

Recommendation Summary

Agency: 387 Washington State Arts Commission

1:46:49PM

10/20/2016

Dollars in Thousands

	FY2 FTEs	General Fund State	Other Funds	Total Funds
2015-17 Current Biennium Total				
Total Carry Forward Level				
Percent Change from Current Biennium				
Carry Forward plus Workload Changes				
Percent Change from Current Biennium				
M2 AG Attorney General Services Increase		14		14
Total Maintenance Level		14		14
Percent Change from Current Biennium				
PL BC Belated Claim		5		5
PL DT Diversity Training Required		4		4
PL HR Essential Human Resources Services		10		10
PL IT Information Technology-Security		37		37
Subtotal - Performance Level Changes	0.0	56		56
2015-17 Total Proposed Budget		70		70
Percent Change from Current Biennium				

Recommendation Summary

Agency: 387

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10/20/2016

Dollars in Thousands

	FY2 FTEs	General Fund State	Other Funds	Total Funds
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M2 AG Attorney General Services Increase

The Washington State Arts Commission (ArtsWA) utilizes the services of the Attorney General's Office (AGO) as needed for grant appeals, challenges by artists, public records requests, and consultation on required legislative reports. Additional appropriation is requested to increase ArtsWA's funding for AGO services to meet increased needs that better reflect reality.

PL BC Belated Claim

The Washington State Arts Commission (ArtsWA) is committed to statewide arts participation. Due to a recent error, external to the Arts Commission, resulting in a belated claim for fiscal year 2017 funds, ArtsWA's ability to provide statewide participation has been adversely impacted.

PL DT Diversity Training Required

The Washington State Arts Commission (ArtsWA) is committed to training its staff and board to ensure they are well versed in issues of diversity, equity and inclusion. The monies requested will result in a more competent staff, capable of finding culturally responsive solutions to issues. Executive Order 12-02 (2c) states that agencies must "deliver training to supervisors and employees on diversity, inclusion, and equal employment opportunity, including the competencies necessary to provide culturally responsive services."

PL HR Essential Human Resources Services

The Washington State Arts Commission (ArtsWA) will purchase human resource (HR) services considered essential to the agency in supporting agency business needs and reducing risk from the Department of Enterprise Services (DES). DES is submitting a separate request to restore basic level HR services to all small agencies. This proposal seeks to augment the basic level with a more complete set of HR services including consultation and support for labor relations, performance management, classification, workforce management, and recruitment.

PL IT Information Technology-Security

The Washington State Arts Commission (ArtsWA) plans to upgrade its Information Technology infrastructure by acquiring tools and replacing aging hardware to provide more secure, effective and modern tools for staff to manage constituent relations, communications and technical assistance.

2017 Supplemental Budget Decision Package

Agency: 387 Washington State Arts Commission

Decision Package Code/Title: AG - Attorney General Services Increase

Budget Period: 2017-2019

Budget Level: ML - Maintenance Level

Agency Recommendation Summary Text:

The Washington State Arts Commission (ArtsWA) utilizes the services of the Attorney General's Office (AGO) as needed for grant appeals, challenges by artists, public records requests, and consultation on required legislative reports. Additional appropriation is requested to increase ArtsWA's funding for AGO services to meet increased needs that better reflect reality.

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for three years. Additional fiscal details are required below.

Operating Expenditures	FY 2016	FY 2017	FY 2018	FY 2019
Fund 001 - 1		\$14,000	\$14,000	14,000
Total Cost	\$0	\$14,000	\$14,000	\$14,000
Staffing	FY 2016	FY 2017	FY 2018	FY 2019
FTEs		0.0	0.0	0.0
Revenue	FY 2016	FY 2017	FY 2018	FY 2019
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. E		\$14,000	\$14,000	\$14,000

Package Description:

ArtsWA spent more than allocated on Attorney General Services during fiscal year 2016 by \$13,968. This increased activity was due to increased appeals of Agency decisions, complicated public records requests, legal research on legislative mandates, and increases in reporting requirements. Additional appropriation is requested to increase the level of AGO support to ArtsWA.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

ArtsWA has a current allotment of \$5,616 per year for AGO services. The Agency exceeded its allocation by \$13,963 in fiscal year 2016. ArtsWA is seeking to increase AGO allocation to match anticipated expenditures in fiscal year 2017.

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

This package has no revenue impact to ArtsWA but does increase the revenue to the Attorney General's Office. The Attorney General Office is aware of this requested increase and agrees that the Agency is likely to continue using its services at an increased frequency due to the increase in appeals, legal challenges by artists, and legislative reporting requirements.

During fiscal year 2016 ArtsWA utilized the services of the Attorney General's Office for two legal challenges rarely experienced by the Agency previously:

1. An artist is seeking compensation from ArtsWA for project funds that expired and were not re-appropriated. FY2016 AGO costs included ongoing correspondence, meetings, and a records request. Mediation for this appeal will occur in fiscal year 2017, which necessitates increased Attorney General Services.
2. An artwork experienced structural failure and ArtsWA worked extensively with the AGO to notify the engineer and determine what remedy, if any, was available.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.

Performance Measure detail:

Washington State Arts Commission 2017-2021 Strategic Plan

Goal 5 – Advance efficient, effective, and relevant practices across all agency programs and services.

- Objective 2: Implement continuing process improvement across the agency for efficiency and consistency.

Goal 3 – Activate and enhance public buildings and campuses through the acquisition, stewardship, and presentation of the State Art Collection

1. Objective 4: Maintain clear acquisition and collection care policies and practices in order to acquire enduring public art for Washington's public schools, colleges, universities, and state agencies.

Results Washington

Goal 5 - Efficient, Effective and Accountable Government.

Fully describe and quantify expected impacts on state residents and specific populations served.

Adequate access to the services of the Attorney General is critical for the agency to carry out its mission effectively. Aligning the budget allocation more precisely with actual expenditures makes sense in protecting the agency and also the state from potential lawsuits and / or other legal challenges.

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: Attorney General Office
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	Yes	Identify lawsuit (please consult with Attorney General's Office): Mediation services for an artist appeal, appeals of Agency decisions on the Public Art Roster, appeals of panel decisions on grant applications and public art projects.

Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

Please provide a detailed discussion of connections/impacts identified above.

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

The Attorney General Office is the only office allowed to represent ArtsWA so no other options were chosen.

What are the consequences of not funding this request? Increased funding needs impacts ArtsWA

ArtsWA will be forced to make spending reductions in other programs and services to pay for the increased legal fees. Stakeholders, artists, and the general public benefit from ArtsWA having adequate legal resources to support its statewide work in the arts.

How has or can the agency address the issue or need in its current appropriation level?

Because ArtsWA is a small agency, it is unable to absorb increased Attorney General services at the current appropriation level without jeopardizing other mandates.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

Information technology: Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

- No 
- Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017 Supplemental Budget Decision Package

Agency: 387 Washington State Arts Commission

Decision Package Code/Title: BC - Belated Claim

Budget Period: 2015-2017

Budget Level: PL – Policy/ Performance Level

Agency Recommendation Summary Text:

The Washington State Arts Commission (ArtsWA) is committed to statewide arts participation. Due to a recent error, external to the Arts Commission, resulting in a belated claim for fiscal year 2017 funds, ArtsWA’s ability to provide statewide participation has been adversely impacted.

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for 3 years. Additional fiscal details are required below.

Operating Expenditures	FY 2016	FY 2017	FY 2018	FY 2019
Fund 001/012		5,000	0	0
Total Cost		5,000	0	0
Staffing	FY 2016	FY 2017	FY 2018	FY 2019
FTEs		0	0	0
Revenue	FY 2016	FY 2017	FY 2018	FY 2019
Fund				
Fund				
Object of Expenditure	FY 2016	FY 2017	FY 2018	FY 2019
Obj. NZ		5,000	0	0

Package Description:

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

ArtsWA staff identified a grant payment in the usual accrual process at fiscal year 2016 closing. Due to an error, external to the Arts Commission, the grant payment accrual did not get entered into AFRS, although all other accruals were successfully entered. This resulted in a belated claim impacting fiscal year 2017 funds. These funds have already been identified for other services and the Arts Commission cannot absorb this \$5,000 error. For example; ArtsWA funds many grants

to organizations large and small across the state. With these grants, communities are able to provide arts experiences for people of all socioeconomic backgrounds. The grants have already been identified, contracts entered, and work begun. We cannot reduce this year's grants to absorb this error.

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

No changes in FTE or revenue.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.

Performance Measure detail:

Washington State Arts Commission 2017-2021 Strategic Plan:

Goal 2 – Build leadership and resources in and for the arts.

- Obj. 2 – Increase awareness of ArtsWA programs and their impact through a cohesive communications and media plan.
- Obj. 4 – Build ArtsWA board leadership capacity by increasing educational opportunities.

Goal 5 – Advance efficient, effective, and relevant practices across all agency programs and services.

Fully describe and quantify expected impacts on state residents and specific populations served.

Our mission states, “The Arts Commission is a catalyst for the arts, advancing the role of the arts in the lives of individuals and communities throughout the state.” This belated claim affecting fiscal year 2017 funds negatively impacts the agency’s ability to fully complete the mission.

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force,	No	Identify:

report, mandate or exec order?		
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

Please provide a detailed discussion of connections/impacts identified above.

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

ArtsWA is unable to absorb the cost in the current budget. Several line items have already been significantly cut to stay within the current budget. For example, fewer staff are attending commission meetings, trips or conferences. Purchases of equipment have been delayed or State Surplus is utilized.

What are the consequences of not funding this request?

ArtsWA will need to take further reductions to absorb this cost which may include cancelling one commission meeting or further reduction in travel impacting our ability to conduct technical assistance. Grants issued for fiscal year 2017 are already under contract so these cannot be reduced to cover the cost of this error.

How has or can the agency address the issue or need in its current appropriation level?

ArtsWA is unable to address to absorb the cost in the current appropriation level.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

Information technology: Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017 Supplemental Budget Decision Package

Agency: 387 Washington State Arts Commission

Decision Package Code/Title: DT - Diversity Training Required

Budget Period: 2015-2017

Budget Level: PL – Policy / Performance Level

Agency Recommendation Summary Text:

The Washington State Arts Commission (ArtsWA) is committed to training its staff and board to ensure they are well versed in issues of diversity, equity and inclusion. The monies requested will result in a more competent staff, capable of finding culturally responsive solutions to issues. Executive Order 12-02 (2c) states that agencies must “deliver training to supervisors and employees on diversity, inclusion, and equal employment opportunity, including the competencies necessary to provide culturally responsive services.”

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for three years. Additional fiscal details are required below.

Operating Expenditures	FY 2016	FY 2017	FY 2018	FY 2019
Fund 001/012		3,750	3,750	3,750
Total Cost		3,750	3,750	3,750
Staffing	FY 2016	FY 2017	FY 2018	FY 2019
FTEs		0	0	0
Revenue	FY 2016	FY 2017	FY 2018	FY 2019
Fund		0	0	0
Object of Expenditure	FY 2016	FY 2017	FY 2018	FY 2019
Obj. CA		3,750	3,750	3,750

Package Description:

Fund state-required cultural competency / equity training for all ArtsWA staff and board members. Executive Order 12-02.

Though steadfastly committed to making sure all staff possess the necessary skills in this area, ArtsWA simply does not have sufficient discretionary funding to comply with the training requirement. This request addresses that inequity.

If successful, ArtsWA will provide robust and regular training in this subject area. Why? We believe that cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion—are represented. ArtsWA strives to support artists; to nurture accessible, thriving venues for expression; and to ensure the fair distribution of programmatic, financial, and informational resources.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. *Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).*

It requires no increase in the number of FTEs.

Decision Package expenditure, FTE and revenue assumptions, calculations and details:

Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

No changes in the number of FTEs nor anticipated revenue. The cost is the estimated cost of a trainer with experience in this topic to be taught for 18 people.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.

Performance Measure detail:

Successful funding of this package leads to better employee capacity and skill levels, as well as increased satisfaction and retention. It conforms to several goals in the Agency's recently adopted 2107-2021 strategic plan.

- Goal 1 – Expand arts participation in communities across Washington State, with a focus on cultural equity to ensure all people have access to the arts.
- Goal 2 – Build leadership and resources in and for the arts.
- Crosscutting Objective: Increase our specific and intentional efforts around social justice by ensuring that ArtsWA-funded activities and work are reflective of Washington's diverse populations including cultural diversity, artistic disciplines, geographic locations, and underserved populations.

Fully describe and quantify expected impacts on state residents and specific populations served.

Our mission states, “The Arts Commission is a catalyst for the arts, advancing the role of the arts in the lives of individuals and communities throughout the state.” Being able to offer our staff excellent training, substantive learning and professional development is key to our success in providing the best in services and programs for constituents across the state, regardless of their race, ethnicity, age, gender, gender identity, gender expression, sexual orientation, physical abilities, nationality, language, religious beliefs, and socioeconomic background and other areas of identity.

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov’t impacts?	No	Identify:
Tribal gov’t impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	Yes	Identify: Executive Order 12-02 (2c)
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing	No	Identify:

statutes, rules or contracts?		
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

Please provide a detailed discussion of connections/impacts identified above.

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

No trainings in this area are available without cost.

ArtsWA will work with Caprice Hollins and her team at "Cultures Connecting"; the same group recommended and used by Governor Insee and his office for cabinet level training.

What are the consequences of not funding this request?

ArtsWA staff will not benefit from this important learning in an area prioritized by both the agency and the state of Washington.

How has or can the agency address the issue or need in its current appropriation level?

ArtsWA is unable to absorb the cost of this training within our current allotment.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

http://www.governor.wa.gov/sites/default/files/exe_order/eo_12-02.pdf

Information technology: Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017 Supplemental Budget Decision Package

Agency: 387 Washington State Arts Commission

Decision Package Code/Title: HR - Provide Essential Human Resources Services

Budget Period: 2015-2017

Budget Level: PL - Policy/Performance level

Agency Recommendation Summary Text:

The Washington State Arts Commission (ArtsWA) will purchase human resource (HR) services considered essential to the agency in supporting agency business needs and reducing risk from the Department of Enterprise Services (DES). DES is submitting a separate request to restore basic level HR services to all small agencies. This proposal seeks to augment the basic level with a more complete set of HR services including consultation and support for labor relations, performance management, classification, workforce management, and recruitment.

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for four years. Additional fiscal details are required below.

Operating Expenditures	FY 2016	FY 2017	FY 2018	FY 2019
Fund 001-1		\$10,435	\$11,500	\$11,500
Total Cost	\$0	\$10,435	\$11,500	\$11,500
Staffing	FY 2016	FY 2017	FY 2018	FY 2019
FTEs		0.0	0.0	0.0
Revenue	FY 2016	FY 2017	FY 2018	FY 2019
Object of Expenditure	FY 2016	FY 2017	FY 2018	FY 2019
Obj. E		\$10,435	\$11,500	\$11,500

Package Description

Small agencies have had access to dedicated HR specialists necessary to support their needs through DES. Purchasing these services from DES costs a fraction of what it would to replicate these services in each agency. Providing small agencies access to these professional services significantly reduces financial and legal risk to the state. The enacted FY 15-17 budget reduced funding equivalent to the cost of providing small agency HR services. While DES implemented additional efficiencies and identified temporary means to close the remaining fiscal gap in FY16, a more sustainable solution is required to ensure small agencies have access to these vital services.

DES has worked with the Office of Financial Management to create two categories of HR services:

- A. A set of basic HR services necessary to meet minimum HR compliance and accurate payroll processing activities for any agency. The proposal to fund these minimal basic services for all small agencies is proposed in a separate package.
- B. A set of additional HR services that, together with the basic service, form a more complete set of essential HR services. For a number of agencies, the basic level of service will not be sufficient to address specific agency business needs or to manage legal and financial risk.

This decision package requests funding those essential services. This would allow the agency to continue to receive the following services as needed:

- **Life Cycle Recruitment Services** – Services include pre-recruitment consultation, writing of targeted job announcements, candidate outreach, in-depth application assessment, drafting interview questions, reference checking and guidance of offers.
- **Classification Services** – Determine position allocations and provide employee notification letters for appointing authority. Provide consultation on the development of position descriptions. Provide desk audits when needed. Assist with WMS and EMS evaluations and banding.
- **Labor and Employee Relations** – Provide rules guidance and interpretation for represented and non-represented state employees to ensure the agency creates a positive and respectful work environment.
- **Performance Management** – Consultation on performance appraisals and setting expectations. Consult on corrective and disciplinary actions; assist with documentation and processing including development of disciplinary letters. Provide tools and checklists.
- **Workforce Management Support** – Assist with “just in time” HR projects such as temporary layoffs and hiring freezes and changes that occur in Washington Management Service.
- **Human Resource Consultation** - Provide the agency with an HR consultant to discuss current HR topics and keep the agency informed on HR issues at monthly meetings, or as needed.
- **Investigations/Fact Finding** – Provide immediate employee complaint intake to determine next steps. Perform personnel related investigations and fact-finding for small to medium sized investigations (less than 20 hours).
- **Supervisor Coaching** – Provide best practices and guidance to new supervisors to ensure they set clear expectations and coach their staff to maximize agency performance.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

Funding for HR services is not currently part of the agency or DES budget.

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

DES queried small agencies to identify those needing access to services beyond the basic level. They determined the cost of providing services based on agency responses. DES calculates the rate necessary to recover the cost of these essential services to be \$10,435 during fiscal year 2017 and \$11,500 per year during the 2017-19 biennium.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.

Funding for this package supports the Results Washington Goal 5 - Efficient, effective & accountable government, and allows agencies the opportunity to become an employer of choice that provides agencies the tools to create a culture of respect, feedback, and recognition. Shared services are an efficient use of state resources. Using the expertise of HR professionals will help the agency manage risk associated with personnel issues. Additionally, this package will allow agency staff to focus on the core mission of the agency and less on administrative activities.

Performance Measure detail:

The Agency’s ability to provide statewide services may be impacted by a lawsuit for damages caused by lack of HR professionals to guide the Agency through personnel issues.

Washington State Arts Commission 2017-21 Strategic Plan:

- Goal 1 – Expand arts participation in communities across Washington State, with a focus on cultural equity, to ensure all people have access to the arts.
- Goal 2 – Build leadership and resources in and for the arts.

This also meets the Governor’s Results Washington Goal 5– Efficient, Effective and Accountable Government.

Fully describe and quantify expected impacts on state residents and specific populations served.

Human resources support plays an essential role in developing the employee-centered activities of an agency. HR activities that support staff development and recruiting high quality employees will ensure better interaction with the citizens our agency serves.

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov’t impacts?	No	Identify:

Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: The Agency will be able to fund Department of Enterprise Services (DES) Small Agency HR services.
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

Please provide a detailed discussion of connections/impacts identified above.

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

1. Absorb the cost within existing budget – This would involve the agency purchasing the services from DES within its existing budget. This option reduces funds available to perform agency mission. ArtsWA would have to reduce travel to meetings, commission meetings, constituent relations meetings, and technical assistance meetings just to absorb a portion of this amount which then impacts the ability to complete the agency mission.
2. Go without these essential HR services or try to assign HR responsibilities to an existing employee with no additional funding - This would involve the agency doing the work with existing staff. This option reduces staff time available to perform the agency mission and increase risk. All of our current

employees are already specialized in their current roles and do not have the time nor the education/experience to take on the additional personnel responsibilities and execute them successfully. In this option, it is likely that the agency will be going without these services. This will increase risk to the agency beyond an acceptable level.

3. Request funding for a new HR professional within the agency - This is the most costly option but would provide some of the expertise and capacity needed to perform personnel functions. The kind of essential HR service support we are seeking from DES Small Agency HR services is professional level, expert support. If the agency were to hire someone in-house we would need to fill it at the Human Resource Consultant 4 (HRC4) level. The salary and benefits cost of a full time HRC4 plus related supplies, travel, and other costs is estimated at \$74,000 per year which is more than triple the proposed cost of the DES service offering. Our agency may not need a full time professional, but we will benefit from a full complement of HR expertise. The team at DES can provide more specialized expertise than is likely available in any one individual.
4. Request funding to purchase HR services from DES. – Recommended – The DES Small Agency HR Support option is the most economic option that will still meet our business need. This option is less expensive than hiring staff. It provides access to the array of necessary expertise when needed. It provides an objective resource for managers and staff when dealing with personnel issues.

What are the consequences of not funding this request?

Not funding this request would mean that the agency would have to operate without HR services which are critical for the agency's success. It would affect our ability to focus on the mission-critical work of our agency, weaken our ability to recruit and retain high-quality individuals, and increase our risks of non-compliant employment practices and related financial and legal risks.

Many of these services are similar to preventive health care. Investments and guidance up front can prevent major mistakes that can lead to legal and financial costs, as well as consequences for culture and trust from which it can take years to recover.

Examples of this are:

Recruitment – These services include candidate outreach and assistance with assessment and selection.

Without these HR services, hiring managers would need to spend more of their limited time conducting outreach to qualified candidates or hope that there are enough qualified candidates in the applicant pool. HR support would also help reduce the risk of unfair hiring practices by ensuring the assessment and selection process is correct and using behavior and performance based techniques to find the best candidate available.

Labor Relations – Labor relations support includes HR consultation on what level of corrective or disciplinary action is the most appropriate based on principles of just cause, writing of expectation and disciplinary letters to ensure clarity and appropriateness, ensuring processes are followed according to the collective bargaining agreement, and working with union representatives to ensure all disagreements are handled at the lowest possible level. DES HR Consultants are familiar with the Collective Bargaining Agreements (CBA) and can provide clear guidance and counsel on the best approaches to creating and maintaining a work environment that complies with the CBAs.

Performance Management – These services include supervisor guidance on creating clear performance expectations that achieve business results, creating development plans that help fill in the gap between expectations and reality and creating purposeful succession planning that helps match employee skillsets with business needs. These services make sure that the right people are in the right positions with the right skillsets to do the work which ensures business efficiency and reduces time and money spent on disciplinary actions and appeal processes that go with them.

Investigations – These services include full responsibilities through the investigative process. From initial intake, scheduling and conducting interviews gathering all tangible evidence, through delivering the final report to the Appointing Authority. Without this service, managers would be forced to either undergo costly training to become eligible to conduct an administrative investigation or pursue an outside investigator which can cost anywhere from \$5,000 to \$15,000. These services make sure complaints and claims are thoroughly investigated by a neutral third party who is familiar with the state and CBA specific rules and nuances.

How has or can the agency address the issue or need in its current appropriation level?

ArtsWA does not have the current resources to absorb the HR costs. ArtsWA looked at reducing travel but this impacts the statewide mission of serving advancing the role of the arts throughout the state. Reducing travel or any other service would be a detriment to reaching citizens, organizations and constituents throughout the state.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

See the attached draft of the service level agreement between our agency and DES.

Information technology: Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017 Supplemental Budget Decision Package

Agency: 387 Washington State Arts Commission

Decision Package Code/Title: IT - Information Technology – Security

Budget Period: 2015-2017

Budget Level: PL – Policy/Performance level

Agency Recommendation Summary Text:

The Washington State Arts Commission (ArtsWA) plans to upgrade its Information Technology infrastructure by acquiring tools and replacing aging hardware to provide more secure, effective and modern tools for staff to manage constituent relations, communications and technical assistance.

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for three years. Additional fiscal details are required below.

Operating Expenditures	FY 2016	FY 2017	FY 2018	FY 2019
Fund 001/012		36,800	2,500	2,500
Total Cost		36,800	2,500	2,500
Staffing	FY 2016	FY 2017	FY 2018	FY 2019
FTEs		0	0	0
Revenue	FY 2016	FY 2017	FY 2018	FY 2019
		0	0	0
Object of Expenditure	FY 2016	FY 2017	FY 2018	FY 2019
Obj. CA		17,000	0	0
Obj. EY		13,000	2,500	2,500
Obj. JA		6,800	0	0

Package Description:

Reaching the broadest statewide constituency in the most efficient and cost effective way requires that ArtsWA staff have available to them up-to-date management tools. Investment in technology is necessary to produce multiple, secure and accessible entry points to our services and programs. Through carefully strategized internal policies and outreach efforts, ArtsWA aims to deliver high quality and equitable constituent services, especially targeting under-served communities and under-resourced regions.

Additionally, to build strong and trusting relationships with the communities we serve we need efficient and secure data management software and communication technology that helps us best track interactions, program history, and ensures the privacy of our grantees is protected. The Washington State Arts Commission works to stimulate dynamic, innovative, economically vibrant and healthy communities on a daily basis. To do more efficient work, we request the tools outlined in this proposal.

1. Website upgrade (EY) – One-time cost of \$8,000.
2. Acrobat Adobe Professional/Adobe Capture/In Design licenses (EY) – ongoing \$1,360/yr.
3. Grants Management System – One time cost (CA)=\$17,000
4. Telephone system/hardware upgrade (JA) – One-time cost of \$3,800.
5. Cloud-based video conferencing software (EY)– Ongoing = 1 yr. \$2,000; 3 yrs. \$3,576 (pay for two years with one year for free) (Averages out to \$1,192 per year)
6. Router (JA) – One-time cost of \$3,000.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

This proposal does not affect FTE numbers. It does however, include a request for one-time costs of \$36,800 and annual ongoing costs of \$2,500.

See Attachment 1 at the end of this document for additional information about costs, anticipated hardware and software, and security concerns.

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

No revenue changes anticipated. Replacement of the aging and outdated router addresses security concerns and meets the new BGP Configuration requirements.

Purchases of the identified hardware address efficiency measures, increased statewide constituent communications, increased training opportunities through the web, webinars for staff training, commission member trainings, accessibility for grant panels, and convening of groups throughout the state. The telephony hardware, once purchased, will result in a slight monthly decrease in fees. The telephony equipment has not been upgraded in over ten years.

Purchase of a new, up to date online grants management system will greatly improve and simplify the application process for all constituents. It will also reduce the burden on staff, who are currently required to troubleshoot and babysit an outdated system that has run its course. This will free them up to address other pressing concerns and tasks that have sometimes been neglected.

Purchases of identified software also address efficiencies for the staff and commission members to conduct statewide services to constituents in remote areas.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.

Performance Measure detail:

Washington State Arts Commission 2017-2021 Strategic Plan:

Goal 2 – Build leadership and resources in and for the arts.

- Obj. 2 – Increase awareness of ArtsWA programs and their impact through a cohesive communications and media plan.
- Obj. 4 – Build ArtsWA board leadership capacity by increasing educational opportunities.

Goal 5 – Advance efficient, effective, and relevant practices across all agency programs and services.

- Obj. 1 – Acquire and update technology to maximize efficiency and accessibility.
- Obj. 3 – Maintain a commitment to employee training and development.

Fully describe and quantify expected impacts on state residents and specific populations served.

Upgraded information technology for the State Arts Commission will increase staff productivity, positively impact the visitor experience on our website and at our meetings, conform to ADA requirements and best practices. From potential grantees to the many diverse populations we serve, updated IT infrastructure will allow them easier access and an improved experience.

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Select Y/N	Identify: No cost to counties but impacts ability to reach and address counties during the year and during public meetings.
Other local gov’t impacts?	No	Identify:
Tribal gov’t impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:

Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	Yes	Identify: Installation of new router to replace expired one, improved Web access, new audio tools for public meetings to address hearing impairment issues. Webinars for trainings, grant offerings, and grant panels.
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

Please provide a detailed discussion of connections/impacts identified above.

Improved and updated technology allows ArtsWA to carry out its mission to advance the role of the arts in the lives of individuals and communities throughout the state. Updated technology has a positive impact on rural and underserved areas of our state. As a statewide agency, it is important that information about our programs, grants, and training opportunities be accessible on many different platforms, including an accessible website, social media, 800 telephone, webinars, and videoconferencing.

Our current, online grants system is old and inefficient, increasing the amount of time and energy a potential applicant must spend to complete an application and greatly impacting staff in terms of anxiety regarding the system's reliability and the need to spend much more time in "troubleshooting" mode.

The router is currently past the expiration date and will shortly no longer be serviced. Because of the aging hardware, Internet speed is 75% of capacity, which creates security risks and bottlenecks work capacity. The proposed new router will meet WaTech's requirement for an updated Border Gateway Protocol (BGP) which increases security and reliability for data going through the router.

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

Many alternatives were explored. The Agency has not replaced most hardware in the last ten years and has made do with equipment from State Surplus, borrowing equipment or holding out to replace aging equipment. This option was chosen because we can no longer wait to replace the aging hardware that can no longer be supported. Software upgrades are required for increased cyber security to keep up with best practices, increased staff productivity and replace expired licenses.

What are the consequences of not funding this request?

A failing router means slower internet service, decrease staff productivity, and an increase in security concerns. WaTech requires every agency to upgrade their router to be compliant with the new Border Gateway Protocol (BGP) which increases security, reliability and manageability.

No funding for replacing old telephony hardware means we will continue to use State Surplus telephones and we will not be able to take advantage of WATech’s telephone service. Our old equipment requires an outside telephone company to fix and update any connections. New telephone hardware and the switch to the WATech service system would, in the long term, increase productivity and result in a small monthly savings. Currently there is a lag time of several days to make minor changes like updating a telephone number or adding a new number. WaTech has the capability to update or upgrade digitally at a moment’s notice, for no additional charges.

A lack of a reliable audio system for Commission meetings means less accessibility for the hearing impaired including the public and commissioners.

An inadequate grants application system is a barrier to our constituents, especially those in rural and underserved areas where they are less likely to have IT support and / or savvy to navigate a failing process.

How has or can the agency address the issue or need in its current appropriation level?

ArtsWA is unable to absorb these purchases in the current appropriation level. We will continue to utilize State Surplus equipment for a few of the needs.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

Attached at the end is the summary document with additional information about each IT package request.

Information technology: Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

- No 
- Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017 Supplemental Budget - IT Addendum

Part 1: Itemized IT Costs

Please itemize any IT-related costs, including hardware, software, services (including cloud-based services), contracts (including professional services, quality assurance, and independent verification and validation), or IT staff. Be as specific as you can. (See chapter 12.1 of the operating budget instructions for guidance on what counts as “IT-related costs”)

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2016	FY 2017	FY 2018	FY 2019
Item 1. Accessibility for Blind/ Increased bandwidth, Website redesign	0	8,000	0	0
Item 2. Software licenses	0	1,300	1,300	1,300
Item 3. Grants Management System purchase	0	17,000	0	0
Item 4. Telephony package	0	3,800	0	0
Item 5. Cloud based video conferencing software	0	3,600	1,200	1,200
Item 6. Replace aged router – Cisco 4321	0	3,000	0	0
Total Cost	0	36,800	2,500	2,500

Part 2: Identifying IT Projects

If the investment proposed in the decision package is the development or acquisition of an IT project/system, or is an enhancement to or modification of an existing IT project/system, it will also be reviewed and ranked by the OCIO as required by RCW 43.88.092. The answers to the three questions below will help OFM and the OCIO determine whether this decision package is, or enhances/modifies, an IT project:

- Does this decision package fund the development or acquisition of a new or enhanced software or hardware system or service? Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See [OCIO Policy 184](#) for definition.) Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121](#).) Yes No

If you answered “yes” to any of these questions, you must complete a concept review with the OCIO before submitting your budget request. Refer to chapter 12.2 of the operating budget instructions for more information.

Attachment 1.

Package Description

Item 1. Website upgrade – One time cost of \$8,000.

Best practices for web publishing, as well as consumer use of the Internet, have evolved significantly. Though ArtsWA has made incremental changes and patches to its website over the years, the need for a whole website upgrade is long overdue. This one-time request supports and sustains the majority of the goals and objectives in the agency's 2017-21 Strategic Plan.

Upgrades will include:

- A rebuild of the cascading style sheet (CSS) and HTML throughout the site to make significant enhancements for responsive formatting and mobile accessibility which will accommodate differing screen sizes and user interfaces.
- ADA compliance upgrades, including added web accessibility for sight impaired.
- Enhanced navigation tools to increase the website's search engine optimization (SEO) which will help constituents and stakeholders find ArtsWA's information and services more easily.
- An interactive "opportunities" module to allow cooperative partners and stakeholders to list grants, events, and other opportunities that are of interest to the arts community.
- Conversion options for translating site text into the language of user's choice

Item 2. Acrobat Adobe Professional/Adobe Capture/In Design licenses – ongoing \$1,300

Adobe Acrobat is a state and federal standard for electronic document management. Although most computers have Adobe Acrobat Reader, only Adobe Acrobat Professional can convert standard office files (WORD, Excel, photos, etc.) into .pdf format. Staff members require access to Adobe Acrobat Professional for dissemination of board material, state and federal reports, editing grant submissions, and preparing content for the web and social media. Previous versions of Acrobat Adobe had no expiration dates. The Professional level has exceeded the expiration date and is no longer supported which means all new licenses are required.

Item 3. Grants Management System – One time cost =\$17,000.

Because ArtsWA is a grant funding agency, effective grant management is important, both for efficient and fair handling of grant applications, but also provides applicants with a secure portal for submitting and tracking applications, calendar of deadlines, and reporting requirements. Our agency is currently using an older style grants management system that incurs an annual fee, is cumbersome, and does not fulfill all of our current needs in terms of flexibility and report capability. Since the system was put into place in 2011, grants management software has become more robust, user friendly, and less expensive. This request would replace the current software with new cloud-based software and cover the cost of initial set-up, transfer of legacy data from the old system and training for staff.

Item 4. Telephone system/hardware upgrade – One-time \$3,800.

Through DES purchase additional telephones and headsets allowing ArtsWA to increase telephony technology for communication and collaboration with statewide users/customers. The current equipment is over ten years old and requires costly telephone service for maintenance. New technology allows us to utilize DES services for digital changes and upgrades.

\$3,774 Digital or VoIP phone hardware (\$222 x 17 = \$3,774)

Item 5. Cloud-based video conferencing software – Ongoing = 1 yr. \$2,000; 3 yrs. \$3,576 (pay for two years with one year for free, making the average cost at \$1,192 per year)

This cloud-based, off-the shelf videoconferencing program allow the agency to target underserved and rural communities through web-enabled conferencing, full audio and/or video conferencing, desktop sharing, and field communication. Unlike other similar software, Highfive® is an all-in-one portable, scalable solution, and relatively inexpensive solution including both hardware, software, technical support, and training.

Room hardware includes camera, microphones, and CPU power to process video and audio together.

The software includes:

- Unlimited phone dial-ins
- Up to 25 end users per meeting, but can include more if daisy-chained from other locations
- Single sign-on and Active Directory
- Custom branding on TV and apps
- Custom domain
- Mix professional bundle
- Advanced administration
- Usage analytics
- Simple meeting URLs
- Outlook integration
- Google Calendar integration
- Phone, chat, email support

Item 6. Cisco 4321/C1 Router – One-time \$3,000.

The current router has ended its shelf life and will no longer be supported by WaTech creating a security risk. Because of the aged equipment it is also creating a bottle neck in our agency computer systems and internet access is running at only about 25% of the speed of the state connection. The proposed router meets WaTech's requirements for Border Gateway Protocol (BGP) which increases security and reliability of data being routed.