

Agency: 101 Caseload Forecast Council
Decision Package Code/Title: 8R Retirement Buyout Costs
Budget Period: 2013-15
Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

The Caseload Forecast Council (CFC) is a small agency with limited resources for administrative costs. Additional funding to pay for leave buyout costs is needed. The agency is also requesting additional funding for one month of overlap equal to the cost of one month of salary and benefits of the Executive Director to facilitate an efficient transition between the outgoing/incoming Executive Directors. Without this increase in funding, the agency must redirect funds by either canceling or delaying existing services, or by reducing other employees' hours to offset the buyout costs.

Fiscal Detail

Operating Expenditures	<u>FY 2014</u>	<u>FY 2015</u>	<u>Total</u>
001-1 General Fund - Basic Account-State		43,000	43,000
Total Cost		43,000	43,000

Package Description:

This request funds the leave buyout costs for the outgoing agency Executive Director, who will retire June 30, 2015, and for an overlap of funding for salary and benefits at the Executive Director position to facilitate an efficient transition between the incoming/outgoing Executive Directors.

Upon separation from state service, an employee is eligible for compensation of accrued annual and sick leave. This is a mandatory expense. The estimated cost for this leave buyout and corresponding benefit costs is \$30,000 to the state General Fund. The cost for one-month overlap on salary/benefits at the Executive Director level is \$13,000. The CFC has no available resources to absorb these costs within its current budget.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The CFC needs this additional funding so as to not negatively affect the agency's ability to continue to provide quality caseload forecasting.

Performance Measure Detail

Activity: A001Caseload Forecasting

Incremental Changes

No measures submitted for package

Activity: A002Sentencing Data Maintenance and Research

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

Yes. Funding this decision package for administrative costs avoids reductions to deliverables and staffing that support the CFC's capacity to implement all of the strategies in its current strategic plan.

Does this decision package provide essential support to one of the Governor's priorities?

Yes. This proposal supports the CFC's capacity to improve state government efficiency by continuing to provide improved services and fulfill its mission to deliver quality timely caseload forecasting.

Does this decision package make key contributions to statewide results? Would it rate as a high priority in the Priorities of Government process?

Yes. This request is necessary to improve state government efficiency by providing efficient and effective agency management and meet the challenge of efficient management during staffing changes in the director position.

What are the other important connections or impacts related to this proposal?

What alternatives were explored by the agency, and why was this alternative chosen?

As leave buyouts are a mandatory cost to the agency no other alternatives are feasible. The additional requested funds to cover a one month overlap between directors during June 2015 would allow the incoming director to observe the preparation and delivery of the June Caseload forecast. A similar overlap occurred during the transition to a new director in 2004.

What are the consequences of not funding this package?

Should the funds not be provided, it would negatively impact CFC's services and agency stability.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

No changes to existing statutes are required.

Expenditure and revenue calculations and assumptions

The costs for the buyout and Executive Director salary overlap is outlined below:

\$ 27,800 A - Salary (Leave Buyout)
 \$ 2,200 B - Benefits (Leave Buyout)
 \$ 10,000 A - Salary (Executive Director Overlap)
 \$ 3,000 B - Benefits (Executive Director Overlap)

 \$ 43,000 Total

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

All costs impacts in this decision package are one-time costs in FY15.

<u>Object Detail</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>Total</u>
A Salaries And Wages		37,800	37,800
B Employee Benefits		5,200	5,200
Total Objects		43,000	43,000

Agency: 101 Caseload Forecast Council
Decision Package Code/Title: 9Q Equip Maintenance/Software licenses
Budget Period: 2013-15
Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

This decision package provides one-time funding to upgrade the CFC juvenile disposition and adult sentencing data entry programs from Visual Basic (VB) to C-sharp (C#) because VB is no longer supported by Microsoft. These data entry programs are essential to the agency's criminal justice Sentencing Data Maintenance and Research activity.

The agency's Sentencing Data Maintenance and Research activity encompasses the collection and storage of both juvenile disposition and adult sentencing data in MS Access databases. The CFC is required by statute (RCW 43.88C.040(1)) to maintain juvenile and adult sentencing databases. The data are used to develop criminal justice fiscal note estimates of DOC/JRA/Jail bed impacts for bills affecting juvenile and adult sentencing and for ad hoc research requests from the executive and legislative branches. For example, CFC completed 60 formal fiscal note analyses in 2014 and provided sentencing data to the Council of State Governments as part of the Governor's Task Force on Criminal Justice Reinvestment.

Fiscal Detail

Operating Expenditures	<u>FY 2014</u>	<u>FY 2015</u>	<u>Total</u>
001-1 General Fund - Basic Account-State		70,000	70,000
Total Cost		70,000	70,000

Package Description:

The proposal funds to upgrade of juvenile and adult data entry programs from VB to C#.

The existing data entry programs are six years old and were programmed in Microsoft VB, a programming language no longer supported by Microsoft. As a result, the current data entry programs cannot be updated in response to changes in the juvenile and adult sentencing guidelines. This places one of the agency's two primary activities, Sentencing Data Maintenance and Research, in jeopardy should there be significant changes in the juvenile or adult guidelines.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

Implementation of this decision package will maintain agency capability to conduct analyses of the DOC/JRA/Jail bed impact of proposed legislation to change sentencing laws.

The performance measure for the agency activity level A02, "Sentencing Data Maintenance and Research," is assist policy makers in managing the cost of corrections.

Performance Measure Detail

Activity: A002Sentencing Data Maintenance and Research

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

The mission of the CFC is to develop accurate caseload forecasts, to maintain accurate and comprehensive data on adult and juvenile sentencing, to conduct research and analysis using that data increase sentencing consistency and to assist policy makers in managing the cost of corrections. The CFC conducts ad hoc research on the impacts of proposed changes in sentencing policies at the request of the executive and legislative branches. It also develops long term DOC/JRA/Jail bed impacts (fiscal notes) on all bills impacting sentencing. These analyses are used by decision-makers to help control and manage the cost of corrections.

Does this decision package provide essential support to one of the Governor's priorities?

This decision package provides essential support for the governor's Results Washington Goal 5: Efficient, effective and accountable government.

The CFC provides vital information that is used to plan future expenditures in the state budget. Projections of the bed (fiscal) impact of proposed sentencing changes enable decision-makers to control the cost of corrections.

The funding in this decision package will directly impact CFC's capacity to continue to provide JRA and DOC bed estimates for criminal justice fiscal notes, as well as estimates of the impact of proposed sentencing changes. This will assist agency, executive and legislative decision-makers accomplish their goals and help create a more efficient, effective and accountable government.

Does this decision package make key contributions to statewide results? Would it rate as a high priority in the Priorities of Government process?

Yes, This request is necessary for maintaining efficient and effective and accountable government, resource stewardship of agency's forecast tools.

What are the other important connections or impacts related to this proposal?

Given this budget enhancement, accurate bed estimates of sentencing proposals will continue to be provided as part of CFC fiscal notes. This will make it easier for decision-makers to evaluate the budget impact of proposed sentencing changes.

What alternatives were explored by the agency, and why was this alternative chosen?

The CFC is a very small agency with limited in-house IT capacity. The current VB data entry programs function well but need to be updated to a platform supported by Microsoft. The applications are relatively simple, stand-alone data entry programs. It is estimated that both programs could be upgraded by an outside contractor for a total of \$70,000.

What are the consequences of not funding this package?

As changes to guidelines continue to be made, the risk of having unsupported data entry programs increases.

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

N/A

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

One-time costs in FY15 for the purchase and installation..

<u>Object Detail</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>Total</u>
E Goods\Other Services		70,000	70,000