigations across the state. Through intelligence gathering, institutions identify inmates likely to be involved in criminal activity or administrative misconduct. SIU uses its investigative resources and experience in partnership with the institutions to focus an investigation on a particular issue and/or a particular group of inmates.
- SIU and the PREA Coordinator have collaborated with the Oregon State Police to implement a multi-agency agreement when conducting investigations related to PREA. These parties have also come together for joint investigator training as it related to PREA investigations.
- SIU assisted in the development of the department's suicide review team and chairs of all suicide reviews.
- DOC changed laboratories used for the department's Substance Abuse Testing Program. This change resulted in advanced technologies in specimen testing, easier (Web based) access of testing results to institution staff and more organized and reliable information available to the department's Research Unit.
- The STM Unit has drafted and implemented approximately 800 Inmate Management Plans for all high-alert inmates on STM caseload statewide.
- SIU made advances to the Inspector General Hotline by launching an awareness campaign regarding the ability for staff, inmates and citizens to report major misconduct or issues of potential threat to the safety, security and/or orderly operations of any DOC facility.
- The Inmate Telephone Specialists in collaboration with the contracts office prepared a new Request for Proposal (RFP) in anticipation of the current telephone vendor contract expiring.
- SIU and DOC have entered into an Inter-agency agreement with the Oregon State Police in the Portland region to coordinate investigative efforts related to our institutions, and to clearly define the assignment of duties. There is already an Inter-agency

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agreement in place between SIU and the State Police in Salem, which as resulted in the successful collaboration of investigative services for both agencies.

- In July of 2009, SIU acquired a cell phone and tobacco K-9. This addition resulted in increased contraband detection capabilities for the SIU K-9 Teams.
- The I-2 Case Management System has been loaded onto the network server and SIU is moving forward with full implementation.
- The Fugitive Apprehension Process has been streamlined to ensure that active warrants exist for all wanted fugitives, as well as updating the DOC400 to reflect current “Abscond” designations for all DOC Fugitives.
- The Office of Inspector General created an Intelligence Unit, comprised of an Intel Analyst, and two Inmate Telephone Specialists/Inspector 2’s. The Intel Unit is responsible for collecting, analyzing and disseminating relevant information between the institutions, STM and all other departments within DOC.

Agency Request Budget

Staffing

Positions	34
FTE	34.00

Note: This program was reflected within the Public Services division during Agency Request.

Revenue Source

General Fund	\$6,912,429
Other Funds	502,784

Governor’s Balanced Budget

Staffing

Positions	34
FTE	34.00

Revenue Source

General Fund	\$6,912,429
Other Funds	528,399

BUDGET NARRATIVE

Hearings Unit

Organizationally the Hearings Unit moves from the Public Services Division to the Central Administration Division in the Governor's Balanced Budget.

Overview

The Hearings Unit is responsible for disciplinary, involuntary administrative segregation and involuntary Mental Health Infirmiry hearings for the department's inmates in accordance with established rules and relevant case law.

Organization and Staffing

The Hearings Unit is composed of 12 Hearings Officers, eight Office Specialist positions and one Administrator. Unit staff are assigned to prisons statewide with the Administrator located at the central office in Salem. Due to operational needs the Hearings Administrator is also the Americans with Disabilities (ADA) Coordinator for inmates.

Program Objectives and Services

Work within the Hearings Unit is driven primarily by inmate activity, particularly misconduct in the prisons. The Hearings Unit provides disciplinary, involuntary administrative segregation and involuntary Mental Health Infirmiry hearings for inmates within the Department of Corrections (DOC) facilities, meeting constitutional requirements for due process. In disciplinary hearings, sanctions are primarily imposed based on a grid that considers the severity of the violation and the prior misconduct history of the inmate and includes segregation, loss of privileges and monetary fines. Other sanctions include, but are not limited to, restitution, revocation of transitional leave and retraction of previously awarded earned/good time credits. Hearings Officers prepare written findings of fact, conclusions and orders to document findings and recommended sanctions. Hearings Officers also provide formal and informal training to DOC employees regarding the disciplinary process, investigation process, report writing and rule interpretation and comprehension.

Accomplishments – 2009-11

- Hearings staff conducted 14,900 formal disciplinary hearings from July 1, 2007 through June 30, 2008
- The Hearings Investigators completed 450 hearings investigations from April 2008 through March 2009
- During the 2009-11 biennium, the Hearings Unit has made vast improvements in training both within the unit and by developing and providing training to its primary customers
- The Hearings Unit has worked closely with Information Services staff on revisions to the Offender Management System (OMS) making it more user-friendly for those entering data and to expand comprehension and use of the system by other DOC employees
- The Hearings Unit has created a number of succession planning opportunities and three Hearings Officer developmental positions

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Agency Request Budget

Staffing

Positions	25
FTE	25.00

Note: This program was reflected within the Public Services Division during Agency Request

Revenue Source

General Fund	\$4,945,316
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Governor's Balanced Budget

Staffing

Positions	25
FTE	25.00

Revenue Source

General Fund	\$4,945,316
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Inspector General Total

Agency Request Budget

Staffing

Positions	59
FTE	59.00

Revenue Source

General Fund	\$11,857,745
Other Funds	528,399

BUDGET NARRATIVE

Governor's Balanced Budget

Staffing

Positions	59
FTE	59.00

Revenue Source

General Fund	\$11,857,745
Other Funds	528,399

BUDGET NARRATIVE

Central Administration

010 Non-PICS Psnl Svc / Vacancy Factor

Package Description

Purpose

This essential package includes three components: 1) The cost of Personal Services adjustments, such as inflation on non-PICS accounts, i.e., unemployment compensation, overtime, differentials, and mass transit taxes, which are not automatically generated by the PICS system and are therefore budgeted here; 2) An adjustment for the anticipated savings associated with normal employee turnover, commonly referred to as vacancy savings, which is developed using a formula prescribed by the Department of Administrative Services (DAS) that considers both the savings and costs associated with normal turnover activity; 3) An adjustment to the PERS Pension Obligation Bond assessment, which is also developed by DAS.

How Achieved

Non-PICS Accounts – With the exception of Mass Transit, adjustment amounts are computed by multiplying the above referenced accounts in the 2011-13 Base Budget by the standard inflation factor of 2.4%.

Vacancy Savings – An estimate of the savings associated with vacancies and hiring delays is included in this package. Vacancy savings are computed using the formula and guidelines prescribed in the Budget and Legislative Concept Instructions and approved in advance by the Department of Administrative Services Budget and Management Division. In Central Administration, projected General Fund vacancy savings decreased by \$995 from the 2009-11 budgeted levels. Other Funds projected vacancy savings are decreased by \$519.

PERS Pension Obligation Bonds – This package includes a decrease of (\$521) General Fund and an increase of \$5,606 Other Funds from 2009-11 budgeted levels for distribution to the Department of Administrative Services for Debt Service on Public Employee Retirement System Pension Obligation Bonds issued during the 2003-05 biennium.

Agency Request Budget

Staffing Impact

None

BUDGET NARRATIVE

Revenue Source

General Fund	\$5,886
Other Funds	6,870

Governor's Balanced Budget

The Governor did not make any changes to this package; however, package 086 removes standard inflation included in this package.

Staffing Impact

None

Revenue Source

General Fund	\$5,886
Other Funds	6,870

2013-15 Fiscal Impact

Actions approved in this package will have varying impacts on future periods. Normal inflation will be integrated into and become part of the Base Budget for 2013-15, as will the funding approved in the non-PICS exceptions. Vacancy savings are re-projected each biennium based on agency experience. The Pension Obligation Bond financing will be an ongoing liability for the agency.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	5,886	-	-	-	-	-	5,886
Total Revenues	\$5,886	-	-	-	-	-	\$5,886
Personal Services							
Temporary Appointments	3,381	-	-	-	-	-	3,381
Overtime Payments	105	-	-	-	-	-	105
All Other Differential	906	-	479	-	-	-	1,385
Public Employees' Retire Cont	197	-	93	-	-	-	290
Pension Bond Contribution	(521)	-	5,606	-	-	-	5,085
Social Security Taxes	336	-	37	-	-	-	373
Mass Transit Tax	487	-	136	-	-	-	623
Vacancy Savings	995	-	519	-	-	-	1,514
Total Personal Services	\$5,886	-	\$6,870	-	-	-	\$12,756
Total Expenditures							
Total Expenditures	5,886	-	6,870	-	-	-	12,756
Total Expenditures	\$5,886	-	\$6,870	-	-	-	\$12,756
Ending Balance							
Ending Balance	-	-	(6,870)	-	-	-	(6,870)
Total Ending Balance	-	-	(\$6,870)	-	-	-	(\$6,870)

BUDGET NARRATIVE

Central Administration

021 Phase-In

Package Description

Purpose

This package includes the additional costs associated with 24 month operation of programs or services phased-in during the prior biennium. Additionally, this package restores one-time agency reductions taken by the 2009-11 Legislature. The elimination of costs for programs that were terminated or phased-out during the prior biennium are reported in Package 022, as are budgets for extraordinary one-time expenditures in the prior biennium. Specific actions taken by this Division are described below.

How Achieved

This package provides the necessary funding for non-PICS Personal Services, Services & Supplies, Capital Outlay, and Special Payments accounts to provide for 24 month operation of units brought on-line during the 2009-11 biennium. The restoration of the budget reduction for the temporary suspension of Ballot Measure 57 is also included.

The additional funding for positions approved by the 2009-11 Legislature and phased-in during the biennium (after July 1, 2009) is budgeted in the Base Budget as part of the automated budget system process. Only the incremental cost for the above mentioned accounts is included in this package. Inflation for these additional costs is also included in this package at the factors prescribed by the Department of Administrative Services.

Restoration of funding for one time agency reductions taken by the 2009-11 Legislature: 1) Capital Outlay and 11% of Special Payments budget for maintenance and repair of central buildings; 2) Certificate of Participation Trustee Fee; 3) Distribution to Individuals for inmate claim settlements. Inflation for these restorations are also included in this package at the factors prescribed by the Department of Administrative Services.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$751,819
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BUDGET NARRATIVE

Governor's Balanced Budget

The Governor did not make any changes to this package; however, package 086 removes standard inflation included in this package.

Staffing Impact

None

Revenue Source

General Fund \$751,819

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 021 - Phase-in

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	751,819	-	-	-	-	-	751,819
Total Revenues	\$751,819	-	-	-	-	-	\$751,819
Services & Supplies							
Instate Travel	2,039	-	-	-	-	-	2,039
Office Expenses	46,586	-	-	-	-	-	46,586
Telecommunications	149,921	-	-	-	-	-	149,921
Data Processing	792	-	-	-	-	-	792
Professional Services	(112)	-	-	-	-	-	(112)
Attorney General	161,334	-	-	-	-	-	161,334
Other COP Costs	111,704	-	-	-	-	-	111,704
Other Services and Supplies	119,571	-	-	-	-	-	119,571
Expendable Prop 250 - 5000	6,381	-	-	-	-	-	6,381
IT Expendable Property	1,166	-	-	-	-	-	1,166
Total Services & Supplies	\$599,382	-	-	-	-	-	\$599,382
Capital Outlay							
Building Structures	60,626	-	-	-	-	-	60,626
Total Capital Outlay	\$60,626	-	-	-	-	-	\$60,626
Special Payments							
Dist to Cities	51,550	-	-	-	-	-	51,550

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 021 - Phase-in

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Special Payments							
Dist to Individuals	40,261	-	-	-	-	-	40,261
Total Special Payments	\$91,811	-	-	-	-	-	\$91,811
Total Expenditures							
Total Expenditures	751,819	-	-	-	-	-	751,819
Total Expenditures	\$751,819	-	-	-	-	-	\$751,819
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Central Administration

022 Phase-out Pgm & One-time Costs

Package Description

Purpose

This package includes the elimination of costs for programs that were terminated or phased-out during the prior biennium. Extraordinary one-time expenditures are also adjusted in this package. Specific actions taken by this Division are described below.

How Achieved

Eliminated from the agency-wide Overhead budget is \$1,418,480 Other Funds budgeted in 2009-11 for issuance and costs related to sales of Certificates of Participation. Limitation for these costs, arising from proposed 2011-13 sales, is requested in Package #154. One-time startup equipment and supplies of \$3,652 General Fund is eliminated for 2009-11 mandated caseload increases.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	(\$3,652)
Other Funds	(1,418,480)

Governor's Balanced Budget

The Governor did not make any changes to this package.

Staffing Impact

None

Revenue Source

General Fund	(\$3,652)
Other Funds	(1,418,480)

BUDGET NARRATIVE

2013-15 Fiscal Impact

The actions included in this package will not affect the 2013-15 budget since they address the elimination of one-time expenditures.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(3,652)	-	-	-	-	-	(3,652)
Cert of Participation	-	-	(1,418,480)	-	-	-	(1,418,480)
Total Revenues	(\$3,652)	-	(\$1,418,480)	-	-	-	(\$1,422,132)
Services & Supplies							
Other COP Costs	-	-	(1,418,480)	-	-	-	(1,418,480)
Expendable Prop 250 - 5000	(2,513)	-	-	-	-	-	(2,513)
IT Expendable Property	(1,139)	-	-	-	-	-	(1,139)
Total Services & Supplies	(\$3,652)	-	(\$1,418,480)	-	-	-	(\$1,422,132)
Total Expenditures							
Total Expenditures	(3,652)	-	(1,418,480)	-	-	-	(1,422,132)
Total Expenditures	(\$3,652)	-	(\$1,418,480)	-	-	-	(\$1,422,132)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Central Administration

031 Standard Inflation

Package Description

Purpose

This package includes funding for inflation and adjustments to reflect the Price List of Goods and Services issued by the Department of Administrative Services. The prescribed standard inflation factors were used for all accounts in this Division.

How Achieved

For 2011-13, inflation factors are 2.4% for standard inflation, 3.1% for Professional Services, 11% for Attorney General charges and 4.4% for Facility Rental and Taxes. Inflation requested in this package is for the 2011-13 Base Budget. Inflation associated with biennialized phased-in programs, when applicable, is included in package #021. Inflation associated with new institution start-up and operation is included in the essential package for caseload, package #040.

An increase of \$4,614,077 General Fund to the State Government Service Charges account makes up a large share of the total General Fund request in this package.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$4,911,913
Other Funds	9,466

Governor's Balanced Budget

The Governor did not make any changes to this package; however, package 086 removes standard inflation included in this package.

Staffing Impact

None

BUDGET NARRATIVE

Revenue Source

General Fund	\$4,911,913
Other Funds	9,466

2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	4,911,913	-	-	-	-	-	4,911,913
Total Revenues	\$4,911,913	-	-	-	-	-	\$4,911,913
Services & Supplies							
Instate Travel	1,587	-	1,777	-	-	-	3,364
Out of State Travel	214	-	-	-	-	-	214
Employee Training	1,033	-	168	-	-	-	1,201
Office Expenses	3,094	-	903	-	-	-	3,997
Telecommunications	5,542	-	21	-	-	-	5,563
State Gov. Service Charges	4,614,077	-	-	-	-	-	4,614,077
Data Processing	10,211	-	16	-	-	-	10,227
Publicity and Publications	806	-	81	-	-	-	887
Professional Services	29,941	-	4,399	-	-	-	34,340
Attorney General	201,400	-	-	-	-	-	201,400
Employee Recruitment and Develop	22	-	468	-	-	-	490
Dues and Subscriptions	72	-	53	-	-	-	125
Facilities Rental and Taxes	30,204	-	-	-	-	-	30,204
Fuels and Utilities	1,831	-	-	-	-	-	1,831
Facilities Maintenance	118	-	76	-	-	-	194
Medical Services and Supplies	528	-	-	-	-	-	528
Other Care of Residents and Patients	2	-	-	-	-	-	2
Other Services and Supplies	874	-	1,138	-	-	-	2,012
Expendable Prop 250 - 5000	99	-	366	-	-	-	465

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	100	-	-	-	-	-	100
Total Services & Supplies	\$4,901,755	-	\$9,466	-	-	-	\$4,911,221
Special Payments							
Dist to Cities	8,325	-	-	-	-	-	8,325
Loan Repaid To State Agencies	1,643	-	-	-	-	-	1,643
Other Special Payments	190	-	-	-	-	-	190
Total Special Payments	\$10,158	-	-	-	-	-	\$10,158
Total Expenditures							
Total Expenditures	4,911,913	-	9,466	-	-	-	4,921,379
Total Expenditures	\$4,911,913	-	\$9,466	-	-	-	\$4,921,379
Ending Balance							
Ending Balance	-	-	(9,466)	-	-	-	(9,466)
Total Ending Balance	-	-	(\$9,466)	-	-	-	(\$9,466)

BUDGET NARRATIVE

Central Administration

032 Above Standard Inflation

Package Description

Purpose

This package includes the amount above standard inflation as prescribed by the Department of Administrative Services. Approval from the Department of Administrative Services Budget & Management Division is required in order to use this package.

How Achieved

For 2011-13 the above standard inflation factor for Medical Services & Supplies is 1.5% and 0.7% for Special Payments.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$3,292
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Governor's Balanced Budget

The Governor did not make any changes to this package.

Staffing Impact

None

Revenue Source

General Fund	\$3,292
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2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 032 - Above Standard Inflation

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	3,292	-	-	-	-	-	3,292
Total Revenues	\$3,292	-	-	-	-	-	\$3,292
Services & Supplies							
Medical Services and Supplies	330	-	-	-	-	-	330
Total Services & Supplies	\$330	-	-	-	-	-	\$330
Special Payments							
Dist to Cities	2,428	-	-	-	-	-	2,428
Loan Repaid To State Agencies	479	-	-	-	-	-	479
Other Special Payments	55	-	-	-	-	-	55
Total Special Payments	\$2,962	-	-	-	-	-	\$2,962
Total Expenditures							
Total Expenditures	3,292	-	-	-	-	-	3,292
Total Expenditures	\$3,292	-	-	-	-	-	\$3,292
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Central Administration

040 Mandated Caseload

Package Description

Purpose

Mandated caseload changes included in this package are based on caseload changes for programs that are required by the federal government, the state constitution, or court actions. Mandated caseload costs include but are not limited to the cost of the additional staff and operating costs required to operate these programs. The April 2010 Oregon Corrections Population Forecast, published by the Department of Administrative Services Office of Economic Analysis, is the basis for actions presented in this package.

How Achieved

In response to the caseload projections included in the April 2010 Population Forecast, the department's Long-range Construction and Population Management Plans have been revised. Based on projected inmate growth, occupancy of the 1,227-bed medium-custody men's facility in Madras (Deer Ridge Correctional Institution) will continue to be phased in. The Population Management Plan also reflects continued use of temporary and emergency beds within the Department's facilities as needed to manage the growing prison population.

This package includes \$9,683 General Fund in the Department Overhead account for increased Employee Assistance Program costs and \$56,050 General Fund for increased State Data Center usage fees associated with agency wide staffing in this package. An Attorney General reduction of \$91,313 General Fund for inmate appeals, results from the overall population decline in the population forecast from April 2009 with Measure 57 nine month restoration to April 2010.

Agency Request Budget

Staffing Impact

Positions	1
FTE	1.00

Revenue Source

General Fund	\$440,938
Other Funds	(203,923)

BUDGET NARRATIVE

Governor's Balanced Budget

This package was adjusted for changes in the population forecast between April 2010 and October 2010.

Staffing Impact

Positions	1
FTE	1.00

Revenue Source

General Fund	\$395,524
Other Funds	(203,923)

2013-15 Fiscal Impact

The actions included in this package will become part of the base budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 040 - Mandated Caseload

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	395,524	-	-	-	-	-	395,524
Total Revenues	\$395,524	-	-	-	-	-	\$395,524
Personal Services							
Class/Unclass Sal. and Per Diem	230,016	-	(136,488)	-	-	-	93,528
Empl. Rel. Bd. Assessments	82	-	(41)	-	-	-	41
Public Employees' Retire Cont	44,830	-	(26,602)	-	-	-	18,228
Social Security Taxes	17,596	-	(10,441)	-	-	-	7,155
Unemployment Assessments	414	-	-	-	-	-	414
Worker's Comp. Assess. (WCD)	118	-	(59)	-	-	-	59
Mass Transit Tax	1,380	-	(819)	-	-	-	561
Flexible Benefits	60,192	-	(30,096)	-	-	-	30,096
Vacancy Savings	(623)	-	623	-	-	-	-
Total Personal Services	\$354,005	-	(\$203,923)	-	-	-	\$150,082
Services & Supplies							
Instate Travel	1,491	-	-	-	-	-	1,491
Office Expenses	6,890	-	-	-	-	-	6,890
Data Processing	13,453	-	-	-	-	-	13,453
Professional Services	7,447	-	-	-	-	-	7,447
Attorney General	(91,313)	-	-	-	-	-	(91,313)
Other Services and Supplies	103,551	-	-	-	-	-	103,551
Total Services & Supplies	\$41,519	-	-	-	-	-	\$41,519

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 040 - Mandated Caseload

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	395,524	-	(203,923)	-	-	-	191,601
Total Expenditures	\$395,524	-	(\$203,923)	-	-	-	\$191,601
Ending Balance							
Ending Balance	-	-	203,923	-	-	-	203,923
Total Ending Balance	-	-	\$203,923	-	-	-	\$203,923
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1
Total FTE							
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

REPORT: PACKAGE FISCAL IMPACT REPORT

2011-13

PROD FILE

AGENCY:29100 DEPT OF CORRECTIONS

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:004-00-00 Central Administration

PACKAGE: 040 - Mandated Caseload

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1100001	AAONC0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	02	2,727.00	65,448 47,959				65,448 47,959
9500223	MMN X0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	07	6,249.00	149,976 70,899				149,976 70,899
9500223	MMS X7004	AA PRINCIPAL EXECUTIVE/MANAGER C	1-	1.00-	24.00-	09	5,957.00	142,968- 68,997-				142,968- 68,997-
9512420	AAONC6783	AA CORRECTIONAL COUNSELOR	1-	1.00-	24.00-	08	5,687.00		136,488- 67,239-			136,488- 67,239-
9512420	MMN X0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	08	6,565.00	157,560 72,957				157,560 72,957
TOTAL PICS SALARY								230,016	136,488-			93,528
TOTAL PICS OPE								122,818	67,239-			55,579
TOTAL PICS PERSONAL SERVICES =			1	1.00	24.00			352,834	203,727-			149,107

BUDGET NARRATIVE

Central Administration

050 Fund Shifts

Package Description

Purpose

This package requests the transfer of revenues or expenditures between fund types.

How Achieved

This package transfers NON-PICS Personal Services budget from Other Funds to General Fund for one position that was fund-shifted in package 040, in order to align this position to the correct funding source.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$7,905
Other Funds	(7,905)

Governor's Balanced Budget

The Governor did not make any changes to this package.

Staffing Impact

None

Revenue Source

General Fund	\$7,905
Other Funds	(7,905)

BUDGET NARRATIVE

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 050 - Fundshifts

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	7,905	-	-	-	-	-	7,905
Total Revenues	\$7,905	-	-	-	-	-	\$7,905
Personal Services							
Pension Bond Contribution	7,905	-	(7,905)	-	-	-	-
Total Personal Services	\$7,905	-	(\$7,905)	-	-	-	-
Total Expenditures							
Total Expenditures	7,905	-	(7,905)	-	-	-	-
Total Expenditures	\$7,905	-	(\$7,905)	-	-	-	-
Ending Balance							
Ending Balance	-	-	7,905	-	-	-	7,905
Total Ending Balance	-	-	\$7,905	-	-	-	\$7,905

BUDGET NARRATIVE

Central Administration

060 Technical Adjustments

Package Description

Purpose

This package is used to highlight adjustments to the agency budget that do not meet the criteria of the other essential packages, but are still significant to the overall understanding and presentation of the agency budget.

How Achieved

DOC completed an internal reorganization to move the Intake Center from the Operations Division (CCCF) to Central Administration (Office of Population Management), resulting in General Fund transfers of \$4,349,195 in Personal Services and \$171,107 in Services and Supplies. During the reconciliation of the 2009-11 Legislatively Adopted Budget HB 5054, package 802, reduced the departments fleet assessment. The full value of that reduction was taken in the Central Administration Division. A technical adjustment is requested in this package to allocate that reduction out to the various Divisions within DOC. The net affect on the Central Administration Division is an increase of \$566,480 General Fund.

Agency Request Budget

Staffing Impact

Positions	25
FTE	24.28

Revenue Source

General Fund	\$5,086,782
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Governor's Balanced Budget

The Governor did not make any changes to this package.

Staffing Impact

Positions	25
FTE	24.28

BUDGET NARRATIVE

Revenue Source

General Fund \$5,086,782

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	5,086,782	-	-	-	-	-	5,086,782
Total Revenues	\$5,086,782	-	-	-	-	-	\$5,086,782
Personal Services							
Class/Unclass Sal. and Per Diem	2,611,542	-	-	-	-	-	2,611,542
Overtime Payments	9,128	-	-	-	-	-	9,128
All Other Differential	45,940	-	-	-	-	-	45,940
Empl. Rel. Bd. Assessments	984	-	-	-	-	-	984
Public Employees' Retire Cont	519,722	-	-	-	-	-	519,722
Pension Bond Contribution	157,041	-	-	-	-	-	157,041
Social Security Taxes	203,993	-	-	-	-	-	203,993
Worker's Comp. Assess. (WCD)	1,416	-	-	-	-	-	1,416
Mass Transit Tax	16,336	-	-	-	-	-	16,336
Flexible Benefits	692,208	-	-	-	-	-	692,208
Vacancy Savings	(10,499)	-	-	-	-	-	(10,499)
Reconciliation Adjustment	101,384	-	-	-	-	-	101,384
Total Personal Services	\$4,349,195	-	-	-	-	-	\$4,349,195
Services & Supplies							
Instate Travel	(2,348)	-	-	-	-	-	(2,348)
Employee Training	8,210	-	-	-	-	-	8,210
Office Expenses	87,495	-	-	-	-	-	87,495
Telecommunications	391,612	-	-	-	-	-	391,612
Data Processing	15,467	-	-	-	-	-	15,467

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Publicity and Publications	3,082	-	-	-	-	-	3,082
Employee Recruitment and Develop	3,256	-	-	-	-	-	3,256
Dues and Subscriptions	1,622	-	-	-	-	-	1,622
Fuels and Utilities	599,528	-	-	-	-	-	599,528
Other Services and Supplies	22,715	-	-	-	-	-	22,715
Expendable Prop 250 - 5000	22,280	-	-	-	-	-	22,280
Total Services & Supplies	\$1,152,919	-	-	-	-	-	\$1,152,919
Special Payments							
Dist to Cities	(346,876)	-	-	-	-	-	(346,876)
Loan Repaid To State Agencies	(68,456)	-	-	-	-	-	(68,456)
Total Special Payments	(\$415,332)	-	-	-	-	-	(\$415,332)
Total Expenditures							
Total Expenditures	5,086,782	-	-	-	-	-	5,086,782
Total Expenditures	\$5,086,782	-	-	-	-	-	\$5,086,782
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Positions							
Total Positions							25
Total Positions	-	-	-	-	-	-	25
Total FTE							
Total FTE							24.28
Total FTE	-	-	-	-	-	-	24.28

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0100136	AAONC0871	AA OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	08	6,251.00	150,024 70,913				150,024 70,913
0100137	AAONC0871	AA OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	07	5,964.00	143,136 69,043				143,136 69,043
0100140	AAONC0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	03	2,849.00	68,376 48,753				68,376 48,753
0100141	AAONC0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	08	3,577.00	85,848 53,495				85,848 53,495
0100142	AAONC0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	08	3,577.00	85,848 53,495				85,848 53,495
0100143	AAONC6298	AA TEST COORDINATOR	1	1.00	24.00	08	3,748.00	89,952 54,609				89,952 54,609
0300133	AAONC6783	AA CORRECTIONAL COUNSELOR	1	1.00	24.00	03	4,505.00	108,120 59,539				108,120 59,539
0500246	MMS X7002	AA PRINCIPAL EXECUTIVE/MANAGER B	1	.28	6.80	02	3,855.00	26,214 7,214				26,214 7,214
0518000	AAONC6783	AA CORRECTIONAL COUNSELOR	1	1.00	24.00	08	5,687.00	136,488 67,239				136,488 67,239
0518002	AAONC6783	AA CORRECTIONAL COUNSELOR	1	1.00	24.00	08	5,687.00	136,488 67,239				136,488 67,239
0700252	AAONC0107	AA ADMINISTRATIVE SPECIALIST 1	1	1.00	24.00	08	3,911.00	93,864 55,671				93,864 55,671
2131204	AAONC6783	AA CORRECTIONAL COUNSELOR	1	1.00	24.00	04	4,713.00	113,112 60,894				113,112 60,894
7081006	AAONC6783	AA CORRECTIONAL COUNSELOR	1	1.00	24.00	06	5,174.00	124,176 63,897				124,176 63,897
8703034	AAONC6783	AA CORRECTIONAL COUNSELOR	1	1.00	24.00	05	4,941.00	118,584 62,380				118,584 62,380
8900322	AAONC0118	AA EXECUTIVE SUPPORT SPECIALIST 1	1	1.00	24.00	08	3,911.00	93,864 55,671				93,864 55,671
8913006	MMS X7006	AA PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	09	6,889.00	165,336 75,068				165,336 75,068

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
8913007	AAONC6783	AA	CORRECTIONAL COUNSELOR	1	1.00	24.00	04	4,713.00	113,112 60,894				113,112 60,894
8913008	AAONC6783	AA	CORRECTIONAL COUNSELOR	1	1.00	24.00	08	5,687.00	136,488 67,239				136,488 67,239
9101010	AAONC6298	AA	TEST COORDINATOR	1	1.00	24.00	08	3,748.00	89,952 54,609				89,952 54,609
9101011	AAONC6298	AA	TEST COORDINATOR	1	1.00	24.00	08	3,748.00	89,952 54,609				89,952 54,609
9101012	AAONC6298	AA	TEST COORDINATOR	1	1.00	24.00	08	3,748.00	89,952 54,609				89,952 54,609
9512411	AAONC6783	AA	CORRECTIONAL COUNSELOR	1	1.00	24.00	07	5,461.00	131,064 65,766				131,064 65,766
9512412	AAONC6783	AA	CORRECTIONAL COUNSELOR	1	1.00	24.00	02	4,292.00	103,008 58,152				103,008 58,152
9912006	AAONC6783	AA	CORRECTIONAL COUNSELOR	1	1.00	24.00	05	4,941.00	118,584 62,380				118,584 62,380
TOTAL PICS SALARY									2,611,542				2,611,542
TOTAL PICS OPE									1,403,378				1,403,378
TOTAL PICS PERSONAL SERVICES =				24	23.28	558.80			4,014,920				4,014,920

BUDGET NARRATIVE

Central Administration Division

086 Eliminate Inflation

Package Description

Purpose

This package, added by the Governor, eliminates standard inflation from essential packages in the 2011-13 Current Service Level budget.

How Achieved

Standard inflation rates and adjustments were removed from non-PICS personal services budget items such as temporary appointments, overtime and differentials. In addition, standard inflation was removed from specific service and supply, capital outlay, and special payments line items, including biennialized phase-in programs, caseload changes and elements of the Price List of Goods and Services issued by the Department of Administrative Services

Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	(\$1,517,220)
Other Funds	(\$10,054)

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 086 - Eliminate Inflation

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(1,517,220)	-	-	-	-	-	(1,517,220)
Total Revenues	(\$1,517,220)	-	-	-	-	-	(\$1,517,220)
Personal Services							
Temporary Appointments	(3,140)	-	-	-	-	-	(3,140)
Overtime Payments	(83)	-	-	-	-	-	(83)
All Other Differential	(713)	-	(377)	-	-	-	(1,090)
Public Employees' Retire Cont	(155)	-	(73)	-	-	-	(228)
Social Security Taxes	(301)	-	(29)	-	-	-	(330)
Total Personal Services	(\$4,392)	-	(\$479)	-	-	-	(\$4,871)
Services & Supplies							
Instate Travel	(1,672)	-	(1,777)	-	-	-	(3,449)
Out of State Travel	(214)	-	-	-	-	-	(214)
Employee Training	(1,033)	-	(168)	-	-	-	(1,201)
Office Expenses	(4,378)	-	(1,012)	-	-	-	(5,390)
Telecommunications	(9,140)	-	(21)	-	-	-	(9,161)
State Gov. Service Charges	(1,228,580)	-	-	-	-	-	(1,228,580)
Data Processing	(11,588)	-	(16)	-	-	-	(11,604)
Publicity and Publications	(806)	-	(81)	-	-	-	(887)
Professional Services	(30,171)	-	(4,399)	-	-	-	(34,570)
Attorney General	(201,400)	-	-	-	-	-	(201,400)
Employee Recruitment and Develop	(22)	-	(468)	-	-	-	(490)
Dues and Subscriptions	(72)	-	(53)	-	-	-	(125)

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 086 - Eliminate Inflation

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Facilities Rental and Taxes	(1,831)	-	-	-	-	-	(1,831)
Fuels and Utilities	(105)	-	-	-	-	-	(105)
Facilities Maintenance	(25)	-	(76)	-	-	-	(101)
Medical Services and Supplies	(528)	-	-	-	-	-	(528)
Other Care of Residents and Patients	(2)	-	-	-	-	-	(2)
Other COP Costs	(2,681)	-	-	-	-	-	(2,681)
Other Services and Supplies	(6,217)	-	(1,138)	-	-	-	(7,355)
Expendable Prop 250 - 5000	(252)	-	(366)	-	-	-	(618)
IT Expendable Property	(128)	-	-	-	-	-	(128)
Total Services & Supplies	(\$1,500,845)	-	(\$9,575)	-	-	-	(\$1,510,420)
Capital Outlay							
Building Structures	(1,455)	-	-	-	-	-	(1,455)
Total Capital Outlay	(\$1,455)	-	-	-	-	-	(\$1,455)
Special Payments							
Dist to Cities	(9,562)	-	-	-	-	-	(9,562)
Dist to Individuals	(966)	-	-	-	-	-	(966)
Total Special Payments	(\$10,528)	-	-	-	-	-	(\$10,528)
Total Expenditures							
Total Expenditures	(1,517,220)	-	(10,054)	-	-	-	(1,527,274)
Total Expenditures	(\$1,517,220)	-	(\$10,054)	-	-	-	(\$1,527,274)

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 086 - Eliminate Inflation

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	10,054	-	-	-	10,054
Total Ending Balance	-	-	\$10,054	-	-	-	\$10,054

BUDGET NARRATIVE

Central Administration Division

087 Personal Service Adjustment

Package Description

Purpose

This package, added by the Governor, reflects a 5.5% across-the-board reduction in total personal services from the 2011-13 Current Service Level budget.

How Achieved

This unspecified reduction was allocated proportionately across all segments of the Central Administration Division based on total personal services in the 2011-13 Current Service Level budget.

Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	(\$541,826)
Other Funds	(79,039)

2013-15 Fiscal Impact

The actions included in this package will have no impact to the 2013-15 budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 087 - Personal Service Adjustments

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(541,826)	-	-	-	-	-	(541,826)
Total Revenues	(\$541,826)	-	-	-	-	-	(\$541,826)
Personal Services							
Reconciliation Adjustment	(541,826)	-	(79,039)	-	-	-	(620,865)
Total Personal Services	(\$541,826)	-	(\$79,039)	-	-	-	(\$620,865)
Total Expenditures							
Total Expenditures	(541,826)	-	(79,039)	-	-	-	(620,865)
Total Expenditures	(\$541,826)	-	(\$79,039)	-	-	-	(\$620,865)
Ending Balance							
Ending Balance	-	-	79,039	-	-	-	79,039
Total Ending Balance	-	-	\$79,039	-	-	-	\$79,039

BUDGET NARRATIVE

Central Administration Division

090 Analyst Adjustments

Package Description

Purpose

This package, added by the Governor, reflects additional reductions taken to meet a 25% General Fund target for the public safety program area.

How Achieved

This package takes a General Fund reduction for the delay in opening the Deer Ridge Correctional Institution (DRCI) medium security facility of \$39,659. However, Package 040 already reflected a caseload reduction for the delay in opening the DRCI medium security facility, so a technical adjustment will be pursued in the Legislatively Adopted Budget to correct this.

In addition, there are three technical adjustments included in this package. First one is moving (\$101,384) from Central Administration to Operations (correcting an Intake position transfer in package 060). Second is an internal reorganization to move New Prison Construction and Community Development from the Central Administration Division to the Public Services Division, resulting in an Other Fund transfer of (\$1,014,021). The third is another internal reorganization to move the Inspector General unit from the Public Services Division to the Central Administration Division, resulting in a General Fund transfer of \$11,857,745 and an Other Fund transfer of \$502,784. The transfer amounts for these technical adjustments did not take into consideration adjustments made in packages 086 and 087. Therefore, a further technical adjustment will be requested to resolve this issue.

Governor's Balanced Budget

Staffing Impact

Positions	52
FTE	52.00

Revenue Source

General Fund	11,716,702
Other Funds	(511,237)

BUDGET NARRATIVE

2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	11,716,702	-	-	-	-	-	11,716,702
Total Revenues	\$11,716,702	-	-	-	-	-	\$11,716,702
Transfers Out							
Transfer Out - Intrafund	-	-	(511,237)	-	-	-	(511,237)
Total Transfers Out	-	-	(\$511,237)	-	-	-	(\$511,237)
Personal Services							
Class/Unclass Sal. and Per Diem	6,969,840	-	(635,256)	-	-	-	6,334,584
Overtime Payments	16,378	-	-	-	-	-	16,378
All Other Differential	95,559	-	-	-	-	-	95,559
Empl. Rel. Bd. Assessments	2,296	-	(123)	-	-	-	2,173
Public Employees' Retire Cont	1,380,231	-	(123,812)	-	-	-	1,256,419
Pension Bond Contribution	398,143	-	(36,612)	-	-	-	361,531
Social Security Taxes	541,746	-	(48,597)	-	-	-	493,149
Unemployment Assessments	4,306	-	-	-	-	-	4,306
Worker's Comp. Assess. (WCD)	3,304	-	(177)	-	-	-	3,127
Mass Transit Tax	42,503	-	(3,813)	-	-	-	38,690
Flexible Benefits	1,685,376	-	(90,288)	-	-	-	1,595,088
Vacancy Savings	(26,640)	-	2,863	-	-	-	(23,777)
Reconciliation Adjustment	(98,712)	-	731,889	-	-	-	633,177
Total Personal Services	\$11,014,330	-	(\$203,926)	-	-	-	\$10,810,404

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

**Corrections, Dept of
Pkg: 090 - Analyst Adjustments**

**Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	124,388	-	(39,203)	-	-	-	85,185
Out of State Travel	1,501	-	-	-	-	-	1,501
Employee Training	20,268	-	(6,995)	-	-	-	13,273
Office Expenses	261,397	-	(26,770)	-	-	-	234,627
Telecommunications	-	-	(848)	-	-	-	(848)
Data Processing	(21,858)	-	(678)	-	-	-	(22,536)
Publicity and Publications	-	-	(3,391)	-	-	-	(3,391)
Professional Services	14,285	-	(141,894)	-	-	-	(127,609)
Employee Recruitment and Develop	1,430	-	(19,501)	-	-	-	(18,071)
Dues and Subscriptions	969	-	(2,226)	-	-	-	(1,257)
Facilities Maintenance	-	-	(3,180)	-	-	-	(3,180)
Medical Services and Supplies	200,235	-	-	-	-	-	200,235
Other Care of Residents and Patients	1,935	-	-	-	-	-	1,935
Other Services and Supplies	49,571	-	(47,377)	-	-	-	2,194
Expendable Prop 250 - 5000	16,303	-	(15,248)	-	-	-	1,055
IT Expendable Property	31,948	-	-	-	-	-	31,948
Total Services & Supplies	\$702,372	-	(\$307,311)	-	-	-	\$395,061
Total Expenditures							
Total Expenditures	11,716,702	-	(511,237)	-	-	-	11,205,465
Total Expenditures	\$11,716,702	-	(\$511,237)	-	-	-	\$11,205,465

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							52
Total Positions	-	-	-	-	-	-	52
Total FTE							
Total FTE							52.00
Total FTE	-	-	-	-	-	-	52.00

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0013001	CP	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	08	3,576.00	85,824 53,488				85,824 53,488
0015002	AAONC	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	07	3,411.00	81,864 52,414				81,864 52,414
0300143	AAONC	5238	AA DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	04	4,713.00	113,112 60,894				113,112 60,894
0500036	AAONC	1519	AA CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	02	4,941.00	118,584 62,380				118,584 62,380
0500038	MMN	X5239	AA DEPT/CORRECTIONS INSPECTOR 3	1	1.00	24.00	09	6,249.00	149,976 70,899				149,976 70,899
0500039	AAONC	5238	AA DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	06	5,174.00	124,176 63,897				124,176 63,897
0500217	AAONC	1519	AA CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	06	5,964.00	143,136 69,043				143,136 69,043
0524001	AAONC	1483	IA INFO SYSTEMS SPECIALIST 3	1	1.00	24.00	09	4,718.00		113,232 60,927			113,232 60,927
0700622	MMS	X6779	AA CORRECTIONAL LIEUTENANT	1	1.00	24.00	06	5,406.00	129,744 65,408				129,744 65,408
0700648	MMN	X5239	AA DEPT/CORRECTIONS INSPECTOR 3	1	1.00	24.00	09	6,249.00	149,976 70,899				149,976 70,899
0700653	AAONC	1519	AA CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	08	6,553.00	157,272 72,879				157,272 72,879
0700656	AAONC	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	03	2,849.00	68,376 48,753				68,376 48,753
0706001	AAONC	1519	AA CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	08	6,553.00	157,272 72,879				157,272 72,879
0706201	AAONC	1519	AA CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	08	6,553.00	157,272 72,879				157,272 72,879
0710003	AAONC	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	03	2,849.00		68,376 48,753			68,376 48,753
0900279	AAONC	1519	AA CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	02	4,941.00	118,584 62,380				118,584 62,380

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0900280	AAONC0104 AA	OFFICE SPECIALIST 2	1	1.00	24.00	07	3,411.00	81,864 52,414				81,864 52,414
0900282	AAONC5238 AA	DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	02	4,292.00	103,008 58,152				103,008 58,152
0900283	AAONC5238 AA	DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	02	4,292.00	103,008 58,152				103,008 58,152
0900284	MMS X6779 AA	CORRECTIONAL LIEUTENANT	1	1.00	24.00	02	4,448.00	106,752 59,168				106,752 59,168
1100199	AAONC0104 AA	OFFICE SPECIALIST 2	1	1.00	24.00	02	2,727.00	65,448 47,959				65,448 47,959
6000632	AAONC0104 AA	OFFICE SPECIALIST 2	1	1.00	24.00	08	3,577.00	85,848 53,495				85,848 53,495
6000903	MMS X7008 AA	PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	07	6,889.00	165,336 75,068				165,336 75,068
7108018	AAONC0861 AA	PROGRAM ANALYST 2	1	1.00	24.00	07	5,964.00	143,136 69,043				143,136 69,043
7108031	AAONC5238 AA	DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	08	5,687.00	136,488 67,239				136,488 67,239
7113005	AAONC5238 AA	DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	06	5,174.00	124,176 63,897				124,176 63,897
8700072	AAONC1519 AA	CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	08	6,553.00	157,272 72,879				157,272 72,879
8900096	MMS X6779 AA	CORRECTIONAL LIEUTENANT	1	1.00	24.00	09	6,249.00	149,976 70,899				149,976 70,899
8911102	AAONC0104 AA	OFFICE SPECIALIST 2	1	1.00	24.00	05	3,115.00	74,760 50,486				74,760 50,486
8913023	MMS X6779 AA	CORRECTIONAL LIEUTENANT	1	1.00	24.00	09	6,249.00	149,976 70,899				149,976 70,899
8913098	MMN X5239 AA	DEPT/CORRECTIONS INSPECTOR 3	1	1.00	24.00	04	4,906.00	117,744 62,151				117,744 62,151
8913099	MMN X5239 AA	DEPT/CORRECTIONS INSPECTOR 3	1	1.00	24.00	09	6,249.00	149,976 70,899				149,976 70,899

REPORT: PACKAGE FISCAL IMPACT REPORT

2011-13

PROD FILE

AGENCY:29100 DEPT OF CORRECTIONS

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:004-00-00 Central Administration

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
8913127	AAONC5238	AA	DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	06	5,174.00	124,176 63,897				124,176 63,897
8913128	AAONC5238	AA	DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	08	5,687.00	136,488 67,239				136,488 67,239
8919006	MMS X7008	AA	PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	07	6,889.00	165,336 75,068				165,336 75,068
9101001	AAONC1519	AA	CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	08	6,553.00	157,272 72,879				157,272 72,879
9124001	AAONC5238	AA	DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	08	5,687.00	136,488 67,239				136,488 67,239
9124002	AAONC5238	AA	DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	07	5,461.00	131,064 65,766				131,064 65,766
9500005	AAONC0118	AA	EXECUTIVE SUPPORT SPECIALIST 1	1	1.00	24.00	08	3,911.00	93,864 55,671				93,864 55,671
9500346	MMS X7010	AA	PRINCIPAL EXECUTIVE/MANAGER F	1-	1.00-	24.00-	10	8,774.00		210,576- 87,346-			210,576- 87,346-
9512007	AAONC1519	AA	CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	04	5,461.00	131,064 65,766				131,064 65,766
9512355	AAONC1519	AA	CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	08	6,553.00	157,272 72,879				157,272 72,879
9512356	MMN X5239	AA	DEPT/CORRECTIONS INSPECTOR 3	1	1.00	24.00	09	6,249.00	149,976 70,899				149,976 70,899
9512357	AAONC5238	AA	DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	08	5,687.00	136,488 67,239				136,488 67,239
9512416	AAONC1519	AA	CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	03	5,174.00	124,176 63,897				124,176 63,897
9512454	AAONC0104	AA	OFFICE SPECIALIST 2	1-	1.00-	24.00-	07	3,411.00		81,864- 52,414-			81,864- 52,414-
9700711	MMN X3269	AA	CONSTRUCTION PROJECT MANAGER 3	1-	1.00-	24.00-	09	7,585.00		182,040- 79,602-			182,040- 79,602-
9700713	AAONC0104	AA	OFFICE SPECIALIST 2	1-	1.00-	24.00-	08	3,577.00		85,848- 53,495-			85,848- 53,495-

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
9700935	MMS	X7008	AA PRINCIPAL EXECUTIVE/MANAGER E	1-	1.00-	24.00-	10	7,969.00		191,256-			191,256-
										82,103-			82,103-
9702058	MMS	X6779	AA CORRECTIONAL LIEUTENANT	1	1.00	24.00	08	5,957.00	142,968				142,968
									68,997				68,997
9702211	MMS	X6779	AA CORRECTIONAL LIEUTENANT	1	1.00	24.00	09	6,249.00	149,976				149,976
									70,899				70,899
9702498	AAONC	5238	AA DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	06	5,174.00	124,176				124,176
									63,897				63,897
9702609	AAONC	5237	AA DEPT/CORRECTIONS INSPECTOR 1	1	1.00	24.00	08	4,713.00	113,112				113,112
									60,894				60,894
9702611	AAONC	5238	AA DEPT/CORRECTIONS INSPECTOR 2	1	1.00	24.00	04	4,713.00	113,112				113,112
									60,894				60,894
9702612	AAONC	0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	04	2,976.00	71,424				71,424
									49,580				49,580
9702613	AAONC	1519	AA CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	04	5,461.00	131,064				131,064
									65,766				65,766
9702630	AAONC	0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	08	3,577.00	85,848				85,848
									53,495				53,495
9707006	MMS	X7006	AA PRINCIPAL EXECUTIVE/MANAGER D	1-	1.00-	24.00-	10	7,224.00		173,376-			173,376-
										77,250-			77,250-
9712020	MMS	X6779	AA CORRECTIONAL LIEUTENANT	1	1.00	24.00	09	6,249.00	149,976				149,976
									70,899				70,899
9900213	AAONC	1483	IA INFO SYSTEMS SPECIALIST 3	1	1.00	24.00	08	4,504.00		108,096			108,096
										59,533			59,533
9902477	AAONC	5237	AA DEPT/CORRECTIONS INSPECTOR 1	1	1.00	24.00	08	4,713.00	113,112				113,112
									60,894				60,894
9902479	AAONC	0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	03	2,849.00	68,376				68,376
									48,753				48,753
9902480	AAONC	5237	AA DEPT/CORRECTIONS INSPECTOR 1	1	1.00	24.00	02	3,577.00	85,848				85,848
									53,495				53,495
9902484	MMN	X5239	AA DEPT/CORRECTIONS INSPECTOR 3	1	1.00	24.00	09	6,249.00	149,976				149,976
									70,899				70,899

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
9902486	AAONC1519	AA	CORRECTIONAL HEARINGS OFFICER	1	1.00	24.00	08	6,553.00	157,272 72,879				157,272 72,879
TOTAL PICS SALARY									6,969,840	635,256-			6,334,584
TOTAL PICS OPE									3,582,572	262,997-			3,319,575
TOTAL PICS PERSONAL SERVICES =				53	53.00	1272.00			10,552,412	898,253-			9,654,159

BUDGET NARRATIVE

Central Administration Division

092 Fund Shifts\Sweeps

Package Description

Purpose

This package shifts funding on Certificate of Participation (COP) funded positions along with services & supplies from Other Funds to General Fund.

How Achieved

This package shifts funding on two New Prison Construction positions along with the services & supplies need for this unit from Other Funds to General Fund. These permanent positions will no longer be funded by COP's.

Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	\$897,459
Other Funds	(897,459)

2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 092 - Fund Shifts/Sweeps

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	897,459	-	-	-	-	-	897,459
Cert of Participation	-	-	(897,459)	-	-	-	(897,459)
Total Revenues	\$897,459	-	(\$897,459)	-	-	-	-
Personal Services							
Reconciliation Adjustment	852,459	-	(852,459)	-	-	-	-
Total Personal Services	\$852,459	-	(\$852,459)	-	-	-	-
Services & Supplies							
Instate Travel	34,253	-	(34,253)	-	-	-	-
Office Expenses	10,747	-	(10,747)	-	-	-	-
Total Services & Supplies	\$45,000	-	(\$45,000)	-	-	-	-
Total Expenditures							
Total Expenditures	897,459	-	(897,459)	-	-	-	-
Total Expenditures	\$897,459	-	(\$897,459)	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Central Administration

154 COP Sale Expenses

Package Description

Purpose

This package requests Other Funds expenditure authority for costs incurred as Certificates of Participation are sold to finance approved projects.

How Achieved

Projections of costs associated with sales of Certificates of Participation are calculated by the Department of Administrative Services Capital Investment Section. Proceeds from these sales of Certificates of Participation are also used to pay for issuance costs, including Bond Counsel and related legal fees.

Agency Request Budget

Staffing Impact

None

Revenue Source

Other Funds	\$1,808,336
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Governor's Balanced Budget

The Governor did not recommend this package.

Staffing Impact

None

Revenue Source

Other Funds	\$0
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BUDGET NARRATIVE

2013-15 Fiscal Impact

This package was denied and will not have an impact in the 2013-15 biennium.

BUDGET NARRATIVE

Central Administration

201 DAS Mandated Business Practices

Package Description

Purpose

The Department of Corrections (DOC) has grown from a handful of prisons employing 1,000 employees in 1985 to 15 prisons and over 4,500 employees today. Additional facilities are planned for the future, and a corresponding increase in the workforce will accompany that growth. With this continual increase, the need to address a diverse workforce has become imperative. Currently, staff composition within DOC varies widely with individual differences noted in ethnicity, age, gender, sexual orientation, educational level, religion and personal philosophy. Further differences also exist between the work cultures of the various correctional facilities and functional work units.

As a State of Oregon agency, the DOC is mindful of the need to remain compliant with federal, state and local laws that govern hiring practices, promotion, recruitment and retention, as well as affirmative action directives. In January 2005, Governor Kulongoski established a new driver aimed at facilitating diversity and cultural competency in the workplace with Executive Order 05-01, which clearly outlines organizational expectations regarding affirmative action, diversity and cultural competency.

In this regard, it is worth noting that the DOC is a state government agency with offices and institutions that cover the geography of the ninth largest state in the union. Its numerous facilities are in constant operation, every day of the year. At once, it is a centralized agency with a headquarters in the state capitol of Salem, and a decentralized operation, with thousands of diverse line staff in direct contact with a diverse inmate population and a community on a daily on-going basis.

The governor's executive order as well as anecdotal information provided by DOC staff, contractors and volunteers suggest multiple and varied issues surrounding diversity and cultural competency within the Department. Based upon business case research, the DOC Policy Group has determined that it is appropriate for the Department to move forward with a comprehensive cultural competency plan in the immediate future.

How Achieved

Planning Summary: A dedicated Operations & Policy Analyst 3, Cultural Competency Coordinator, would analyze the current Department affirmative action/diversity/cultural competency policies for compliance with Executive Order 05-01 and other state rules and policies; develop a Workplace Diversity/Cultural Competency program, provide the training for this program, and monitor the effectiveness of the program. The Department currently has an Affirmative Action Plan, which is filed with the Governor's Office, but needs resources to enforce it.

BUDGET NARRATIVE

In general terms, this position will be responsible to develop and implement a dynamic and comprehensive DOC Workplace Diversity/Cultural Competency program with sufficient staffing resources to accomplish the following:

- Establish, oversee and provide accountability for the DOC Workplace Diversity/Cultural Competency program, including the development of a multi-level DOC-wide Workplace Cultural Awareness & Inclusiveness Council made up of relevant stakeholders.
- Provide training to all employees, contractors and volunteers to create a culture within the Department that promotes cultural awareness and inclusiveness and facilitates respect for each person's cultural norms and differences. As a result of the Department's experience with its Business Plan, the Oregon Accountability Model (OAM), the use of a systematic and incremental approach is suggested.
- Develop and evaluate Department policies and procedures for the capacity to facilitate a culturally competent organizational culture while developing the ability to identify and overcome those practices that impede organizational progress towards cultural competency, or impede a culturally competent organizational culture.
- Evaluate recruitment and retention practices to ensure every effort is being made to recruit, hire, develop, and retain employees from diverse cultural backgrounds. Recruiting a diverse workforce alone is not adequate. There must also be effective programming for the retention of that diverse workforce.

Alternatives Considered: Historically, the DOC has used a single Human Resource Analyst (HRA) 1 to prepare and develop the agency's required Affirmative Action plan, and to disseminate quarterly Affirmative Action data. Recently, an HRA 2 was hired as the HR Legal Affairs Officer. .5 of this position's duties include the analysis of Affirmative Action data and the on-going monitoring of compliance with the Affirmative Action plan. Neither of these positions includes the capacity to review and recommend policy changes, to influence Recruitment practices, to develop or conduct employee or management training, or to lead a Cultural Competency Advisory Committee. Without this new position, the department will be forced to adopt the strategy of merely meeting Affirmative Action standards, and will not have sufficient resources to coordinate a larger-scale statewide effort towards cultural awareness and inclusiveness.

Impact On Other Agencies: The DOC Human Resources Division is in frequent and substantive contact with the Governor's Office of Affirmative Action in order to take advantage of the technical expertise of that work group. Interacting with the Governor's Office will ensure that the DOC's plans are aligned with the overall strategy of the State of Oregon. The DOC could provide a unique collection of special issues on this subject given its statewide configuration, and the agency is most eager to create a successful outcome for its workforce in regards to the many aspects of Cultural competency.

Implementation Strategy:

July 1, 2011 – June 30, 2012

Establish new DOC Policy on Promotion and Maintenance of a Culturally Aware and Inclusive Workplace.

BUDGET NARRATIVE

Establish a DOC-wide **Workplace Cultural Awareness & Inclusiveness Council** made up of upper-management staff that will meet quarterly at a minimum.

Assist in establishing on-site local Cultural Awareness & Inclusiveness Committees in various DOC functional units throughout the state, including all prisons.

Develop and assist in delivering first module of staff Cultural Awareness & Inclusiveness training sequence, emphasizing the agency's legal requirements and the value of supporting individual differences within the work force of a large governmental organization.

Develop and deliver first module in Cultural Awareness & Inclusiveness leadership training for all Department Managers, emphasizing the manager's role in meeting the agency's legal requirements and leading the workforce to a recognition of the value of supporting individual employee differences.

Develop and deliver first training module for Workplace Mentors, i.e., those staff trained to provide peer support in the area of cultural awareness, diversity, and cultural inclusiveness.

Begin review of identified agency policies and procedures with Cultural Awareness & Inclusiveness Council.

Establish outreach with state and local diversity groups; minimally meet with Governor's Commissions on Black Affairs, Hispanic Affairs, Asian Affairs, and Commission for Women.

Conduct a review of agency recruitment activities with Cultural Awareness & Inclusiveness Council

Develop training evaluation processes.

Chair work group assigned to design web page for Department's website.

Assure statewide distribution of Multicultural Survey, and interpretation of the results, and draft narrative report for submission to DOC Policy Group and posting on DOB web page.

Join multi-state agency Diversity Conference Planning Committee to plan for September, 2011 state agency Diversity Conference.

Analyze and disseminate quarterly Affirmative Action data; monitor compliance with requirements of the Affirmative Action Plan.

July 1, 2012 – June 30, 2013:

Continue multi-level Cultural Awareness & Inclusiveness Council.

BUDGET NARRATIVE

Recommend enhancements to agency recruitment activities with Cultural Awareness & Inclusiveness Council.

Develop continuing modules in staff Cultural Awareness & Inclusiveness training sequence, emphasizing content recommended by the Cultural Awareness & Inclusiveness Council.

Develop and deliver continuing modules in Management Service Cultural Awareness & Inclusiveness training sequence, emphasizing content recommended by the Cultural Awareness & Inclusiveness Council.

Review training evaluation results with DOC Policy Group, Cultural Awareness & Inclusiveness Council, and on-site Workplace Cultural Awareness & Inclusiveness Committees.

Expand outreach resources for networking and recruitment purposes

Quantifying Results

JULY 1, 2011 – June 30, 2013: Report quarterly compliance with requirements of the Affirmative Action Plan to agency Policy Group.

Establish recruitment parity targets.

Deliver first module of staff Cultural Awareness & Inclusiveness training sequence, emphasizing the agency's legal requirements and the value of supporting individual differences within the work force of a large governmental organization.

Deliver first module in Cultural Awareness & Inclusiveness leadership training for all Department Managers, emphasizing the manager's role in meeting the agency's legal requirements and leading the workforce to a recognition of the value of supporting individual employee differences.

Develop and deliver first training module for Workplace Mentors, i.e., those staff trained to provide peer support in the area of cultural awareness, diversity, and cultural inclusiveness.

After delivery of first training modules and establishment of workplace mentors, coordinate and train Facilitators to conduct focus groups in various institutions to measure staff response and progress in area of Cultural Awareness & Inclusiveness.

Develop auditing tool.

Effective with the first quarterly Affirmative Action report of 2012, analyze and determine action plans for "Under Goal" totals for the following job groups or categories with currently unmet parity targets:

BUDGET NARRATIVE

Women –

Official/Administrator (Middle Management/Upper Management)

Physician/Dentist

Inspector/Compliance/Investigator (Corrections Inspector/ Investigator)

Social Services (Correctional Counselor/Adult Parole-Probation Officer/Chaplain)

Correctional Officer (CO/Corporal/Sergeant)

Nonsupervisory (Recreation Specialist/Library Coordinator/Test Coordinator)

Mechanic/Boiler Operator (Facility Energy Technician/ Automotive Technician)

Trades (Electrician/Plumber/Welder/PEST/Painter/Carpenter)

Service Maintenance Worker (Supply Specialist/Truck Driver/ Facility Maintenance Specialist/Food Service Coordinator)

People of Color –

Official/Administrator (Middle Management/Upper Management)

Nurse/Health (Pharmacist/Nurse Manager/Nurse Practitioner/ Registered Nurse/Mental Health Specialist)

Social Services (Correctional Counselor/Adult Parole-Probation Officer/Chaplain)

Lieutenant/Captain

Service Maintenance Worker (Supply Specialist/Truck Driver/ Facility Maintenance Specialist/Food Service Coordinator)

African American –

Official/Administrator (Middle Management/Upper Management)

Nurse/Health (Pharmacist/Nurse Manager/Nurse Practitioner/ Registered Nurse/Mental Health Specialist)

Correctional Officer (CO/Corporal/Sergeant)

Administrative Support (OS/Accounting Technician/ESS/Admin Specialists/Medical Record Specialist)

Service Maintenance Worker (Supply Specialist/Truck Driver/ Facility Maintenance Specialist/Food Service Coordinator)

BUDGET NARRATIVE

Hispanic –

Official/Administrator (Middle Management/Upper Management)

Lieutenant/Captain

Service Maintenance Worker (Supply Specialist/Truck Driver/ Facility Maintenance Specialist/Food Service Coordinator)

Asian/Pacific Islands –

Computer Analyst (Info Systems Specialist)

Social Services (Correctional Counselor/Adult Parole-Probation Officer/Chaplain)

Correctional Officer (CO/Corporal/Sergeant)

Service Maintenance Worker (Supply Specialist/Truck Driver/ Facility Maintenance Specialist/Food Service Coordinator)

Native American –

Correctional Officer (CO/Corporal/Sergeant)

Disabled –

Official/Administrator (Middle Management/Upper Management)

Nurse/Health (Pharmacist/Nurse Manager/Nurse Practitioner/ Registered Nurse/Mental Health Specialist)

Physician/Dentist

Computer Analyst (Info Systems Specialist)

Program Coordinator/Analyst (Ops and Policy Analyst, Executive Assistant/Program Analyst)

Social Services (Correctional Counselor/Adult Parole-Probation Officer/Chaplain)

Health Technician (Pharmacy Technician/Dental Assistant/Health Services Technician)

Administrative Support (OS/Accounting Technician/ESS/Admin Specialists/Medical Record Specialist)

Mechanic/Boiler Operator (Facility Energy Technician/ Automotive Technician)

BUDGET NARRATIVE

Trades (Electrician/Plumber/Welder/PEST/Painter/Carpenter)

Service Maintenance Worker (Supply Specialist/Truck Driver/ Facility Maintenance Specialist/Food Service Coordinator)

Agency Request Budget

Staffing Impact

Positions	1
FTE	1.00

Revenue Source

General Fund	\$199,939
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Governor's Balanced Budget

The Governor did not recommend this package.

Staffing Impact

None

Revenue Source

General Fund	\$0
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2013-15 Fiscal Impact

This package was denied and will not have an impact in the 2013-15 biennium.

BUDGET NARRATIVE

Central Administration Division

273 Ballot Measure 73

Package Description

Purpose

In November 2010, Oregon voters approved Ballot Measure 73. As passed, this law change enhanced mandatory-minimum sentences for persons convicted of “major felony sex crimes” who have a prior conviction for a “major felony sex crime”. The measure also made DUII a class C felony if the defendant has previously been convicted of DUII or a statutory counterpart at least two times in the prior ten years. This provision imposes a mandatory-minimum sentence of 90 days incarceration. The state also became responsible for reimbursing counties the full cost of local incarceration, including pre-trial jail time.

As passed by the voters, the law change is projected to increase the inmate population at the Department of Corrections by between 396 and 560 inmates when fully implemented, depending on the incarceration rate assumptions used. For the 2011-13 biennium, the Department projected an increase in bed-demand of 408 beds.

However, the Governors’ Balanced Budget reflects the affirmative outcome of proposed legislative changes that would clarify sentencing issues in a manner that would result in all incarceration being served locally – there would not be any increase in the prison population. While not yet “current law”, the Budget assumes greater funding for the reimbursement of local incarceration and supervision and that this population is not part of the broader community corrections caseload for Parole, Probation and Post-prison Supervision grant funding. Nothing is included in the budget for housing additional offenders in prison.

In addition to funding for local incarceration and supervision reimbursement, the budget includes some funding in the Department of Corrections budget for development of the administrative process needed to administer the reimbursement program. Funding is included for temporary staff to develop policy, rules and procedures to activate the new program and additional permanent fiscal and audit staff to manage the on-going program.

How Achieved

For the Central Administration Division, this package includes an Internal Auditor position and services and supplies for the implementation process and on-going audits.

BUDGET NARRATIVE

Governor's Balanced Budget

This package was added by the Governor.

Staffing Impact

Positions	1
FTE	1.00

Revenue Source

General Fund	\$214,893
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2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

**Corrections, Dept of
Pkg: 273 - Measure 73**

**Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	214,893	-	-	-	-	-	214,893
Total Revenues	\$214,893	-	-	-	-	-	\$214,893
Personal Services							
Class/Unclass Sal. and Per Diem	123,624	-	-	-	-	-	123,624
Empl. Rel. Bd. Assessments	41	-	-	-	-	-	41
Public Employees' Retire Cont	24,094	-	-	-	-	-	24,094
Social Security Taxes	9,457	-	-	-	-	-	9,457
Worker's Comp. Assess. (WCD)	59	-	-	-	-	-	59
Mass Transit Tax	742	-	-	-	-	-	742
Flexible Benefits	30,096	-	-	-	-	-	30,096
Reconciliation Adjustment	(10,346)	-	-	-	-	-	(10,346)
Total Personal Services	\$177,767	-	-	-	-	-	\$177,767
Services & Supplies							
Instate Travel	11,491	-	-	-	-	-	11,491
Office Expenses	6,890	-	-	-	-	-	6,890
Data Processing	581	-	-	-	-	-	581
Other Services and Supplies	13,151	-	-	-	-	-	13,151
Expendable Prop 250 - 5000	2,725	-	-	-	-	-	2,725
IT Expendable Property	2,288	-	-	-	-	-	2,288
Total Services & Supplies	\$37,126	-	-	-	-	-	\$37,126

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Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 273 - Measure 73

Cross Reference Name: Central Administration
Cross Reference Number: 29100-004-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	214,893	-	-	-	-	-	214,893
Total Expenditures	\$214,893	-	-	-	-	-	\$214,893
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1
Total FTE							
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

PACKAGE: 273 - Measure 73

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1100467	MMN	X5618	AA INTERNAL AUDITOR 3	1	1.00	24.00	02	5,151.00	123,624 63,747				123,624 63,747
TOTAL PICS SALARY									123,624				123,624
TOTAL PICS OPE									63,747				63,747
TOTAL PICS PERSONAL SERVICES =				1	1.00	24.00			187,371				187,371

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Corrections, Dept of
2011-13 Biennium

Agency Number: 29100
Cross Reference Number: 29100-004-00-00-00000

<i>Source</i>	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
Other Funds						
Federal Revenues	92,000	-	-	96,533	96,533	-
Charges for Services	1,876	95,884	95,884	4,780	4,780	-
Fines and Forfeitures	714	1,308	1,308	1,505	1,505	-
Rents and Royalties	46,480	279,444	279,444	-	-	-
Cert of Participation	2,433,240	3,103,223	3,103,223	3,608,348	902,553	-
Sales Income	63,704	67,410	67,410	13,113	13,113	-
Other Revenues	169,952	-	-	12,572	12,572	-
Transfer In - Intrafund	322,450	-	-	-	-	-
Transfer In Other	3,243,489	10,384,143	10,384,143	9,663,994	9,663,994	-
Tsfr From Administrative Svcs	15,000	-	-	-	-	-
Transfer Out - Intrafund	(5,210,786)	(9,292,086)	(9,292,086)	(9,663,994)	(10,175,231)	-
Total Other Funds	\$1,178,119	\$4,639,326	\$4,639,326	\$3,736,851	\$519,819	-
Federal Funds						
Federal Funds	846,571	-	-	-	-	-
Total Federal Funds	\$846,571	-	-	-	-	-
Nonlimited Other Funds						
Cert of Participation	-	-	671,971	-	-	-
Total Nonlimited Other Funds	-	-	\$671,971	-	-	-

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Detail of LF, OF, and FF Revenues - BPR012

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Source	Fund	ORBITS Revenue Acct	2007-2009 Actual	2009-11 Legislatively Adopted	2009-11 Estimated	2011-13		
						Agency Request	Governor's Balanced	Legislatively Adopted
Social Security Administration incentive funds.	Other	0355	92,000	0	105,600	96,533	96,533	
ID card replacements, Witness Fees, copier revenue.	Other	0410	1,876	95,884	5,312	4,780	4,780	
Inmate Restitution for property damage.	Other	0505	714	1,308	2,330	1,505	1,505	
Tower lease, space rental, land lease.	Other	0510	46,480	279,444	2,000	0	0	
Certificates of Participation to finance project management, construction-related staff and other expenses.	Other	0580	2,433,240	3,103,223	3,103,223	3,608,348	902,553	
Legal records requests revenue, surplus property sales.	Other	0705	63,704	67,410	13,738	13,113	13,113	
Travel reimbursements, JEHT grant	Other	0975	169,952	0	10,786	12,572	12,572	
Prison Rape Elimination Act (PREA) grant	Federal	0995	846,571	0	0	0	0	

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Source	Fund	ORBITS	2007-2009 Actual	2009-11	2009-11 Estimated	2011-13		
		Revenue Acct		Legislatively Adopted		Agency Request	Governor's Balanced	Legislatively Adopted
Movement of IWF revenues between organizational units.	Other	1010	322,450	0	0	0	0	
Recording of initial Inmate Welfare Fund (IWF) Receipts.	Other	1050	3,243,489	10,384,143	9,292,086	9,663,994	9,663,994	
Transfer from DAS, Wellness grant program	Other	1107	15,000	0	0	0	0	
The majority of these funds, \$9,663,994 record movement of IWF revenues between organizational units. The balance of \$511,237 is for transfers relating to the movement of New Prison Construction and Community Development from the Administration Division to the Public Services Division. – refer to comment for account 1010 in the Public Services Division revenue report for this adjustment as well as funds associated with Inmate Welfare Fund supported phones.	Other	2010	(5,210,786)	(9,292,086)	(9,292,086)	(9,663,994)	(10,175,231)	

Program Unit Appropriated Fund Group and Category Summary
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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
LIMITED BUDGET (Excluding Packages)						
PERSONAL SERVICES						
General Fund	4,940,252	4,399,677	4,399,677	5,138,776	5,138,776	-
Other Funds	1,343,494	1,467,010	1,467,010	1,642,503	1,642,503	-
Federal Funds	273,153	-	-	-	-	-
All Funds	6,556,899	5,866,687	5,866,687	6,781,279	6,781,279	-
SERVICES & SUPPLIES						
General Fund	37,624,907	40,992,853	40,892,853	40,892,853	40,892,853	-
Other Funds	466,168	1,771,481	1,771,481	1,771,481	1,771,481	-
Federal Funds	495,996	-	-	-	-	-
All Funds	38,587,071	42,764,334	42,664,334	42,664,334	42,664,334	-
CAPITAL OUTLAY						
Federal Funds	77,422	-	-	-	-	-
SPECIAL PAYMENTS						
General Fund	375,140	423,250	423,250	423,250	423,250	-
TOTAL LIMITED BUDGET (Excluding Packages)						
General Fund	42,940,299	45,815,780	45,715,780	46,454,879	46,454,879	-
Other Funds	1,809,662	3,238,491	3,238,491	3,413,984	3,413,984	-
Federal Funds	846,571	-	-	-	-	-
All Funds	45,596,532	49,054,271	48,954,271	49,868,863	49,868,863	-
AUTHORIZED POSITIONS	27	27	27	27	27	-

**Program Unit Appropriated Fund Group and Category Summary
2011-13 Biennium
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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
AUTHORIZED FTE	26.96	26.67	26.67	27.00	27.00	-
LIMITED BUDGET (Essential Packages)						
010 NON-PICS PSNL SVC / VACANCY FACTOR						
PERSONAL SERVICES						
General Fund	-	-	-	5,886	5,886	-
Other Funds	-	-	-	6,870	6,870	-
All Funds	-	-	-	12,756	12,756	-
021 PHASE-IN						
SERVICES & SUPPLIES						
General Fund	-	-	-	599,382	599,382	-
CAPITAL OUTLAY						
General Fund	-	-	-	60,626	60,626	-
SPECIAL PAYMENTS						
General Fund	-	-	-	91,811	91,811	-
022 PHASE-OUT PGM & ONE-TIME COSTS						
SERVICES & SUPPLIES						
General Fund	-	-	-	(3,652)	(3,652)	-
Other Funds	-	-	-	(1,418,480)	(1,418,480)	-
All Funds	-	-	-	(1,422,132)	(1,422,132)	-
031 STANDARD INFLATION						
SERVICES & SUPPLIES						

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General Fund	-	-	-	4,901,755	4,901,755	-
Other Funds	-	-	-	9,466	9,466	-
All Funds	-	-	-	4,911,221	4,911,221	-
SPECIAL PAYMENTS						
General Fund	-	-	-	10,158	10,158	-
032 ABOVE STANDARD INFLATION						
SERVICES & SUPPLIES						
General Fund	-	-	-	330	330	-
SPECIAL PAYMENTS						
General Fund	-	-	-	2,962	2,962	-
040 MANDATED CASELOAD						
PERSONAL SERVICES						
General Fund	-	-	-	354,005	354,005	-
Other Funds	-	-	-	(203,923)	(203,923)	-
All Funds	-	-	-	150,082	150,082	-
SERVICES & SUPPLIES						
General Fund	-	-	-	86,933	41,519	-
AUTHORIZED POSITIONS	-	-	-	1	1	-
AUTHORIZED FTE	-	-	-	1.00	1.00	-
050 FUNDSHIFTS						
PERSONAL SERVICES						

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General Fund	-	-	-	7,905	7,905	-
Other Funds	-	-	-	(7,905)	(7,905)	-
All Funds	-	-	-	-	-	-
060 TECHNICAL ADJUSTMENTS						
PERSONAL SERVICES						
General Fund	-	-	-	4,349,195	4,349,195	-
SERVICES & SUPPLIES						
General Fund	-	-	-	1,152,919	1,152,919	-
SPECIAL PAYMENTS						
General Fund	-	-	-	(415,332)	(415,332)	-
AUTHORIZED POSITIONS						
	-	-	-	25	25	-
AUTHORIZED FTE						
	-	-	-	24.28	24.28	-
TOTAL LIMITED BUDGET (Essential Packages)						
General Fund	-	-	-	11,204,883	11,159,469	-
Other Funds	-	-	-	(1,613,972)	(1,613,972)	-
All Funds	-	-	-	9,590,911	9,545,497	-
AUTHORIZED POSITIONS						
	-	-	-	26	26	-
AUTHORIZED FTE						
	-	-	-	25.28	25.28	-
LIMITED BUDGET (Current Service Level)						
General Fund	42,940,299	45,815,780	45,715,780	57,659,762	57,614,348	-
Other Funds	1,809,662	3,238,491	3,238,491	1,800,012	1,800,012	-

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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
Federal Funds	846,571	-	-	-	-	-
All Funds	45,596,532	49,054,271	48,954,271	59,459,774	59,414,360	-
AUTHORIZED POSITIONS	27	27	27	53	53	-
AUTHORIZED FTE	26.96	26.67	26.67	52.28	52.28	-
LIMITED BUDGET (Policy Packages)						
PRIORITY 0						
086 ELIMINATE INFLATION						
PERSONAL SERVICES						
General Fund	-	-	-	-	(4,392)	-
Other Funds	-	-	-	-	(479)	-
All Funds	-	-	-	-	(4,871)	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	(1,500,845)	-
Other Funds	-	-	-	-	(9,575)	-
All Funds	-	-	-	-	(1,510,420)	-
CAPITAL OUTLAY						
General Fund	-	-	-	-	(1,455)	-
SPECIAL PAYMENTS						
General Fund	-	-	-	-	(10,528)	-
087 PERSONAL SERVICE ADJUSTMENTS						
PERSONAL SERVICES						

**Program Unit Appropriated Fund Group and Category Summary
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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
General Fund	-	-	-	-	(541,826)	-
Other Funds	-	-	-	-	(79,039)	-
All Funds	-	-	-	-	(620,865)	-
090 ANALYST ADJUSTMENTS						
PERSONAL SERVICES						
General Fund	-	-	-	-	11,014,330	-
Other Funds	-	-	-	-	(203,926)	-
All Funds	-	-	-	-	10,810,404	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	702,372	-
Other Funds	-	-	-	-	(307,311)	-
All Funds	-	-	-	-	395,061	-
AUTHORIZED POSITIONS	-	-	-	-	52	-
AUTHORIZED FTE	-	-	-	-	52.00	-
092 FUND SHIFTS/SWEEPS						
PERSONAL SERVICES						
General Fund	-	-	-	-	852,459	-
Other Funds	-	-	-	-	(852,459)	-
All Funds	-	-	-	-	-	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	45,000	-

**Program Unit Appropriated Fund Group and Category Summary
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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
Other Funds	-	-	-	-	(45,000)	-
All Funds	-	-	-	-	-	-
273 MEASURE 73						
PERSONAL SERVICES						
General Fund	-	-	-	-	177,767	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	37,126	-
AUTHORIZED POSITIONS	-	-	-	-	1	-
AUTHORIZED FTE	-	-	-	-	1.00	-
PRIORITY 6						
154 COP SALE EXPENSES						
SERVICES & SUPPLIES						
Other Funds	-	-	-	1,808,336	-	-
PRIORITY 19						
201 DAS MANDATED BUSINESS PRACTICE						
PERSONAL SERVICES						
General Fund	-	-	-	180,813	-	-
SERVICES & SUPPLIES						
General Fund	-	-	-	19,126	-	-
AUTHORIZED POSITIONS	-	-	-	1	-	-
AUTHORIZED FTE	-	-	-	1.00	-	-

Program Unit Appropriated Fund Group and Category Summary
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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
TOTAL LIMITED BUDGET (Policy Packages)						
General Fund	-	-	-	199,939	10,770,008	-
Other Funds	-	-	-	1,808,336	(1,497,789)	-
All Funds	-	-	-	2,008,275	9,272,219	-
AUTHORIZED POSITIONS	-	-	-	1	53	-
AUTHORIZED FTE	-	-	-	1.00	53.00	-
TOTAL LIMITED BUDGET (Including Packages)						
General Fund	42,940,299	45,815,780	45,715,780	57,859,701	68,384,356	-
Other Funds	1,809,662	3,238,491	3,238,491	3,608,348	302,223	-
Federal Funds	846,571	-	-	-	-	-
All Funds	45,596,532	49,054,271	48,954,271	61,468,049	68,686,579	-
AUTHORIZED POSITIONS	27	27	27	54	106	-
AUTHORIZED FTE	26.96	26.67	26.67	53.28	105.28	-
NONLIMITED BUDGET (Excluding Packages)						
SERVICES & SUPPLIES						
Other Funds	-	-	671,971	-	-	-
TOTAL NONLIMITED BUDGET (Excluding Packages)						
Other Funds	-	-	671,971	-	-	-
NONLIMITED BUDGET (Current Service Level)						
Other Funds	-	-	671,971	-	-	-
TOTAL NONLIMITED BUDGET (Including Packages)						

**Program Unit Appropriated Fund Group and Category Summary
2011-13 Biennium
Central Administration**

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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
Other Funds	-	-	671,971	-	-	-
OPERATING BUDGET						
General Fund	42,940,299	45,815,780	45,715,780	57,859,701	68,384,356	-
Other Funds	1,809,662	3,238,491	3,910,462	3,608,348	302,223	-
Federal Funds	846,571	-	-	-	-	-
All Funds	45,596,532	49,054,271	49,626,242	61,468,049	68,686,579	-
AUTHORIZED POSITIONS	27	27	27	54	106	-
AUTHORIZED FTE	26.96	26.67	26.67	53.28	105.28	-
TOTAL BUDGET						
General Fund	42,940,299	45,815,780	45,715,780	57,859,701	68,384,356	-
Other Funds	1,809,662	3,238,491	3,910,462	3,608,348	302,223	-
Federal Funds	846,571	-	-	-	-	-
All Funds	45,596,532	49,054,271	49,626,242	61,468,049	68,686,579	-
AUTHORIZED POSITIONS	27	27	27	54	106	-
AUTHORIZED FTE	26.96	26.67	26.67	53.28	105.28	-